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July 23, 2021

Kevin Thomason

Vice-Chair

Grand River Environmental Network (GREN)

1115 Cedar Grove Road

Waterloo, ON, N2J 3Z4

Dear Kevin Thomason,

I am pleased to inform you that the Board of Directors of the Greenbelt Foundation has approved a contract for Grand River Environmental Network’s “Building Local Support for Greenbelt-Friendly Local Planning and Greenbelt Expansion in the Grand River Watershed” project. Subject to the paragraph that immediately follows, the contract totals $30,360 over 1 year.

The contract is for the purposes and conditions set forth in your proposal of Mar 10, 2021. It may be spent only in accordance with the terms and provisions of the project that were submitted to and approved by the Foundation. Any changes to the project or to what you intend to spend all or part of the contract on must be discussed with, and agreed to in advance by, the Foundation. By accepting the Charitable Activities Contract, Grand River Environmental Network hereby acknowledges that the Foundation does not intend the Charitable Activities Contract, or any part of it, to be in support of Grand River Environmental Network’s political activities.

The start date for your project is July 2, 2021.

Your first payment will be delivered once this agreement is signed and returned to the Foundation. Your subsequent payments will be delivered upon receipt and approval by the Foundation of your project Reports in accordance with the schedule below. Your latest audited financial statements are due with your Final Report.

|  |  |
| --- | --- |
| **Amount Due** | **Due Date** |
| $12,000 | Jul 27, 2021 |
| $15,300 | Jan 5, 2022 |
| $3,060 | Jul 29, 2022 |

The attached Agency Agreement outlines our expectations on budget expenditures, branding the Greenbelt through communications, expected project deliverables, and other items.

The Greenbelt Foundation will provide the above contract upon receipt of written confirmation from Grand River Environmental Network that it accepts the terms and conditions outlined in this letter. Please sign below to indicate your acceptance of the Grant Conditions and upload a copy of it, executed by Grand River Environmental Network to the Greenbelt Foundation’s online grant portal, Fluxx.

If you have questions or wish to discuss your work at any time, please contact Bizhan Roshan, Grants Officer, at [broshan@greenbelt.ca](mailto:broshan@greenbelt.ca) and (416) 960-0001 ext. 310.

Sincerely,

Edward McDonnell

CEO

Enclosure

AGENCY AGREEMENT

THIS AGREEMENT made effective as of the date referred to below (the “Effective Date”)

BETWEEN:

Greenbelt Foundation,

#404 – 720 Bathurst Street  
Toronto, Ontario, M5S 2R4

(here called the “Charity”),

-and-

Grand River Environmental Network

1115 Cedar Grove Road

Waterloo, ON, N2J 3Z4

(here called the “Agent”)

BACKGROUND

A. The Charity is a registered charity under the Income Tax Act (Canada). Its charitable purposes are set out in Schedule “A”.

B. The Charity wishes to appoint the Agent to carry on certain of the Charity’s exclusively charitable activities for the Charity to further the charitable purposes of the Charity.

NOW THEREFORE in consideration of the mutual covenants and premises herein contained, the parties hereto agree as follows:

