

Corporate Policy



Policy	Community Engagement Honorarium Policy
Category	Corporate
Authority	Strategic Communications and Community Engagement
Related Policies	Community Engagement Policy (2015) Advisory Committees Policy (2009) Cash Handling Policy (2019) Petty Cash Policy (2019) Diversity and inclusion plan (2019-2022)
Approved By	Click to insert name of approve and date approved
Effective Date	Click and tap to enter a date.
Revision Date	Click and tap to enter a date.

Policy Statement

The City of Guelph (City) is committed to meaningful community engagement that is inclusive, builds trust, and provides access to decision making.

The City recognizes that input from persons with lived experience and/or members of equity-denied groups is valuable and enhances decision-making and planning. The City has a responsibility to honour the significant contributions of knowledge, skills and emotional labour made by persons with lived experience and/or members of equity-denied groups. Appropriate compensation is an investment in people and community; it encourages participation from a wider diversity of community members, reduces stigma, and builds social equity.¹

The Community Engagement Honorarium Policy aligns with the City's *Community Engagement Policy* (2015), *Community Plan* (2022) and the *Diversity and inclusion plan* (2019-2022), which broadly articulate the City's commitment to effectively inform, educate, and engage all citizens; take an equity-informed approach to decision-making and planning; and reduce barriers to participation.

¹ Feige, S., & Choubak, M. (2019). *Best Practices for Engaging People with Lived Experience*. Guelph, ON: Community Engaged Scholarship Institute.

Purpose

This policy provides direction to City staff about the consistent provision of honoraria to persons with lived experience and members of equity-denied groups who have been asked by the City to contribute their knowledge, skills, lived experience, and emotional labour to inform decision-making and planning.

By providing honoraria, the City aims to:

- Demonstrate respect and value for lived experience;
- Enable more equitable and inclusive community engagement;
- Incorporate the experience of equity-denied groups and those with lived experiences into the City's plans, policies, programs, and services;
- Ensure compliance with relevant laws and regulations.

Scope

This policy applies to:

- All departments of the Corporation of the City of Guelph;
- All full-time, part-time and casual employees responsible for the design and implementation of formal and informal community engagement activities;
- All consultants or external organizations that undertake community engagement activities on behalf of the City of Guelph.

This policy does not apply to:

- Advisory Committees of Council as defined by the Procedural By-law

Policy Guidance

Applicability

Determining whether honoraria are applicable is key to supporting a consistent approach to valuing the contributions of community engagement participants with lived experience and/or from equity-denied groups. Criteria for when honoraria are appropriate are outlined below.

Situations where an honorarium for participants from equity-denied groups and/or people with lived experience is appropriate:

- When City of Guelph staff or consultants contracted by the corporation specifically solicit one-time or non-routine contributions of time, knowledge, skills or lived experience from individuals for any of the following reasons:
 - To inform decisions
 - To enrich discussions
 - To assist with planning
 - To provide feedback
 - To better understand needs, preferences, or experiences of those impacted by decisions
 - To generate solutions to challenges
 - To improve programs or services
 - To share personal, spiritual, or cultural knowledge for the enhancement of an event, ceremony, conference, or other gathering

Situations where an honorarium for participants from equity-denied groups and/or people with lived experience is not appropriate:

- Involve tasks better suited to an employment, internship, consultant, or fee-for-service relationship
- Where participants are representing and already receiving compensation from an employer or other agency
- Where participants respond to or otherwise join engagement opportunities that are open to the general public and where their specific lived experience is not explicitly sought
- Where participants are City of Guelph employees, irrespective of individual circumstance

Rate

Honorarium rates do not correlate directly to the specific number of hours of participation or a specific scope of work or deliverable. They are a nominal financial token to recognize and honour contributions of knowledge, skills, lived experience, and emotional labour.

Honorarium rates are established and reviewed annually by the Community Engagement division and take into consideration:

- Other public sector practices associated with public participation and user research
- Academic research related to community engagement
- Rates established by community agencies for peer participation
- The Ontario Living Wage for Guelph and Wellington

Honorarium rates do not include accommodation costs associated with full participation (e.g. transportation, interpreters, dependent care, attendant services, CART, technology, etc.). Any accommodations should be arranged directly with City staff.

Specific honorarium rates are outlined in the *Community Engagement Honorarium Administrative Procedure*.

Timing

Honorarium payments will be provided by City staff directly to individual participants during or following the engagement, as agreed upon in advance. If a participant chooses to withdraw their participation once an engagement event has begun, they are still eligible to receive the agreed upon compensation for that engagement event.

Form

Honorarium payments will be disbursed in a form that aligns with the individual participant's needs and preferences (e.g. cash, gift card/certificates, or cheque).

