

GOOD TO GO!

Your military
move toolkit.



CF
Morale &
Welfare
SERVICES



SERVICES
Bien-être
et moral
FC

WE WELCOME YOUR FEEDBACK

This toolkit is designed to assist military members and their families during the relocation process and it forms part of a pilot program. We welcome and encourage your feedback in order to improve the program to best meet the needs of military families.

Suggestions, recommendations and feedback may be shared with Military Family Services via email to FIL-LIF@cfmws.com using the subject line "Feedback on GOOD TO GO! Your military move toolkit."

Acknowledgement:

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“ **We moved. A lot.**

One of the things I liked to do to make our place feel more like home was to plant flower bulbs in the fall. After the boxes were unpacked and the kids were in school, I'd get my hands into the earth and plant something that would feel a bit permanent. When the snow melted and the flowers bloomed, I always felt a connection to our new home.

However...

After four postings in four years, I got tired of making the home beautiful for the next family. I was frustrated that I wouldn't get to see my bulbs more than once. So on the next move I didn't plant in the fall.

Why commit? We probably wouldn't be there long enough to care.

That spring, when the snow melted and the earth warmed again, we had the most beautiful spring flowers fill our garden, and I was immediately grateful for the families that had lived there before us. It made me feel less alone because I knew that another person had planted something that at one time also felt permanent to them.

”

INTRODUCTION

Postings are difficult. They're hard and they're emotional.

We can help.

We can't make postings easier, but we can provide you with this toolkit, which includes timelines, tools and checklists 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.

The dates...the deadlines...the details...OH MY!

Keeping track of everything related to your move can be daunting, so we've given you the inside scoop on how to keep it all organized (while you keep it all together!)

Military families know that a move necessarily involves A LOT of paperwork. Resistance is futile! The best way to handle the administrative burden of a military move is to anticipate the paperwork required and use an organizational system that works for you. The last thing you want to do is to be digging through files trying to find a rogue piece of paper at the last minute. Do as much gathering, photocopying and sorting ahead of time as you can.

How to Use this Toolkit

Anyone can use this toolkit – whether you're single, a family, or a mama or papa with fur babies.

This toolkit is a great way to help organize your move and is a perfect solution for keeping all of your important documentation, relevant paperwork and additional information and items together in one easy-to-find place.

While much of the information you'll need is readily available online, we recommend printing off and keeping copies here as a back-up, along with knowing where to find your originals.

This toolkit is divided into eight parts, so that you always have the important information you need at your fingertips:

- 1. Introduction**
- 2. General Information**
- 3. Your House Hunting Trip**
- 4. Moving Preparation**
- 5. Relocation to Destination**
- 6. Settling In and Making Connections**
- 7. Your Move by Topic**
- 8. Additional Moving Resources**

Be sure to check out **GOOD TO GO! A guide to your military move** or visit www.cafconnection.ca for a wealth of interesting, practical and real-life information related to postings and moves.

Our Philosophy of the Family

The Military and Veteran Family Services programs recognize the important role families have in enabling the operational readiness of the Canadian Armed Forces. The programs respect that military and Veteran families come in all forms and self-define to include anyone of significance to Canadian Armed Forces personnel or Veteran.

Services for families have different eligibility requirements to support those most directly affected by aspects of the military lifestyle, such as relocations, absences and injury or death.

Family Wellness

Family wellness is critical during a posting...and the mental health and well-being of all family members should be a priority at every stage of the process.

Here are three important things to remember:

1. Your move will not go as planned. There will be hiccups no matter how organized you are.
2. Your move will be expensive and not all expenses are 100% reimbursed. Try to save up some money for unexpected expenses.
3. Your family and your mental health are important. Take the time to nurture and protect both during this adventure.

Be kind to yourself and your family.

Timeline of Key Dates

The Active Posting Season may come around once a year, but it's not every year that you get posted.

To refresh your memory (if you've been here before) and give you an overview (if this is your first move), here is a general Timeline of Key Dates.

Pre-posting message (6 months before your move)

- Start the conversation around relocation with the family
- If you know where you'll be posted, contact the local MFRC
- Start your research into employment opportunities, schools and activities for the children, childcare options, the real estate/rental market, etc.
- Contact SISIP Financial to set up a meeting, if necessary
- Outline a budget for the move and start a savings plan
- Start decluttering
- Start gathering all your paperwork and, if necessary, request copies of academic, medical, dental, etc. records

*** Posting message received ***



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 Instruction (commonly know as the posting message), 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
- 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
- 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 the Canadian Armed Forces Relocation Directive (CAFRD)
- Check in with BGRS agent
- 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
- Defrost and clean fridge, freezers and stove
- Dispose of flammable items that can't be moved
- Give away plants and perishables
- 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
- Get new health cards
- Find new doctors, dentists, etc.
- Submit all final receipts to BGRS
- Settle into your new community

