

# National Joint Council

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## Commuting Assistance Directive

**Note:** Public Service employees must contact their [Designated Departmental Commuting Assistance Coordinator \(DDCAC\)](#) with their questions.  
[Communiqués](#) [Other related documents](#)

### Principles

The following principles were developed jointly by the bargaining agent representatives and the employer representatives to the National Joint Council. These principles are the cornerstone that shall guide the parties in establishing fair and reasonable commuting assistance practices across the public service.

**Trust** – foster an environment that allows employees, bargaining agents and management to work together to develop mutually acceptable solutions.

**Flexibility** – create an environment where management decisions respect the duty to accommodate, best respond to employees' needs and interests, and consider operational requirements in the determination of commuting assistance arrangements.

**Respect** – create a sensitive and supportive environment and recognize employees in a professional manner while supporting employees, their families, their health and safety in the context of this directive.

**Transparency** – ensure consistent, fair and equitable application of this directive and its practices.

### General

## Collective agreement

This directive is deemed to be part of collective agreements between the parties represented on the National Joint Council and employees are to be afforded ready access to this directive.

## Grievance procedure

In cases of alleged misinterpretation or misapplication arising out of this directive, the grievance procedure, for all represented employees within the meaning of the *Federal Public Sector Labour Relations Act* will be in accordance with section 15 of the National Joint Council By-Laws. For unrepresented employees, the departmental or agency grievance procedure applies.

## Effective date

This directive is effective on October 1, 2020.

## Purpose

Commuting assistance is provided to help defray excessive costs incurred in employees' daily travel to and from the regularly assigned worksite on the days when they are required by management to report for work and so report and to facilitate the recruitment and retention of staff delivering government programs at these remote worksites.

Normally, employees are expected to report for work at their own expense since they are free to choose where they will live. However, for some worksites, there are no reasonably close suitable residential communities. Consequently, some employees may be subject to higher transportation costs.

The *Canadian Human Rights Act* and the Treasury Board Policy on the Duty to Accommodate Persons with Disabilities in the Federal Public Service, as amended from time to time, apply to this directive. Decisions and practices flowing from this directive shall be inclusive and barrier free. For instance, it is the employer's duty to ensure that the employee with a disability(ies) is fully accommodated to the point of undue hardship.

## Application

This directive applies to all employees at a worksite where commuting assistance has been authorized, and does not apply:

- (a) to additional kilometres driven for personal reasons (e.g. the transportation of children to school or day-care);
- (b) to those employees who normally take public transportation to and from the worksite and who are unable to do so because of an interruption in service caused by a work stoppage of the public transportation employees;
- (c) to transportation to and from a place of work other than the regularly assigned worksite or between the worksite and another place of work;
- (d) where adequate public transportation operates between a worksite and a suitable residential community, irrespective of the distance criteria;
- (e) to those employees who ride as a passenger in a vehicle where another employee is eligible and claiming the assistance; or
- (f) to employees who, when they are assigned to the worksite, decline without compelling reason, in the opinion of the deputy head, a written offer of Crown-owned or Crown-controlled living accommodation either at or within 16 kilometres from the worksite using the most direct, safe and practical route and choose to reside elsewhere.

Allowances authorized under the Isolated Posts and Government Housing Directive shall not be construed to include commuting assistance. The criteria outlined in this directive will be used to determine whether commuting assistance will be authorized at isolated posts.

## Definitions

In this directive,

**adequate public transportation** (*transports en commun adéquats*) – means public transportation serving the worksite,

- (a) where the schedule enables employees to report for work at their assigned times and to depart for home within a reasonable time after the end of their scheduled work period;
- (b) that has the capacity to carry the employees; and

(c) that is available to employees at reasonable cost.

**commuting assistance** (*aide au transport quotidien*) – means the assistance provided to an employee under this directive.

**department** (*ministère*) – means a department or other portion of the public service,

- (a) listed in Schedules I and IV to the Financial Administration Act; or
- (b) listed in Schedule V to the Financial Administration Act and which is a member of the National Joint Council of the Public Service of Canada.

