

## SAMPLE FEE SCHEDULE FOR VIRTUAL MEETING SUPPORT SERVICES

2020-07-01

- Host	SERVICE PACKAGE	for N	<b>FEE</b> Members		TE (\$/hr) Members	Instances or Included Hours		Subtotals	
- Meeting setup and adminstration (\$50) \$ 50.00 \$ 1.0 \$ 55.00 \$ 20 \$ 1.0 \$ 50.00 \$ 20 \$ 1.0 \$ 5.0 \$ 20 \$ 1.0 \$ 5.0 \$ 20 \$ 1.0 \$ 5.0 \$ 20 \$ 1.0 \$ 5.0 \$ 20 \$ 1.0 \$ 5.0 \$ 1.0 \$	FULL MEETING PACKAGE WITH ELECTION (2-hour main session, with Host) — suitable for small and mid-sized meetings								
- Election Technical Support person - Use of tested voted secret ballot platform (one election**) \$ 30.00 1.0 \$ 3 - Election set up, pre-meeting review, running of election \$ 30.00 3.0 \$ 9    Estimated total (before GST) \$ 37    FULL MEETING PACKAGE (2-hour main session, with Host and Technical Support Person), no election — suitable for larger means the election of the election	·		•		•		\$	50.00	
- Use of tested voted secret ballot platform (one election**) \$ 30.00 \$ 1.0 \$ 30.00 \$	- Host			\$	40.00	5.0		200.00	
FULL MEETING PACKAGE (2-hour main session, with Host and Technical Support Person), no election – suitable for larger meeting setup and adminstration (\$50) \$ 50.00 1.0 \$ 5.0 \$ 17.0 \$ 17.0 \$								-	
FULL MEETING PACKAGE (2-hour main session, with Host and Technical Support Person), no election – suitable for larger medium setup and adminstration (\$50) \$ 50.00 \$ 1.0 \$ 5.00 \$ 1.0 \$ 1	·	\$	30.00					30.00	
FULL MEETING PACKAGE (2-hour main session, with Host and Technical Support Person), no election – suitable for larger metabolic for lar	- Election set up, pre-meeting review, running of election			\$	30.00	3.0	\$	90.00	
- Meeting setup and adminstration (\$50) \$ 50.00 \$ 1.0 \$ 55.00 \$ 17.0 \$ 1.0 \$ 55.00 \$ 1.0 \$					Estim	ated total (before GST	) \$	370.00	
- Meeting setup and adminstration (\$50) \$ 50.00 \$ 1.0 \$ 55.00 \$ 17.0 \$ 1.0 \$ 55.00 \$ 1.0 \$									
- Host \$35.00 5.0 \$17 - Technical Support person \$30.00 3.5 \$10  Estimated total (before GST) \$33  MINIMAL MEETING PACKAGE (2-hour main session, Technical Support Person, no Host), no election - Meeting setup and adminstration (\$50) \$50.00 1.0 \$55 - Technical Support person \$30.00 4.0 \$12  Estimated total (before GST) \$17  ELECTION SUPPORT PERSON ONLY (no Host, no Technical Support Person, single election during 2-hour time block) - Meeting setup and adminstration (\$50) \$30.00 1.0 \$35 - Election Technical Support person \$30.00 1.0 \$35 - Election Technical Support person \$30.00 1.0 \$35 - Use of tested voted secret ballot platform (one election**) \$30.00 1.0 \$35	FULL MEETING PACKAGE (2-hour main session, with I	Host a	nd Techn	ical S	Support Per	rson), no election – s	uitab	le for larger meeting	
- Technical Support person \$ 30.00 3.5 \$ 10.00	- Meeting setup and adminstration (\$50)	\$	50.00			1.0	\$	50.00	
MINIMAL MEETING PACKAGE (2-hour main session, Technical Support Person, no Host), no election  - Meeting setup and administration (\$50) \$ 50.00 \$ 1.0 \$ 55  - Technical Support person \$ 30.00 \$ 4.0 \$ 12   Estimated total (before GST) \$ 17  ELECTION SUPPORT PERSON ONLY (no Host, no Technical Support Person, single election during 2-hour time block)  - Meeting setup and administration (\$50) \$ 30.00 \$ 1.0 \$ 30  - Election Technical Support person \$ 1.0 \$ 30  - Use of tested voted secret ballot platform (one election**) \$ 30.00 \$ 1.0 \$ 30  - 30.00 \$ 30.00 \$ 30.00 \$ 30  - 30.00 \$ 30  - 30.00 \$ 30.00 \$ 30  - 30.00 \$ 30.00 \$ 30  - 3								175.00	
MINIMAL MEETING PACKAGE (2-hour main session, Technical Support Person, no Host), no election  - Meeting setup and adminstration (\$50) \$ 50.00 1.0 \$ 55  - Technical Support person \$ 30.00 4.0 \$ 12  Estimated total (before GST) \$ 17  ELECTION SUPPORT PERSON ONLY (no Host, no Technical Support Person, single election during 2-hour time block)  - Meeting setup and adminstration (\$50) \$ 30.00 1.0 \$ 30  - Election Technical Support person \$ 50.00 \$ 30.00	- Technical Support person			\$	30.00	3.5	\$	105.00	