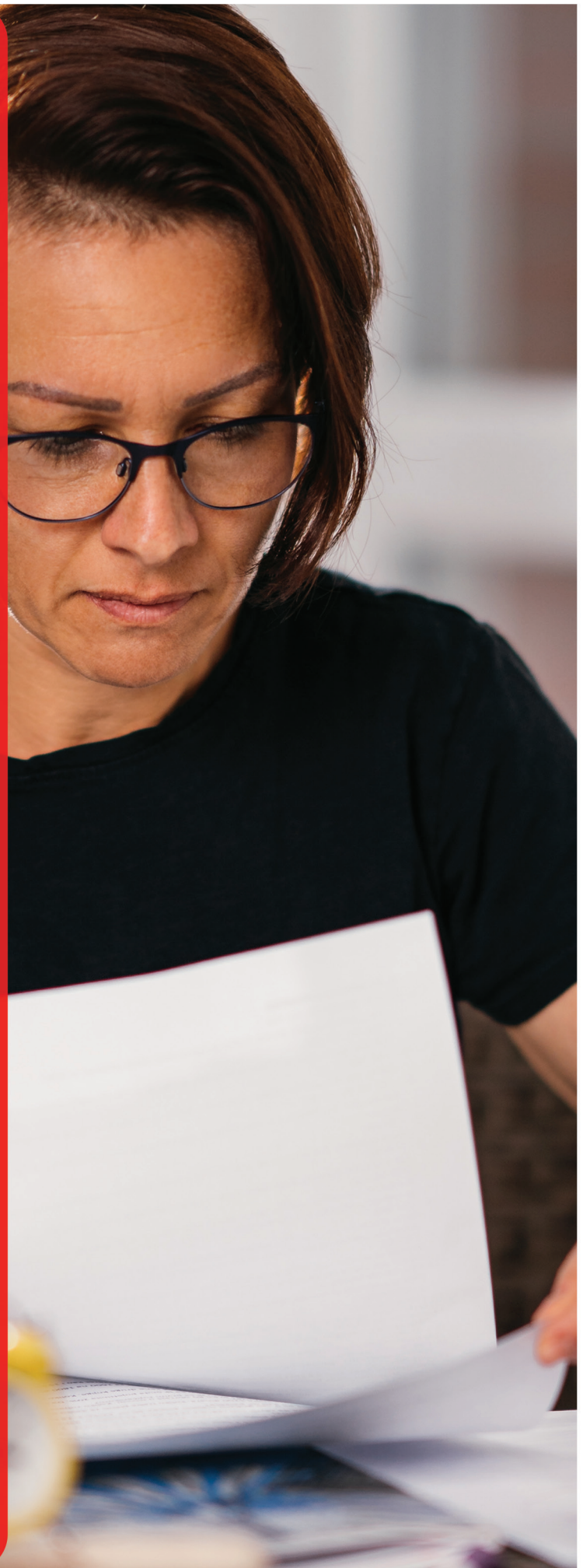
GENERAL INFORMATION

We understand that not everyone has the same organizational style.

Even if you don't feel you need to fill every section of this toolkit, be sure to review the information in this section. It contains:

- a list of items that you should always know where to find
- a table you can customize with your key posting and moving dates
- a customizable key contacts list
- a list of receipts you'll want to hang on to

Be sure to consult **GOOD TO GO! A guide to your military move** or visit www.cafconnection.ca for all of the details.



ALWAYS KNOW WHERE TO FIND...

- Member Service Number
- Copy of Posting Message (this will be asked for many times, in many situations)
- Copy of Canadian Armed Forces Relocation Directive (CAFRD)
- Copy of BGRS Policy
- Copy of BGRS Entitlement Estimates
- Copies of Screening/Posting Messages (social worker, doctor, etc.) (if applicable)
- Copies of Completed OUTCAN Posting Checklists and Forms (if applicable)
- Copy of Member's Most Recent Pay Stub
- Copy of Spouse's Most Recent Pay Stub
- Copy of Posting Allowance and Dependant(s) Form
- Copy of Welcome Letter from New Base/Wing/Unit
- Information on/Received from Local Military Family Resource Centre (MFRC)
- Passports (check expiry dates, you will need these multiple times for OUTCAN postings)
- Copies of Passports
- Visas (and copies)
- Marriage Certificate (you may need this for health coverage OUTCAN)
- Driver's Licences (and copies)
- Health Cards (and copies)
- Birth Certificates (and copies)
- Social Insurance Numbers/Cards
- House Deed or Lease Agreement
- Insurance Papers (house, tenant, car, life, etc.)
- Warrantees
- Immunization records (vaccinations, COVID, etc.)
- Medical Records (doctors, dentists, etc.)
- Lists of Medications
- Power of Attorney Papers
- Wills
- School Transcripts

YOUR KEY POSTING AND MOVING DATES

Once you receive your posting message, use the table below to start noting the key dates for your specific posting and move.