**deputy head** (*administrateur général*) – means the deputy minister or other chief executive officer of a department or agency and includes any employee of the department or agency who has been authorized to act on behalf of the deputy head or chief executive officer for the purposes of this directive.

**employee** (*fonctionnaire*) – means a person

- (a) employed in the public service;
- (b) whose salary is paid out of the Consolidated Revenue Fund; and
- (c) including a member of the Canadian Forces and the Royal Canadian Mounted Police.

**majority of the employees** (*majorité des fonctionnaires*) – means 50 per cent or more of the employees at a worksite, excluding those occupying Crown-owned or Crown-leased accommodation that is located at the worksite.

**Public service** (*fonction publique*) – for the purposes of this directive, "public service" shall include the same parties and persons outlined in section 1 of the National Joint Council By-Laws.

**suitable residential community** (*quartier résidentiel convenable*) (refer to Appendix C for guidance) – means a location where,

- (a) taking the vacancy rate into account, excluding vacant lots, the majority of employees could reside;
- (b) adequate utilities and educational and commercial facilities are available; and
- (c) road routes to the worksite are the most direct, safe and practical.

**worksite** (*lieu de travail*) – means the location at or from which employees ordinarily perform the duties of their positions and, in the case of employees whose duties are of an itinerant nature, the actual building to which they return to prepare and/or submit reports, etc., and where other administrative matters pertaining to their employment are conducted.

## 1 Implementation

### 1.1 Criteria

1.1.1 The deputy head will authorize commuting assistance only when:

- (a) adequate public transportation is not available between a suitable residential community and the worksite; and
- (b) no suitable residential community is located within a road distance of 16 kilometres from the worksite using the most direct, safe and practical route.

1.1.2 A community will be deemed to be a suitable residential community:

- (a) upon the mutual consent of the deputy head and the affected bargaining agents, or
- (b) if the majority of the employees reside within 16 kilometres of the worksite using the most direct, safe and practical route.

### 1.2 Authorization

1.2.1 Following consultation with the affected bargaining agents, an authorization shall:

- (a) designate a suitable residential community;
- (b) specify the type of commuting assistance to be provided; and
- (c) be limited to the most practical and economical type of commuting assistance.

1.2.2 Where practical and reasonable, the same type of commuting assistance shall be authorized for employees of all departments at a worksite.

1.2.3 A deputy head shall consider energy conservation when choosing the type of commuting assistance.

1.2.4 Where there are a large number of employees at a worksite or where there are a number of suitable residential communities adjacent to the worksite, more than one suitable residential community may be designated.

1.2.5 A deputy head shall review an authorization referred to in this section at least once each fiscal year and, subject to section 1.5, may continue, modify or revoke it.

## 1.3 More than one Department

1.3.1 When more than one department has employees at a worksite, the deputy heads shall determine collectively, following consultation with the affected bargaining agents:

- (a) how this directive will be applied and implemented; and
- (b) what type of commuting assistance will be authorized.

1.3.2 Where the deputy heads are unable to reach a consensus, the matter may be referred to the National Joint Council for a recommendation. The Treasury Board Secretariat, on the recommendation of the National Joint Council, shall resolve the matter.

1.3.3 Subject to subsection 1.3.2, the authorization that is given by the deputy head of each department shall conform to the decision.

1.3.4 While departments may seek to establish cost sharing arrangements, each department shall be responsible for the cost of providing commuting assistance for their employees.

## 1.4 Types of Assistance

1.4.1 Commuting assistance will be provided by the use of Crown-owned vehicles, charter services, taxi pools or the use of privately-owned vehicles.

### **Private Motor Vehicle**

1.4.2 When a deputy head determines that the use of private motor vehicles is the most practical and economical type of commuting assistance, the rate of commuting

assistance shall be the rate as prescribed in Appendix A.

