

Guidelines for Protocol, Hosting and Payment for səlx^wéyn ʔtə /SELWÁN ŁTE (Elders), Knowledge Keepers and Community Members

Acknowledgement

The University of Victoria acknowledges and respects the lək^wəŋən speaking peoples on whose traditional territory the university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationship 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 ʔtə /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 and communities.

Introduction

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

While səlx^wéyn ʔtə /SELWÁN ŁTE 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/Knowledge Holders 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 səlx^wéyn ʔtə /SELWÁN ŁTE and Knowledge Holders have made and continue to make.

Terminology

*We are including both phonetics of lək^wəŋən and SENĆOŦEN dialects respectively.

səlx^wéyn ʔtə /SELWÁN ŁTE (sull-whane-lta) means "Elders"; səlx^wéyn ʔtə is lək^wəŋən and SELWÁN ŁTE is SENĆOŦEN. The səlx^wéyn ʔtə /SELWÁN ŁTE have requested that we use this term or "Elders" when we address them. Within Indigenous communities, səlx^wéyn ʔtə /SELWÁN ŁTE are held in high esteem and are seen as custodians of our histories, traditions, languages, and cultures.

səlx^wéyn sq^wél /SELWÁN SKÁL (sull-whane skwale) means "Elders' Voices" and is the name for our Elders' Voices program.

səlx^wéyn ɫtə /SELWÁN ŁTE “in training” means “Elder-in-training” and is a younger individual who has spent a significant amount of time with a grandparent and/or other səlx^wéyn ɫtə /SELWÁN ŁTE learning the traditional ways through active engagement in the community.

Knowledge Holders 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 səlx^wéyn ɫtə /SELWÁN ŁTE we are not “paying them” per se, but we are showing our appreciation for the work they completed and knowledge they shared.

səlx^wéyn sq^wél /SELWÁN SKÁL – Elders’ Voices

səlx^wéyn sq^wél /SELWÁN SKÁL is an independent body of səlx^wéyn ɫtə /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. səlx^wéyn sq^wél /SELWÁN SKÁL members believe in the importance and value of working together as one with a good mind and heart. səlx^wéyn sq^wél /SELWÁN SKÁL 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 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.

səlx^wéyn ɫtə /SELWÁN ŁTE and Knowledge Holders are often called upon to provide the following:

- 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 eight members of səlx^wéyn sq^wél /SELWÁN SKÁL, some of who have formal roles as Elders in Residence. The Elders in Residence are on campus on weekdays from 10am to 2pm between September and April. It is anticipated that the səlx^wéyn sq^wél /SELWÁN SKÁL (Elders’ Voices program) will grow to increase availability of səlx^wéyn ɫtə /SELWÁN ŁTE on-campus and will include Knowledge Holders and səlx^wéyn ɫtə /SELWÁN ŁTE –in-training who will work alongside the səlx^wéyn ɫtə /SELWÁN ŁTE.

Respectful Care

When səlxʷéyn 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 səlxʷéyn łtə /SELWÁN ŁTE and be their escort. Please be considerate of the fact that many səlxʷéyn łtə /SELWÁN ŁTE have mobility issues. Therefore, 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 łtə /SELWÁN ŁTE at the parking lot with a golf cart for direct transportation to the event);
- Greeting and meeting the səlxʷéyn łtə /SELWÁN ŁTE upon arrival;
- Taking care of the səlxʷéyn łtə /SELWÁN ŁTE until their departure; and
- Escorting/transporting the səlxʷéyn łtə /SELWÁN ŁTE to their vehicle.

In respect of health conditions, səlxʷéyn 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 səlxʷéyn łtə /SELWÁN ŁTE be served first. It is recommended to keep low-sugar and low-sodium snacks and water available for səlxʷéyn łtə /SELWÁN ŁTE during events. It is also acceptable to ask səlxʷéyn łtə /SELWÁN ŁTE if they have any health issues that may require special considerations.

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

Guidelines for payment/gifts for səlxʷéyn łtə /SELWÁN ŁTE and Knowledge Holders

Service	Amount
Opening Prayer/Blessing for the table	\$100.00
Territory Acknowledgement	\$100.00
General attendance/sharing	\$50.00 an hour
Elder participation in a half-day event	\$250.00
Elder participation in a full day event	\$500.00
Drumming	\$250.00
Speaker	\$250.00
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 łtə /SELWÁN ŁTE and Knowledge Holders are provided honoraria for sharing their knowledge and gifts at a rate of \$50/hour (minimum of \$100). Note that this is the recommended acknowledgement for any səlx^wéyn łtə /SELWÁN ŁTE or Knowledge Holder who agrees to share their knowledge for university purposes (i.e., the rate is the same for a səlx^wéyn łtə /SELWÁN ŁTE as any other Knowledge Keeper who is not in a formal role at the University of Victoria).
 - For səlx^wéyn 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 səlx^wéyn 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.
 - 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.
2. 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 \$100 for the opening prayer for a total of \$350. Another example would be 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 \$50 for the hour plus \$100 for the territory acknowledgement for a total of \$150.
3. 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 səlx^wéyn 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 Community Engagement Manager with the Office of Indigenous Academic & Community Engagement for more guidance regarding our current agreements with Elders by email at: iacecem@uvic.ca

Account Services

The University of Victoria recognizes the importance of making payments to səlx^wéyn 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.

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 iacecpl@uvic.ca