

*Salt Spring Island Fire Protection District*

**POLICY MANUAL**

Section	Employment
Policy Number	AE-2502-01
Policy Title	Hiring – Relocation Assistance

**POLICY OBJECTIVE**

To ensure that a place of residence is not an obstacle in attracting and hiring the best qualified candidates who have been pre-screened and are currently not residing on Salt Spring Island. This policy outlines assistance available to offset relocation costs for candidates who are not residing on Salt Spring Island and are accepting employment with the District.

**SCOPE**

External candidates selected for regular part-time or full-time excluded management positions (Deputy Fire Chief, Fire Chief, Chief Financial Officer, and Corporate Administrator).

On the recommendation of the Corporate Administrator, the Board of Trustees may authorize extending relocation assistance for candidates who are accepting employment with the District.

**DEFINITIONS**

“Family” refers to the applicant’s spouse and/or dependents. Dependents may include a natural child, stepchild or adopted child, legal ward, or common-law child: up to the age of twenty-one (21) and who is dependent on the applicant for support. As well as any other relative of the applicant’s household who is dependent on the applicant for support for reasons of mental or physical disability.

“Relocation Expenses” except as otherwise stated in the Description of Relocation Expenses (Attachment A), means those expenses allowable by the Canada Revenue Agency as an allowable Moving Expenses Deduction.

“Salt Spring Island” means the Salt Spring Island electoral area

“Spouse” refers to a married, common-law, or same-sex partner with whom the applicant has cohabited and who has been promoted as a “spouse” or partner for a minimum of twelve consecutive months prior to accepting employment with the District

## **STATEMENT OF POLICY**

### **Authorization**

The Board of Trustees must give preauthorization before any offers or commitments are made to candidates for relocation assistance.

### **Factors in Determining Relocation Assistance**

Authorization of all or part of the allowable expenses and the maximum level of expenditure should take into consideration the following factors:

- The nature and level of the position
- The District’s Operating Budget and financial capacity
- The candidate’s circumstances
- Challenges in filling the position

A candidate’s requirement for relocation assistance is negotiated at the time the offer of employment is made and referenced in the employee’s Employment Agreement.

### **Allowable Expenses**

The Salt Spring Island Fire Protection District may cover the following reasonable expenses associated with relocating the candidate, the candidate’s Family, and household effects:

- Moving household effects to a maximum of 12,000 pounds
- Travel expenses to move the candidate and candidate’s family
- Reasonable temporary accommodation for a period of up to two (2) weeks for the candidate and candidate’s family prior to taking possession of principle residence
- House hunting trip for the candidate and the candidate’s spouse for a maximum of five (5) days
- Legal fees up to a maximum of \$1,500 related to purchase of a new principal residence within one (1) year of employment
- Incidental Relocation Expenses up to a maximum of \$500 associated with the relocation

The parameters of all expenses are contained in Description of Relocation Expenses (Attachment A).

Original receipts are required for all allowable expenses, except for legal fees, must be incurred and submitted within sixty (60) days of the candidate's start date with the Salt Spring Island Fire Protection District, unless otherwise agreed to by the Board of Trustees.

### **Relocation Assistance**

Confirmation of relocation assistance occurs when offers of employment are made. Employees granted relocation assistance are required to sign a Relocation Assistance Agreement (Attachment B).

If an employee resigns prior to two years (24 months) from their start date or during the initial term of their employment agreement whichever is less, the employee shall reimburse the Salt Spring Island Fire Protection District for relocation expenses paid on a pro-rata basis for each full month worked (for example, less 1/24 for each full month worked for a 24-month period). Repayment of relocation expenses must be paid in full to the District prior to the employee's resignation date. No repayment of expense is required after the employee completes two (2) years employment or the initial term of their employment agreement, whichever is less.

Should separation of employment occur for reasons other than the employee's resignation, the issue will be dealt with as part of the separation discussions.

Further details on allowable travel and meal expenses can be found in the Policy AF-3301-03 Staff Expenses.

### **Procedure**

A candidate's claim for reimbursement of interview expenses together with copies of original receipts is to be submitted within sixty (60) days of the interview date on the Hiring Expense Claim Form (Attachment C).

### **BOARD DISCRETION**

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

### **RELATED DOCUMENTS**

Hiring- Relocation Assistance APPROVED

Policy Number AF-3301-03 Staff Expenses

**APPROVALS**

Approval date:	21 March 2022	Approved by:	Board of Trustees
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	

## **ATTACHMENT A**

### **Description of Relocation Expenses**

This document describes compensation for reasonable relocation expense associated with your acceptance of employment with the District. The following examples are a guide to the allowable and non-allowable expenses. The District will determine whether and to what extent to compensate you for relocation expenses and will be pleased to discuss particulars with you.

### **Allowable Relocation Expenses**

Except as otherwise stated in this Attachment allowable Relocation Expenses means those expenses allowable by the Canada Revenue Agency as a Moving Expense Deduction on an individual's annual tax return.

