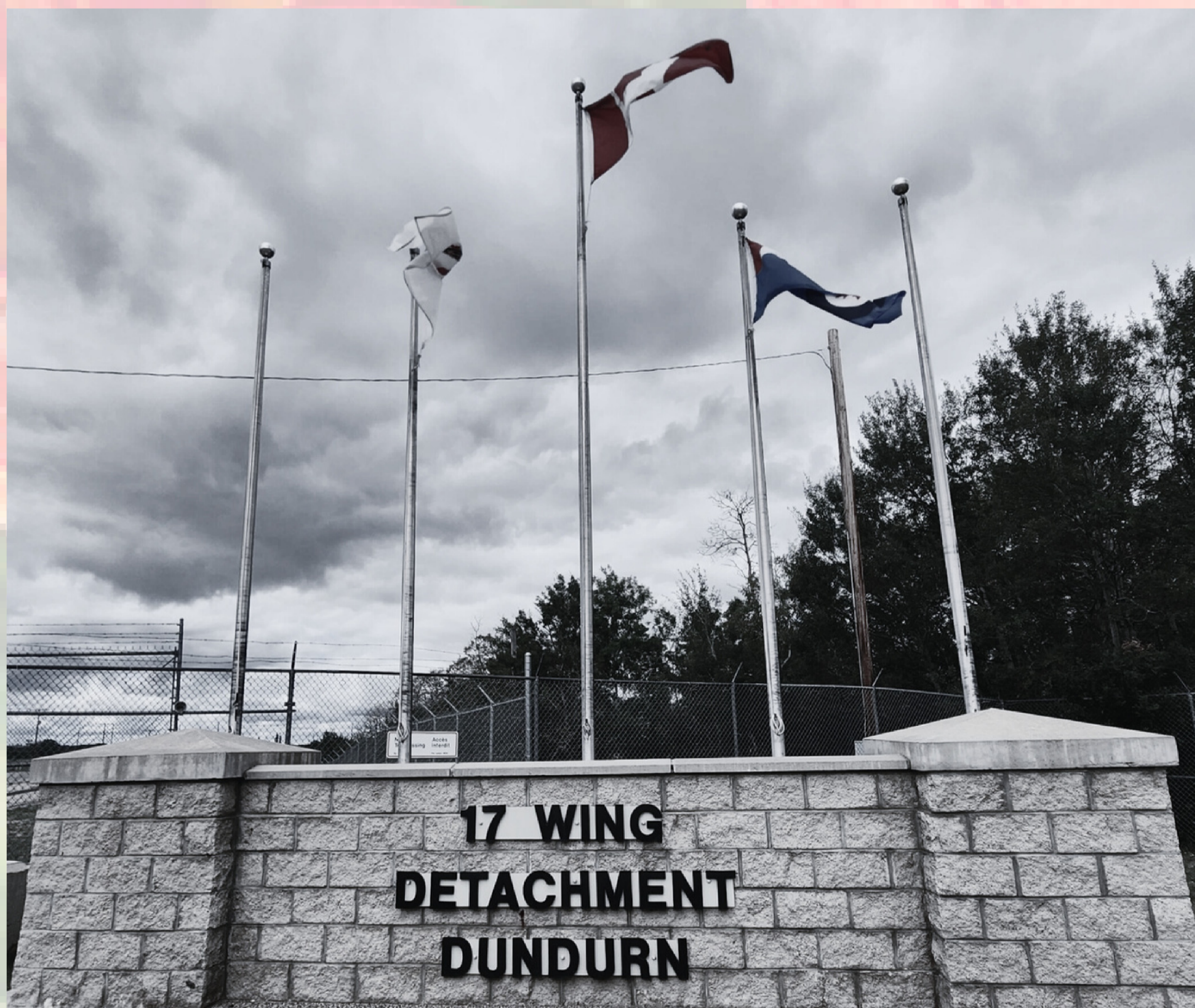




**WELCOME  
TO  
DETACHMENT DUNDURN  
&  
CENTRAL SASKATCHEWAN**



## **Welcome to Detachment Dundurn and Central Saskatchewan!**

As you know, being part of the CAF means relocating or moving more often than your average Canadian family. With that in mind, the CSMFRC has worked hard to create a booklet that includes helpful hints, tips and guidelines for our families to help ensure a smooth transition into your new home.

At the CSMFRC you can expect to find firsthand knowledgeable and friendly staff who are always happy to help you find what it is you are looking for. We will go above and beyond to help you with anything you may need and always enjoy having a coffee and a chat.

Being a smaller MFRC provides us with a unique opportunity to assist families on a more personal level and helps to provide services and supports that can be designed to meet each family's specific needs.

We look forward to meeting you!