- Meeting setup and adminstration (\$50) \$ 50.00 \$ 1.0 \$ 55.00 \$ 30.00 \$ 4.0 \$ 12 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$					Estim	ated total (before GST	) \$	330.00	
- Meeting setup and adminstration (\$50) \$ 50.00 \$ 1.0 \$ 55.00 \$ 30.00 \$ 4.0 \$ 12 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$									
Estimated total (before GST) \$ 17  ELECTION SUPPORT PERSON ONLY (no Host, no Technical Support Person, single election during 2-hour time block)  - Meeting setup and adminstration (\$50) \$ 30.00 1.0 \$ 3  - Election Technical Support person \$ 5  - Use of tested voted secret ballot platform (one election**) \$ 30.00 1.0 \$ 3	MINIMAL MEETING PACKAGE (2-hour main session,	Techni	cal Suppo	ort Pe	erson, no H	ost), no election			
Estimated total (before GST) \$ 17  ELECTION SUPPORT PERSON ONLY (no Host, no Technical Support Person, single election during 2-hour time block)  - Meeting setup and adminstration (\$50) \$ 30.00 1.0 \$ 3  - Election Technical Support person \$ \$  - Use of tested voted secret ballot platform (one election**) \$ 30.00 1.0 \$ 3	- Meeting setup and adminstration (\$50)	\$	50.00			1.0	\$	50.00	
ELECTION SUPPORT PERSON ONLY (no Host, no Technical Support Person, single election during 2-hour time block)  - Meeting setup and adminstration (\$50) \$ 30.00 1.0 \$ 3  - Election Technical Support person \$ \$ 1.0 \$ 3  - Use of tested voted secret ballot platform (one election**) \$ 30.00 1.0 \$ 3	- Technical Support person			\$	30.00	4.0	\$	120.00	
- Meeting setup and adminstration (\$50) \$ 30.00 1.0 \$ 3  - Election Technical Support person \$ \$ 30.00 \$ 1.0 \$ 3					Estim	ated total (before GST	) \$	170.00	
- Meeting setup and adminstration (\$50) \$ 30.00 1.0 \$ 3  - Election Technical Support person \$ \$ 30.00 \$ 1.0 \$ 3									
- Election Technical Support person \$ - Use of tested voted secret ballot platform (one election**) \$ 30.00 \$ 1.0 \$	<b>ELECTION SUPPORT PERSON ONLY</b> (no Host, no Technical Support Person, single election during 2-hour time block)								
- Use of tested voted secret ballot platform (one election**) \$ 30.00 \$ 1.0								30.00	
	- Election Technical Support person						\$	-	
- Election set up, pre-meeting review, running of election \$ 30.00 \$ 9	·	\$	30.00				\$	30.00	
	- Election set up, pre-meeting review, running of election			\$	30.00	3.0	\$	90.00	
Estimated total (before GST) \$ 15					Estim	ated total (before GST	) \$	150.00	

## **NOTES**

- \* Listed meeting packages are examples. If you have special requirements, please let us know and we'll provide a quote. If your precise requirements aren't included above, the examples still provide good guidelines. The administrative/set up fee is universal (but slightly reduced for election-only support.
- \* Consultant hourly rates are fixed but are periodically reviewed. (Hosts acting alone have a slightly higher hourly rate: \$40 vs \$35/hr.)
- \* CHF BC's chairing service is treated separately (as it isn't tied to virtual meetings) Please review the Fees table under Education services for more information.
- \* Additional practice sessions, where requested by the co-op, are billed at the combined hourly rate of the Consultants involved.
- \* Virtual meeting services are currently offered to members only. Non-members, please inquire directly to members@chf.bc.ca.
- \* Different sized events will have different needs. A 60 participant AGM would likely need both Host and Technical Support person.
- \* Costs listed are before GST. Invoices will show 5% GST added.
- \*\* Additional elections (run-offs, or multiple decisions to be polled through secret ballots with dedicated Electronic Voting Platform -- needed for electing board members) would trigger additional fees for use of the dedicated Electronic Voiting Platform.