EVENT	DATE(S)	NOTES
Posting message		
Change of Strength (COS)		
Report for Duty (RFD)		
House Hunting Trip (HHT)		
Moving company estimate		
Pre-pack		
Pack		
Load		
Clean		
Travel to new location (TNL)		
Arrival at destination		
Unload		
Unpack		

KEY CONTACTS LIST: IT'S ALL IN THE DETAILS!

We know you have all of your important contacts on your phone (or at least jotted down on a Post-It note...) But when you're in a hurry, you don't want to be scrolling through your contacts trying to remember if you saved the name and number you need under "Brookfield," "BGRS" or "Brynn" (or was it "Brett"?)

So why not keep all of the contacts related to your move in one handy list, along with other important details? Using the list below will help alleviate a significant amount of stress and reduce wasted time searching for the name, number or email you need.

BGRS (Brookfield)

File No.:

Site Login:

Password:

At Origin

Base Traffic (origin):

Orderly Room/Clerks:

Realtor/Landlord:

Home Stager:

Lawyer:

Mortgage Broker:

Property Insurance:

Handyman/woman:

Military Family Resource Centre:

House Hunting Trip (HHT)

Flight Date / Time / Number:

Hotel and Address:

Dates Booked:

Car Rental Company:

Dates Booked:

Notes/Confirmation Numbers:

Destination

Military Family Resource Centre:

Bank:

Realtor / Rental Agent:

Lawyer:

Inspector:

Emergency Medical / Fire Local:

Poison Control:

The New Home

Address / Phone:

Date Offer Accepted:

Date of Closing / Possession:

Notes:

Moving Week

Orderly Room/Clerks:

Moving Coordinator / Company:

Driver's Name / Cell Number:

Base Traffic at Origin:

Base Traffic at Destination:

Personal Vehicle Transport Carrier:

Notes:

Interim Lodging, Meals and Miscellaneous

Origin:

Car Rental Company:

Days Car Rented:

Notes About Drop-off / Pick-up:

Hotel and Address:

Dates Booked:

Notes/Confirmation Numbers:

Travel to New Location

Flight / Train Date / Time / Number:

Hotels en route:

Notes:

Destination

Car Rental Company:

Hotel and Address at Destination:

Dates Booked:

Notes (type of room, etc.):

Confirmation Number:

RECEIPTS CHECKLIST

When in doubt... keep the receipt!

Whether you keep them all in the designated pouches in this toolkit or tucked in a shoebox under your bed, it's important to keep all of your receipts from your move for proper reimbursement.

See the checklist below for the ones you don't want to lose.

- Parking fees from your House Hunting Trip
- Ferry tolls and/or road tolls during House Hunting Trip and for Travel to New Location
- ATM fees
- Excess baggage fees
- Hotels
- Driver's licence fees (12 months)
- Vehicle safety inspections
- Vehicle plates (12 months)
- Vehicle letters of compliance
- Trailer registration and plate fee (if required)
- Vehicle registration (12 months)
- Internet service during hotel stay
- Cleaning of residences at origin and destination
- Rekeying of locks at new house
- Connection, disconnection and cancellation fees (does not include expenses for breaking loyalty contracts) for alarm system, cable, cellular services, computer systems, electricity, water lines to refrigerator, hot-tub, in-home theatre systems, internet, natural gas (including gas appliances and account set-up fee), satellite dish, basic telephone, and water services
- Transfer of medical or dental records
- Spousal employment services
- Provincial health insurance cards
- Additional health insurance for time between provincial healthcare services (where applicable)
- New patient dental exam (if denied by insurance)
- Post Office change of address
- Courier for receipts in some exceptional cases
- Mail hold service in certain situations
- OUTCAN: Fees for medical exams and inoculations not covered by insurance, passport expenses not covered by the Department, visa costs, fees for other required immigration and/or identity documents

Refer to the Canadian Armed Forces Relocation Directive (CAFRD) for definitions and limitations, as well as details on which envelope these expenses may be claimed to.

YOUR HOUSE HUNTING TRIP

Pretty much the first thing on anyone's mind when they receive a posting message is

"Where will we live?!?"

If only house hunting were as much fun and as easy as it is on HGTV! Unfortunately, when it comes to relocating for the military, the timeline you're given is short while the to-do list is long.

