



POLICY: Elder and Cultural Advisor Honorariums or Fee For Service		POLICY NUMBER: FI-6
		PREVIOUS/REPLACES: Elder and Cultural Advisor Honorariums or Fee For Service
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: August 1, 2018	PRIOR VERSIONS: November 23, 2016

1. Policy Statement:

The Manitoba Institute of Trades and Technology (to be referred to as MITT) recognizes the importance of intercultural competence and respects the contribution that Indigenous people can make to help create an organizational culture at MITT that is inclusive and culturally safe.

In the Aboriginal community, an Elder or a Cultural Advisor is a person with extensive cultural, historical and/or spiritual knowledge of Indigenous peoples. Elders or Cultural Advisors may be called upon at MITT to share valuable knowledge including the provision of spiritual and ceremonial gatherings and guidance and support to both Indigenous and non-Indigenous students and employees of MITT.

The purpose of this policy is to ensure consistent treatment is applied to all honorariums and fee for service provided to Elders and Cultural Advisors that engage with MITT. All procedures conform to requirements as stipulated by the Canada Revenue Agency.

2. Scope:

This policy applies to all MITT employees that are involved in securing and/or paying the services of Elders at MITT.

3. Procedure:

All Elders that engage with MITT that receive a monetary honorarium/fee for service at any time during the course of the calendar year are required to provide their Social Insurance Number and contact information to MITT. This information must be provided to the Finance department and only needs to be acquired once at the beginning of the year or as soon as reasonably practical.

If the total cumulative provision of the honorarium/fee for service by MITT to an Elder exceeds \$500 in a calendar year, a T4A will be issued to the Elder. The person who is engaging the Elder is responsible to inform them about these stipulations ahead of time. If the financial compensation provided is less than \$500 in a calendar year, the Elder will not receive a T4A.



All honorariums/fee for service will be issued in the form of a cheque. It is recommended that a cheque be requisitioned and acquired prior to the event so that it may be provided to the Elder at the event/ceremony.

The honorarium/fee for service includes an amount that covers travel expenditures incurred by an Elder within City of Winnipeg limits. Travel expenditures associated with an Elder's visit that requires travel to and from Winnipeg will be in addition to the honorarium/fee for service and will be reimbursed in accordance with MITT's Travel Expense Policy and Procedures.

The following are guidelines to be followed for financial compensation provided to an Elder for services. Flexibility in these amounts are available if there are differing circumstances, but must first be discussed with MITT's Manager, Indigenous Initiative and Community Development to ensure appropriate and respectful amounts are provided.

- 2 hours or less: \$75
- Half day (up to 3.5 hours): \$250
- Full day (up to 7 hours): \$500
- Special event/ceremony (may not be longer than 3.5 hours, but would require pre-event preparation or post-event debrief): \$500

4. Administration:

The Associate Vice-President, Finance & Campus Services and the Manager, Indigenous Initiative and Community Development are jointly responsible for ensuring this policy is adhered to.

5. Review:

This policy will be reviewed every 5 years by Executive Council.

6. Reference:

Travel Expense Policy & Procedures
Canada Revenue Agency Publication RC4157