#### **House Hunting Trip**

The cost of one (1) house hunting trip for the candidate and candidate's spouse for a maximum of five (5) days with allowable expenses being:

- Return economy travel expenses such as air, car, train, or bus fare.
- Ground transportation to/from the airport or seaplane/ferry terminal(s).
- Hotel accommodation for a standard room at a moderately priced hotel, or equivalent, and at government rates, whenever possible.
- Meal expenses (with the exclusion of alcohol) as per Policy AF 3301-03 Staff Expenses at current BC Treasury Board Meal/Per Diem Allowances for Class II Employee Group.

Further details on allowable expenses can be found in the Policy AF-3301-03 Staff Expenses and the most current BC Treasury Board Appendix 1 – Travel Allowances.

Candidates traveling by private vehicle will be reimburse at current BC Treasury Board Travel Allowances - Private Vehicle Allowance rates for milage based on the shortest public route. Actual transportation toll charges may also be claimed.

Where private lodging is used in lieu of commercial accommodation, reimbursement will be at current Treasury Board rates for Accommodation Charges.

## **Moving Expenses**

Two competitive bids are required from moving companies, the work to be contracted out to the most economical bidder.

- Packing and unpacking of household goods and personal belongings to a maximum of 12,000 pounds.
- Large volume of heavy items such as books that may be transported more cost effectively by some other means (if falling within the total allowable weight of 12,000 pounds).
- Freight charges for household goods and personal belongings from the candidate's primary personal residence at their current location to the residential property at the new location.
- Replacement Value Insurance subject to the terms and conditions of the insurance policy.
- Storage of the household goods and personal belongings up to thirty (30) days, if necessary. Storage beyond thirty (30) days to be paid directly by the employee.
- Shipping of one (1) personal, licensed, insured, and operable vehicle if the relocation is more than 500 kms (shipping done via common carrier, i.e., rail or truck).

## **Travel Expenses Related to Moving**

The cost of moving related travel expenses for the candidate and Family members with allowable expenses being:

- Return economy travel expenses such as air, car, train, or bus fare.
- Ground transportation to/from the airport or seaplane/ferry terminal(s).
- Hotel accommodation for a standard room at a moderately priced hotel, or equivalent, and at government rates whenever possible.
- Meal expenses (with the exclusion of alcohol) as per Policy AF 3301-03 Staff Expenses at current BC Treasury Board Meal/Per Diem Allowances for Class II Employee Group.

Candidates traveling by private vehicle will be reimburse at current Treasury Board Travel Allowances - Private Vehicle Allowance rates for milage based on the shortest public route. Actual transportation toll charges may also be claimed.

Where private lodging is used in lieu of commercial accommodation, reimbursement will be at current Treasury Board rates for Accommodation Charges.

Allowable meal expenses (with the exclusion of alcohol) for Family members as detailed in current BC Treasury Board Travel Allowances – Meal Allowances for Dependents on Relocation. Maximum reimbursement will be at current Treasury Board Meal/Per Diem Allowances for Class II Employee Group.

### **Reasonable Temporary Accommodation**

Temporary commercial accommodation at a moderately priced hotel, or equivalent, for a period up to two (2) weeks for the employee and Family members prior to taking possession of the principal place of residence including meal expenses (with the exclusion of alcohol) as per Policy AF-3301-03 Staff Expenses and the most current BC Treasury Board Appendix 1- Travel Allowances.

### **Legal Fees**

Legal fees up to a maximum of \$1,500 related to the transfer of title of the new residential property and land title disbursements.

### **Incidental Expenses**

Other expenses allowable by the Canada Revenue Agency for the Moving Expense Deduction, not listed above nor under “Generally Non-Allowable Relocation Expenses” up to a maximum of \$500.

## **Generally Non-Allowable Relocation Expenses**

The District accepts no responsibility or liability arriving out of, or associated with relocation of the following items, and will not compensate for expenses incurred to relocate them, unless expressly agreed to in writing by the District.

- Items that may not be moved with household effects by tariff restriction, legislation or regulation, and laws (e.g., flammable/combustible items such as paints, cleaning solvents, aerosols, or flammables including matches lighter fluid, gasoline, propane tanks, cleaning fluids, fertilizers, and live ammunition).
- Other vehicles and methods of transportation, including boat trailer, boat, canoe, kayak, travel trailer, pop-up trailer, mobile home, car eligible for Collector or Vintage vehicle licensing, car parts; tractors 25 hp or more; houseboat, snowmobile, snowmobile trailers, airplanes, etc.