To help with what might seem like the overwhelming task of finding a new home, this section provides detailed checklists, task lists and schedules for use before, during and after your House Hunting Trip (HHT).

Be sure to check out **GOOD TO GO! A guide to your military move** or visit www.cafconnection.ca for detailed information on the HHT and related topics, including answers to the most Frequently Asked Questions about the HHT, places to visit and helpful tips for the HHT, and information on selling your current home, and purchasing or renting your new home.



PRE-HOUSE HUNTING TRIP CHECKLIST

- Receive the posting message (do not make any HHT plans before posting message is received)
- Contact BGRS to draft a timeline for your move
- Sell your home / arrange for lease termination
 - *In general, it is advised to sell your current home before planning your HHT. Hopefully, you will have known the posting was coming and have already done some of the preparations for selling your home. If not, now is the time to begin that process.*
- Review your family budget to determine your housing budget
- Contact a realtor at your destination for a preliminary needs assessment
- Contact your bank to prearrange your mortgage, if needed
 - *Knowing ahead of your HHT that you are pre-approved will clarify your house hunting goals, save you time and reduce stress.*
- Choose your HHT date (with ample time before the COS date)
 - *When you have a firm offer on your home, you are ready to book your HHT. Contact your BGRS agent to confirm the dates and book your travel.*
- Have BGRS book flights/train, rental car, etc.
- Reserve your hotel room(s)
- Get a financial advance from BGRS, if needed
- Arrange childcare and pet care as needed
- Contact the MFRC at destination for information on local schools, healthcare, etc.
- Research neighbourhoods, schools, commute time to work, etc.
- View potential properties online, do the previews virtually
- Have your realtor arrange viewings, and line up an inspector, lawyer, etc., for your HHT dates

HOUSE HUNTING TRIP PAPERWORK CHECKLIST

Remember to bring the following information with you on your HHT, either electronically or printed out (just in case you forget your phone charger*):

- Copy of HHT Application
- Copy of HHT Approval
- Flight Information
- Car Rental information
- Hotel Booking Information
- Other Travel Information (if applicable)
- Realtor Information
- Lease Information
- Mortgage Information
- Copy of RHU-CFHA Application (Permanent/Private Married Quarters - Canadian Forces Housing Agency) (if applicable)
- Other Purchase/Lease Information (if applicable)
- Schooling Options
- Copies of Report Cards
- Other Schooling Documentation (as required)
- Current Banking Information
- New Banking Information (if applicable)
- Any additional information you think you'll need

** Pack a phone charger!*

HHT TASK LIST

Not all of the tasks related to buying or renting a home can be tackled during your HHT, so focus on those that are best done in person.

If you are buying a property:

- View properties
- Choose a property and make an offer
- Finalize a purchase offer
- Complete the inspections, mortgage and insurance paperwork, and other tasks necessary to finalize your home purchase

If you'll be renting:

- View properties
- Sign a lease

If you do end up with time on your hands (lucky you!) look into the following:

- Schools
- Clinics
- Community activities
- Places of worship

And maybe even squeeze in time to:

- Visit your local MFRC
- Familiarize yourself with your new community
- Visit schools and finalize arrangements
- Arrange medical requirements/ specialized care
- Make administrative arrangements related to insurance, utilities, parking, childcare, etc.

SUGGESTED HHT SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Arrive at destination	Meet with realtor	View more properties	Line up inspectors, lawyers	House inspection	Finalize purchase	Catch your breath
Pick up rental car	View properties	Revisit favourites	Counter-offer / close	Financing	Explore your new neighbourhood	Fly back to origin
Tour neighbourhoods of consideration		Make initial offer				

YOUR HHT SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

CHANGE OF ADDRESS CHECKLIST

Once you know where you will be living, you can start to switch your life over to your new address, even before you or your belongings have moved in. As a general rule, you can start moving services and addresses to your new location 4-6 weeks before a move.

- Canada Post
- Schools
- Healthcare providers (doctor, dentist/orthodontist, etc.)
- Bank
- Credit card companies
- Insurance companies
 - SISIP
 - SunLife
 - Health insurance
 - Car/other vehicles
 - Home/tenant
 - Life/disability
- Utilities
 - Electricity
 - Oil/gas
 - Water and sewer
- Public Service Health Care Plan
- Financial advisor
- Previous employer (for T4 slips, etc.)
- Pay Office
- Canada Revenue Agency (for tax documents, child benefits, etc.)
- Elections Canada
- Canadian Automobile Association
- Cellphone provider
- Home phone / Internet / TV
- Safety Deposit Box / Post Office Box
- Memberships (gym, library, recreational, professional)
- Any home services (lawn, pool, diaper)
- Magazine / newspaper subscriptions
- Amazon (for those "Buy Now" opportunities)
- Friends and family for their Christmas card lists (if they still have time for this, we're very impressed!)

