

**Grand River Conservation Authority**  
**Per Diems, Honorariums and Reimbursement for Members - January 1, 2022**

		<b>Chair</b>	<b>Vice-Chair</b>	<b>Other Members</b>
(1)	General Membership/Committee of the Whole	\$156.71**	\$156.71**	\$156.71**
(2)	Other Committees - Audit, Special Recognition or Ad Hoc Committees <i>Note: A Per Diem is only paid when a Committee meets on a separate day from (1)</i>	\$94.32**	\$94.32**	\$94.32**
(3)	Other time spent on business of the Authority (pursuant to By-law Section B.14)*	\$28,399.07/year	\$ 2,840.33/year	\$94.32**/ meeting
(4)	Mileage for travel to or from any of the above***	\$0.50/km	\$0.50/km	\$0.50/km

**\*GRCA By-law No.1-2021, Section B.14 Remuneration of Members**

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Secretary-Treasurer. In addition, an honorarium will be approved by the Authority for the Chair and Vice-chair(s) as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day. The following activities shall be eligible for per diem allowance under this clause:

- Attendance at meetings of municipal councils to present the Authority's Annual budget and general levy requirement, if the member does not sit on that council and when such council presentations are scheduled through the Chair's office or at the request of the General Membership;
- Attendance at meetings of working groups or committees when appointed by the General Membership to such group or committee as an "official representative" of the Authority;
- Attendance at workshops, conferences or tours hosted by the Authority or Conservation Ontario, if participation is open to all Members and registration is made through the Chair's office;
- Any other business approved as eligible for a per diem allowance by the General Membership.

In the event of a scheduled meeting being adjourned for lack of a quorum, those attending a meeting so adjourned shall be entitled to receive the standard per diem rate and expense.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending approved meetings and/or functions on behalf of the Authority, including actual cost of meals, lodging, public transportation and conference fees, as applicable.

A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time and shall be consistent with Canada Revenue Agency guidelines. Requests for such reimbursements shall be submitted on a Per Diem & Expense Claim Sheet monthly with the distance travelled entered for each meeting and allowable expenses shown. Each Member must sign a certification printed on the sheet that the information is correct.

The Chair may submit monthly expense claims, which will be reviewed and signed by the Chief Administrative Officer, the Secretary-Treasurer and the Vice-Chair. The purpose of this review is to ensure that the Chair's expense claims conform to any policies that have been established by the Authority, are within the approved budget and are supported with appropriate documentation.

\*\* *Per-diems have been adjusted by 2.00% effective January 1, 2022*    \*\*\* *Mileage rate has remained unchanged from 2021*