1.4.3 The amount of commuting assistance to which employees are entitled for each working day they report to work shall be calculated by multiplying the rate:

- (a) for an employee who resides in a designated suitable residential community, by the shortest return road distance between the worksite and the geographical centre of that designated suitable residential community, using the most direct, safe and practical route, less 32 kilometres; or
- (b) for an employee who does not reside in a designated suitable residential community, by the lesser of:
  - (i) the shortest return road distance between the worksite and the employee's residence, using the most direct, safe and practical route, less 32 kilometres; and
  - (ii) the shortest return road distance between the worksite and the geographical centre of the farthest designated suitable residential community, using the most direct, safe and practical route, less 32 kilometres.

## 1.5 Consultation on Changes

1.5.1 The affected bargaining agents shall be consulted concerning:

- (a) any proposed change to the type of commuting assistance;
- (b) any modification to or revocation of commuting assistance; and
- (c) the effective date of any modification to or revocation of commuting assistance authorized under this directive.

1.5.2 When commuting assistance is modified or revoked, each employee and affected bargaining agent shall be given written notice of the change. Such change shall be effective on the first day of the third month following employees' receipt of the written notice, or the effective date of the change, whichever is later.

## 1.6 Exceptions

1.6.1 Where deputy heads are of the opinion that they are not permitted by this directive to authorize commuting assistance, either they or the affected bargaining



agents may submit the matter to the National Joint Council. The Treasury Board Secretariat may, on the recommendation of the National Joint Council, make a determination.

1.6.2 The documentation submitted to the National Joint Council shall include a statement:

- (a) to the effect that consultations have taken place; and
- (b) identifying the abnormal circumstances supporting a recommendation that commuting assistance be authorized, even though such circumstances clearly lie outside of this Directive.

1.6.3 Examples of such circumstances are:

- (a) difficulties in recruiting and retaining employees that are directly attributable to the lack of commuting assistance;
- (b) the practice of private employers in the area of the worksite;
- (c) excessive commuting costs;
- (d) significant alterations to transportation patterns;
- (e) major changes to operational requirements of the employer; and
- (f) excessive time spent on public transit.

## 1.7 Reporting

1.7.1 Each deputy head shall maintain records that may be examined by the Treasury Board Secretariat or form the basis of reports when requested.

1.7.2 The records shall include:

- (a) by worksite, a statement of the annual commuting assistance costs, the number of employees who are receiving commuting assistance at the end of the fiscal year and the type of commuting assistance provided;
- (b) by worksite, the names of other participating departments;
- (c) a statement and explanation of any changes in the commuting assistance provided from the previous fiscal year, giving the estimated increase or reduction in cost associated with each change;
- (d) the results of any review referred to in subsection 1.2.5; and



(e) the number of situations that were referred to the National Joint Council for a decision and the number that were dealt with within the department.

## Appendix A - Lower Kilometric Rates

**Effective Date: July 1, 2025**

<b>Province/Territory</b>	<b>Cents/km (taxes included)</b>
Alberta	22.0
British Columbia	26.0
Manitoba	23.0
New Brunswick	23.5
Newfoundland and Labrador	24.5
Northwest Territories	31.5
Nova Scotia	23.5
Nunavut	33.0
Ontario	23.0
Prince Edward Island	24.5
Quebec	25.0
Saskatchewan	23.0
Yukon	33.5

## Appendix B - Non-Exclusive List of Qualified Worksites and Designated Suitable Residential Communities

**This appendix was prepared for convenience of reference only.**

***Last updated: October 1, 2020***

Appendix B is a non-exclusive list of qualified worksites and designated suitable residential communities. Departments are strongly encouraged to ensure that their Designated Departmental Commuting Assistance Coordinator is kept apprised of all changes to qualified worksites and/or designated suitable residential communities for inclusion in Appendix B.

Appendix B is updated as required. As such, it may not capture all worksites where commuting assistance is currently authorized.