MOVING PREPARATION

Preparing for the actual move can feel like a monumental task. Every family tackles the job in their own way, but having a plan and knowing what to expect can help to take some of the stress out of the process.

The checklists in this section provide useful suggestions for prepping well in advance of your move date, for making the move itself go smoothly, and for keeping track of all of your move-related paperwork.

Be sure to check out **GOOD TO GO! A guide to your military move** or visit www.cafconnection.ca for additional information on downsizing your belongings, booking your move, what to expect on packing day and load day, and more.



PRE-PACKING CHECKLIST

- Remove all stickers/tags from previous moves. (Ha! Good luck with that!) At a minimum, inform the movers of previous sticker colours and have them use a new colour for the stickers on this move.)
- Complete a High Value Inventory (HVI) for your valuable belongings and separate all those items into one room.
 - *Consider whether you need additional insurance for high value items.*
- Mark all items that are NOT to be packed clearly, including items you are hand-carrying and those that will stay in the residence. Things quickly disappear into boxes on Packing Day, so don't leave this too late.
- Prepare items as directed by the moving company, for example:
 - *Appliances like washers may need a blocking kit*
 - *Large items like pianos, pool tables or grandfather clocks may need professional preparation*
- Dismantle items like home gyms, cribs, play structures, and patio furniture.
- You may want to disassemble complex items such as home theatre systems; that way, you can keep all the parts and hardware together in a way that makes sense to you.
- Remove anything attached to the wall that you want to take with you, including racks, rods, mirrors and shelves.
- Clean carpets and drapes.
- Drain hot tubs, waterbeds, water hoses. Drain the gas from any tools like mowers or snow blowers.
- Inventory, appraise, and note the condition of your belongings.
 - *Consider taking photographs of any items you are concerned may be damaged during the move. This record will help in making an insurance claim.*
- Pull items out of attics, crawlspaces, and any hard-to-reach spots.
- Return library books and all borrowed and rented items.
- Confirm move dates with movers.
- Make a floor plan for the placement of belongings in your new house.
- Separate hand-carry items and suitcases that contain required items for the week of your move.
- Pick up your rental car immediately before your vehicle is picked up by the shipper.
- Clean out fridges and freezers.
 - *Use up as much food as possible and arrange to give or throw away any perishable food that is left.*
 - *Fridges and freezers must be empty on Packing Day.*
- Find a home for the things you cannot pack, such as firewood, propane tanks, flammables, aerosols, some plants, and all liquids (including alcohol and toiletries!)
- Empty out compost, recycling and garbage bins and arrange for their placement for pick-up after your departure.

PACK-UP BOXES CHECKLISTS

About a week before the packers arrive, build your own “Open Me First” pack-up boxes. Select one large plastic bin for each of the rooms, and make large, clear signs to tape to the top and sides of each bin. On off-load day, things can get crazy but when you see those pack-up boxes coming into the house, you know that you have the necessities.

Below are recommended items for each box but feel free to modify as you see fit.

Bathroom Pack-up Box

- New shower curtain
- New toilet brush
- Toilet paper
- Garbage bag
- 1 set of towels
- Soap
- New toothbrush for every family member
- Toothpaste
- Bath mat
- Magazine (optional) 😊

Kitchen Pack-up Box

- Coffee maker
- Coffee/Tea
- Coffee filters, if applicable
- 2 x coffee mugs
- Some Red Solo cups
- Cutting board
- Knife
- Tea towels
- Dish cloths
- Bar of soap
- Roll of paper towel
- Box of tissues
- Scissors
- Roll of packing tape

- First Aid Kit
- Tylenol / Advil
- Garbage bags
- Extra phone charger

Master Bedroom Pack-up Box

- 1 set of bed sheets
- 1 set of pillows
- Blankets/duvet
- Pyjamas (if applicable) 😊

Child's Bedroom Pack-up Box

- 1 set of bed sheets
- 1 set of pillows
- Blankets/duvet
- Pyjamas
- New books
- Favourite books
- Stuffed animal
- Something they loved in their old room (poster, photo, toy, trophy, etc.)

