

Guidelines of protocol, hosting and payment for *səlx^wéyn/SELWÁN ŁTE, Knowledge Keepers and Community Members

Acknowledgement

The University of Victoria acknowledges with respect Lekwungen speaking peoples on whose traditional territory the university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

The University of Victoria acknowledges and affirms the value of Indigenous knowledge and teachings. The University of Victoria recognizes that səlx^wéyn łtə/SELWÁN ŁTE/Old Ones and Knowledge Keepers are very important members of the First Nations, Métis and Inuit communities and have valuable knowledge to share with Indigenous and non-Indigenous students and communities.

Introduction

This document outlines guidelines for appropriately acknowledging the contributions made by səlx^wéyn łtə/SELWÁN ŁTE and Knowledge Keepers 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 səlx^wéyn łtə/SELWÁN ŁTE and Knowledge Keepers both on-and off-campus for university purposes.

While səlx^wéyn łtə/SELWÁN ŁTE and Knowledge Keepers are not currently regular employees of the university (i.e., they are not on salary), they hold an essential and valued role in leading the work of the University of Victoria 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 the səlx^wéyn łtə/SELWÁN ŁTE and Knowledge Keepers have made and continue to make.

Terminology

** We are including both phonetics of Lekwungen and SENĆOŦEN dialects respectively.*

* səlx^wéyn łtə / SELWÁN ŁTE (*sull-whane-lta*) means "Our Old Ones" səlx^wéyn łtə in Lekwungen and SELWÁN ŁTE in SENĆOŦEN. səlx^wéyn/ SELWÁN /Old Ones requested that we use "səlx^wéyn/ SELWÁN or Old Ones" when we address them (don't worry if you forget and use the word Elder or Elders'). Within Indigenous communities, səlx^wéyn łtə/SELWÁN ŁTE are held in high esteem and are seen as custodians of our histories, traditions, language, and culture.

səlx^wéyn/ SELWÁN (*sull-whane*) means "Old One." The title of səlx^wéyn/SELWÁN is bestowed upon individuals who demonstrate character, knowledge of traditional ways, generosity of spirit and connection to community.

sq̓é̓pət səl̓x̓w̓é̓yn ɬə/SKÁPE̓Ł TFE SELWÁ̓N ŁTE (*skae-puth tthe sull-whane-lta*) means “meeting place of the Old Ones” formerly known as Elders’-in-residence.

səl̓x̓w̓é̓yn sq̓w̓é̓l /SELWÁ̓N SKÁ̓Ł (*sull-whane skwale*) means “Old Ones Voices.” formerly known as Elders’ Voices Program.

səl̓x̓w̓é̓yn/ SELWÁ̓N -in-Training means “Old One-in-training” and is a younger individual who has spent a significant amount of time with a grandparent and/or other səl̓x̓w̓é̓yn/SELWÁ̓N learning the traditional ways through active engagement in the community.

Knowledge Keepers are 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. They not only keep knowledge but more importantly they share their knowledge.

“A Handshake” is an expression that Coast Salish people use to show appreciation, in the form of cash, for the work that someone has done for them. For example, when we offer an honorarium to the səl̓x̓w̓é̓yn/SELWÁ̓N we are not “paying them” per se (i.e., giving knowledge in exchange for their time or knowledge) we are shaking their hand to show our appreciation for the work they completed and knowledge they shared.

səl̓x̓w̓é̓yn sq̓w̓é̓l /SELWÁ̓N SKÁ̓Ł – Old One’s Voices

səl̓x̓w̓é̓yn sq̓w̓é̓l /SELWÁ̓N SKÁ̓Ł is an independent body of səl̓x̓w̓é̓yn ɬə/SELWÁ̓N ŁTE from the Coast Salish, Nuuchahnulth, Métis and Kwakwaka’wakw Nations on Vancouver Island who have provided support to UVic since 2007. səl̓x̓w̓é̓yn sq̓w̓é̓l/SELWÁ̓N SKÁ̓Ł members believe in the importance and value of working together as one with a good mind and heart. səl̓x̓w̓é̓yn sq̓w̓é̓l/SELWÁ̓N SKÁ̓Ł members have offered 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 practise their cultures and to learn about others; and
- Encouraging and developing opportunities for non-Indigenous students, faculty and staff to learn about Indigenous histories and cultures in a safe and non-judgemental environment.

səl̓x̓w̓é̓yn ɬə/SELWÁ̓N ŁTE and Knowledge Keepers are often called upon to provide the following on behalf of the university:

- Welcomes to the territory;
- Opening prayers or blessings;
- Facilitation of cultural activities or sharing circles;
- Classroom visits;

- Words of encouragement;
- Advice at meetings; and
- Speaking, singing, or dancing at a traditional Indigenous event.

There are currently ten members of səlxʷéyn sqʷél/SELWÁN SKÁL, some of whom have formal roles as sǫépət səlxʷéyn ʔtə/SKÁPEŁ TFE SELWÁN ŁTE (Elders-in-Residence). sǫépət səlxʷéyn ʔtə/SKÁPEŁ TFE SELWÁN ŁTE are on campus on weekdays from 10 am to 2 pm between September and April. It is anticipated that səlxʷéyn sqʷél /SELWÁN SKÁL will grow to increase availability of səlxʷéyn ʔtə/SELWÁN ŁTE on campus and will include Knowledge Keepers and səlxʷéyn/SELWÁN -in-training who will work alongside the səlxʷéyn ʔtə/SELWÁN ŁTE.