1. – DEFINITIONS
   1. “Agreement” means this Agency Agreement, including Schedules as those might be amended from time to time;
   2. “Budget” means the approved budget associated with Schedule “B”;
   3. “Charitable Funds” means the money under this Agreement provided by the Charity to the Agent for the purposes of carrying on the Specified Charitable Activities and the Specified Political Activities (if any);
   4. “Effective Date” means the date on which the Agent signs the Agreement;
   5. “Specified Charitable Activities” means the activities described in Schedule “B”;
2. – APPOINTMENT OF AGENT
   1. Upon and subject to the terms, provisions and conditions of this Agreement, the Charity appoints the Agent as the Charity’s agent, and the Agent accepts the appointment to act the Charity’s agent, in carrying on the Specified Charitable Activities and, if applicable, the Specified Political Activities to further the Charity’s charitable purposes. The Agent agrees to act as agent strictly in accordance with the terms of this Agreement.
   2. The Agent will carry on its duties and obligations of this Agreement so as to strictly comply with the charitable nature of the purposes of the Charity.
   3. Without limiting the generality of the foregoing, if the duties of the Agent under this Agreement include carrying on Specified Political Activities, then the Agent shall do so in strict compliance, in all respects, with the laws applicable in Canada to charities engaging in political activities, including, without limitation, the rules and regulations of the Charities Directorate of the Canada Revenue Agency pertaining to charities engaging in political activities.
   4. The Agent does not have the authority to do any act on behalf of the Charity or to bind the Charity except as specifically authorized by the terms of this Agreement.
   5. The Agent is not an employee, partner or joint venturer of the Charity and will not represent itself as such.
   6. The parties agree that the Charity shall not be liable for the debts or obligations of the Agent except as expressly provided for in this Agreement, and furthermore, the Charity shall have no liability with respect to claims or damages of any kind that are caused by or related in any way to the negligent acts or omissions or the wrongful acts of the Agent.
   7. This Agreement constitutes the entire Agreement between the Charity and the Agent with respect to the carrying on by the Agent of the Specified Charitable Activities and, if applicable, the Specified Political Activities of the Charity and supersedes all prior oral and written communications not specifically referred to herein. This Agreement may be amended or modified only by means of a written agreement executed by authorized signatories of the parties to this Agreement, with the exception of Schedules “B,” and “C”, which can be amended from time to time by the dated signature of both the Charity and the Agent.
3. – TERM OF THE AGREEMENT
   1. The term of this Agreement will start on the Effective Date and continue in effect until the deadline for completion of the Specified Charitable Activities and, if applicable, the Specified Political Activities or until terminated in accordance with Article 8, whichever event first occurs.
   2. The Agent will complete the Specified Charitable Activities and, if applicable, the Specified Political Activities on or before .This completion deadline may be extended by the Charity in writing at its sole discretion.
4. – TRANSFER OF CHARITABLE FUNDS
   1. The Agent will use any and all of the Charity’s money, entrusted to it, only to carry out the Specified Charitable Activities and, if applicable, the Specified Political Activities to advance the Charity’s charitable purposes and in accordance with the Budget.
   2. The Charity will transfer the Charitable Funds to the Agent by way of instalments based on whether the Charity is satisfied that the funds and resources provided in the previous instalment have been applied to the Specified Charitable Activities and, if applicable, the Specified Political Activities.
   3. For greater clarity, the Charity shall have and will maintain full and complete direction, control and supervision over the application of all the Charitable Funds. The Charity has the right to withdraw or withhold funds at its sole discretion without cause and for any reason whatsoever.
   4. The Agent agrees that it shall not be entitled to receive any remuneration for the services provided in accordance with this Agreement. The Agent shall be entitled to be reimbursed for its out-of-pocket costs for administering the funds of the Charity held by the Agent. Reimbursement shall be completed by reimbursement based on a percentage of the funds of the Charity used for the Specified Charitable Activities and, if applicable, the Specified Political Activities. The percentage is to be agreed upon between the Charity and the Agent in writing and is not to exceed 100% in any event.
5. – ACCOUNTS AND RECORDS
   1. The Agent will keep:
      1. all funds and resources transferred by the Charity to the Agent separate from the Agent’s own funds and resources and shall maintain a separate bank account for the Charity’s Funds;
      2. bookkeeping and accounting records of all funds received from the Charity and disbursed by the Agent segregated from the Agent’s records.
      3. copies of all documents, including correspondence, related to the carrying on of the Specified Charitable Activities and, if applicable, the Specified Political Activities;
      4. all financial records, including receipts and invoices, relating to the funds or otherwise to the project in a manner consistent with generally acceptable accounting principles; and
   2. The Agent will maintain for seven years following the termination or expiry of this Agreement the above-noted documentation for audit and verification in English and provide it to the Charity on its request.
6. – PROGRESS REPORTS AND INSPECTION
   1. The Agent will provide written interim progress reports to the Charity on request, as well as a final report in writing thirty (30) days after the date for completion of the Specified Charitable Activities and, if applicable, the Specified Political Activities. All of these reports are to be in a form and contain any information that the Charity may stipulate and require, but must contain both financial and operational detail sufficient to confirm to the Charity that its resources have been spent exclusively on the Specified Charitable Activities and, if applicable, the Specified Political Activities in accordance with the requirements of the Income Tax Act (Canada). This includes all project-related invoices and receipts.
   2. The Charity, or its representative, has the right, upon seven (7) days notice, to inspect the work carried out on behalf of the Charity, any physical assets whose acquisition was financed by the Charity and which are therefore owned beneficially by the Charity and accounts and records maintained by the Agent with respect to this Agreement. For this purpose, the Agent grants to the Charity the permission to enter at reasonable times any premise occupied, controlled or owned by the Agent.
7. – CONTACT INFORMATION
   1. The Charity’s contact person for the purpose of this Agreement is:

Name: Edward McDonnell, CEO  
Email: emcdonnell@greenbelt.ca  
Fax: (416) 960-0030  
Tel: (416) 960-0001

Mailing Address:

Greenbelt Foundation#404 – 720 Bathurst Street  
Toronto, Ontario, M5S 2R4

* 1. The Agent’s contact person for the purpose of this Agreement is:

Name: Kevin Thomason   
Email: kevinthomason@mac.com   
Fax:   
Tel: (519) 888-0519

Mailing Address:

*Grand River Environmental Network*

1115 Cedar Grove Road

Waterloo, ON, N2J 3Z4

* 1. Either Party may change its contact person on notice to the other.
  2. Any communication required under this Agreement (“Notice”) will, unless otherwise specifically provided for in this Agreement, be given in writing in accordance with this Section.

A Notice may be:

* + - 1. personally delivered;
      2. sent by registered mail;
      3. sent by facsimile; or
      4. sent by email (where the recipient acknowledges by return email receipt);

to the Charity and the Agent to the attention of the respective contact persons identified in this Section.

* 1. Any notice sent by registered mail will be deemed to have been received by the Party to whom it is addressed on the 5th mail delivery day following the day on which it was posted. Any Notice sent by facsimile after 4 p.m. local time of the Party to whom it was addressed shall be deemed to have been received by the Party to whom it was addressed on the next business day after which it was sent.

1. – TERMINATION
   1. The Charity may terminate this Agreement without cause by giving five (5) days advance written notice to the Agent.
   2. The Charity may terminate this Agreement at any time upon notice to the Agent effective immediately in the event of a default by the Agent of any of the terms of this Agreement. Where the Agent is a corporation or other entity, without limiting the generality of the foregoing, the Charity may terminate this Agreement pursuant to this Section 8.2 if there is a change in the control or management of the Agent that is unacceptable to the Charity, or where the Agent conducts itself in a manner that the Charity, acting reasonably, considers inconsistent with this Agreement. Where the Agent is an individual, the Charity may terminate this Agreement where the Agent conducts himself/herself in a manner that the Charity, acting reasonably, considers inconsistent with this Agreement.
   3. Either Party may terminate this Agreement without notice if performance of the Agreement is frustrated by a force majeure of a lasting nature.
   4. In the event of any termination of this Agreement whether pursuant to this Article 8 or as a result of the expiration of the Term of this Agreement, the Agent will immediately stop carrying on the Specified Charitable Activities, if applicable, the Specified Political Activities and acting for the Charity. The Agent will immediately refund to the Charity all money entrusted with the Agent and not spent in accordance with the Budget. The Agent will also report to the Charity concerning the status of the Specified Charitable Activities and, if applicable, the Specified Political Activities, as well as provide access to and copies of any accounts and records relating to these activities as may be required by the Charity.
   5. Article 5 and Article 9 shall survive the termination or expiry of this Agreement.
2. – INDEMNIFICATION and Insurance
   1. The Agent hereby irrevocably and unconditionally agrees to defend, indemnify, hold harmless, release, waive, discharge and covenant not to sue the Charity and its members, directors, officers, employees and other agents for and from all actions, liability, proceedings, claims, demands, loss, costs, damages and expenses, whatsoever, which may be brought against or suffered by the Charity or which the Charity may sustain, pay or incur as a result of or in connection with the performance, purported performance or non-performance of this Agreement by the Agent.
3. – ASSIGNMENT
   1. Neither this Agreement nor any or all rights, duties or obligations under this Agreement may be assigned, charged, subcontracted or delegated by the Agent without the prior consent in writing of the Charity; provided that the Agent will be entitled to use its own employees and consultants for the purpose of carrying out the Specified Charitable Activities and, if applicable, the Specified Political Activities.
4. – COMPLIANCE WITH Laws
   1. The Agent will comply with all laws and regulations that apply to this Agreement and all transactions and activities contemplated or to be performed under this Agreement and will keep the Charity informed of any laws or regulations which may affect the Specified Charitable Activities and, if applicable, the Specified Political Activities to assure the Charity will not breach any such laws or regulations through lack of awareness thereof.
5. – APPLICABLE LAW
   1. This Agreement will be interpreted in accordance with and governed by the laws of the Province of Ontario and the Agent specifically attorns to the jurisdiction of the courts of the Province of Ontario.
6. - SEVERABILITY
   1. Any invalidity, in whole or in part, of any provision of this Agreement will not affect the validity of any other of its provisions.