MOVING PAPERWORK CHECKLIST

- Copy of Pre-Move Information Package and Related Forms
- Copy of Listing Agreement (if currently a homeowner and selling)
- Copy of Lease Termination Letter (if currently a renter)
- Copy of Purchase and Sale Agreement (for buyers)
- Copy of Deed (for buyers)
- Copy of Survey/Certificate of Location (for buyers)
- Copy of Lease Agreement (for renters)
- Canadian Forces Housing Agency (CFHA) Documentation (if applicable)
- Customs Forms (if applicable)
- Information on Moving Company
- Current Insurance Papers (life, home, contents, car, medical, etc.)
- Information on Insurance at Destination
- Copy of Application to Move Furniture and Effects
- Household Goods Descriptive Inventory
- Inventory of Articles Shipped
- List of Current Utility Companies (to cancel or change over)
- Information on Utilities at Destination
- Information on Posting Loans
- Copy of Posting Loan Application
- Copy of Posting Loan Approval
- Additional Information

RELOCATION TO DESTINATION

This section can be used to hold copies of all of the information related to your relocation to destination, so that you're not scrambling for important paperwork once you hit the road.

Consider including:

- Flight Information
- Car Rental Information
- Hotel Booking Information
- Other Travel Information (if applicable)
- Copy of Car Shipping Documents
- Inventory of Articles Shipped
- Additional Information

Be sure to check out **GOOD TO GO! A guide to your military move** or visit www.cafconnection.ca for detailed information on closing the door on your old home, getting to your new one, and what to expect next.



SETTLING IN AND MAKING CONNECTIONS

Once you've made it through the move, the real heavy lifting begins!

That's why this section includes checklists for everything from setting up your new home to making new connections and marking the occasion.

Be sure to check out **GOOD TO GO!** A guide to your military move or visit www.cafconnection.ca for additional information on:

- what happens when you arrive at your new location (including what to expect when unloading and how to make claims for damages)
- organizations that can help you and your family settle into your new location
- tips on establishing new relationships
- where and how to reach out if you're feeling unsettled



SETTING UP YOUR NEW HOME CHECKLIST

Was there so much to think about in the lead up to and during the move that a few things on your to-do list fell through the cracks? No worries! Here's a reminder list of services you may still need to set up to help you get connected now that you're in your new home.

- | | |
|--|---|
| <input type="checkbox"/> Hydro/electricity | <input type="checkbox"/> House insurance / rental insurance |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Parking registration |
| <input type="checkbox"/> Water | <input type="checkbox"/> Garbage and recycling programs |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Lawn care |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Snow removal |
| <input type="checkbox"/> Cable | |
| <input type="checkbox"/> Home phone | |
| <input type="checkbox"/> Cell phone | |

COMMUNITY CONNECTIONS CHECKLIST

Really settling into a home and a new community requires so much more than simply unpacking boxes. Here's a list of other businesses and organizations you may want to search out upon arrival.

- | | |
|---|---|
| <input type="checkbox"/> Hair stylist or barber (seriously – this one is imperative!) | <input type="checkbox"/> Specialty stores |
| <input type="checkbox"/> Hardware stores | <input type="checkbox"/> Florists and plant nurseries |
| <input type="checkbox"/> Grocery stores | <input type="checkbox"/> Library |
| <input type="checkbox"/> Garage/mechanic | <input type="checkbox"/> Bookstores |
| <input type="checkbox"/> Restaurants | <input type="checkbox"/> Place of worship (church/
synagogue/mosque) |
| <input type="checkbox"/> Coffee shops | |
| <input type="checkbox"/> Bakeries | |
| <input type="checkbox"/> Movie theatres | |

IDEAS FOR SETTLING IN FROM FAMILIES WHO'VE BEEN THERE

- Join sporting activities on-base and/or off-base
- Connect through base, spouses and parenting Facebook groups
- Attend community activities and classes of personal interest, like mom and baby groups, recreational automotive activities, quilters groups, yoga, painting, geocaching
- Become a part of local online support groups
- Attend functions (family BBQs, welcome nights, playgroups, coffee connections) at the MFRC
- Join a gym, pool, YMCA, or sports league
- Look for work
- Find a faith group
- Be friendly at work and befriend coworkers
- Volunteer in the community, at the children's school or at the MFRC
- Bring your dog to a dog park
- Walk through your new neighbourhood and meet your neighbours
- Connect with other military families posted to the same area
- Visit local venues
- Research tourism in the area and go sightseeing
- Connect with old friends already in that location
- Connect with your spouse's coworkers' spouses
- Meet people in advance of your move through social media
- Keep in touch with old military family friends
- Invite people over
- Find local facilities for shopping, gym, etc.
- Go to the local library
- Find play groups in the area
- Go to unit activities and attend regimental social gatherings
- Chat with people at the bus stop
- Join a club through the mess
- Attended language classes on-base
- Invite your children's new friends over for playdates
- Research the local homeschool community online
- Go for walks through local conservation areas
- Use the community board to find workshops and events
- Join a support group for parents of children with special needs
- Go to the mess and meet friends through the member's colleagues
- Check local papers for community events
- Play outside with the kids