<b>Qualified Worksites</b>	<b>Designated Suitable Residential Communities</b>	<b>Departments / Agencies</b>
Abercorn, QC	Cowansville, QC	Canada Border Services Agency
Armstrong, QC	St-Georges, QC	Canada Border Services Agency
Atlantic Institution – Renous, NB	Miramichi, NB	Correctional Service of Canada
Bath Institution – Bath, ON	Kingston, ON	Correctional Service of Canada
Big Beaver, SK	Coronach, SK	Canada Border Services Agency
Bloomfield, NB	Woodstock, NB	Canada Border Services Agency
Boissevain, MB	Boissevain, MB	Canada Border Services Agency; Public Works and Government Services Canada
Carievale, SK	Carnduff, SK	Canada Border Services Agency
Cartwright, MB	Cartwright & Killarney, MB	Canada Border Services Agency

Carway, AB	Cardston & Lethbridge, AB	Canada Border Services Agency; Public Works and Government Services Canada
CFAD Rocky Point (CFB Esquimalt), BC	Colwood Corners & Victoria, BC	Department of National Defence
CFB Shilo, MB	Brandon, MB	Department of National Defence
CFB Suffield, AB	Medicine Hat, AB	Department of National Defence
CFMETR Nanoose (CFB Esquimalt), BC	Nanaimo, BC	Department of National Defence
CFNES Halifax – DC Division, NS	Halifax, NS	Department of National Defence
Chartierville, QC	Sherbrooke, QC	Canada Border Services Agency
Chopaka, BC	Osoyoos, BC	Canada Border Services Agency
Clarenceville, QC	St-Jean-sur-le-Richelieu, QC	Canada Border Services Agency
Climax, SK	Shaunavon, SK	Canada Border Services Agency
Comfort Cove (Loran C Station), NL	Lewisporte, NL	Department of Fisheries and Oceans
Coronach, SK	Coronach, SK	Canada Border Services Agency
Coulter, MB	Melita, MB	Canada Border Services Agency
Coutts, AB	Lethbridge, AB	Canada Border Services Agency; Public Works and

		Government Services Canada
Covey Hill, QC	St-Jean-sur-le-Richelieu, QC	Canada Border Services Agency
Crystal City, MB	Manitou, MB	Canada Border Services Agency
Del Bonita, AB	Magrath, AB	Canada Border Services Agency
Detachment Debert, NS	Truro, NS	Department of National Defence
Detachment Dundurn, SK	Saskatoon, SK	Department of National Defence
Detachment Folly Lake, NS	Truro, NS	Department of National Defence
Dorchester Institution, Dorchester, NB	Dieppe, NB	Correctional Service of Canada
Dundee, QC	Huntingdon, QC	Canada Border Services Agency
East Hereford, QC	Coaticook, QC	Canada Border Services Agency
East Pinnacle, QC	Cowansville, QC	Canada Border Services Agency
Edmonton (International Airport), AB	Edmonton, AB	Department of National Defence
Emerson, MB	Altona, MB	Canada Border Services Agency; Public Works and Government Services Canada
Enfield, NS	Halifax, NS	Department of Transport
Estevan Highway, SK	Estevan, SK	Canada Border Services Agency

Forest City, NB	Woodstock, NB	Canada Border Services Agency
Fort Edward (Armoury), NS	Halifax, NS	Department of National Defence
Fosterville, NB	Woodstock, NB	Canada Border Services Agency
Franklin, QC	Huntingdon, QC	Canada Border Services Agency
Frelighsburg, QC	Cowansville, QC	Canada Border Services Agency
Gillespie, NB	Grand Falls, NB	Canada Border Services Agency
Glen Sutton, QC	Cowansville, QC	Canada Border Services Agency
Goodslands, MB	Deloraine, MB	Canada Border Services Agency
Gretna, MB	Altona, MB	Canada Border Services Agency
Halifax (International Airport), NS	Halifax, NS	Canada Border Services Agency; Canadian Food Inspection Agency; Department of National Defence
Hemmingford, QC	St-Jean-sur-le-Richelieu, QC	Canada Border Services Agency
Herdman, QC	Huntingdon, QC	Canada Border Services Agency
Hereford Road, QC	Coaticook, QC	Canada Border Services Agency
Highwater, QC	Magog, QC	Canada Border Services Agency