The Charity and the Agent have each signed this Agreement on the date below the signature of its respective duly authorized representative.

Greenbelt Foundation GREN

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Edward McDonnell Kevin Thomason

CEO Vice-Chair

I/We have the authority to bind the corporation I/We have the authority to bind the corporation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date (“Effective Date”)

Schedule “A”

Objects of the Greenbelt Foundation

The Corporation shall be carried on for the following charitable purposes:

1. To receive and maintain a fund or funds and to apply all or part of the principal and income therefrom, from time to time, to other organizations that are qualified donees under the Income Tax Act (Canada) (“Qualified Donees”) to advance projects to preserve, protect and restore the environmental and agricultural integrity of the Greenbelt Area as defined in the Greenbelt Act, 2005 (Ontario) and the regulations thereunder (the “Greenbelt”).
2. To organize, participate in, and fund Qualified Donees to advance projects to preserve, protect and restore the environmental and agricultural integrity of the Greenbelt.
3. To preserve, protect and restore the environment, including water resources and natural features, of the Greenbelt by acquiring or otherwise securing land (including conservation easements) on the Greenbelt or by funding the acquisition or securement by Qualified Donees of land (including conservation easements) on the Greenbelt.
4. To advance environmentally sound stewardship among landowners on the Greenbelt and increase their understanding of the environmental issues pertaining to the Greenbelt by among other things, offering courses, seminars, conferences, meetings and programs in connection therewith and by funding projects carried on by other Qualified Donees in connection therewith.
5. To educate and increase the public’s understanding of the environmental and agricultural issues pertaining to the Greenbelt including by offering courses, seminars, conferences and meetings and collecting and disseminating information on that topic and by funding projects carried on by other Qualified Donees in connection therewith.
6. To promote, for the public benefit, agriculture and viniculture in and around the Greenbelt.
7. To conduct research and fund research conducted by Qualified Donees relating to agricultural, viticultural and environmental issues affecting the Greenbelt and to disseminate the results of such research to the public.

Schedule “B”

Specified Charitable Activities

**Nature of the Project**

The project supports community engagement to promote the benefits of the Greenbelt and farmland and natural system protection in the western edge of the Greater Golden Horseshoe (Waterloo Region, Guelph-Wellington and Brant County) through participating in local planning and Greenbelt expansion processes.