- Consider living in RHU to easily make immediate connections

- Participate in town halls

- Go to school functions

- Reach out to people who are friends of friends

- Talk to spouses who were there before and connect with some of their friends

- Maintain communications with friends and family no longer nearby

- Spend as much time as possible taking advantage of the fun new things in the area as a family

- Set up the house fast so it feels like home for the family

- Talk to chain of command

- Sign up for a run club to meet similar people

- Attend neighbourhood BBQs

- Visit parks

- Put out an invite online for other new residents who want to connect

- Accept invites from neighbours and co-workers to get to know people and create bonds/friendships

- Enroll your kids in hockey, guides, scouts, clubs, sports or other activities (a great way to connect for them) and meet parents and others through your kids' activities (a great way to connect for you) — win-win!

THINGS TO DO TO CELEBRATE YOUR MOVE

YAY! *You survived!*

You've prepped. You've moved. You've arrived.

You've connected. You've settled.

And you're still here to talk about it!

This is a big deal and is absolutely worth acknowledging. Here are three things you can do to mark the occasion.

- Be mindful of how far you've come since you first received that posting message
 - *Simply by taking a moment to pause and consider where you were and where you are now is a positive way to stop yearning for what was – it can anchor you in the present and give you the strength and confidence to move towards your new future*

 - Celebrate yourself and your family
 - *Order a cake from that great local bakery you discovered with "WE ROCK!" written on it, or treat the family to a delicious dinner out at that fantastic restaurant your new neighbour recommended*

 - Find someone else who is struggling and be their cheerleader
 - *You know what it took to get you here...now take everything you've learned and commit to helping someone else who's going through a move to connect and settle in*
-

NOW it's time to THRIVE!

YOUR MOVE BY TOPIC

With so much to think about, you've probably got a question or two on a specific subject.

This section addresses some of the most common topics related to moving. Some of these will be of interest to everyone (for example, finances/budgeting and vehicles), while others are specific to individual situations (for example, moving with children, pets or vehicles).

It also points you to the additional customizable tools and checklists that appear in **GOOD TO GO! A guide to your military move** and that are available for download at www.cafconnection.ca.



Finances/Budgeting

Are you worried about how this posting could affect your family's finances? If so, you're not the only one. Financial concerns are one of the greatest worries associated with moving, and range from changes to the cost of living to mortgage/rent differences, daycare costs, spousal employment and more.

Increased expenses and/or decreased family income can present challenges to even the most resilient families. Being prepared with a solid financial plan will be the best way to manage the financial concerns.

Be sure to check out **GOOD TO GO! A guide to your military move** or visit www.cafconnection.ca for detailed information on Finances/Budgeting, as well as the following downloadable tools and checklists:

- Breakdown Of Living Expenses
- Budgeting Considerations Checklist
- Budget Comparison Calculator

Healthcare

For many military families, establishing healthcare after relocation is one of the more difficult challenges of moving.

A good place to start is your local Military Family Resource Centre (MFRC). The MFRC has information on the processes for acquiring new provincial health cards, finding new doctors and other aspects of healthcare in the region. Some MFRCs even have doctor recruitment programs to help new-to-the-area military families find a physician, while others may have the option of virtual care available for your family while you are seeking a local doctor.

You can also check out the Health Care page on the CAF Connection website.

Be sure to check out **GOOD TO GO! A guide to your military move** or visit www.cafconnection.ca for detailed information on Healthcare, as well as the following downloadable tools and checklists:

- Healthcare Providers Checklist
- Healthcare Contact List

Employment

When it comes to moving, some people will feel anything from sadness, frustration or uncertainty to resentment, fear, stress, dread and even grief at having to leave their job, while others might see it as a great opportunity to make a change or try something new.

No matter how you feel, let it sink in, acknowledge the feelings, and then catch your breath, make peace with it and develop a plan.

Be sure to check out **GOOD TO GO! A guide to your military move** or visit www.cafconnection.ca for detailed information on Employment, as well as the following downloadable tools and checklists:

- Leaving Your Place of Employment Checklist

- Preparing for an Employment Search Checklist

- Cleaning Up Your “Digital Dirt” Checklist

- Editing and Proofreading Your Resume Checklist

- Sample Email to Re-engage a Previous Contact

Children and Childcare

The planning that goes into a relocation can stress even the strongest military families to their limits. While you’re packing up your lives to start over somewhere new, you go through a roller coaster of emotions, and your kids are right there beside you, going through their own emotional ride.

In addition, if you have children, finding quality, affordable, accessible childcare may be a priority for your family, whether it’s needed on a regular basis so both parents can work, or occasionally for relief and emergencies. While finding good childcare is a struggle for many Canadian families, military families face the additional challenge of finding care with each move.