From,  
Your team at the CSMFRC

### **Central Saskatchewan Military Family Resource Centre**

100 Main Street  
17 Wing Detachment Dundurn  
Office Hours Monday - Friday 0800-1630hrs  
306-492-2135  
Front Desk Ext. 4266

Web Site: <https://cfmws.ca/Central-Saskatchewan/>  
Facebook: [www.facebook.com/CSMFRC](http://www.facebook.com/CSMFRC)

CSMFRC Childcare Centre: 306-492-2135 ext. 4212

**The CSMFRC strictly adheres to the Privacy Code for Military Family Resource Centres. All personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.**

*We have made every effort to ensure that the information provided in this package is accurate; however, we do not assume any liability for any errors and/or omissions*

**CSMFRC**  
Central Saskatchewan  
Military Family  
Resource Centre Inc.



**CRFMCS**  
Centre de Ressources pour  
les Familles des Militaires  
du Centre de la Saskatchewan Inc

## **OUR AREA OF RESPONSIBILITY**

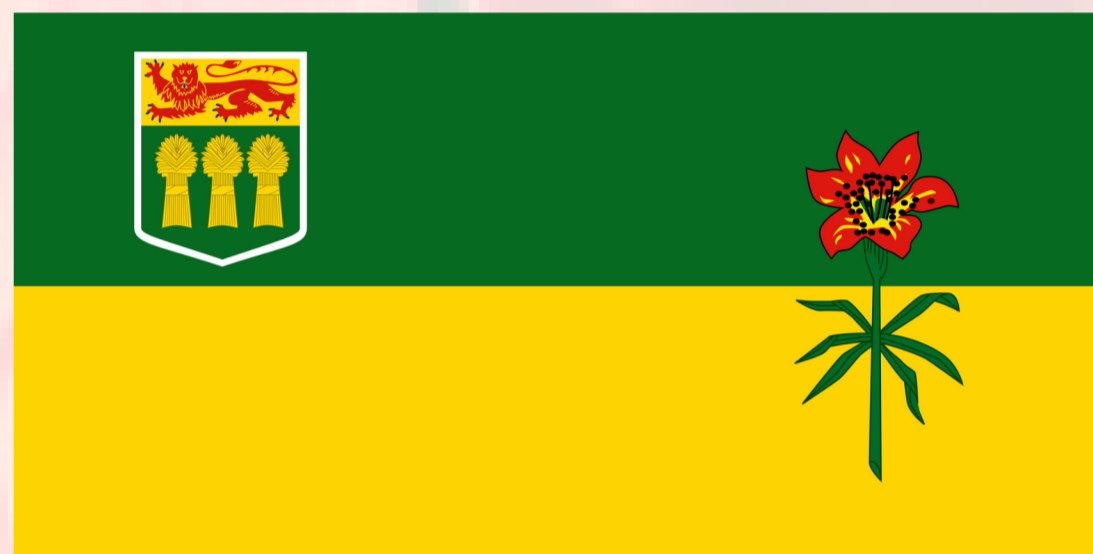
Many of the postings within Central Saskatchewan are for 17 Wing Detachment Dundurn and the Canadian Forces Ammunition Depot; however, there are several reserve units within the city of Saskatoon, as well as a unit in Prince Albert and another in Yorkton.

As a result, much of the information included in Marching On is directed towards families who will be residing in the areas of Dundurn and Saskatoon.

Information on other communities within our catchment area can be provided to you if you contact our office and let us know what community you are being posted to.

## **ABOUT SASKATCHEWAN**

- Saskatchewan is Canada's "sunniest" province, averaging from 2000 to 2500 hours of sunshine annually.
- Saskatchewan is on Central Standard Time year round. This means that we never change our clocks.
- The provincial tax rate in Saskatchewan is 6%.
- The name Saskatchewan derives from the Plains Indian word "kisiskatchewan" which means swiftly flowing river.
- More than half of Saskatchewan is covered by forest.



From the Detachment, traveling north on highway No. 11 for 42km, you will find yourself in the city of Saskatoon. Commonly referred to as the City of Bridges, Saskatoon is built on both sides of the South Saskatchewan River and is the fastest growing city in Saskatchewan. You will find shopping, activities, cultural and recreational choices, and anything else any other city will offer. Circle Drive is the freeway and will give you access to any major road or point in the city. For current information on the City of Saskatoon, go to: <https://www.saskatoon.ca/>

## **DETACHMENT DUNDURN & CFAD**

Canadian Forces Detachment Dundurn (also CFD Dundurn) is located 35km south of Saskatoon, 5km off highway No.11. The detachment is about 10km north of the small town of Dundurn. The population of Dundurn is approximately 675 people with limited services. Services available within the town of Dundurn are an elementary school (grades K-6), a gas station with basic grocery needs and an ATM, post office, sports center, community hall, churches, restaurants, two playgrounds and a few other basic services. For more information visit: <https://www.townofdundurn.ca/>

There are RHUs and Singles Quarters on the Detachment, as well as a playground, gym with PSP offices, CSMFRC and several clubs including an auto hobby club, gun club, archery club, garden club, wood hobby club and more.

