



Policies, Procedures & Guidelines

WORKSHOP GUIDELINES

Classification: General - Guidelines	Approval Authority: National Education Committee	Effective Date: September 25, 2013	Supersedes: March 12, 2013
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Workshop organizers are reminded that in undertaking to plan a workshop, it is the chapter that assumes any financial risk incurred in the venture. For that reason, it is essential that all costs be considered in conjunction with enrollment to determine that fees will cover costs.

(1) LOCAL WORKSHOPS OFFERED BY THE CHAPTERS

It is the responsibility of the individual Chapter to ensure that workshop fees cover all of the workshop expenses. These expenses will include some or all of the following:

- instructor's fee: Fee may be established as a flat fee or determined as a fee per student. (If the instructor is a local person, there is usually no additional compensation for transportation and food expenses.)
- rental cost for the space to hold the workshop
- advertising costs
- materials fees, photocopying costs, etc.

If there is to be an evening public lecture, the following additional costs need also be factored into the total cost:

- additional fee for the lecturer
- cost of space rental
- rental costs of any required AV equipment

These workshops are initiated and operated completely by the individual chapter using their own funding. Chapters are strongly encouraged to post all classes to the CBBAG website. This exchange of information can help to facilitate the sharing of costs between chapters when a teacher is brought in from a distance to offer classes for more than one chapter. The timetable for website updates has yet to be determined.

Local Chapters may determine their own fee structures taking into consideration any local factors that may apply. Additional funding can be applied for from the National Programming Fund,* if required.

* Note: Starting January 1, 2012, CBBAG membership must be a stated prerequisite for enrolment in any workshop supported with funds from the National Programming Fund.

(2) LOCAL TEACHERS WITH USE OF BINDERY IN TORONTO

(Current/historical arrangements being used in Toronto)

Workshop fees are designed to cover the expenses of the workshop.

Fees include two elements:

1. Instructor's fee:
\$60.00 per student per day or
\$70.00 per student per day for some smaller, more advanced courses
2. Overhead charge: \$25.00 per student per day
This is in addition to the Instructor's Fees and covers
 - % of the rental costs of the Toronto bindery
 - the cost of printing/mailing the brochure advertising the courses
 - registration procedures through the office

(If the course is held in a private studio/bindery, \$5.00 per student per day comes out of the \$25.00 per student per day fee and goes to the private studio/bindery to cover incidental costs.)

Generally there is a maximum of 8 students per class. This is determined by the space restrictions of the Bindery and the instructor's approval. A class may run with a minimum of 3 students (with the instructor being paid for 4), also with the instructor's approval.

The Workshop Schedule for the Toronto Bindery is determined twice annually with the Winter/Spring schedule being posted mid-November, and the Summer/Fall schedule posted mid-March. This information is to be printed and sent to the Toronto Chapter membership only. When it has been posted online, the rest of the membership will be notified of this via the web network system.

(3) VISITING TEACHERS

The workshop costs for a visiting instructor will be considerably higher than those for a local instructor. In addition to the costs listed above (location rental, advertising, materials fees, etc.) travel expenses must be added to the instructor's fees and living expenses must also be considered.

TEACHING FEES: Visiting instructors usually set their own fees. These can range from \$450 to \$600 per day, plus accommodation and food (or a per diem). CBBAG may also offer a per diem for any travel days to cover cost of food etc. "in transit," when appropriate. This can range from \$30-60/day depending on the financial restraints of the budget.

TRANSPORTATION COSTS: These can be considerable and it is possible to have part or all of this covered by application to the National Programming Fund.

If there is a co-sponsorship arrangement involved, then the travel costs are usually divided between the organizations involved. This can result in a considerable saving to both the Chapter and to the National Programming Fund.

For example, an instructor from England taught 3 workshops – a 1-week course for Red Deer College in their "Summer Series", 2 1-day workshops for CBBAG BC Islands, a couple of lectures to CBBAG Calgary and CBBAG BC Islands, and then journeyed to Seattle for another workshop there. Our travel expenses for this entire trip amounted to \$500 – one third of the actual cost!