Respectful Care

Where səlxʷéyn ʔtə/SELWÁN ŁTE are invited to on or off campus events on behalf of UVic, the person responsible for organizing the event shall host the səlxʷéyn/SELWÁN and his or her escort, if any. Please be considerate of the fact that many səlxʷéyn ʔtə/SELWÁN ŁTE have mobility issues and their needs are very important. As such, the host is responsible for

- Ensuring appropriate transportation to and from the event (this may include providing a parking pass or code and meeting the səlxʷéyn/SELWÁN at the parking lot with a golf cart for direct transportation to the event);
- Greeting and meeting the səlxʷéyn/SELWÁN upon arrival;
- Taking care of the səlxʷéyn/SELWÁN until his or her departure; and
- Escorting/transporting the səlxʷéyn ʔtə/SELWÁN ŁTE to their vehicle and/or pick up area.

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

Photographs, audio, and/or video recordings are often not acceptable when an səlxʷéyn/SELWÁN is performing a spiritual ceremony. In respect of the səlxʷéyn/SELWÁN always ask permission.

Guidelines for payment/gifts for səlxʷéyn ʔtə/SELWÁN ŁTE and Knowledge Keepers

Service	Amount
Opening Prayer	\$100.00
Territory Acknowledgement	\$100.00
Blessing for the table	\$100.00
sǫépət səlxʷéyn ʔtə/SKÁPEŁ TFE SELWÁN ŁTE (Elder in residence)	\$40.00 an hour
Drumming	\$250.00
Speaker	\$250.00

Hourly rate (maximum 6 hours) for events	\$50.00
Proposed Gifts	
Tea	
Scarves	
Something made by you	
A gift from your tradition or culture	
Unsweetened treats (treats for diabetics)	
Chief - blanket	
<i>*Cash payment is required for the service being performed at the event. (eg., drummer, speaker and ushers). Please contact the Cultural Protocol Liaison if you're not sure when you would need cash payment.</i>	

1. Providing Honoraria and/or Compensation – Short Term (e.g., guest speakers, welcomes, prayers)
 - The Office of Indigenous Academic & Community Engagement recommends that səlx^wéyn ʔə/Selwán ʔte and other knowledge keepers are provided honoraria for sharing their knowledge and gifts at a rate of \$50/hour (minimum of \$100, maximum of 6 hours). Note that this is the recommended acknowledgement for any səlx^wéyn ʔə/Selwán ʔte or Knowledge Keeper who agrees to share their knowledge for university purposes (i.e., the rate is the same for an səlx^wéyn ʔə/Selwán ʔte as for any other Knowledge Keeper who is not in a formal role at the University of Victoria).
 - i. For səlx^wéyn ʔə/Selwán ʔte / Knowledge Keepers who are in formal (i.e., paid) roles outside of the university 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.
 - ii. For səlx^wéyn ʔə/Selwán ʔte / Knowledge Keepers who are in formal (i.e., paid) roles at the University of Victoria and who are engaging in activities that take place during their regular working hours, a small gift will acknowledge appreciation for their participation and contributions.
 - iii. For səlx^wéyn ʔə/Selwán ʔte / Knowledge Keepers who are in formal (i.e., paid) roles at the University of Victoria and who are engaging in activities that take place outside their regular working hours (for example sqépəʔ səlx^wéyn ʔə/SKÁPEŁ TFE Selwán ʔte are in from 10:00 am – 2:00 pm) any time before or after will require a handshake (shaking their hand with \$100 cash) or \$50.00 an hour (maximum of 6 hours)
 - In addition to the honoraria, a small gift may also be provided from the individual who made the request to show appreciation for the knowledge they shared.
2. 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 may mean that the amount that we are able to provide for certain projects/initiatives is more or less than what the recommendations are below. This should be clearly communicated during initial conversations with the participants.

- A daily rate of \$500 for səlx^wéyn ʔə/Selwán ʔte/Knowledge Keepers who are taking on longer term roles. This acknowledges that the individual is being taken away from their community and family responsibilities. To provide further clarification based on potential formal roles of Elders/Knowledge Keepers:
 - i. For səlx^wéyn ʔə/Selwán ʔte /Knowledge Keepers who are in formal (i.e., paid) roles outside of the university 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.
 - ii. For səlx^wéyn ʔə/Selwán ʔte /Knowledge Keepers who are in formal (i.e., paid) roles at the University of Victoria and who are engaging in activities that take place outside their regular working hours (for example sǫpəʔ səlx^wéyn ʔə/SKÁPEʔ TFE Selwán ʔte are in from 10:00 am – 2:00 pm) any time before or after will require a handshake (shaking their hand with \$100 cash) or \$50.00 an hour (maximum of 6 hours)

Account Services

UVic recognizes the importance of making payments to səlx^wéyn ʔə/Selwán ʔte and Knowledge Keepers in a culturally sensitive way. Account Services has established specific procedures, guidelines and forms to assist faculty and staff in making such payments.

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 250-472-4525 or at askacct@uvic.ca.

Contact Information

If you are uncertain or have further questions, please feel free to contact the Cultural Protocol Liaison, at 250-472-4106 or at jacecpl@uvic.ca.