

Clarification Bulletin – CBI 10 Section 5 – Shelter and Related Provisions
Dated 05 May 2025

Refs: A. Email exchange and discussion with TBS and DCBA, 25 April 2025

B. CBI 10.5.02 - Intent

C. CBI 10.5.05(7) - Square metre entitlement

D. CBI 10.5.05(9) - Space to be considered

E. CBI 10.5.05(9.1) - Exclusions

F. CBI 10.5.22 - Expenses to Settle Dispute

Issue

The current policy states what spaces are to be considered when calculating the size of rental accommodation that members can rent while posted OUTCAN. DCBA has received multiple questions about the application of refs C-E in the context of other structures located on the property and excluding liveable space inside the house in the lease agreement.

Reference C lists the size of the homes that members are able to rent according to their household size, if they wish to be eligible for the rent and utility subsidies offered in CBI 10.5.

Reference D states that all spaces inside the home are to be included when determining the size, less the exclusions listed at reference E. Although the policy states “inside the home” it is understood that any structures on the property must be included in the measurements unless the space is included in reference E as an exclusion.

Clarification

The provisions under CBI 10.5 are designed to ensure that members can rent accommodations while out of the country that are generally comparable to but not necessarily equal to the size and nature of rental accommodations in Canada. The policy will subsidize the member’s rent and utilities but only if the limitations within the policy are respected.

At ref A, TBS has confirmed that all structures on the property must count towards the overall square metre entitlement if that structure contains livable space that can be used by the member and their family. This includes, but is not limited to, guesthouses and garden houses. TBS has further confirmed that members are not to enter into any rent or lease agreements that would exclude these structures from the member’s size limitations.

Members need to be well informed of their entitlements and restrictions with respect to shelter before and during their HHT so they can better narrow their searches.

DCBA is confident that the entitlements and restrictions under CBI 10.5 are robust enough that members can acquire standard, suitable and comfortable accommodations at their post. In those cases where there are exceptional circumstances, there are tools available to DCBA to address exceptions on a case-by-case.

This clarification bulletin is policy direction that conveys the intent of the specific CBI provisions as confirmed by the Treasury Board Secretariat.