

## GLEN OAKS CO-OPERATIVE HOMES INC.

### DIRECTOR EXPENSE REIMBURSEMENT POLICY

#### 1. Purpose

From time to time a Director of the Board will incur expenses in conducting business of the Co-op. The purpose of the following policy is to set out guidelines for the acceptable expenses the Co-op would reimburse a Director.

#### 2. Allowed Expenses

The Co-op will reimburse a Director only for the following expenses:

- Mileage between the Co-op and a Peel Halton CHF event
- Child care expenses while a director is attending:
  - Glen Oaks Co-op Board Meeting
  - Glen Oaks Co-op Member's Meeting
  - Peel Halton CHF workshops/training sessions and sector events
  - Other workshops/training pre-approved by the Board of Directors within the Halton Region.

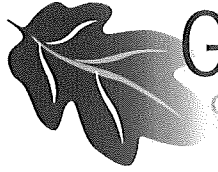
Any other expenses must be pre-approved by the Board of Directors at a properly held meeting.

#### 3. Mileage

- 3.1 The Co-op will cover mileage costs at a rate of .55 cents per km.
- 3.2 The distance used will be shortest calculated using Google Maps from the Co-op to the applicable event.
- 3.3 To request the mileage the Director has to submit the attached Schedule A Expense Form.

#### 4. Child Care

- 4.1 The Co-op will cover child care costs for children age 13 and under for a flat rate of \$25.00 per meeting or event.
- 4.2 The Director must be the parent or legal guardian of each child for which the expense is being claimed.



# Glen Oaks Co-op

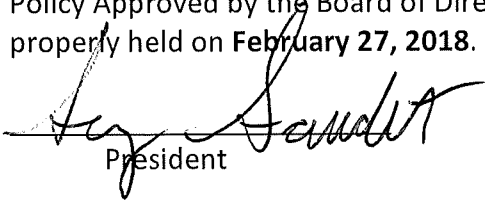
Glen Oaks Co-operative Homes Inc.

- 4.3 The time covered will be as follows for a:
  - Board meetings, Members' Meetings, Peel Halton CHF events or training/workshops.
- 4.4 It is the responsibility of the Director to retain a suitable person to provide required child care.

## 5. CHF Canada Annual General Meeting & Member Education Forum

- 5.1 Expenses for attendance at the CHF Canada Annual General Meeting & Member Education Forum must be pre-approved by the Board of Directors at a properly held meeting in advance of the event.

Policy Approved by the Board of Directors of Glen Oaks Co-operative Home Inc. at a meeting properly held on **February 27, 2018.**

  
President