Jamieson's Line, QC	Huntingdon, QC	Canada Border Services Agency
Joyceville Institution – Kingston, ON	Kingston, ON	Correctional Service of Canada
Kingsgate, BC	Creston, BC	Canada Border Services Agency
Kwìkwèxwelhp Healing Village – Harrison Mills, BC	Agassiz & Mission, BC	Correctional Service of Canada
Lacolle – 9, rue de l'Église, QC	St-Jean-sur-le-Richelieu, QC	Canada Border Services Agency
Lacolle – Route 221, QC	St-Jean-sur-le-Richelieu, QC	Canada Border Services Agency
Lacolle – Route 223, QC	St-Jean-sur-le-Richelieu, QC	Canada Border Services Agency
La Macaza Institution – La Macaza, QC	Mont-Tremblant, QC	Correctional Service of Canada
Lansdowne, ON	Brockville & Kingston, ON	Canada Border Services Agency
Lena, MB	Killarney, MB	Canada Border Services Agency
LFCA Training Center Meaford (CFB Borden), ON	Collingwood & Owen Sound, ON	Department of National Defence
Lyleton, MB	Melita, MB	Canada Border Services Agency
Millhaven Institution – Bath, ON	Kingston, ON	Correctional Service of Canada
Mirabel (International Airport), QC	Laval, QC	Department of National Defence; Public Works and Government Services Canada

Monchy, SK	Ponteix, SK	Canada Border Services Agency
Morses Lines, QC	St-Jean-sur-le-Richelieu, QC	Canada Border Services Agency
Nelway, BC	Trail & Castlegar, BC	Canada Border Services Agency
North Portal, SK	Estevan, SK	Canada Border Services Agency; Public Works and Government Services Canada
Northgate, SK	Oxbow, SK	Canada Border Services Agency
Northwest River/Sheshatshiu, NL	Goose Bay/Happy Valley, NL	Health Canada
Noyan, QC	St-Jean-sur-le-Richelieu, QC	Canada Border Services Agency
NRS Newport Corner (CFB Halifax), NS	Halifax & Dartmouth, NS	Department of National Defence
Okimaw Ohci Healing Lodge – Maple Creek, SK	Maple Creek, SK	Correctional Service of Canada
Oungre, SK	Estevan, SK	Canada Border Services Agency
Pê Sâkâstêw Centre – Maskwacîs, AB	Ponoka & Wetaskiwin, AB	Correctional Service of Canada
Pigeon River, ON	Thunder Bay, ON	Canada Border Services Agency
Piney, MB	Steinbach, MB	Canada Border Services Agency
Pittsburgh Institution – Kingston, ON	Kingston, ON	Correctional Service of Canada



QAM Enfield Work Centre, NS	Halifax, NS	Department of National Defence
Regway, SK	Radville, SK	Canada Border Services Agency
River de Chute, NB	Centreville, NB	Canada Border Services Agency
Roosville, BC	Cranbrook, BC	Canada Border Services Agency
St. Anthony (Airport), NL	St. Anthony, NL	Department of Transport
St-Armand, QC	St-Jean-sur-Richelieu, QC	Canada Border Services Agency
Ste-Aurélie, QC	St-Georges, QC	Canada Border Services Agency
St-Bernard de Lacolle, QC	St-Jean-sur-Richelieu & St-Jean d'Iberville, QC	Canada Border Services Agency; Canadian Food Inspection Agency; Public Works and Government Services Canada
Shepody Healing Centre, Dorchester, NB	Dieppe, NB	Canada Border Services Agency
Snowflake, MB	Manitou, MB	Canada Border Services Agency
South Junction, MB	Steinbach, MB	Canada Border Services Agency
Sprague, MB	Steinback, MB	Canada Border Services Agency
Stanhope, QC	Coaticook, QC	Canada Border Services Agency
Stanstead 143, QC	Magog, QC	Canada Border Services Agency

