



# səlxwéyn ɬtə | SELWÁN ŁTE | Elders Guidelines

Guidelines for hosting and payment for səlxwéyn ɬtə | SELWÁN ŁTE | Elders,  
Knowledge Holders and Community Members

# Teachings

Héʔəkʷ ʔə cə čəlénən ʔtə  
HÁEQ ʔTE OL TʔE ČELÁÑEN ʔTE  
**Remember our ancestors and birthright**

Nəčəmaat kʷəns čəʔi  
ČANEUEL OL  
**Work together**

Nəwəs šxʷ cən ʔaý šqʷeləqʷən  
ÁMEKT TʔEN ÍY, ŠKÁLEČEN  
**Bring in your good heart and mind**

Leʔt šxʷ helə ʔə cə məkʷ sčəʔi səʔ  
S,HOL ET MEQ EN ENÁ SE SCÁ  
**Be prepared for the work to come**

Ləkʷəŋən – top  
SENĆOŦEN – middle

The University of Victoria acknowledges and respects the Ləkʷəŋən (Songhees and Xʷsepsəm/Esquimalt) Peoples on whose territory the university stands, and the Ləkʷəŋən and W̱SÁNEĆ Peoples whose historical relationships with the land continue to this day.



## Introduction

This document outlines guidelines for appropriately acknowledging the contributions made by səlɣwéyn łtə | SELWÁN ŁTE | Elders and Knowledge Holders in regards to their engagement with the UVic community (students, faculty, staff, visitors and volunteers) by ensuring consistency in extending invitations, respectful hosting and honoraria and /or compensation.

These guidelines are for the members of the UVic community who are working with səlɣwéyn łtə | SELWÁN ŁTE | Elders and Knowledge Holders both on- and off-campus for university purposes.

While səlɣwéyn łtə | SELWÁN ŁTE | Elders and Knowledge Holders are not currently regular employees of the university (i.e. they are not on salary), the Elders in Residence are Specialized Instructors, and all Elders and Knowledge Holders hold an essential and valued role in leading the work of UVic and the Office of Indigenous Academic and Community Engagement (IACE).

The university's Indigenous Plan states, "Elders are the caretakers of cultural wisdom. They are pivotal in protecting the Indigenous ways of knowing and being that have been passed down to them for generations from the ancestors...Elders know it is their responsibility to share their guiding wisdom with students, staff, faculty and the broader community."

As we move forward, we aim to appropriately acknowledge the contributions that səlɣwéyn łtə | SELWÁN ŁTE | Elders and Knowledge Holders have made and continue to make.

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The University of Victoria acknowledges and affirms the value of Indigenous knowledge and teachings.

The University of Victoria recognizes that səlɣwéyn łtə | SELWÁN ŁTE | Elders and Knowledge Holders are very important members of the First Nations, Métis and Inuit communities and have valuable knowledge to share with Indigenous and non-Indigenous students, staff, faculty and communities.

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## Terminology

### **Elders (sull-whane-lta)**

səlxwéyn łtə (in Ləkʷəŋən)

SELWÁN ŁTE (in SENĆOŦEN)

The səlxwéyn łtə | SELWÁN ŁTE have requested that we use this term or “Elders” when we address them.

Within Indigenous communities, səlxwéyn łtə | SELWÁN ŁTE are held in high esteem and are seen as custodians of our histories, traditions, languages and cultures.

### **Elders’ Voices (sull-whane skwale)**

səlxwéyn sqwél (in Ləkʷəŋən)

SELWÁN SKÁL (in SENĆOŦEN)

*\*the name for the Elders’ Voices program*

səlxwéyn sqwél | SELWÁN SKÁL is an independent body of səlxwéyn łtə | SELWÁN ŁTE from the Coast Salish, Nuu-chah-nulth, Métis and Kwakwaka’wakw Nations on Vancouver Island who have provided support to UVic since 2007. səlxwéyn sqwél | SELWÁN SKÁL members believe in the importance and value of working together as one with a good heart and good mind.

### **Elder-in-training**

səlxwéyn łtə “in training”

SELWÁN ŁTE “in training”

A younger individual who has spent a significant amount of time with a grandparent and/or other səlxwéyn łtə | SELWÁN ŁTE learning the traditional ways through active engagement in the community.

### **A “Handshake”**

Coast Salish protocol to show appreciation for the work that someone has done for them. For example, when we offer an honorarium to the səlxwéyn łtə | SELWÁN ŁTE we are not “paying them” per se, but we are showing our appreciation for the work they completed and knowledge they shared.

### **Knowledge Holders**

Individuals who are well-respected members of the community and are recognized for the specific gifts, talents, and knowledge they possess. They pass on valuable knowledge from generation to generation.

**səlɣwéyn łtə | SELWÁNŁTE and Knowledge Holders are often called upon to provide the following:**

- Welcome to the territory;
- Opening prayers or blessings;
- Cultural cleansing, smudging or brushing;
- Facilitation of cultural activities or sharing circles;
- Classroom visits;
- Words of encouragement;
- Advice at meetings; and
- Speaking, singing, or dancing at an Indigenous event.



**səlɣwéyn sqwél | SELWÁN SKÁL members offer support and guidance in the following ways:**

- Increasing awareness and providing education about Indigenous ways of knowing and being;
- Providing encouragement to Indigenous students, faculty and staff;
- Creating space at the First Peoples House where Indigenous students, faculty and staff feel safe and encouraged to practice their cultures and to learn about others; and
- Encouraging and developing opportunities for non-Indigenous student, faculty and staff to learn about Indigenous histories and cultures in a safe and non-judgemental environment.

