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

Héʔəkʷə cə čəlέʔən ḥə
HÁEQ ḥTE OL TŦE ČELÁNEN ḥTE
Remember our ancestors and birthright

Načamaat kʷens čeʔi
ČÂNEUEL OL
Work together

Nəʔwes šxʷ cəʔy šqʷeləqʷən
ÂMEKT TŦEN ñY, ŠKÁLEĆEN
Bring in your good heart and mind

Leʔt šxʷ hələ ḥə cə məkʷ sčeʔi sə?
S,HOL ET MEQ EN ENÁ SE SĆA
Be prepared for the work to come

Ləkʷənən – top
SENĆOTEN – middle

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

This document outlines guidelines for appropriately acknowledging the contributions made by səlxwéyn Ɂə | 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 səlxwéyn Ɂə | SELWÁN ŁTE | Elders and Knowledge Holders both on- and off-campus for university purposes.

While səlxwéyn Ɂə | 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/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 səlxwéyn Ɂə | SELWÁN ŁTE | Elders and Knowledge Holders have made and continue to make.

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

The University of Victoria recognizes that səlxwéyn Ɂə | 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.
Elders (sull-whane-Ita)
səlxʷéyn ḥta (in Ləḵʷəŋən)
SELWÁN ŁTE (in SENĆOŦEN)

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

Within Indigenous communities, səlxʷéyn ḥta | 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 sqʷéł (in Ləḵʷəŋən)
SELWÁN SKÁL (in SENĆOŦEN)
*the name for our Elders’ Voices program

səlxʷéyn sqʷéł | SELWÁN SKÁL is an independent body of səlxʷéyn ḥta | 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 sqʷéł | SELWÁN SKÁL members believe in the importance and value of working together as one with a good mind and heart.

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

A “Handshake”
Coast Salish protocol 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 səlxʷéyn ḥta | 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.
səlxʷéyn Ḿtə | SELWÁNŁTE and Knowledge Holders are often called upon to provide the following:
- Welcoming 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.

səlxʷéyn sqʷéíl | 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 səlxʷéyn Ḿtə | 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 Ḿtə | SELWÁN ŁTE and be their escort. Please be considerate of the fact that many səlxʷéyn Ḿtə | SELWÁN ŁTE have mobility issues.

Host responsibilities:
- Ensuring appropriate transportation to and from the event
  - parking pass or code
  - meeting the səlxʷéyn Ḿtə | SELWÁNŁTE at the parking lot with a golf cart for direct transportation to the event);
- Greeting and meeting the səlxʷéyn Ḿtə | SELWÁNŁTE upon arrival;
- Taking care of the səlxʷéyn Ḿtə | SELWÁN ŁTE until their departure; and
- Escorting/transporting the səlxʷéyn Ḿtə | SELWÁN ŁTE to their vehicle.
Health
In respect of health conditions, səlxʷéyn ṭə | 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 ṭə | SELWÁN ŁTE be served first. It is recommended to keep low-sugar and low-sodium snacks and water available for səlxʷéyn ṭə | SELWÁN ŁTE during events. It is also acceptable to ask səlxʷéyn ṭə | 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 səlxʷéyn ṭə | SELWÁN ŁTE is performing a spiritual ceremony. In respect of the səlxʷéyn ṭə | 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

Speaker
$250
Providing Honoraria and/or Compensation - Short Term

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

- IACE recommends that səlxʷéyn ḣə | SELWÁN ḻTE 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 səlxʷéyn ḣə | SELWÁN ḻTE or Knowledge Holder who agrees to share their knowledge for university purposes (i.e., the rate is the same for a səlxʷéyn ḣə | SELWÁN ḻTE as any other Knowledge Keeper who is not in a formal role at the University of Victoria).
  - For səlxʷéyn ḣə | SELWÁN ḻTE 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 səlxʷéyn ḣə | SELWÁN ḻTE 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.

- 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.
  - 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 $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 ṭə | 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 for more guidance regarding our current agreements with Elders.

Account Services

The University of Victoria recognizes the importance of making payments to səlxʷéyn ṭə | 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 250-472-4525 or at 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.