

Cooperation Canada's Membership Fees Factsheet & FAQ

Membership Fees as Core Funding

Following the loss of federal funding in 2010-11, a membership fees structure was put into place to ensure Cooperation Canada's (then CCIC's) survival and independence from federal funding. Since then, **Cooperation Canada's core work is 100% funded by member contributions**; this allows us to maintain our independence, but also means our funding model is a lot different from other networks.

Cooperation Canada's membership fees formula follows these objectives:

- Have a simple membership dues calculation and payment process
- Have a transparent dues calculation
- Ensure dues are progressive relative to organization size
- Reduce geographic barriers to participation in Cooperation Canada's activities

Cooperation Canada's Membership Fees Formula

Dues are calculated based on staff numbers reported in the organization's most recent CRA T3010 filing available at the start of the fiscal year (April 1). The Full-Time Equivalent (FTE) number used in calculating the dues level is **the sum of full-time positions reported plus half (1/2) the part-time positions reported**.

A discount of 25% is given to members who don't have an office in Ontario or Quebec (75% if they also have 2 or less FTE). Coalitions (whose members are organizations) are not eligible for this discount.

| | Staff # as FTE * | Full Dues | Geographic discount (25%) |
|------------|------------------|-----------|---------------------------|
| - Level 1 | Staff ≤ 2 | \$200 | \$50 |
| - Level 2 | Staff ≤ 5 | \$1,000 | \$750 |
| - Level 3 | Staff ≤ 12 | \$4,000 | \$3,000 |
| - Level 4 | Staff ≤ 25 | \$8,000 | \$6,000 |
| - Level 5 | Staff ≤ 40 | \$12,000 | \$9,000 |
| - Level 6 | Staff ≤ 75 | \$15,500 | \$11,625 |
| - Level 7 | Staff ≤ 100 | \$18,500 | \$13,875 |
| - Level 8 | Staff ≤ 200 | \$21,500 | \$16,125 |
| - Level 9 | Staff ≤ 500 | \$25,500 | \$19,125 |
| - Level 10 | Staff over 500 | \$28,500 | \$21,375 |

* FTE = full-time equivalent

Additional policies around calculation of dues level

- Members who do not file a T3010 may provide Cooperation Canada with attestation of their employee numbers at the time of calculating their fee levels.
- When calculating staff numbers, uneven numbers are rounded down (ex. 5.5 becomes 5).
- Staff outside of Canada can be excluded, following a discussion with Cooperation Canada

Questions and Answers

Why base membership dues on staff levels?

This allows membership dues to be relative to an organization's size and ability to engage – or make use of – Cooperation Canada's member services. Staff numbers are an objective and transparent criterion, published annually by a large majority of membership to CRA through their T3010.

Why not use revenues as a proxy for organizational size?

This was considered: such data is equally available through the T3010. The decision was made to select staff size as a better reflection of how members engage with Cooperation Canada: the more people work for a member organization, the more people participate in our activities.

Why provide a 25% discount to organizations that are based outside of Ontario and Québec?

Cooperation Canada recognizes the additional cost to participate in activities organized in Ottawa for organizations that must send their staff long distances.

Why draw a line at Ontario and Québec? Travelling to Ottawa from parts of those provinces is also expensive.

We know this isn't perfect, but a line had to be drawn somewhere. We know it is a challenge to travel to Ottawa. We also know it is not possible to take a train, bus or car to get to Ottawa from outside Ontario and Quebec. Let's face it, travel from anywhere else in the country is more expensive. This point is raised consistently and partly explains the historically small number of members based outside those provinces.

Will members be required to pay any other membership dues to Cooperation Canada, like the Working Groups for example?

No – the fees include participation in all working groups as part of core annual contributions. As many staff as you have and wish to participate in these groups can do so without additional fees. The only exception is the Humanitarian Response Network: while it is hosted at Cooperation Canada, it has separate governance, membership and funding from GAC to operate.

Can we contribute additionally if we so wish?

Yes, during the membership renewal process you will be provided with an opportunity to make an additional contribution to Cooperation Canada. This could be to support core operations or a specific project.

We want to pay our share, but we are struggling this year and have less capacity than appears based on last year's staff levels. Is there any room to accommodate us for a short period of transition with lower fees?

Cooperation Canada's dues structure is based on a progressive formula relative to organizational staff size. In respect to all our members and in the spirit of fairness, we must apply this formula consistently to everyone. However, Cooperation Canada also recognizes that members go through good and bad years. If you remain committed to your membership and wish to discuss a temporary reduction of fees, please contact us. We will do so with you in good faith, to support your work; in return, we also expect that you provide us with a timetable to return to your appropriate dues levels as based on the formula.

Can I give feedback on this formula?

Cooperation Canada's Board of Directors **welcomes member feedback on dues at all times**. The Board will always review the status of membership contributions and reserves the right to consider modest increases in membership dues every 2-3 years to match rising costs of living.