For more information on RHUs on Detachment Dundurn contact Housing Services Centre Moose Jaw:  
[cfha-alfc.moosejaw@forces.gc.ca](mailto:cfha-alfc.moosejaw@forces.gc.ca) or (306) 694-2255.

Canadian Forces Ammunition Depot Dundurn (CFAD Dundurn) is classified as a lodger unit at CFD Dundurn and continues to function as an ammunition depot. CFAD Dundurn is the largest ammunition storage facility in the Canadian Forces, acting as the distribution center for both domestic and overseas deployments



## **HEALTHCARE**

### **HOSPITALS**

#### ***Royal University Hospital***

103 Hospital Drive, Saskatoon

- Administration - 306-655-1594
- Emergency - 306-655-1362
- Switchboard – 306-655-1000

#### ***The Jim Pattison Children's Hospital (JPCH)***

is located at 103 Hospital Drive in Saskatoon.

The facility is attached to Royal University Hospital. Jim Pattison Children's Hospital is accessed off College Drive.

#### ***Saskatoon City Hospital***

701 Queen St, Saskatoon

- Administration - 306-655-7787
- Emergency - 306-655-8230
- Switchboard – 306-655-8000

#### ***St. Paul's Hospital***

1702 20th St W, Saskatoon

- Administration – 306-655-5800
- Emergency - 306-655-5113
- Switchboard – 306-655-5000

**For the Saskatoon & Area Clinic Directory please visit:**

<https://www.saskhealthauthority.ca>



### **SASKATCHEWAN HEALTH CARD**

CAF dependents are no longer required to serve the 90-day waiting period before applying for a Saskatchewan Health Card. The application can be completed online once you acquire all the supporting documentation.

<https://www.ehealthsask.ca/residents/health-cards/Pages/Apply-for-a-Health-Card.aspx>

### **HEALTH LINE & PUBLIC HEALTH NURSES**

The Health Line is a free, confidential, 24-hour health advice telephone line staffed by registered nurses and counsellors. This service provides you with immediate, professional health advice or information and will direct you to appropriate health care. To call this service, dial 8-1-1.

To find out more visit: <https://www.saskatchewan.ca/residents/health/accessing-health-care-services/healthline>

Services such as baby clinics and children's vaccinations may not be provided by your family physician. Public Health Nurses are available for these services and may come to Dundurn. Public Health Services manages the Public Health Nurses, and you can find more information by visiting their website:

[https://www.saskatoonhealthregion.ca/locations\\_services/Services/Healthy-Families/Pages/Child-Health-Clinics.aspx](https://www.saskatoonhealthregion.ca/locations_services/Services/Healthy-Families/Pages/Child-Health-Clinics.aspx)

### **MAPLE VIRTUAL HEALTH**

Canadian Forces Morale and Welfare Services and Maple have collaborated to provide online doctor visits to dependents of Canadian Armed Forces (CAF) members living in Canada. It is a safe and effective way to access routine healthcare from the comfort of your home.

With the click of a button, you can communicate with a Canadian-licensed general practitioner within minutes. You can access this by text, phone or video, from your smartphone, tablet or computer. The service is available seven days a week, 24 hours a day. Please register for this program here: <https://app.getmaple.ca/register>

Dependents of CAF members living in Canada are eligible. A valid CFOne card number is needed to confirm your eligibility for this program. If you are booking the appointment for a dependent child or your spouses, please use their CFOne number.

**If you do not have a valid CFOne card number, you can register for one here: <https://cf1fc.cfmws.com/Join/Register>**

## **FAMILY CARE PLAN**

A Family Care Plan is a mandatory Department of National Defence form that prepares families of Canadian Armed Forces members to be taken care of in case of unforeseen events, emergency callouts and planned deployment. By identifying primary and secondary caregivers who should be contacted in the event of an emergency or military tasking, your Family Care Plan supports your family in your absence. Essentially, the Family Care Plan is a regularly updated exchange of information between your family and a Commanding Officer. A completed Family Care Plan is designed to support individual and unit operational readiness.

All Canadian Armed Forces personnel must complete the Family Care Plan (FCP) Declaration DND Form 2886. It isn't a legally binding document, but it is kept on the military member's file. Family Care Plans are protected under the Privacy Act.

*For a copy of the "Form DND 2886, Family Care Plan (FCP) Declaration", please contact your orderly room.*

## **FAMILY INFORMATION LINE**

The Family Information (FIL) is a confidential, personal, bilingual and free service offering information, support, referrals, reassurance and crisis management to the military community.

Why call or email the Family Information Line? Because they understand your military lifestyle. They have resources and want to support you. Their help is always free. They are there for you when it's tough and you just need to talk it out. They are also there to help you find answers to the questions that come up as a result of your military life.