Specific details about forms of honorarium payment and information the City is required to collect are outlined in the *Community Engagement Honorarium Administrative Procedure*.

Roles and responsibilities

City engagement staff

City engagement staff provide advice and support to Project Managers, project teams, and external consultants regarding community engagement honoraria. They steward policy application to encourage consistent community engagement compensation practices across the Corporation.

City engagement staff maintain a database of honorarium recipients and support Project Managers to make T4A determinations.

City engagement staff oversee internal cash handling processes related to honorariums and support Project Managers to disburse cash payments.

Project Managers (PMs) or their designate

Project Managers are aware of the policy and its implications on their work. They work with City engagement staff to make T4A determinations and to determine applicability, rates, and timing of honorarium payments.

PMs communicate directly with participants to confirm honorarium rates, form, and conditions. They collect appropriate information from participants.

PMs disburse honorarium payments, track receipt, and file appropriate record keeping with City engagement staff and the Finance Department.

General Managers (GMs)

General Managers work with Project Managers and project teams to ensure there is an awareness of the Policy and it is being applied.

General Managers ensure there is an appropriate budget to cover honoraria and that Project Managers and project teams receive the correct approvals.

Consultants

When executing community engagement on behalf of the City, consultants will comply with the Community Engagement Honorarium Policy. They will manage honoraria disbursements on behalf of the City and directly with participants.

Finance Department

The Finance Department will support disbursement of honoraria by processing petty cash requests from City engagement staff, cheque requests from PMs, and Gift card purchases by PMs.

Human Resources Department

The Human Resources Department will issue T4A forms to participants receiving \$500 or more from the City in honoraria in a calendar year.

Procedure

Specific procedures are documented in the *Community Engagement Honorarium Administrative Procedure*.

Definitions

Asynchronous participation – when input, advice, or feedback is provided by individuals using activities, forums, and platforms they can access on their own time and at their own pace (eg. surveys, message boards, etc.)

Barrier – an obstacle that keeps an individual or group from participating fully in society. A barrier can be visible, invisible, environmental, physical, economic, social or political. Barriers can prevent full communication, working together, progress and/or achievement.

Community engagement - involving the public in the decision-making processes related to matters that affect them.²

Compensation - recognition in a form that has financial value for an act or service provided by someone who is contributing their time under specific circumstances.

Engagement event – a specific engagement opportunity that takes place during an established date and time in person or online. Multiple engagement events may occur as part of broader consultation related to a single policy, plan, program, or service.

Equity – where everyone is treated according to their diverse needs in a way that enables all people to participate, perform, and engage to the same extent.³

Equity-denied - individuals or groups that, because of systemic discrimination, face barriers that prevent them from having the same access to the resources and opportunities that are available to other members of society, and that are necessary for them to attain just outcomes. In Canada, groups generally considered to be equity-denied groups include women, Indigenous people, people with disabilities, people who are part of 2SLGBTQ+ communities, religious minority groups and racialized people. The types of equity-denied groups may vary based on factors such as geography, sociocultural context or the presence of specific subpopulations.⁴

Honorarium (plural: Honoraria) - a type of compensation that is understood as a form of nominal financial recognition that may be used to honour one-time or non-routine contributions of knowledge, skills, lived experience, and emotional labour.

² City of Guelph, 2015. Community Engagement Policy.

³ Canadian Centre for Diversity and Inclusion Glossary of Terms, A Reference Tool, January 2022, from [ccdi-glossary-of-terms-eng.pdf](#)

⁴ Government of Canada, P. S. and P. C. (2022, August 4). *Guide on equity, diversity and inclusion terminology*. Resources of the Language Portal of Canada – Canada.ca. Retrieved August 26, 2022, from <https://www.noslangues-ourlangues.gc.ca/en/publications/equite-diversite-inclusion-equity-diversity-inclusion-eng#notion-69399>

Lived experience - expertise gained through direct, first-hand exposure and involvement in events, experiences, and systems versus representations constructed by other people.⁵

People with lived experience - individuals or groups who understand the issues that are relevant to their communities and have perspectives which may not be known to outsiders. They have critical vantage points about community needs, what aspects of services are working, and what needs to be changed.⁶ They are technical experts as it relates to their own experiences of, for example, homelessness, addictions, mental health, trauma, poverty, chronic illness, systemic discrimination, disability, etc.

⁵ Suicide Prevention Resource Centre. (n.d.). *Engaging people with lived experience: A toolkit for organizations*. Engaging People with Lived Experience: A Toolkit for Organizations | Suicide Prevention Resource Center. Retrieved August 26, 2022, from <https://www.sprc.org/livedexperiencetoolkit/about>

⁶ : Feige, S., & Choubak, M. (2019).