PAPERWORK REQUIREMENTS:

1. It is essential that there be a contract/e-mail that states quite clearly the dates, times, who will pay for what, and what the Instructor will be teaching. It should also have a final notification date re: cancellation because of low enrollments, etc.
2. If the Instructor resides outside of Canada, there are various government forms that must be filled out. These should be completed several months in advance, and to start this process, the instructor will need to have from the host chapter a clear statement of the terms of engagement (see 1 above). Government requirements are described in "Information for Non- Resident Instructors in Canada, attached.

If additional funding is needed, it can be applied for from the National Programming Fund. A formal application for funds must be submitted to the CBBAG VP, who acts as the Regional Coordinator. This needs to be done before any final contracts are signed. The National Programming Fund requires that a complete report be submitted after the workshop has occurred, including a summary of activities for which funding was requested as well as the applicable receipts for expenditures.

In order to access the National Programming Fund, chapters must show that they are making significant financial contributions to the program. This can include a variety of services that are being donated by the local membership, such as use of bindery space, advertising costs, billeting, etc.

Checklist of Expenses

General expenses that are usually incurred include:

- Lecture Rate: \$100-150 (This may vary)
- Teaching Fees: Fees are often negotiable. Higher level instructors' fees often range between \$450 and \$600 per full day.
- all transportation costs unless there has been an arrangement to share costs with another organization.
- accommodation costs unless Instructor is being billeted. (The hosting Chapter could see this as a "service in kind".)
- Per diem for food unless it is being provided by the person billeting the instructor. (another "service in kind")
- rental of spaces for both the workshop and a public presentation, if one is included in the contract. This may vary considerably from region to region.)
- rental of A/V or other equipment as required by the instructor.
- advertising expenses re: the workshop/presentation
- any materials required for the workshop that the Chapter has agreed to provide. (Often this can be recouped via the Materials Fee)
- any other incidental expenses - which usually arise!

If the instructor is being billeted by a member of the organization, it is a common practice to allow that person to attend the workshop free of charge. This might help minimize the expenses of a workshop for some Chapters. A reasonable rate for accommodation/food for an instructor is \$50/day if a local member is hosting, but not attending the workshop. (Again, this may differ from region to region.)

(4) ADDITIONAL HELPFUL HINTS

1. Establish and state a cancellation date (to reserve the right to cancel in the event that a minimum enrollment is not reached) as well as a refund policy (in the event that a student wishes to cancel). It is advisable to require full payment (cheques not to be cashed until minimum registration numbers are reached) to confirm registration.
2. Have a workshop coordinator (perhaps a different individual for each workshop) named as the primary contact and to act as liaison with the teacher. This individual should also be available to troubleshoot on the day of the workshop.
3. Provide a complete materials list well in advance of the class. this ensures that there is adequate time to obtain materials that may be hard to find, depending on your location.
4. Suggested information for posting to CBBAG website:
 - title and instructor
 - short description
 - length of course and dates
 - cost (for CBBAG and non-CBBAG members)
 - prerequisite
 - materials fee (if applicable)
 - registration deadline (and cancellation policy)

WORKSHOP TEACHING CONTRACT

DATE:

NAME OF INSTRUCTOR/LECTURER:

ADDRESS:

TELEPHONE NUMBER:

E-MAIL ADDRESS:

WEBSITE:

SPONSORING CHAPTER:

REPRESENTATIVE'S NAME:

ADDRESS:

TELEPHONE NUMBER:

E-MAIL ADDRESS:

WORKSHOP/LECTURE TITLE:

LENGTH:

DATE:

MATERIALS FEE:

LOCATION OF WORKSHOP:

INSTRUCTOR'S FEES:

APPLICABLE GST/HST:

GST/HST NUMBER (if applicable):

TRANSPORTATION COSTS (to be determined):

ACCOMMODATION AND FOOD FOR THE LENGTH OF THE WORKSHOP: Responsibility of the Chapter conducting the workshop.

