

FINANCIAL AND OPERATIONAL POLICY

4.5

Policy Title: 4.5 Indigenous Protocols Honorarium and Expenses

Section: 4.0 Other

Last Approved: March 2026

BACKGROUND

The purpose of this policy is to enable the Association to respectfully engage and enhance relationships with Indigenous Elders, Knowledge Carriers and Helpers and support their participation at SSBA events and meetings in a way that honours cultural traditions and the principle of reciprocity.

APPLICATION

This policy is to provide direction to current employees and Executive members on Indigenous protocols and to enable the Association to provide honoraria, offerings, gifts and reimbursement of expenses to Indigenous Elders, Knowledge Carriers and Helpers.

POLICY STATEMENT

1. Prior to initiating contact or engagement with an Elder/Knowledge Carrier, consult with the Strategic Advisor - Indigenous Education or the Indigenous Constituency Representative for assistance in finding the appropriate Elder/Knowledge Carrier and extending the invitation.
2. Preference should be given to finding a local Elder/Knowledge Carrier. The Elder/Knowledge Carrier can be a school board member but not a current Association Executive or staff member.
3. Providing a small gift and a Thank You card in addition to the honorarium is appropriate for most activities.
4. Expenditures related to offerings and gifts must be reasonable in value and pre-approved by the Director of Board Development & Indigenous Education or the Director of Corporate Services.
5. The Executive shall establish honorarium rates and the application of honorarium and expenses for Indigenous Elders, Knowledge Carriers and Helpers.
6. The established honorarium rate is as follows:
Indigenous Elder/Knowledge Carrier:
 - 200% of the Executive and Committee Honorarium per diem for each full day (greater than three hours, including travel time)
 - 100% of the Executive and Committee Honorarium per diem for each partial day (three hours or less, including travel time)
 - Not eligible for Travel Time Allowance Honorarium.**Helper:**
 - 100% of the Executive and Committee Honorarium per diem for each full day (greater than three hours, including travel time)

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- 50% of the Executive and Committee Honorarium per diem for each partial day (three hours or less, including travel time)
 - Not eligible for Travel Time Allowance Honorarium.
7. The Executive shall establish all travel reimbursement rates including mileage, accommodation and meals. Indigenous Elders, Knowledge Carriers and Helpers are reimbursed for travel in accordance with existing Association policy.
 - 7.1. If an Elder/Knowledge Carrier requires a non-cultural Helper (e.g. primarily to assist with mobility) only one may claim the associated travel and shared accommodation expenses.
 8. The Payment Requisition Form and expense claims must be completed for reimbursement and will typically be submitted by the Strategic Advisor – Indigenous Education and approved by the Director of Board Development & Indigenous Education or the Director of Corporate Services.
 - 8.1. Recipients are responsible for ensuring expense claims are reasonable, properly reported and comply with established rates and allowances.
 - 8.2. Expense claims must be appropriately approved.
 - 8.3. Expense claims shall be submitted for reimbursement within sixty (60) days of the meeting date. Late submissions may be paid at the discretion of the Director of Corporate Services. The Director of Corporate Services shall provide a report to the Executive of all late submissions.
 - 8.4. Payments will be provided through direct deposit or cheque after the event is completed. Exceptions may be made with the approval of the Director of Corporate Services.
 9. Payees will be issued a T4A for cumulative annual payments of more than \$500. The payee's SIN number may need to be collected to comply with CRA regulations.
 10. The honorarium amount is not taxable if the event or service being provided is on a reserve or if delivered virtually from a reserve by Elders/Knowledge Carriers that have a status number.
 11. The Executive shall review this policy in the same manner as other Association financial policies. The review committee shall also include the Strategic Advisor – Indigenous Education in the review to provide advice.

REFERENCES

SSBA Bylaw 4.2 - Executive – Powers and Duties
Executive Policy. 7.1 – Executive and Committee Honorarium and Expenses
Financial and Operational Policy 1.3 – Financial Signing Authority
Financial and Operational Policy 4.1 – Executive and Committee Honorarium and Expenses
Financial and Operational Policy 4.2 – Travel