## **Respectful Care**

When səlɣwéyn łtə | SELWÁN ŁTE are invited to events either on or off-campus on behalf of the University of Victoria, the person responsible for organizing the event should host the səlɣwéyn łtə | SELWÁN ŁTE and be their escort. Please be considerate of the fact that many səlɣwéyn łtə | SELWÁN ŁTE have mobility issues.

**Host responsibilities:**

- Ensuring appropriate transportation to and from the event
  - parking pass or code
  - meeting the səlɣwéyn łtə | SELWÁNŁTE at the parking lot with a golf cart for direct transportation to the event;
- Greeting and meeting the səlɣwéyn łtə | SELWÁNŁTE upon arrival;
- Taking care of the səlɣwéyn łtə | SELWÁN ŁTE until their departure; and
- Escorting/transporting the səlɣwéyn łtə | SELWÁN ŁTE to their vehicle.

## Health

In respect of health conditions, səlɣwéyn łtə | SELWÁN ŁTE are typically available for UVic events for a **maximum of 6 hours**. Where a feast, meal or refreshments are served, cultural protocol requires that səlɣwéyn łtə | SELWÁN ŁTE be served first. It is recommended to keep low-sugar and low- sodium snacks and water available for səlɣwéyn łtə | SELWÁN ŁTE during events. It is also acceptable to ask səlɣwéyn łtə | SELWÁN ŁTE if they have any health issues that may require special considerations.

## Recording

Photographs, audio, and/or video recordings are often not acceptable when a səlɣwéyn łtə | SELWÁN ŁTE is performing a spiritual ceremony. In respect of the səlɣwéyn łtə | SELWÁN ŁTE, always ask for permission.

## Proposed gifts

- Tea
- Scarves
- Something made by you
- A gift from your tradition/culture
- Unsweetened treats (treats for diabetics)
- Chief - blanket

*\*cash payment is required for the service being performed at the event. (ex: Drummers, speaker and ushers). Please contact the Cultural Protocol Liaison if you're not sure when you would need cash payment.*

## Service & Amounts

Opening Prayer/Blessing  
\$150

Territory  
Acknowledgement  
\$150

General Attendance  
\$75/hr

Elder participation in  
half-day event  
\$250

Elder participation in  
full-day event  
\$500

Drumming  
\$250

Usher  
\$300

Speaker  
\$300





## Providing honoraria and/or compensation - Short Term

(e.g., guest speakers, welcomes, prayers)

- IACE recommends that səlɣwéyn łtə | SELWÁN ŁTE and Knowledge Holders are provided honoraria for sharing their knowledge and gifts at a rate of \$75/hour.
  - Note that this is the recommended acknowledgement for any səlɣwéyn łtə | SELWÁN ŁTE or Knowledge Holder who agrees to share their knowledge for university purposes (i.e., the rate is the same for a səlɣwéyn łtə | SELWÁN ŁTE as any other Knowledge Keeper who is not in a formal role at the University of Victoria).
  - For səlɣwéyn łtə | SELWÁN ŁTE and Knowledge Holders who are in formal (paid) roles outside of the University of Victoria and who are engaging in activities that fall within their formal role (e.g., the Chief of a Nation engaging in relationship/partnership building and/or discussing opportunities with the Nation), a handshake (shaking their hand with \$100 cash) will acknowledge appreciation for their participation and contributions.
  - For səlɣwéyn łtə | SELWÁN ŁTE and Knowledge Holders who are in formal (paid) roles at the University of Victoria we ask that they not be booked for events during their scheduled time as Elders in Residence (10am-2pm).
- In addition to honoraria, a small gift may also be provided from the individual who made the request to show appreciation for the knowledge they shared.
- Note that the honorarium given to an Elder for protocol is separate from an honorarium given for their time. When inviting an Elder to participate in an event, one gives an honorarium for the length of time, but any additional protocol work requires an additional honorarium.
  - For example, if one books an Elder to participate in a half-day event and also give an opening prayer and a blessing for the table, the appropriate honorarium would be \$250 for participating for the half-day, plus \$150 for the opening prayer for a total of \$400.
  - If an Elder is invited to a one hour class and asked to provide a territory acknowledgement, then the appropriate honorarium would be to give \$75 for the hour plus \$150 for the territory acknowledgement for a total of \$225.



## Providing honoraria and/or compensation - Long Term

(e.g., field school community facilitators, placement supervisors – participation of a day or longer) *\*Note that these amounts may vary depending on the funding source and amounts for these activities. This should be clearly communicated during initial conversations with the participants.*

- A daily rate of \$500 for səlxwéyn łtə | SELWÁN ŁTE and Knowledge Keepers. This acknowledges that the individual is being taken away from their community and family responsibilities.
- If an Elder is being invited to be an Elder in Residence for a term, please contact the IACE Community Engagement Manager by email at: [iacecem@uvic.ca](mailto:iacecem@uvic.ca) for more guidance regarding our current agreements with Elders.

## Account Services

The University of Victoria recognizes the importance of making payments to səlxwéyn łtə | SELWÁN ŁTE and Knowledge Holders in a culturally sensitive way. Account Services has established specific procedures, guidelines and forms to assist faculty and staff in making such payments.

*Note: The Elders in Residence are in the UVic system set up for direct deposit.*

For further information refer to the **Step-by-Step Payment Guide to Indigenous payees:**

<https://www.uvic.ca/vpfo/accounting/resources/indigenous-payment.php>  
or contact Accounts Payable at [askacct@uvic.ca](mailto:askacct@uvic.ca).

## Contact information

If you are uncertain or have further questions, please contact the IACE Cultural Protocol Liaison at 250-472-4106 or at [iacecpl@uvic.ca](mailto:iacecpl@uvic.ca)