**Family Information Line – available 24/7**

**Call: 1-800-866-4546 (in Canada)**

**Call: 00-800-771-17722 (International)**

**Email: [FIL@CAFconnection.ca](mailto:FIL@CAFconnection.ca)**



## **WARM LINE CALLS / EMAILS**

Families experiencing a deployment may sign up for friendly check-in phone calls or emails from the Family Supports & Services Coordinator. If you would like us to maintain regular phone contact with you during the training or deployment, just let us know!

## **MORALE MAIL**

CAF family members and friends are able to send letter mail and parcels to deployed CAF members free of charge. You can drop off your packages at the MFRC. Specific information, including requirements and restrictions, can be found at [www.forces.gc.ca/en/write-to-the-troops/mailling-instructions.page](http://www.forces.gc.ca/en/write-to-the-troops/mailling-instructions.page).

## **VETERAN FAMILY PROGRAM**

The Veteran Family Program provides enhanced information and referral services, transitional focused core national and local programming to individuals medically releasing and medically released members along with their families.

Our National Programs:

- VFP Journal
- Mental Health First Aid - Veteran Community
- Cope & Spousal Resiliency Program
- Shifting Gears
- OSI Resource For Caregivers



**VETERANS & FAMILIES**  
**FAMILLES & VÉTÉRANS**

***Visit the CSMFRC to speak with the Veteran Family Program Coordinator to receive ongoing support for you and your family.***

## **UTILITIES**

When setting up your new home, you can contact the following independently:

- Electricity: SaskPower at (888) 757-6937 or <https://www.saskpower.com/>
- Gas: SaskEnergy at (306) 975-8672 or (800) 567-8899 or <https://www.saskenergy.com>
- Utilities for City of Saskatoon: (306) 975-2400 or <https://www.saskatoon.ca/services-residents/power-water-sewer>
- Water rural locations near Dundurn: (306) 492-2202 <https://www.dundurnruralwater.ca/home>
- Utilities in the Town of Dundurn: <https://www.townofdundurn.ca/utilities/>

***To help simplify your move process, Express Address offers residential customers a convenient way to notify multiple Saskatchewan organizations of your move. You can register for telephone, electricity, gas, water/sewer, vehicle registration, drivers and pet licensing all at once. [www.expressaddress.com](http://www.expressaddress.com)***

## **INTERNET**

Multiple service options are available on the detachment, in the town of Dundurn, and in Saskatoon (some restrictions with the services to PMQs). With ever-changing technology, to find one that is best for your needs please use your preferred search engine.

Local service providers include (but are not limited to): *Shaw, Sasktel, Xplornet, RedBird, Telus, VMedia, Access Communications, and Starlink.*

Please note that all areas of the province are not serviced by all providers.

Please check availability with the provider.

## **POSTAL SERVICE**

If you acquire accommodations which require a post office box, it is recommended that you contact the local post office at your earliest convenience to secure a box number. Postal services for residents of Detachment Dundurn are provided in the town of Dundurn.

**Canada Post General Inquiries (800) 267-1177**

**Dundurn Postal Services (306) 492-2213**

**Hanley Postal Services (306) 544-2280**

**Saskatoon Postal Services (306) 668-6723**

Postal services are available in Dundurn and Hanley without a post office box number if you register a local physical address with the post office outlet. All mail will be delivered to "General Delivery."

## **EMERGENCY SERVICES**

The detachment has all emergency first responder services. When calling for an emergency while on Detachment Dundurn (including PMQs), be sure to specify you are on detachment and not in the town of Dundurn to ensure appropriate services arrive in a timely and safe manner.

**[For any emergency services \(Police, Ambulance OR Fire\) call 9-1-1.](#)**

## **VEHICLE INSURANCE & DRIVERS LICENSE INFORMATION**

Saskatchewan operates a mandatory vehicle registration and insurance program. When a vehicle owner purchases licence plates, they also purchase a basic package of insurance, which includes coverage for damage to their own vehicle subject to a \$700 deductible. Check out [www.sgi.sk.ca](http://www.sgi.sk.ca) for more info.

New residents wishing to drive in Saskatchewan must obtain a Saskatchewan driver's licence within 90 days of moving to the province, or upon expiry of their out-of-province licence — whichever comes first. Check with your previous jurisdiction as they may have some restrictions that supersede this requirement.

Saskatchewan Government Insurance (SGI) is the principal vehicle insurer in Saskatchewan. All vehicles previously licensed in another jurisdiction must pass a mandatory vehicle inspection. Please see [www.sgi.sk.ca](http://www.sgi.sk.ca) for more info.

## **ACTIVITIES AND RECREATION**

Saskatchewan is rich in geographical diversity. There is an abundance of outdoor activities throughout the province. And, Saskatoon has many different recreational activities both indoor and outdoor for you and your family to enjoy.