Stanstead-Beebe, QC	Magog, QC	Canada Border Services Agency
Stanstead – Route 55, QC	Magog, QC	Canada Border Services Agency
Stony Mountain Institution – Winnipeg, MB	Winnipeg & Teulon, MB	Correctional Service of Canada
Tolstoi, MB	St. Pierre Jolys, MB	Canada Border Services Agency
Torquay, SK	Estevan, SK	Canada Border Services Agency
Trout River, QC	Huntingdon, QC	Canada Border Services Agency
Victoria (Airport), BC	Victoria, BC	Department of National Defence
Warkworth Institution - Campbellford, ON	Trenton, ON	Correctional Service of Canada
West Poplar River, SK	Assiniboia, SK	Canada Border Services Agency
Williams Lake (Loran C Station), BC	Williams Lake, BC	Department of Fisheries and Oceans
Willow Creek, SK	Maple Creek, SK	Canada Border Services Agency
Windygates, MB	Morden, MB	Canada Border Services Agency
Winkler, MB	Winkler, MB	Canada Border Services Agency
Woburn, QC	Lac-Mégantic, QC	Canada Border Services Agency
Woodstock Road, NB	Woodstock, NB	Canada Border Services Agency

## Appendix C - Non-Exclusive List of Criteria for Suitable Residential Communities

This Appendix was prepared for convenience of reference only.

**Effective Date: October 1, 2020**

Appendix C is a non-exclusive list of criteria to assist departmental representatives and bargaining agents in determining if a community may be deemed a suitable residential community for the purpose of this directive. The information provided below is for general guidance only.

Criteria	Description of Criteria	Relevance
<b>Adequate Housing Facilities</b>		
Sufficient Accommodation	Vacancy rate (excluding vacant lots and excessively priced dwellings) where majority could reside – Need 4 of 5 housing types: townhomes/semi-detached; single family dwellings; 1, 2 or 3 bedroom rentals	Very Important
<b>Adequate Infrastructure Services</b>		
Adequate Road Routes to Work	Most direct, safe and practical road route	Very Important
Public Utilities	Water supply, electricity, gas	Very Important
Telephone	Land line or cellular phone	Very Important
Internet	Internet access	Very Important
Cable or Satellite		Important
Garbage	Pickup or Community dump	Important
Public Transportation		Desirable
Taxi		Desirable
<b>Adequate Educational Facilities</b>		

Schools	Elementary & secondary or bus service within 20 km	Very Important
Official Second Language School	Elementary & secondary or bus service within 20 km	Desirable
<b>Adequate Commercial Facilities/Services</b>		
Grocery Store	Basic requirement	Very Important
Fuel Station	Basic requirement	Very Important
Mechanic Service		Important
Pharmaceutical Services	Open 6 days/week	Important
Restaurants		Important
Clothing Store	Items for Women, Men and Children	Important
General Convenience Store		Desirable
Electrical/Plumbing Services		Desirable
Hair Salon/Barber		Desirable
Hardware Goods		Desirable
Furniture Items		Desirable
<b>Adequate Health and Emergency Services</b>		
Medical Service	Hospital or clinic or physician within 20 km	Very Important
Dentist	Within 20 km	Important
Veterinarian		Desirable
Ambulance	Including Volunteer(s)	Desirable
Fire Department	Including Volunteer(s)	Desirable
Police	Including RCMP	Desirable
<b>Adequate Public Services and Social Facilities</b>		
Child Care	Public or private	Very Important
Financial Institution	Bank or Automated Teller Machine (ATM)	Important

Sport/Recreational/Social Establishment		Important
Place of Worship		Desirable
Postal Services		Desirable
Library		Desirable

# Appendix A - Lower Kilometric Rates

Effective January 1, 2025

Province/Territory	Cents/km (taxes included)
Alberta	22.5
British Columbia	26.0
Manitoba	22.0
New Brunswick	24.5
Newfoundland and Labrador	25.0
Northwest Territories	32.5
Nova Scotia	24.5
Nunavut	33.5
Ontario	24.0
Prince Edward Island	25.0
Quebec	25.5
Saskatchewan	23.5
Yukon	35.0

Related Links

Appendix A - Lower Kilometric Rates

Appendix B - Non-Exclusive List of Qualified Worksites and Designated Suitable Residential Communities

Appendix C - Non-Exclusive List of Criteria for Suitable Residential Communities

Appendix A - Lower Kilometric Rates