**Specified Charitable Activities**

Over the next year, municipal governments in the Greater Golden Horseshoe (GGH) will complete their Municipal Comprehensive Reviews (MCR) to update their growth management plans to 2051. Compliance with policies in the updated Greenbelt (2017) and Growth Plans (2019) will be integrated into and guide these plans. The Provincial Government is considering expanding the Greenbelt to protect the Paris-Galt Moraine and river valleys. The Moraine extends throughout this region along with the Grand River. Grand River Environmental Network (GREN) will engage its members and the additional community stakeholders to work towards these goals. The Provincial Government is also continuing to consider proposals to grow the Greenbelt to protect significant water resources and understand additional protection needs and opportunities related to farmland and natural heritage in the region.

The project will promote the benefits of the Greenbelt to ensure they are well understood but also work collaboratively with community stakeholders to bridge differences and focus on positive outcomes for the region.

**Project Deliverables**

GREN will organize local public meetings and events and work collaboratively with local stakeholders to promote growing the Greenbelt and/or Greenbelt-friendly land use policies in the western edge of the GGH:

* Collaborate with the Ontario Greenbelt Alliance (OGA) to develop and share resources that promote the benefits of the Greenbelt and importance of Greenbelt-friendly planning policies (support webinars, workshops, community events);
* Organize public participation in local planning consultations;
* Convene discussions with local stakeholders and municipal leaders to discuss options to increase protection of farmland and natural systems in the region; and
* Facilitate participation of local groups and community leaders in the next phase of the provincial Greenbelt Expansion process.

Communications:

Project target audience include: public, community groups, local stakeholders and municipal leaders.

The benefits of the Greenbelt and solutions to expand or protect the Greenbelt will be communicated through community meetings (webinars, workshops, events), social media, newsletters, email, and one-one one conversations.

Key Messages:

* Help grow the Greenbelt;
* Help protect the Greenbelt by increasing Greenbelt-friendly planning decisions in your community; and,
* Everybody loves the Greenbelt. Interested in helping ensure your local municipality makes Greenbelt-friendly decisions? Learn about the Greenbelt and how to help your municipal government make Greenbelt-friendly planning decisions.

A work plan to achieve these deliverables is attached in Schedule “C”.

**Communications and Outreach Materials**

The *Greenbelt Foundation* values working collaboratively with grantees to deepen overall understanding and support for Ontario’s Greenbelt. We request that each grantee work to promote the Greenbelt, emphasizing the landscape and benefits to the region, where and when appropriate. Each grantee is asked to distribute Greenbelt materials in conjunction with their own materials. The *Foundation* will assist all grantees in this endeavour, and provide the necessary Greenbelt materials to achieve this end.

Greenbelt messaging is expected to be integrated into your communications. The *Foundation* welcomes collaborating with grantees on Greenbelt communications materials, including the placement of the logo. Please review the Project Deliverables to note any major communication materials the Foundation is requesting to review and approve before they are released publicly.

Please note that the Greenbelt logo represents the landscape and not the *Foundation*. While the logo can be used to acknowledge sponsorship, we ask that grant recipients first and foremost integrate the logo and Greenbelt messages more seamlessly into project materials. Acknowledgement of the *Greenbelt Foundation* is only necessary in your annual report and other materials that specifically mention your funders.

We may request your participation in announcing our grants and ask that you refrain from communicating about our grant until that time or an alternative decision is made.

The Greenbelt logo and graphic standards, and brand guidelines will be emailed to you.

We also ask that you please create a prominent link from your website to each of ours:

The main Greenbelt and *Foundation* website: [www.greenbelt.ca](http://www.greenbelt.ca)

Our Greenbelt food website: [www.greenbeltfresh.ca](http://www.greenbeltfresh.ca)

For any printed materials in relation to this project, the *Foundation* requests that the most environmentally responsible paper products such as recycled post-consumer and/or Forestry Stewardship Council-certified brands be used.

The *Foundation* requests that Greenbelt-grown food and beverage be served at meetings, events and anywhere food and beverage will be served in relation to this project. Please contact the *Foundation* to obtain the contact information of Greenbelt food suppliers.

