# Compensation to Delegates and Non-Delegates

All delegates and alternates are required to fill out an expense claim form to receive compensation for meetings, events, mileage, and expenses.

The below guidelines outline the compensation established for standard delegate claims as well as compensation for non-delegates (should additional support be required).

Values are **current as of the date of this document** and subject to change. Per diem rates are reviewed and confirmed each year by the Board of Directors. Mileage rates are updated based on Canada Revenue Agency guidelines. A receipt must be provided for all expenses.

Delegates should clarify and confirm with Grain Farmers of Ontario staff what compensation will apply if there is any uncertainty about whether a claim can be made.

For any meeting or event not specified within this document, Grain Farmers of Ontario staff will provide clear indication on what compensation, if any, will apply.

Expense claim forms can be filled out via paper form or electronically (fillable pdf and excel sheet versions are available) and submitted to Rachel Telford, Manager, Member Relations, [rtelford@gfo.ca](mailto:rtelford@gfo.ca) for authorization.

A Delegate Information Package must be completed and submitted to finance before any payments are made to new delegates and alternates. Returning delegates and alternates may be asked to update their information as needed.

# District Delegate Meetings

All districts are required to hold four delegate meetings per calendar year. Both delegates and alternates are eligible to claim a per diem and mileage for attending these meetings.

Per diem: $160 Mileage: $0.70/km

Parking fees charged at the meeting location may also be claimed for reimbursement, with receipt provided.

If the district has offered a Zoom option for their delegate meeting, the per diem rate may be claimed by those opting to attend online provided the full meeting is attended.

*The January District Meeting is not eligible to claim for per diem or mileage.*

# Grain Farmers of Ontario Meetings - Delegates

Delegates may submit an expense claim for attending Grain Farmers of Ontario meetings, including (but not limited to) the March Classic, Semi-Annual Meeting, Annual General Meeting, Delegate Policy Day, Women’s Grain Symposium.

The following expenses may be claimed, as applicable:

Per diem: $320 Mileage: $0.70/km

Parking: as per receipt provided

Other travel: Delegates who wish to claim a bus or plane ticket, rather than mileage, may do so if the cost is equal to or less than the cost of a mileage claim.

Hotel Room: Receipt must be provided. Rooms are to be booked under the announced room block. If a hotel is booked outside of the room block, reimbursement will only be made up to the room block rate.

*Delegates from Districts 11, 12, 13, 14, 15* are eligible for an additional hotel night stay the night before the meeting. They may also claim an additional per diem to cover a travel day and may claim meal expenses during their travel.

Meal expenses: $40 for dinner, $25 for lunch, $15 for breakfast.

# Grain Farmers of Ontario Meetings - Alternates

The above listed expenses may also be claimed by alternates who are replacing delegates at a Grain Farmers of Ontario meeting. Alternates replacing a delegate are required to submit authorization of the replacement signed by their district director or chair (see Alternate replacing delegate form).

Alternates who attend provincial meetings, and are not replacing a delegate, may have their travel and expense costs covered by their district through District Grant funds.

Alternates should confirm with their district director or chair whether they will receive payment for attending a meeting and how a claim should be submitted to the district treasurer. A motion should be passed at the district level stating that payment will be made to alternates. Payment is at the discretion of the district and may differ from what is paid by Grain Farmers of Ontario.

# Board Committee Meetings and Events

Delegates who are selected to serve on a Board Committee are eligible to make an expense claim for participating in a meeting or event associated with their committee work.

Per diem: $320 Mileage: $0.70/km

If the Committee has offered a Zoom option for the meeting, the per diem rate may be claimed by those opting to attend online, provided the full meeting is attended.

There may be an occasion where a committee must meet to resolve business that can not wait for a regularly scheduled full-length meeting. If a brief online meeting is required (less than one hour in duration), a per diem of $160 will apply.

# Farm Show Support

Delegates or alternates may be asked to provide support at a Grain Farmers of Ontario booth during a farm show. This support may be voluntary or eligible for an expense claim.

Casual presence (1 or 2 hours): ticket to farm show, considered volunteer. Full shift (6 hours), the following may be claimed as applicable:

Per diem: $320 Mileage: $0.70/km

Hotel room (if working consecutive shifts over multiple days): as arranged with Grain Farmers of Ontario staff.

Meal expenses: $40 for dinner, $25 for lunch, $15 for breakfast

# Other Events

Delegates or alternates may be asked to provide support at a Good in Every Grain Consumer Outreach event or participate in other Grain Farmers of Ontario special events (such as a Researcher Forum) where a commitment to a full shift or full day is required. This support/participation is eligible for an expense claim when the full commitment is met. If less than a full commitment, presence will be assumed voluntary.

Per diem: $320 Mileage: $0.70 /km

Hotel room (if commitment is over multiple days): as arranged with Grain Farmers of Ontario staff.

Meal expenses: $40 for dinner, $25 for lunch, $15 for breakfast

# On-farm Visit/Media Opportunity

Delegates or alternates may be asked to allow visitors to their farm for the purposes of communications (social media, promotions, media interviews, etc.), market development, or government relations.

An honorarium will be paid for participating in these opportunities. No expense claim will apply.

# Compensation for non-delegate, farmer support

When additional support is required, Grain Farmers of Ontario may hire non-delegate farmers or delegate family members. Compensation for these individuals is as follows:

Hourly rate: TBD (as contracted) Mileage: $0.70/km

Hotel room (if working consecutive shifts over multiple days): as arranged with Grain Farmers of Ontario staff.

Meal expenses: $40 for dinner, $25 for lunch, $15 for breakfast

*Note travel time to an event location is not compensated, only hours worked on-site will be paid.*