The Instructor agrees to provide the above workshops/presentations as specified and will provide the following support materials:

- (1) Workshop Description & Supply List
- (2) Support Images/Samplers as requested and/or locations where his/her work can be seen
- (3) Any handouts or photocopied materials needed
- (4) Miscellaneous Workshop support materials as needed for specific classes and those covered by the Materials Fee listed above
- (5) The payment of any cancellation fees incurred should the cancellation of the workshop be generated by the Instructor.

The Chapter agrees to provide:

- (1) Transportation (Air flight) from Instructor's location/return and any ground transportation costs that might be incurred.
- (2) Transportation to and from airport at the specified workshop location
- (3) Accommodation and food and/or a per diem rate during the workshop period.
- (4) A confirmation with the number of participants AT LEAST 1 WEEK before the workshop.
- (5) The payment of any cancellation fees incurred should a workshop be cancelled due to lack of enrollment or for any other reason on the part of the Chapter.

For the Chapter: _____ Date: _____

Instructor's Signature: _____ Date: _____

Information for Non-Resident Instructors in Canada

1. Documentation for Entry Into Canada

Artists resident in any country other than Canada must contact the nearest Canadian consulate to arrange for appropriate visas and work permits, called "employment authorization" in Canada. Information on this can be found at <http://www.cic.gc.ca/english/work/apply-how.asp>

Generally, visual artists (who are considered by CIC to be "performing artists") do not need a visa when coming to perform in Canada for a limited period of time. Details can be found at <http://www.cic.gc.ca/english/work/apply-who-nopermit.asp>

Non-resident instructors of CBBAG workshops are contracted on a *fee for service basis* and therefore do not require a work permit ("Employment Authorization").

Instructors who are foreign nationals who plan to visit Canada temporarily to teach for CBBAG will be considered business visitors if they meet certain criteria.

Business visitors usually stay in Canada for a few days or a few weeks. At the time of entering Canada, in order to be considered a business visitor, one must show that:

- s/he intends to stay for less than six months and does not plan to enter the Canadian labour market;
- his/her main place of business and source of income is located outside Canada;
- profits from his/her business will accrue outside Canada;
- s/he can provide documents that support his/her application; and
- s/he meets Canada's basic entry requirements, that is:
 - has a valid travel document, such as a passport
 - has enough money for his/her stay and to return home
 - plans to leave Canada at the end of his/her visit and
 - does not pose criminal, security or health risks to Canadians.

A Visitor Record (Form 1097B) will be issued to those who qualify. It is a one-page document that should be kept with the instructor's travel document (e.g., passport).

Business visitors may also need identification cards or proof of employment. For more information, see Canadian visa offices, see <http://www.cic.gc.ca/english/information/offices/missions.asp> to find the visa office responsible for the country or region where the instructor lives.

Some non-resident instructors may also need a Temporary Resident Visa (visitor visa). to see a list of countries and territories whose citizens need a temporary resident visa to enter Canada, see : <http://www.cic.gc.ca/english/visit/visas.asp#exemptions> .

Instructors who are from a country that requires a visa to visit Canada, must apply for a temporary resident visa. There is no separate application for business visitors. An instructor who needs a temporary resident visa, as a business visitor, must submit certain documents when applying:

- a letter of invitation from your potential business partner in Canada and
- 24-hour contact details for that person.