**Photos and Videos**

The *Foundation* is interested in documenting Greenbelt activities and request that you provide us with relevant photos and videos of community meetings, hotspots, significant environmental features, etc. The *Greenbelt Foundation* appreciates your permission to use these materials to promote the Greenbelt and will acknowledge your contribution. Alternatively, we may contact you to request permission to highlight your project on greenbelt.ca, or other communication avenues.

**Reporting**

The grant recipient will provide the following interim report(s) and subsequent final report to the Foundation following the completion of the project. The report is to be in the reporting form provided by the Foundation, and must contain both financial and operational detail sufficient to confirm to the Foundation that its resources have been spent exclusively on the specified deliverables. Specifically:

|  |  |
| --- | --- |
| **Report** | **Due Date** |
| Interim Report | Jan 5, 2022 |
| Final Report and Latest Audited Financial Statement | Jul 29, 2022 |

Financial Reporting

An accounting report at a journal level entry detailing project expenditures; all project-related invoices and receipts; and, your latest audited financial statements should accompany the final report. (Please also track and report the total HST spent on items and services for this project).

Please refer to Schedule “E” for a list of eligible and restricted budgetary expenditures. It is important to ensure the Foundation’s funds are used only for the purpose of carrying out the activities and deliverables outlined in this agreement and adhere to rules on specific expenditures.

The Foundation, or its representatives, has the right, upon three (3) days’ notice, to inspect the work carried out by the funding recipient, and physical assets whose acquisition was financed by the Foundation, and accounts and records maintained by the funding recipient with respect to the Agreement. For this purpose, the funding recipient allows the Foundation the permission to enter at reasonable times any premise occupied, controlled or owned by the funding recipient.

**SCHEDULE “C”**

**Work Plan for Specified Charitable Activities**

|  |  |  |
| --- | --- | --- |
| **Expected Results** | | |
| Build local awareness and community relationships to support Greenbelt and Growth Plan planning principles in the region during growth planning exercises and public consultation. | | |
|  | **Activities** | **Performance Measures and Targets** |
| 1 | Collaborate with the Ontario Greenbelt Alliance to develop and share resources that promote the benefits of the Greenbelt and importance of Greenbelt-friendly planning policies (support webinars, workshops, community events) | * # resources developed and shared * # community organizations benefited from the resources * # webinars, workshops, community events held |
| 2 | Organize public participation in local planning consultations | * # people engaged in local planning consultations |
| 3 | Convene discussions with local stakeholders and municipal leaders to discuss options to increase protection of farmland and natural systems in the region | * # local stakeholders and municipal leaders engaged * farmland and natural system protection options discussed |
| 4 | Facilitate participation of local groups and community leaders in the next phase of the provincial Greenbelt Expansion process | * # people engaged in the next phase of the provincial Greenbelt expansion process |
| 5 | Communications:  The benefits of the Greenbelt and solutions to expand or protect the Greenbelt will be communicated through community meetings (webinars, workshops, events), social media, newsletters, email, social media, and one-one one conversations | * Greenbelt benefits promoted through all relevant project activities * Greenbelt logo and key messages incorporated into all project related materials |

**SCHEDULE “D”**

Budget

**Nature of the Funding**

The Greenbelt Foundation has approved, upon and subject to the terms, provisions and conditions in the Agreement to which this Schedule is attached, $30,360 for expenditure on the Specified Charitable Activities and, if applicable, the Specified Political Activities, to be paid over 1 year. Significant changes in the project budget each year must be first approved by the Foundation.

**Budget Summary**

|  |  |
| --- | --- |
| Personnel | $22,400 |
| Professional Services | - |
| Travel | - |
| Materials, Supplies, Equipment | - |
| Communications | $4,000 |
| Overhead | $3,960 |
| Other Expenses | - |
| **TOTAL Expenditures** | **$30,360** |

A detailed project budget is attached in Schedule “D”.

REMINDER: Please refer to Schedule “E” for a list of eligible and restricted budgetary expenditures. It is important to ensure the Foundation’s funds are used only for the purpose of carrying out the activities and deliverables outlined in this Agreement and adhere to rules on specific expenditures. (Please also track and report the total HST spent on items and services for this project).