If you require childcare at your new location, it is recommended that you contact your new MFRC immediately upon receiving your posting message, as most childcare options in Canada have waitlists. The MFRC can assist in providing options in your region.

Be sure to check out **GOOD TO GO! A guide to your military move** or visit www.cafconnection.ca for detailed information on Children and Childcare, as well as the following downloadable tools and checklists:

- Childcare Considerations Checklist

Education

Few things are more stressful than the desire to keep your children safe and happy. When you have children, almost every posting comes with new adventures, new schools and new concerns.

- Will they settle in and find new friends?
- Can they be educated in your language of choice?
- How will they adjust to high school?

There are so many questions...and finding answers is the key to reducing their stress and yours!

Be sure to check out **GOOD TO GO! A guide to your military move** or visit www.cafconnection.ca for detailed information on Education, as well as the following downloadable tools and checklists:

- School System Considerations Checklist
- Children's Education Portfolio Checklist

The Family Pet

In some ways, pets and very young children struggle the most with moves because they are incapable of understanding what is going on, why it is happening, or that everything will turn out okay.

From a dog or cat's eye view, it looks like the world is ending as their trusted owners pack everything up and appear to be abandoning them.

As a loving pet owner, you can try to make them as comfortable as possible during an inevitably stressful time by being thoughtful of how relocation preparations are affecting your pet and trying, to the extent possible, to reduce disruptions to their routine.

Be sure to check out **GOOD TO GO! A guide to your military move** or visit www.cafconnection.ca for detailed information on The Family Pet, as well as the following downloadable tools and checklists:

- Moving with Pets Checklist
- Pet Care Checklist
- Considerations When Finding a New Veterinarian Checklist

Vehicles

Your vehicle (whether it's your private motor vehicle (PMV), motorcycle, trailer, powered recreational vehicle, or all of the above) is probably the biggest item you have to get from Point A to Point B during your move.

And once you get where you're going, you'll need to deal with all of the paperwork that will allow you to continue operating it at your new location.

Consult the Canadian Armed Forces Relocation Directive (CAFRD) for details on your benefits related to vehicles.

Be sure to check out **GOOD TO GO! A guide to your military move** or visit www.cafconnection.ca for detailed information on Vehicles, as well as the following downloadable tools and checklists:

- Vehicle Shipping Checklist
- Vehicle Registration Checklist

ADDITIONAL MOVING RESOURCES

We hope you've found this toolkit easy to consult and customize, and useful for your move.

Below you will find a list of additional online resources for further information.

- Accommodation and Car Rental Directory (ACRD): rehelv-acrd.tpsgc-pwgsc.gc.ca/index-eng.aspx
- BGRS (Brookfield Global Relocation Services) Overview: bgrsguide.bgrs.ca/dist/assets/images/GBS%20BGRS%20VIP_13%20Sept%202019_approved.pdf
- BGRS Registration: bgrsguide.bgrs.ca/account/register
- CAF Connection: www.cafconnection.ca/relocation
- Canada Post: www.canadapost-postescanada.ca
- Canadian Armed Forces Relocation Directive (CAFRD) Directive: www.canada.ca/content/dam/dnd-mdn/documents/reports/2020/cafrd-2021-04-01.pdf tive (CAFRD) (canada.ca)
- Canadian Armed Forces Relocation Directive: www.canada.ca/en/department-national-defence/corporate/policies-standards/relocation-directive.html
- Family Information Line (FIL): www.cafconnection.ca/National/Stay-Connected/Family-Information-Line.aspx
- Kilometric Rates: www.njc-cnm.gc.ca/directive/d10/v238/s658/en#s658-tc-tm
- Military Family Resource Centres (MFRCs): [www.cafconnection.ca/National/Programs-Services/Deployment-Support/Deployment-Support-for-Families/Military-Family-Resource-Centres-\(MFRC\).aspx](http://www.cafconnection.ca/National/Programs-Services/Deployment-Support/Deployment-Support-for-Families/Military-Family-Resource-Centres-(MFRC).aspx)
- Military Moves and Postings – The ABCs of Military Postings: www.canada.ca/en/ombudsman-national-defence-forces/education-information/caf-members/career/postings.html
- Pre-Move Information Booklet: cmp-cpm.mil.ca/en/benefits/relocation-management/pre-move-information-booklet.page
- The ABCs of Military Postings: www.canada.ca/en/ombudsman-national-defence-forces/education-information/caf-members/career/postings.html

Be sure to check out **GOOD TO GO! A guide to your military move** or visit www.cafconnection.ca for a wealth of interesting, practical and real-life information related to postings and moves.

