



## Policy

### Youth Honoraria

#### Purpose of this Policy

The purpose of this policy is to provide a framework and guidelines for consistent use of honoraria with youth in order to encourage a diversity of youth involvement and support their participation in the Future North / Futur du Nord initiative. The active participation of youth in every aspect of the CBYF initiative is essential to the success of this initiative.

#### Preamble

Young people are valuable partners and key informants who bring a diversity of perspectives and experiences to every area of community work. For many youth, there are multiple barriers to their participation that need to be acknowledged and addressed. While youth may volunteer their time for many different reasons, honoraria may facilitate participation by addressing some of the practical barriers to engagement (e.g. costs associated with travel, clothing, childcare, etc.). Honoraria also recognizes and values the time, expertise, and skills that young people bring to the table.

The provision of an honorarium can support 'levelling the playing field' when youth are working alongside other community professionals whose time and expenses are reimbursed by their respective organizations.

Honorarium policies are ideally co-developed with young people to ensure that they meet the needs and preferences of the youth they are designed to recognize.

#### Definitions

**Honorarium:** An honorarium is a form of recognition from an organization to someone in exchange for their contribution of knowledge, skills, lived experience and time invested in a project, activity, or event. While young people volunteer their time for different reasons, an honorarium can help the way they participate and engage in a project, activity, or event (covering some costs like transportation, food, childcare, etc.).

**Expense:** Out-of-pocket costs that are directly related to a youth's participation in an activity for which recompense is given, e.g. transportation, childcare, communication supplies, etc.

**Recognition:** Using rewards, events, memberships, cards, or gifts as forms of appreciation for the contributions of non-paid volunteers.

## Principles

1. **Equity and Inclusion:** Communities and agencies are enriched through the involvement of a cross-section of youth who bring a diversity of perspectives and experiences to community work in all areas. For many youth however, there are multiple barriers to participation that need to be acknowledged. Not all youth have the necessary supports that allow them to participate on an equal basis. Having inadequate housing, clothing, food, and employment opportunities can limit the ability of youth to contribute meaningfully. The provision of an honorarium can be a means of 'levelling the playing field' and encouraging a diversity of youth involvement which is of benefit to all.
2. **Health Promotion and Self-worth:** Beyond 'levelling the playing field' of opportunities for youth participation, honoraria can act as an incentive to those with few opportunities to develop their leadership and work skills for future employment. It is well recognized that improved self-worth and socioeconomic status results in better health, leadership, and skill development. Many people view receiving honorarium as recognition of the value of their contribution which has a positive impact on their sense of self-worth and thus promotes health and could provide a bridge to employment.
3. **Recognizing Expertise or Commitment:** An additional reason for offering honoraria is to recognize an expertise or commitment. This recognition can include acknowledging the contribution of a significant amount of time to an initiative or offering an expertise which is difficult to find.

## Policy

1. Youth shall be paid an honorarium for their participation in forums that is commensurate with their role and responsibilities. An exception to compensation is noted in # 4 and # 5 below.
  - 1.1. Where a youth is Chair or Co-chair, facilitator, or group leader, they shall be paid \$50.00 per meeting or event.
  - 1.2. Where a youth is a member of a Leadership Table, Ad Hoc Committee, Action Team, or other Committee, they shall be paid \$35.00 for each meeting attended.
  - 1.3. Where a youth from the community is invited to participate in a focus group, talking circle, planning session or similar forum, they shall be paid an honorarium of \$25.00 for each appearance, or, provided with a gift card of equal value.
2. Youth shall be informed of their eligibility for honoraria prior to their participation.
3. Honoraria shall be pre-approved by the Program Manager.
4. **Exception:** Youth who are compensated for their time by their employer or other sponsoring organization shall not be eligible for honoraria.
5. **Exception:** Youth who are fulfilling a field placement with the Future North / Futur du Nord program as a component of their academic studies shall not be eligible for honoraria.

## Procedures

### **1. Eligibility of Youth for Honorarium**

1.1 Every youth who is invited to Chair or Co-chair, facilitate, lead, or participate in an activity, event, meeting, or other forum for the purpose of contributing in some manner to the Common Agenda, is eligible for an honorarium as outlined in this policy.

1.1.1 The person extending the invitation is responsible for advising youth of their eligibility and for advising the Program Manager of the youth's eligibility.

### **2. Applying for Honoraria**

2.1 The Program Manager or designate will provide the youth with a blank template to be completed by the youth and returned to the Program Manager or designate within 15 days of the youth's participation.

### **3. Authorization**

3.1 The Program Manager is responsible for approving all requests for honoraria.

### **4. Disbursement of reimbursements**

4.1 Honoraria may be disbursed in any of the following ways:

- a) Cheque: issued by the Host organization
- b) E-Transfer: issued by the Host organization
- c) Cash: dispersed by the Program Manager or her/his designate
- d) Gift Card: dispersed by the Program Manager or her/his designate

4.2 Upon receipt of a youth's written request for honoraria, the Program Manager will confirm the youth's preference for one or a combination of the reimbursement methods noted above.

- i. Where the youth prefers a cheque or e-transfer, the Program Manager will submit the request to the Host organization's financial department. The financial department will issue payment to the youth within thirty (30) days.
- ii. Where the youth prefers cash or a gift card, the Program Manager will issue cash or gift cards.
- iii. In the case of cash or gift card disbursements, the Program Manager or designate will obtain the youth's signature confirming receipt of the disbursement at the time disbursement is made.

4.3 The Program Manager will be issued a corporate credit card to be used for the purchase of gift cards and other program supplies.

4.4 The Program Manager will be allocated a monthly budget within which disbursements for honoraria and gift cards will be made.

**5. Tracking and Reporting of Disbursements**

- 5.1 The Program Manager will track and reconcile disbursements and submit a reconciliation report to the Host organization's finance department monthly.
- 5.2 The Host Agency's finance department will invoice the fiscal sponsor for disbursements as set out in the Memo of Understanding between the Host organization and the fiscal sponsor.