The CSMFRC also works to utilize programs and services in and around the surrounding community, so you will find our programs taking place on the detachment, within the city of Saskatoon and throughout Saskatchewan. Saskatoon, Dundurn and Hanley all have recreational activities such as athletics for kids, adult programs, arts, mental health programs, etc.

### **Saskatoon Leisure Guide:**

[https://www.saskatoon.ca/sites/default/files/documents/community-services/recreation-sport/leisure-guide/leisure\\_guide\\_Spring\\_Summer\\_2023.pdf](https://www.saskatoon.ca/sites/default/files/documents/community-services/recreation-sport/leisure-guide/leisure_guide_Spring_Summer_2023.pdf)

**To be added to the CSMFRC distribution list, email [katherine.defosse.csmfrc@gmail.com](mailto:katherine.defosse.csmfrc@gmail.com)**

## **VOLUNTEER OPPORTUNITIES**

**The MFRC needs you!** If you want to have fun, meet new people, learn new skills, or add to your resume, we have opportunities for you.

Volunteer opportunities are always available in the following areas: **Board of Directors**

*The Board of Directors is the legal authority for the MFRC and is responsible to the military community. As a member of this volunteer Board, a Director is a trustee for the community and is responsible for the effective governance of the organization. Members of the Board provide guidance, support and direction to the Executive Director to set overall policy and establish the long-term goals of the MFRC. The Board of Directors is comprised of 51% military spouses, and the balance is to be from the military and civilian community. In addition, several ex-officio positions (non-voting) are appointed for their expertise.*

Volunteers who wish to be part of the Board of Directors just need to have an interest in the work of the MFRC and be willing to participate in quarterly meetings to discuss current and ongoing issues relating to the MFRC!

**Those interested in joining the CSMFRC Board of Directors are encouraged to reach out to the Executive Director Kendra Bessey at: [Kendra.Bessey@forces.gc.ca](mailto:Kendra.Bessey@forces.gc.ca)**

## **CFONE CARDS**

The CFOne Card is the only card that is required to have access to the programs and services that are provided by Canadian Forces Morale and Welfare Services. This card confirms that you belong to the Canadian military community and gives you access to CANEX Rewards Program, as well as the CF Appreciation Program. Members of the Canadian Armed Forces community may apply online:

<https://www.cafconnection.ca/National/Programs-Services/CFOne/Register-Now!.aspx>

## **CANADIAN FORCES APPRECIATION PROGRAM**

The Canadian Forces Appreciation Program offers various discounts to service personnel and their families as thanks for their devotion. This program gives access to discounts in over 27,000 places in the world. Members can reserve trips or go on outings at a lesser cost and save when they buy a car. You'll find further details about the Canadian Forces Appreciation Plan on their website: [www.reconnaissancefc.ca](http://www.reconnaissancefc.ca)

## **SISIP FINANCIAL**

SISIP Financial has been serving the military community for over 50 years. They have solutions tailored to meet your needs and those of your family at every stage of your military career and beyond.

Through Canadian Forces Morale and Welfare Services, SISIP Financial directly benefits CAF members and their families by providing funds to bases, wings and units for their local morale and welfare activities and programs.

Find the most recent information and resources here: <https://cfmws.ca/insurance-finance>

## **EDUCATION AND CHILDCARE**

### **K-12 LEARNING**

The Dundurn area falls within the catchment of Prairie Spirit School Division. It is a public division with bussing options for those not living within town boundaries. The city of Saskatoon has a Public and a Separate (Catholic) division within its boundaries. Core French and French Immersion is available in both SPSD and GSCS. Francophone Learning is available in the City of Saskatoon with bussing available for those living rurally. Second Language learning in Cree, Michif, and Ukrainian is offered through GSCS. And if in person learning is not your preference there are many alternate learning platforms that can be accessed in our area as well. Please use the links below to find out more about each type of Learning and the registration requirements.

#### **Saskatoon Public School Division: <https://www.spsd.sk.ca/>**

- English, French Immersion, English as an Alternate Language Services, Home-Based Learning, Adult Education, Gifted Education, Online Learning.

#### **Greater Saskatoon Catholic Schools: <https://www.gscs.ca/>**

- English, Core French, French Immersion, English as an Alternate Language Services, Deaf and Hard-of-Hearing Services, Home-Based Learning, Online Learning.

#### **Francophone Schools: <https://ecolefrancophone.com/en/>**

#### **Prairie Spirit School Division: <https://www.spiritsd.ca/>**

#### **Alternate Location Learning Programs:**

- **Distance Learning Program: <https://www.sunwestdlc.ca/>**
- **FlexEd: <https://www.flexed.ca/>**



## **POST SECONDARY SCHOOLS**

Saskatoon has two large post-secondary institutions. The University of Saskatchewan and SaskPolytech are both located close to the downtown core of Saskatoon.

