

Directive 25 determines how much you must pay each month for accommodation. This amount is called a Shelter Cost and it includes costs for rent, utilities and services that you will pay to the Department each month. The amount you pay is based on what the average person with a salary and family size similar to yours would pay for fully serviced unfurnished accommodation in the Ottawa/Hull area. This amount is revised every year on April 1, as reported by Canada Mortgage and Housing Corporation.

Staff quarters are either Crown-held (owned or leased), or privately leased. If your staff quarters are Crown-held, they will be fully furnished in accordance with the Material Authorization Tables, subject to the availability of appropriate funding. (When you are assigned to a US mission, in many cases, you will look for your own accommodation and your furniture will be shipped to your new home.) Where no Crown owned or leased property is available, the United States Area Management Office (UAM) will consider whether you and your spouse are eligible for a house hunting trip to the mission. At some missions, provision does exist for the "loan" of various appliances and equipment while in privately leased accommodation. You should explore this with Mission Administration on your arrival.

You may also want to pay close attention to FSD 25.09 [(a) and (b)] which provide for a Shelter Cost Waiver, if you own a house or condominium unit in the National Capital area and where you are in a "two rent" situation during your assignment. The Head of Mission may waive the payment of your shelter cost for a period of up to six months. Please note that this six month period is the maximum total period of waiver you will be allowed during one posting (except under FSD 15.34). Exceptions to the six-month limit will not normally be considered. If there are truly exceptional circumstances, you must submit relevant correspondence to MRSK for submission to the appropriate foreign service interdepartmental co-ordinating committee for consideration.

You will no doubt have engaged a company to look after your principal residence in Canada while you are on posting. Under FSD 25.09 (d), these property management fees will be reimbursed. You can either receive an accountable advance from the Mission or forward a claim to ABPF for that fiscal year. Accountable advances will be issued to you once per fiscal year upon presentation of the following documentation:

- a) a copy of the management firm contract and/or a comprehensive receipt;
- b) a copy of your lease; and
- c) either a signed declaration of principal residence or a copy of a completed Revenue Canada T2091 form.

It should be noted that reimbursement of property management fees is a taxable benefit.

3.7 Family Separation Expenses — FSD 15.34

This provision is designed to assist you, the employee, in the temporary maintenance of two residences by waiving payment of your shelter cost at post under the following circumstances:

1. operational requirements — FSD 15.34 (a)(ii)(A);
2. to enable a dependant to finish a school term — FSD 15.34 (a)(ii)(B);
3. illness of a dependant — FSD 15.34 (a)(ii)(C), and
4. a dependant remaining to try to sell or rent your principal accommodation — FSD 15.34 (a)(ii)(D).
5. your family remains in Canada to avoid disruption of a dependant child's education at the primary or secondary level FSD 15.34 (a)(ii)(E).
6. Spousal education or employment, or a combination of both (under certain conditions) FSD 15.34 (a)(ii)(F)&(G)

The entitlement to a waiver of shelter cost has been expanded to include spousal education or employment, or a combination of both, where you accept the assignment on an accompanied basis. The assistance for each purpose shall normally be limited to one assignment in your career.

One return trip home to assist your dependants to relocate to the new place of duty may be approved when the Deputy Head is satisfied that they require your assistance in travelling to the new place of duty.

A Request for Family Separation Expenses (FSE) should be submitted to Benefits Policy and Implementation (ABMA) in advance of your departure outlining the circumstances.