

 University College of the North	# Pages: Page 1 of 3	Policy Number: CA-01-01
	Approved by: President's Council	
Policies & Procedures Manual		
Section: Cultural Awareness - General Title: Protocol Regarding Elders and Traditional Peoples and Activities	Effective Date: March 8, 2021	Replaces: CA-01-01 (April 22, 2010)

POLICY STATEMENT

University College of the North (UCN) acknowledges the importance of respectful and appropriate communication and interaction with Elders and Traditional people by following an accepted protocol that is inclusive of diverse Aboriginal traditional values and beliefs.

PURPOSE OF POLICY

The purpose of this policy is to support the practical incorporation of Aboriginal knowledge systems and practices into the academic and non-academic learning environments.

PROCEDURES

1. ininiwi kiskinwamekewin and mamawechetotan Centre Coordinators

The ininiwi kiskinwamekewin and mamawechetotan Centre coordinators will maintain a master list of Elders' addresses, telephone numbers and the form of expression of gratitude (honorarium, gift, or letter) and presentation of offerings the Elder prefers. This information will be provided to support staff, faculty, and students upon their request. In addition, Post-Secondary Education Access Centre coordinators will work with the ininiwi kiskinwamekewin Centre (Thompson Campus) and mamawechetotan Centre (The Pas Campus) to create and maintain an up-to-date list of Elders for each region. The Post-Secondary Education Access Centre coordinators and faculty members may assist with the development of this master list by contributing names, numbers, addresses (including the address for a supporting relative, if applicable), and any other relevant biographical information.

In addition, the ininiwi kiskinwamekewin and mamawechetotan Centre coordinators will be assisting other faculty and staff in the development of an inter-program network to ensure that UCN benefits as much as possible from Elder visits. For example, if a staff member invites an Elder for an hour discussion in his/her classroom, the Centre coordinator can coordinate with other staff and/or groups to schedule additional time with the Elder. Therefore, faculty members considering inviting an Elder to a class should contact the respective Centre coordinator. The faculty member must ensure approval of expenditure from his/her budget manager.

2. Presenting Offerings to Elders and Traditional People

- When presenting offerings to an Elder or a Traditional person who holds traditional ceremonial knowledge and stories, it is customary to offer tobacco, and whenever possible, use natural tobacco such as kinikinik, Mother Earth Tobacco, cloth and sweet grass prior to discussing the nature of a request or visit. This practice includes but is not limited to requests for pipe teachings, sweat lodges, fasting teachings, sharing circles,

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prayers, traditional lifestyles, Pow wow groups, round dance groups and traditional stories.

- Once an Elder or Traditional person is able to meet your request, they will accept the offering, if they are not able to accept the offering, they may suggest another Elder or Traditional person.
- Elders or Traditional people have specific gifts and different experiences. It is important to match the Elder or Traditional person's experience and their gifts with the nature of your request.
- For Elders who do not participate in traditional ceremonies and the exchange of tobacco, cloth and sweet grass, this may not be appropriate. In this instance, it is important to discuss their practices and beliefs to ensure that your request is made in a respectful manner.

3. Invitations to Elders and Traditional People

Many Elders rely on the spoken word and most prefer a telephone call to a written invitation. Many Elders may not be able to make commitments too far in advance.

- Elders or Traditional people need to be contacted by phone. Once contacted, if possible, meet in person to discuss the request, otherwise make the tobacco offering upon meeting with the Elder or Traditional person.
- It is important to contact the Elder or Traditional person prior to your ceremony or event to confirm their attendance.
- Faculty members/instructors are to notify the front desk and contact security when an Elder or Traditional person is to arrive at UCN. A student or staff member should be available to welcome and greet the Elder or Traditional person and escort them to their destination.
- Elders or Traditional people may be unable to fulfill your request due to health, family, community death, or unforeseen circumstances. Ensure you have a backup plan or an alternate Elder or Traditional person to contact within the region.
- UCN has resident Elders at the ininiwi kiskinwamakewin Centre in Thompson and the mamawechetotan Centre in The Pas. The resident Elders may be available to assist with campus requests as part of their responsibilities in event a scheduled Elder or Traditional person is unable to attend your event/ceremony for unforeseen circumstances.

4. Honoraria & Gifts

Elders will provide a variety of academic and non-academic learning experiences which will enrich the learning experiences of students across cultures and backgrounds. These learning experiences may include: presentations, sweat lodges, pipe ceremonies, discussions, counseling, and teachings, sharing circles, key note speeches and opening and closing prayers.

The following standard honorarium shall be used at all UCN campuses for services provided by the Elders/Traditional People and helpers.

- ***Elder work exceeds eight hours per day*** (\$500.00 plus meals, mileage, hotel and incidentals.)
- ***Elder works for a full day but work does not exceed eight hours*** (\$350.00 plus meals, mileage, hotel and incidentals if required.)

- **Elder works for a half day** (\$250.00 plus meals, mileage, hotel and incidentals if required.)
- **Elder works for 1-2 hours including special events** (\$100.00 plus meals, mileage, hotel and incidentals if required.)
- **Elders' helper work exceeds eight hours per day** (\$250 plus meals, mileage, hotel and incidentals.)
- **Elders' helper works for a full day but work does not exceed eight hours** (\$150 plus meals, mileage, hotel and incidentals if required.)

Honoraria for Elders or Traditional people will be charged to the department budget requesting the Elder or Traditional person. Requests for Honoraria must be completed and submitted to Finance at least one month in advance, in order to have payment available at the time of the ceremony or event.

- Honoraria requests for external Elders (those who are not members of our Council of Elders) – Complete an Independent Service Provider (ISP) form.
- Honoraria requests for members of UCN's Council of Elders – Complete an Honoraria form.

An Elder or Traditional person may request a gift in equal value to the cash remuneration for personal reasons. In this instance, a Purchase Requisition must be completed for the gift.

If an Elder or Traditional person is unable to attend the event or ceremony, they are ineligible for Honoraria and should not receive it.

5. Arrangements

Faculty and staff members need to make all arrangements in consultation with Elders as they will frequently have someone assist them with scheduling their activities. By discussing these arrangements with the Elder, faculty and staff members will be able to determine the degree to which the Elder requires assistance.

6. Support and Resources

Questions or assistance with this policy and its protocols, can be referred to the resident Elders or the iniwiwi kiskinwamakewin or mamawechetotan Centre Coordinators. Refer to: *Protocol for Elders/Traditional People Guidelines*.