- **University of Saskatchewan - [www.usask.ca](http://www.usask.ca)**
- **Saskatchewan Polytechnic Institute - [www.saskpolytech.ca](http://www.saskpolytech.ca)**

## **CHILDCARE**

The CSMFRC operates a provincially licensed childcare facility conveniently located across the street from the CSMFRC office on Detachment Dundurn, military families receive priority registration with one month's notice. This daycare program offers childcare for children ages 6 weeks – 12 years of age. Hours are 7:30am-5pm, Monday to Friday.

Prairie Spirit School Division provides bussing to both Dundurn Elementary School and Hanley Composite School from the Child Care Centre. The Child Care Centre has 42 spots available for children and often operates at full capacity. If you choose to enroll your child(ren) in the CSMFRC Daycare Centre, it is important for you to do so at your earliest convenience so the Daycare Centre can do their best to accommodate your child(ren)'s requested start date.

*\*NOTE: Should you require childcare during unloading and unpacking days, call ahead to confirm that space is available and to book childcare for your family. Casual child care at the day care must be booked in advance and will not be guaranteed due to limited space.*

For listings of other licensed day cares and day homes within Saskatoon and the surrounding area, visit: [www.saskatchewan.ca](http://www.saskatchewan.ca) – select **Family and Social Support**



## PETS

Most municipalities in the area require all dogs and cats be licensed. Detachment Dundurn also requires licensing of dogs and cats while residing on the detachment. The following are the regulations to adhere to while residing within Detachment Dundurn, Saskatoon, and Town of Dundurn:

- All pets must be immunized on a yearly basis.
- All pets are to be leashed except in designated off-leash parks.
- A "Poop and Scoop" order is in effect.
- The detachment regulates pets according to CFHA Para 69; Dundurn allows 3 pets.

*Failure to comply can result in fines being levied to the owner(s).*

## DOG LICENSING

City of Saskatoon: <https://www.saskatoon.ca/services-residents/pet-licensing-animal-services/pet-licensing>

CFHA: [cfha\\_alfc.moosejaw@forces.gc.ca](mailto:cfha_alfc.moosejaw@forces.gc.ca)

Town of Dundurn: <https://www.townofdundurn.ca/licenses/>

## SASKATOON VETERINARY CLINICS

Acadia Veterinary Clinic - <https://acdiavetclinic.com/>

Stonebridge Veterinary Hospital - <https://stonebridgevethospital.com/>

Cumberland Veterinary Clinic - <https://www.cumberlandvetclinic.com/>

## MOBILE VET

Omer Mobile Veterinary Services - (306)-651-2877

Again, there is a wide selection of dog grooming options in the city of Saskatoon, but here are a couple of options for those that will be in the rural areas:

**Renown Mobile Grooming (Sarah)** <https://www.facebook.com/renownmobiledoggrooming/>

**Alpha Style Pet Grooming (in Hanley)** <https://www.facebook.com/groups/991103627672354/>

## KENNELS

Prairie Mountain Pet Resort (*CAF Members receive a 10% discount upon showing valid ID*)

