

POLICY on Gifts & Honorariums

PURPOSE

Calgary Outlink is a community-based, not-for-profit charity dedicated to providing support, education, outreach, and referrals for the LGBTQ2IA+ and allied community in Calgary, Alberta. In undertaking this the Organization may be called upon to provide honorariums (payments for services or participation) to service providers or clients.

PERSONS AFFECTED

The Calgary Outlink Board of Directors, Staff, Volunteers, Clients, and Service Providers.

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/skills, and that no person is expected 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 senior staff person.
4. That no person shall issue an honorarium that they, or a family member, would financially benefit from.

RESPONSIBILITIES

It is the responsibility of the Calgary Outlink Board of Directors to:

- a. Oversee the work of the 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.

It is the responsibility of the senior staff person to:

- a. Use their professional knowledge and judgement when determining which honorarium shall be provided,
- b. Reporting annually (during the December Board of Directors meeting) the activities that received an honorarium and the associated values,
- c. Not issue any honorarium that they, or their family, 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 Director if/when the maximum allowable honorarium is insufficient.

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 senior staff person, as appropriate, any gift that they received as outlined within this policy.

PROCEDURES

1. Honoraria may be offered with the following criteria in mind:

<u>Activity</u>	<u>Length of Time</u>	<u>Maximum Dollar Value</u>
Workshop presentation.	1 hours.	\$250.00
Contribution to guidebook.	Variable.	\$100.00
Labour intensive participation in a community engagement session. (e.g. Sharing and being emotionally vulnerable)	1 hours.	\$100.00
Basic participation in a community engagement session. (e.g. Active Listening)	1 hours.	\$50.00
Supporting a community engagement session, performed by an external individual.	1 hours.	\$175.00
Completing engagement survey.	15 minutes.	\$25.00 Gift Card

2. Employees shall use their judgement in assigning honorarias to activities not listed above, being mindful of the differing title and/or duties of the activity. This is a guide and other activities requiring similar qualifications can be compensated at similar rates.
3. Following the guidance of the City of Calgary, Indigenous Policy (CP2017-02)¹, 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.

¹ City of Calgary, Council Policy, Indigenous Policy (CP2017-02). Adopted on April 24, 2017.
<https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwj4xfOVz9byAhWKJzQIHRipCZoQFnoECAMQAQ&url=https%3A%2F%2Fwww.calgary.ca%2Fcontent%2Fdam%2Fwww%2Fca%2Fcity-clerks%2Fdocuments%2Fcouncil-policy-library%2Fcp2017-02-indigenous-policy.pdf&usq=A0vVaw2yTomkSH41aUfldwSsjlpQ>

4. 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 \$50.00. Any gift received of an estimated value of less than \$50.00 may go unreported.

REVISION HISTORY

- October 18, 2021: New Policy