- Personal vehicles that are not licenses, insured, or operable; classic car(s) twenty-five (25) years or older.
- Shipment of one personal vehicle if the move is less than 500 kms; shipment of more than one (1) personal vehicle if the move is over 500 kms.
- Costs of removal, disassembly, construction, installation, assembly or reassembly of a playhouse, waterbed, ice-maker, grandfather clock, hot tub, swimming pool. Athletic equipment, pool table, shelving, swing set, satellite dish, workshop, photographic darkroom equipment, kitchen cabinets, appliances, and the like.
- Extra stops (pick-ups and/or deliveries) and any additional weight associated with pick-ups.
- Moving of household effects over a weekend or holiday.
- Pets; farm animals; farm equipment, car parts; firewood; and construction materials.
- Valuables (jewellery, antiques, and other items whose value exceeds the replacement cost for the functional value of the item).
- Removal of goods out of temporary quarters, secondary or vacation homes.
- Plants.
- Frozen foods and other perishables.
- Wine and liquor.
- Housecleaning of previous or new principal residence.
- Connection, disconnecting or servicing appliances.
- Removal of fixtures and other sundry items such as draperies, curtain rods, wall hooks.



Attachment B



**Salt Spring Island Fire Protection District**  
**105 Lower Ganges Road**  
**Salt Spring Island, B.C.**  
**PH: 250-537-2531**  
**FAX: 250-537-2507**

(\*DATE\*)

**Relocation Assistance Agreement**

**I, (\*EMPLOYEE NAME\*), acknowledge having read the Relocation Assistance Policy (AE-2502-01) and Description of Relocation Expenses included as part of my Offer of Employment and referenced in my Employment Agreement.**

**I accept the District's offer to provide relocation assistance to a maximum of \$(\*AMOUNT\*) to reimburse me for allowable relocation expenses as defined in the Policy and/or Description of Relocation Expenses.**

**I agree to the following terms outlined in the Relocation Assistance Policy when submitting expenses for approval:**

- 1. Submission of original receipts must be made within sixty (60) days of my start date with the Salt Spring Island Fire Protection District except for legal fees which must be submitted within one year of my start date, unless exceptions to these timelines have been approved by the Board of Trustees; and**
- 2. Submission of the estimate of the competitive bid for moving expenses agreed to by the Salt Spring Island Fire Protection District shall be accompanied by the actual cost of the move when I am seeking reimbursement of moving expenses.**

Expenses Repayment

**In accepting relocation expenses payment from the District, I understand and agree to the following terms and conditions:**

- 1. If I resign prior to 2 years (24 months) from my start date or during the initial term of my Employment Agreement whichever is less, I shall reimburse the Salt Spring Island Fire Protection District for relocation expenses paid on a pro-rated basis (i.e., for a two year term, less 1/24 for each full month worked).**

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**2. Repayment of expenses must be paid in full to the Salt Spring Island Fire Protection District prior to the employee's resignation date.**

**3. No repayment of expenses is required after I complete the initial term of my Employment Agreement or 2 years of employment, whichever is less.**

**4. If I am required to repay the loan and fail to do so prior to my resignation date, I authorize the District to recover as much as possible of the outstanding balance through payroll deductions or from any other monies owed to me by the District.**

**5. Should separation of employment occur for reasons other than resignation the issue will be dealt with as part of the separation discussions.**

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**Employee Signature**

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**Signature Chair, Board of Trustees**

ATTACHMENT C



Salt Spring Island Fire Protection District  
105 Lower Ganges Road  
Salt Spring Island, B.C.  
PH: 250-537-2531  
FAX: 250-537-2507

HIRING EXPENSE CLAIM FORM

Date of Submission: \_\_\_\_\_

Name of Individual for which expenses incurred: \_\_\_\_\_

Interview Expenses

The following types of expenses may be claimed with advance approval: travel, ground transportation to/from airport, hotel accommodation and meal expenses. Refer to Policy AF-3301-03 Staff Expenses for further details.

Date	Description of Expenses	Receipt Amount	Amount Claimed	Amount Approved

Approval of Interview Expenses

In the amount of \$ \_\_\_\_\_ : \_\_\_\_\_  
Corporate Administrator

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## Expenses for Relocation Assistance

The following types of expenses are more frequently used and may be claimed with advance approval: travel, moving household effects and temporary accommodation. Refer to Policy AE-2502-01 Hiring – Relocation Assistance for further details.

Moved from: \_\_\_\_\_ Employee's Start Date: \_\_\_\_\_

Date	Description of Expense	Receipt Amount	Amount Claimed	Amount Approved

### Approval of Relocation Assistance Expenses

in the amount of \$ \_\_\_\_\_ : \_\_\_\_\_  
 Chair, Board of Trustees

### Employee Verification for Relocation Assistance Expenses

I hereby certify that the above expenses were incurred by me as relocation expenses. I understand that the reimbursement I receive may be a taxable benefit.

\_\_\_\_\_  
 Employee's Signature

<p><b>Reimbursement of Expenses</b></p> <p>Please reimburse by cheque:</p> <p>Send to _____ or</p> <p>Hold for pick up. Notify _____ at Local _____</p>
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