For more information please visit: <https://www.prairiemountainpetresort.com/>

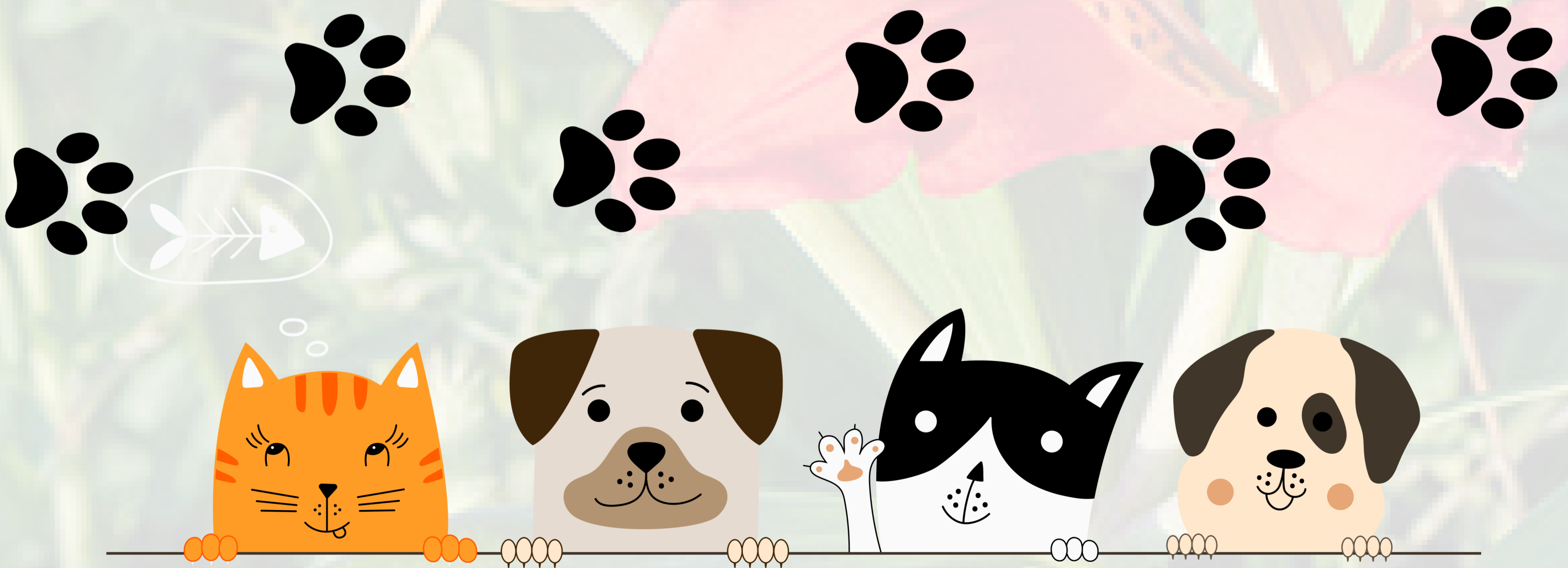
Companion Inn Pet Resort

For more information please visit: <https://www.companioninn.ca>

## DOG PARKS/TRAILS

Throughout the city of Saskatoon there are multiple dog parks and trails, for information on locations please visit: <https://www.saskatoon.ca>

***There is also a dog park located on the detachment located directly behind the RHU's.***



## **STRONGEST FAMILIES INSTITUTE**

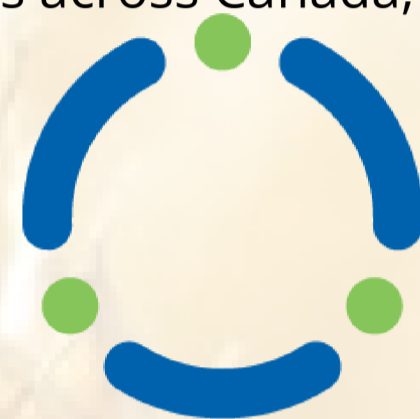
With support from the Military Family Services Ottawa, RBC Foundation, Bell Let's Talk, True Patriot Love Foundation, and Veterans Affairs Canada, Strongest Families is honoured to provide services to military and Veteran Families across Canada.

Our Coaches are trained to help families prepare for transitions such as deployments, postings, training courses, and reintegration. We can help equip your family with strategies to cope with change. Our programs are for families with children ages 3-17. Services are confidential and delivered when and where you need them. Our free services are available at times that are convenient for your family - no need to travel, take time from work or school. All our staff are trained in military cultural competencies.

In collaboration with Military Family Resource Centers across Canada, access to services is as easy as a call to your local MFRC.

You may contact any staff at any MFRC for a referral to SFI for programming.

For more information on the available programs offered by SFI please go here:



**Strongest  
Families**  
INSTITUTE

<https://strongestfamilies.com/get-help-now/#military>

## **CAREER COACH**

Career coach is a new free program offered by CFMWS that offers one on one career coaching, along with a digital learning hub for military spouses. For more information please visit:

<https://cfmws.ca/support-services/employment/career-development/careercoach>

## **EMPLOYMENT INSURANCE**

Eligible CAF dependents may collect EI due to relocation following spouse. If a CAF dependent is receiving Employment Insurance (EI) Benefits, it is beneficial to discuss posting and relocation with an EI counselor at your present location prior to moving, complete the change-of-address form as soon as you establish new residency and verify with an EI counselor in Saskatoon that your file has been transferred. Be prepared for a delay during the time your file is transferred to the Saskatoon office.

### *Employment Insurance Check List*

- Military Spouses can receive employment insurance following a transfer. Simply indicate the reason for voluntary departure as "Required to accompany military member (spouse) to new place of residence".
- Check out job search sites within your new community, province and provincial professional orders or associations in your field.
- Volunteer at your MFRC or in your community. This will help you to acquire new skills and experience to include on your resume. It also helps for you to expand your network.
- If you are in a profession whose practice requires provincial authorization work in your area, start the certification process in advance. You can check with your order to get information about transferring provinces.
- Use your existing network or that of your employer to see if you can get a transfer or check with clients or even your competitors to see if there is a branch in your future community.

## **EMPLOYMENT OPPORTUNITY WITH CSMFRC DAYCARE**

The CSMFRC Childcare Centre located on the detachment is continuously searching for great candidates for positions within the centre.

