

Policy on Gifts and Honorariums

Purpose

Calgary Outlink is a community based 2SLGBTQIA+ charitable organization that aims to provide support, education, outreach, and referrals for 2SLGBTQIA+ and allied communities in Calgary, Alberta. In undertaking this the Organization may be called upon to provide honorariums (payments for services or participation) to Service Providers or Service Users.

Persons Affected

The Calgary Outlink Staff, Board of Directors, External Service Providers, and Service Users.

Policy Statement

1. Calgary Outlink is committed to upholding the highest levels of financial responsibility.
2. Calgary Outlink is committed to compensating individuals for their work, knowledge, and/or skills, and expects no individual to provide a good or service for free.
3. The Board of Directors delegates the responsibilities and authority for the implementation and management of this policy to its designated senior Staff person.
4. No individual shall issue an honorarium that they would financially benefit from.

Responsibilities

1. It is the responsibility of the Calgary Outlink Board of Directors to:
 - a. Oversee the work of the designated senior Staff person in relation to the implementation and management of this policy;
 - b. Provide guidance if/when anomalies develop; and
 - c. Make determinations if/when questions related to conflict of interest develop.
2. It is the responsibility of the designated senior Staff person to:
 - a. Use their professional knowledge and judgment when determining which honorarium shall be provided;
 - b. Report annually, (during the December Board Meeting), the activities that received an honorarium and the associated values;
 - c. Not issue any honorarium that they would financially benefit from;
 - d. Seek guidance from the Board of Directors if/when a conflict of interest develops; and
 - e. Seek guidance from the Board of Directors if/when the maximum allowable honorarium is insufficient.
3. It is the responsibility of Staff to:
 - a. Follow the procedures as outlined within this policy; and
 - b. Report to the Board of Directors or the designated senior Staff person, as appropriate, any gift that they received (as outlined within this policy).

Procedures

1. Employees shall use their judgment in assigning honoraria, being mindful of budgets, other compensated activities, and the differing types of labour involved in the activity.
2. Following the guidance of the City of Calgary, Indigenous Policy (CP2017-02), Calgary Outlink holds that “the intent of an honorarium is to provide an offering reflective of what an individual can give for receiving advice, knowledge, or wisdom from a Traditional Knowledge Keeper. An authentic Traditional Knowledge Keeper will never set a fee to share advice, knowledge, or wisdom but the honorarium provided by Calgary Outlink

should adequately reflect the value or the gratitude that is felt by the individual, business unit, or department making the request and the ability to give. No monetary amounts have been set within this [policy] intentionally, as these amounts will vary over time and project. [Staff] and [the Board of Directors] should directly consult [individuals] specifically holding an Indigenous portfolio regarding honorariums as they will work closely with Treaty 7 First Nations to determine best practices and an appropriate honorarium reflective of the request and context. Honorariums will be provided in person directly after the engagement or event is completed.” Offerings of tobacco and small non-monetary gifts may be offered in addition to this honoraria.

3. Members of the Board and Staff shall report any gift that they receive, through their role within Calgary Outlink, if the estimated value of the gift exceeds fifty dollars (\$50.00). Any gift received of an estimated value of less than fifty dollars (\$50.00) may go unreported.

References

- (CP2017-02) City of Calgary, Council Policy, Indigenous Policy - Adopted on April 24, 2017

Revision History

- March 18, 2024: reformatting & minor revisions
- October 19, 2021: new policy