

**Travel Assistance Protocol (CANADA)  
(Shutdowns/Turnarounds)**

**General Presidents' Agreement (GPA) and  
Alberta National Maintenance Agreement (NMA)  
Participating Alberta Owner Projects**

- 1) This protocol applies to employees and employers working on participating owner maintenance projects located in the Wood Buffalo and Fort Saskatchewan Regions, who are signatory to the GPA and or NMA collective Agreements;
- 2) This protocol is provided as a guideline for the contractor and participating owner community and is an attempt to provide a predictable set of travel assistance standard, as it applies to attracting a craft workforce to the respective participating maintenance shutdown/turnaround projects;
- 3) It is acknowledged that this protocol is outside the respective collective agreement, thus it contains no collective agreement obligations. The protocol's terms and conditions are provided at the sole discretion of the participating owner. As such, the owner may implement and withdraw these protocol terms and conditions at any time they determine such to be appropriate.

The following are deemed to be appropriate undertakings in today's Alberta GPA & NMA Maintenance marketplace, as it relates to travel assistance for the participating maintenance shutdown/turnaround projects:

**TRAVEL ASSISTANCE PROTOCOL:**

**Conditions of Payment:**

The following general conditions will apply for travel assistance to participating maintenance shutdown/turnaround projects located in the Wood Buffalo and Fort Saskatchewan Regions.

**Travel from all Locations:**

- Must reside outside of Alberta to obtain travel assistance.
- Must show proof of applicable travel cost i.e. tickets, gas receipts, hotel expense, etc. (original receipts required)
- Sixty percent (60%) of "Initial In" will be paid on the first cheque and the balance, forty percent (40%) of "Initial In" will be paid after thirty (30) calendar days or lay-off whichever occurs first.

**Qualifying Travel:** Candidates for initial travel assistance must travel from their home local area. **Travel card members or permits who are working on other projects in Alberta will not qualify for initial travel assistance.** Proof of travel will be required (original receipts required).

**Quits or Terminations:** Employees who quit or who have their employment terminated for cause will lose any outstanding portion of their travel assistance.

**Alcohol & Drug Testing:** Workers must have successfully passed a drug and alcohol test that complies with the requirements under the Canadian Model Policy prior to being paid any travel assistance. It is recommended that workers complete such tests before booking travel.

**CSTS:** Must possess current Construction Safety Training System Certificate.

**Return Travel Assistance:** Employees will be paid their return travel assistance on the pay cheque following the shutdown/turnaround conclusion or lay-off whichever occurs first (original receipts required).

**Transfers:** Employees hired under this protocol who are transferred from one qualifying project to another qualifying project for the same contractor/owner will continue to be credited with time towards qualifying for travel assistance.

**General:**

- This protocol may be cancelled at the discretion of the owner. In the event of cancellation of the program, anyone who has received an *“Initial In”* will be eligible for full payment of the *“Terminal Out”*, if the otherwise applicable requirements of this protocol are met.

*Note: This protocol will be in effect for the participating project shutdown/turnaround period (initial/terminal)*

- For welders who accept calls for the Wood Buffalo Region (WBR) and are required to test in Edmonton and qualify for this travel assistance will be allotted one (1) to two (2) days living out allowance (LOA), in the amount of one hundred and ten (\$110.00) dollars each day, depending on job testing requirements and successful completion of the test.
- The owner shall be the sole arbitrator in resolving eligibilities and interpretations of this program.
- All travel payment amounts outlined in the Tables below will be made in Canadian funds.

## Travel Assistance Amounts (Wood Buffalo and Fort Saskatchewan Regions):

The following travel assistance amounts are designed to recover all or most of the expected costs related to air fare from the worker's home local area to Fort McMurray, Alberta including an allowance for cab fare from the airport in Fort McMurray to the job site. **Travel assistance amounts are based on average economy airfare booked one week in advance, including applicable taxes from major airports in the respective area to Fort McMurray and Edmonton.** These travel assistance are fixed amounts and no additional amounts will be paid for any other expenses the worker may incur coming to the job site or returning. Whenever possible, Unions should send information respecting these workers directly to the site they are dispatched to in advance of their arrival at site.

**TABLE 1 – Travel Assistance to Edmonton from within Canada:**

	Zones	Initial In	Terminal Out
From Edmonton Main Post Office to a 600 km radius	1	\$0	\$0
From the 600 km radius to the balance of Saskatchewan	2	\$370	\$370
From the 600 km radius to the balance of British Columbia	2	\$370	\$370
Manitoba	3	\$420	\$420
North Western Ontario (Sudbury & Areas West)	4	\$520	\$520
Ontario (East of Sudbury)	5	\$570	\$570
Quebec, Yukon and North West Territories	6	\$620	\$620
New Brunswick, Nova Scotia and P.E.I.	7	\$720	\$720
Newfoundland	8	\$820	\$820

**TABLE 2 – Travel Assistance to Fort McMurray from within Canada:**

Travel Assistance within Canada	Zones	Initial In	Terminal Out
British Columbia	1	\$550	\$550
Saskatchewan	2	\$550	\$550
Manitoba	3	\$600	\$600
North Western Ontario (Sudbury & Areas West)	4	\$700	\$700
Ontario (East of Sudbury)	5	\$750	\$750
Quebec, Yukon and North West Territories	6	\$800	\$800
New Brunswick, Nova Scotia and P.E.I.	7	\$900	\$900
Newfoundland	8	\$1000	\$1000



**TRAVEL ASSISTANCE PROTOCOL (TAP) APPROVAL FORM**

This form is to be completed and signed by the Syncrude Business Unit leader responsible for approving the requested Travel Assistance Protocol (TAP).

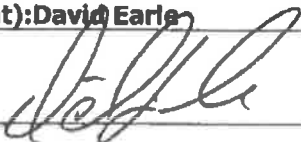
Please ensure that you fill out one form per contractor, be specific to the work for that outage, maintenance effort, or turnaround.

This form must be forwarded to the Syncrude Corporate Labour Relations Department. Approval forms can be faxed, emailed or mailed to the following:

Syncrude Corporate Labour Relations  
 Email: [labourrelations@syncrude.com](mailto:labourrelations@syncrude.com)  
 Fax: (780) 788-1093  
 Mail: Syncrude Canada Ltd.  
 M.D. X202  
 P.O. Bag 4009,  
 Fort McMurray, AB, T9H 3L1

**The Travel Assistance Protocol will not commence until a signed copy of this form is received by Syncrude Corporate Labour Relations.**

<b>Trades needed, list each</b>  (eg. Boilermaker, Boilermaker Welder, etc.)	Pipefitters Pipefitter Welders Bricklayers Insulators Boilermakers Boilermaker Welders Scaffolders Crane Operators Coke Chippers
<b>Contracting company affected by this TAP request</b>	APTIM, CIMS, Edmonton Exchanger, Jacobs, Clayburn, Clearwater, Smogbuster, Northern Crane, EnviroSystems and Alumina
<b>List the outage/TA work the TAP applies to</b>	Project DENALI 1
<b>Start Date for TAP</b>	February 19, 2018
<b>Estimated End Date for TAP</b>	June 8, 2018

<b>Name of Approver (Print):</b> David Earle	
<b>Signature of Approver:</b> 	<b>Date:</b> Feb. 21/18