CBBAG or the sponsoring Chapter should provide the instructor with 24-hour contact details and a letter of invitation as described at <http://www.cic.gc.ca/english/visit/business-who.asp>

CBBAG advises all artists to carry a copy of the contract for this engagement with them, as well as all documents that may be required depending on their country of residency. U.S. citizens do not require a passport to enter Canada, but are advised to carry a valid passport nonetheless; residents of other countries are required to present a valid passport on entering Canada. Full details can be found on the Canada Border Services Agency website at <http://www.cbsa.gc.ca/travel-voyage/ifvc-rpvc-eng.html#a1>

2. Unless the non-resident instructor has a Canadian Social Insurance Number (SIN), he/she must obtain an **Individual Tax Number (ITN)** from the Canada Revenue Agency. The application form may be obtained at <http://www.cra-arc.gc.ca/E/pbg/tf/t1261/README.html>
3. The Canada Revenue Agency (CRA) requires that organizations paying fees to individuals for services in Canada (in this case, CBBAG) withhold 15% of the non-resident instructor's fee and remit it to the CRA.

The instructor may apply for a **waiver of the 15% withholding tax**. This should be filed 8 weeks prior to the workshop. The application for a waiver of the 15% withholding tax may be found at <http://www.cra-arc.gc.ca/E/pbg/tf/r105>

If the waiver is granted, the CRA will issue a **Letter of Authority** to the instructor. Note that a waiver of the 15% withholding tax is not a final determination of a non-resident's tax liability. This is determined once the non-resident's Canadian income tax return has been assessed.

4. At least two weeks prior to the first day of the workshop:
 - (a) the **instructor** must send the following to the CBBAG head office [see Note 1 below]
 - (1) the instructor's full name (including middle initial)
 - (2) the instructor's address
 - (3) his/her Individual Tax Number (ITN) or Social Insurance Number
 - (4) tax identification number from his/her home country (e.g., Social Security Number from the US)
 - (5) copy of the Letter of Authority (*if the instructor has applied for the waiver of the 15% withholding tax*)
 - (6) dates of planned entry into and exit from Canada.
 - (b) the **host Chapter of CBBAG** must send the following to the CBBAG head office [see Note 1 below]
 - (1) all information provided by the instructor (listed in 4(a) above)
 - (2) the gross fee to be paid to the instructor, the income to be deducted, and travel expenses to be paid;
 - (3) the dates and location of the workshop
5. CBBAG will issue **Form T4A-NR** to the instructor. This form must be filed with the instructor's Canadian Income Tax Form for the year in which income was earned in Canada. (See item 7. below.)
6. The host Chapter of CBBAG must withhold 15% of the gross fee unless the instructor obtains a Letter of Authority (see item 3 above). The host Chapter must send a cheque to CBBAG head office, payable to CBBAG, for the amount of tax withheld so that the appropriate forms may be completed and the money remitted to CRA.
7. By April 30 following the year income was earned in Canada, the instructor must file a **Canadian Income Tax Form**.^{*} See <http://www.cra-arc.gc.ca/forms/> . Look for "Income Tax and Benefit Package (for non-residents and deemed residents of Canada)" for the year in which income was earned in Canada.

* Provided the instructor's income from Canadian sources is less than \$10,000 CAD and no

tax was withheld, the instructor need not file an income tax return for Canada. Declaration of income earned in Canada will likely be required in the instructor's home country. [Source: CRA Agent to Susan Corrigan, July 2013]

Notes

1. CBBAG head office:

CBBAG
Attn: Susan Corrigan
180 Shaw St., Unit 102
Toronto, ON M6J 2W5

Alternatively, documentation (scanned) and information can be emailed directly to CBBAG at cbbag@cbbag.ca

2. **Websites with more detailed information:**

<http://www.cic.gc.ca/english/visit/business.asp> (Visiting Canada: Business visitors)

<http://www.cic.gc.ca/english/work/index.asp> (Working temporarily in Canada)

see Canadian visa offices [<http://www.cic.gc.ca/english/information/offices/missions.asp> (Visa offices, by country)

Citizenship and Immigration Canada Website

<http://www.cic.gc.ca/english/visit/business-info.asp#tphp%20idtp>

Citizenship and Immigration Canada Call Centre: 1-888-242-2100

24-hour service. You may be asked to leave a message. You can speak to an agent between 8:00 a.m. and 4:00 p.m. EST

Government of Canada Information Line: 1-800-622-6232