If you are interested in employment at the daycare please contact Jena Dombrowsky at 306-492-2135 ext 4212 or [csmfrcchildcare@hotmail.com](mailto:csmfrcchildcare@hotmail.com)

## Timeline of Key Dates

### **3-6 months before your move**

- Read through the entire posting message, verifying location, date number of dependents, etc.
- Register with BGRS in accordance with the Posting Msg, or contact your Base/Wing Administrator for a Basic Training List (BTL) Relocation, in accordance with the Posting Instruction
- Schedule individual planning session with BGRS Agent (within 5 days of registration)
- Enter personal information as written in Posting Instruction (Name, Change of Strength (COS) date, Move #, etc.)
- Complete Preliminary Relocation Assessment on BGRS Member Secure Website
- Watch “Navigating your Move” video (must register to have access)
- Working backwards from Change of Strength (COS) and Report for Duty (RFD) dates, choose preferred dates for House Hunting Trip (HHT) and Travel to New Location (TNL), and request travel in accordance with directive
- Have a family meeting to tell children
- Together with your family make a plan, create a **Moving Binder**
- Review finances and outline your budget
- Start tracking all your expenses related to the move and organize receipts
- Make appointments to see all healthcare providers and gather health / dental records and fill any required prescriptions
- Research education and childcare options in your new location
- Research employment and recertification requirements in your new location
- Get your pet’s vaccinations/records up to date
- Sell your home or terminate your lease
- Register for a Traveller Identification Number (Defence Intranet) if you will need travel arrangements

### **3 months before your move**

- If renting, notify your landlord of your intention to move
- Plan your House Hunting Trip
- Make plans for your children and pets during the HHT
- Get financial advance(s) whenever possible from BGRS
- Schedule additional sessions with BGRS as needed
- Start using up items that can’t be moved, such as cleaning products and frozen or perishable foods
- Determine whether you are taking a House Hunting Trip or a Destination Inspection Trip
- Go on your House Hunting Trip/ Destination Inspection Trip
- Find a new home to rent/buy

### **2 months to 1 week before your move**

- Update your address / cancel and start services, utilities, etc.
- Give your notice at work, if applicable
- Organize movement of your belongings with movers, pack / load dates
- Start setting aside items travelling with you
- Organize shipment of your vehicle (if applicable)
- Register your children for school, look for a family physician, start your job search, explore childcare options, etc.
- Get information on vehicle licence and registration and health cards, if necessary
- Fill any necessary prescriptions
- Transfer bank accounts and safety deposit boxes as necessary
- Confirm possession date with realtor / landlord
- Plan Travel to New Location, book travel, hotels, rental car, in accordance with CAFRD • Get financial advance(s), if necessary, from BGRS
- Make plans for your children and pets during the move
- Prepare house and belongings for final move
- Say your good-byes, gatherings, visits, etc.



### **Moving week**

- Confirm your moving date and time with the movers
- Supervise Pre-Pack / Pack / Load / Clean See Move
- Defrost and clean fridge, freezers and stove
- Dispose of flammable items that can't be moved
- Give away plants and perishables if they cannot travel with you
- Remove batteries from toys/devices
- Move into a hotel, ensure pets and young children are in care
- Have your vehicle picked up / get rental car (if applicable)
- Final walk through with realtor / landlord, check all spaces, hand in keys

### **Travel day**

- Travel to New Location (TNL) – fly / drive
- Pick up rental car (if applicable)
- Phone Base Traffic at destination to notify them of your arrival (Member)
- Move into a hotel at destination, if required, and wait for a call from your movers

### **Arrival day and following weeks**

- Supervise Unload / Unpack
- Check all inventory being unloaded
- Complete move in cleaning
- File insurance claims for any broken / missing items
- Change locks
- Register vehicles and get your driver's licence
- Register your children in school See Education
- Get new health cards See Healthcare
- Find new doctors, dentists, etc.
- Submit all final receipts to BGRS

**The Canadian Armed Forces Relocation Guide can be accessed and downloaded here:**

**<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/relocation-directive/cafrd.html>**

*We can't make postings easier, but we can provide you with timelines, tools, checklists and resources to help you plan, to reduce the stress or frustration you're feeling, and to make the move process more manageable for you and your family.*

*Keeping track of everything related to your move can be daunting, so we're giving you the inside scoop on how to keep it all organized.*

**A variety of downloadable tools and checklists can be found here:**

**<https://cfmws.ca/support-services/moving-housing/guide-to-relocating>**

### **IMPORTANT CONTACTS TO HAVE**

**BGRS: [info@bgrs.ca](mailto:info@bgrs.ca)**

**Member Assistance Program (CFMAP): 1-800-268-7708**

**Family Information Line (24 hours): 1-800-866-4546 (Toll-free in North America)**

**Operational Stress Injury Social Support: 1-800-883-6094**

***Please reach out to the CSMFRC if you have any questions or concerns at any time during the posting process. Our relocations coordinator will try to assist in any way possible!***