**SCHEDULE “D”**

**Detailed Project Budget**

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**SCHEDULE “E”**

**Budgetary Expenditure Restrictions**

The Greenbelt Foundation expects all funding recipients to use Foundation funds:

* to carry out the Project, as outlined in this letter;
* in accordance with the Project Budget, in Schedule “B;” and,
* not use the Funds to cover any cost that has been or will be funded or reimbursed by one or more of any third party, any ministry, agency or organization of the Government of Ontario.

1. **HST:**

The portion of the HST or other expense for which funding recipients have received, will receive, or are eligible to receive, a rebate, credit, or refund – is not an eligible project expense.

1. **Overhead and Administration:**

Eligible overhead and administration expenses include: rent and occupancy costs, telephone, internet; and, disbursements such as computer equipment, equipment leases, postage/courier charges, photocopying and printing charges, general office supplies, volunteer appreciation, and financial institution service fees incurred in carrying out the Project.

Funds may not be used for avoidable financial institution service fees (e.g. NSF charges), or legal fees that are not connected to the Project.

1. **Transportation:**

Eligible travel costs are limited to Ontario.

Transportation will be by the most practical and economical method; tickets (e.g. train, airplane) purchased must be for economy/coach class and when renting a vehicle, the Funds may only be used for a compact model or its equivalent unless approval for a different model is obtained prior to rental.

* *Mileage Allowances*:
* 40 cents/km in Southern Ontario; 41 cents/km in Northern Ontario; more than 200 kms recommended rental car
* *Car rentals*:
* A compact model is required.
* Any exception must be documented and guided by the principle that the rental vehicle is the most economical and practical size taking into account the business purpose, number of occupants and safety.

1. **Accommodation:**

Accommodation refers to the provision of accommodation for meetings or events to the Recipient’s staff or contractors or other meeting/event attendees if specified in the Budget.

* Accommodation will be in a standard room; the Funds may not be used for hotel suites, executive floors or concierge levels. Funds may not be used for:
* Accommodation for staff or contractors when the distance to the meeting or event venue is less than 24 km;
* Accommodation for meeting/workshop/event attendees when the distance to the meeting, workshop or event venue is less than 24 km; or
* Penalties incurred for non-cancellation of guaranteed hotel reservations.

1. **Food and Beverage:**

Funds can be used for the provision of food or beverages during Project meetings/workshops/ events held with groups, organizations and the public:

* Funds used to pay for meals during project- related meetings, workshops or events can be up to the following maximums:
* *Meal Allowances*
* Breakfast: $10
* Lunch: $12.50
* Dinner: $22.50
* US travel same allowance but in USD.
* Itemized receipts must be collected and retained to verify these expenditures.
* If the Funds are being used to pay for non-meal food and beverages (e.g. coffee, water, snacks) during project-related meetings, workshops or events the amount from the Funds used for these non-meal expenses can be up to the following maximums:
* $5/day per person for a half-day public Project meeting/event
* $10/day per person for a full day public Project meeting/event

**Non-Eligible Budgetary Expenditures**

The following expenditures are not for reimbursement:

1. Legal costs not necessary for the project
2. Costs of alcohol
3. Costs of travel outside of Ontario
4. Costs of hospitality, per diems, or gifts for non-public facing meetings or events
5. Cost for debt restructuring or financing
6. Any costs which are inappropriate uses of public funds as reasonably determined in the opinion of the Province
7. Major capital including the acquisition of land, construction or additions to buildings, teardowns or rebuilds, leasing, powerlines, telecommunications lines or equipment, water lines
8. Costs incurred by Grantee associated with preparing and submitting grant proposals and letters of intent to the Recipient for funding under the Project
9. Any costs that will be refunded or reimbursed through any other agreement or by any third party, including other provincial ministries, agencies and organizations of the Government of Ontario;
10. Any costs associated with Fundraising, Lobbying, Non-Project costs, Pre-Project costs, Refundable expenses
11. Any costs which are inappropriate uses of public funds as reasonably determined in the opinion of the Province