



Policy Title:

Elders Protocol

University Classification & Policy Number:

A-001

Approval Body:

Administration

Responsible Designate:

President & Vice-Chancellor

Established:

02/20/2014

Revised:

05/22/2020

Editorial Revisions:

Not Applicable

Scheduled Review:

02/20/2019

1.0 Policy Purpose

The purpose of this policy is to establish respectful protocols for working with Elders to ensure consistency in extending invitations, providing responsible care, and offering appropriate honouraria and compensation when they are invited to share knowledge and expertise as part of UWinnipeg activities or ceremonies.

2.0 Definitions

The following definitions apply to terms as they are used in this Policy:

- **Elders** – refers to someone who has acquired significant knowledge over a number of years of First Nation, Métis or Inuit traditional teachings, ceremonies, and / or healing practices, models living in a Good Way (as identified by the community), and has gained the wisdom that enables them to share their insight with others.

3.0 Scope

This Policy applies to faculty and staff who work with Elders, on or off campus, for University of Winnipeg purposes.

This Policy does not apply to Elders who are employees of the University (e.g. Elders in Residence at the Aboriginal Student Services Centre) who will be remunerated according to their contract with the University unless they are requested to assist with an event or class over and beyond their contractual duties.

4.0 Policy Elements

4.01 Principles

The University of Winnipeg acknowledges that we are gathered on ancestral lands, on Treaty One Territory. These lands are the heartland of the Métis people. We acknowledge that our water is sourced from Shoal Lake 40 First Nation.

The University of Winnipeg recognizes that Elders are very important members of First Nation, Métis and Inuit communities and have valuable knowledge to share with Indigenous and non-Indigenous students and communities. The University of Winnipeg affirms the value of Indigenous knowledge and teachings.

4.02 Protocols

The following protocols are to be observed whenever Elders are invited to participate in UWinnipeg activities including speaking to a class, participating in an initiative, program or project, or assisting and advising on cultural events and other activities including opening and closing prayers, pipe ceremonies, and workshops.

Extending Invitations to Elders

- a) The offering of tobacco (considered a sacred medicine) with a specific request of service is generally considered the accepted protocol among most Elders to initiate the invitation.
- b) It is important to note that not all Elders practice the exchange of tobacco. It is therefore important that you discuss with the Elder their protocols to ensure that your request is made in a respectful way.

Elder Acknowledgement

- a) If Elders are present at an event, it is a sign of respect to acknowledge their presence.

Elder Host

- a) Where Elders are invited to an event on behalf of the University, the person or organization responsible shall host the Elder and their Helper, if any, throughout the duration of their interaction.
- b) Where a feast, meal or refreshments are served, the Elder and their Helper shall be served first and shall not be required to wait in line or be left standing if there is a shortage of chairs.
- c) The Elder host is responsible for transportation to and from the event, greeting the Elder and Helper, as well as arranging for the gift of appreciation after the event.

Elder Helpers

- a) Elders may bring their own Helper who assists the Elder in preparation of a ceremony. Elder Helpers are compensated in accordance with the following guidelines:
 - i. Half day (up to 3 hours): \$50.00
 - ii. Full day (up to 7 hours): \$100.00
 - iii. Special event / ceremony (may be longer than 3 hours of time at the event, but would require pre-event preparation or post-event debrief): \$100.00
 - iv. Any extraordinary circumstances that may require deviation from these guidelines must be submitted to the Associate Vice-President, Indigenous Engagement for consideration.

Remuneration

- a) The following guidelines for honourariums apply:
- i. Half day (up to 3 hours): \$200.00
 - ii. Full day (up to 7 hours): \$450.00
 - iii. Special event / ceremony (may be longer than 3 hours of time at the event, but would require pre-event preparation or post-event debrief): \$450.00
 - iv. Any extraordinary circumstances that may require deviation from these guidelines must be submitted to the Associate Vice-President, Indigenous Engagement for consideration.

For security and control purposes a cheque should be requisitioned and acquired prior to the time that remuneration is required. In the event that circumstances do not permit a cheque, a cash gift is also acceptable at the discretion of the Associate Vice-President, Indigenous Engagement.

Elders should only be requested to provide their Social Insurance Number (SIN) when the cumulative annual payment is more than \$500 in accordance with the Canada Revenue Agency regulations. Best efforts should be used to obtain their SIN but failure to obtain should not prevent the release of the honourarium. Please refer to Appendix A for detailed information regarding this process.

Travel

A financial reimbursement of any expenses or costs incurred in connection with the Elder's involvement (e.g. travel, food, accommodation) should be provided to the Elder under a separate claim in accordance with the Travel, Hospitality and Business Expenditures Policy.

4.03 Support & Resource

The University of Winnipeg employs Elders in Residence at the Aboriginal Student Services Centre (ASSC), and at times these Elders may be available to assist with campus requests as part of their responsibilities or in addition to their responsibilities. Members of the University community also have relationships and regular contact with Elders who teach or co-teach courses on campus, provide cultural teachings at the Wii Chiwaakanak Learning Centre, and in other ways.

The Elder Request Form and the Elder Services Honourarium Form are attached as Appendices to this Policy.

Questions regarding this Policy can be referred to the Associate Vice-President, Indigenous Engagement.

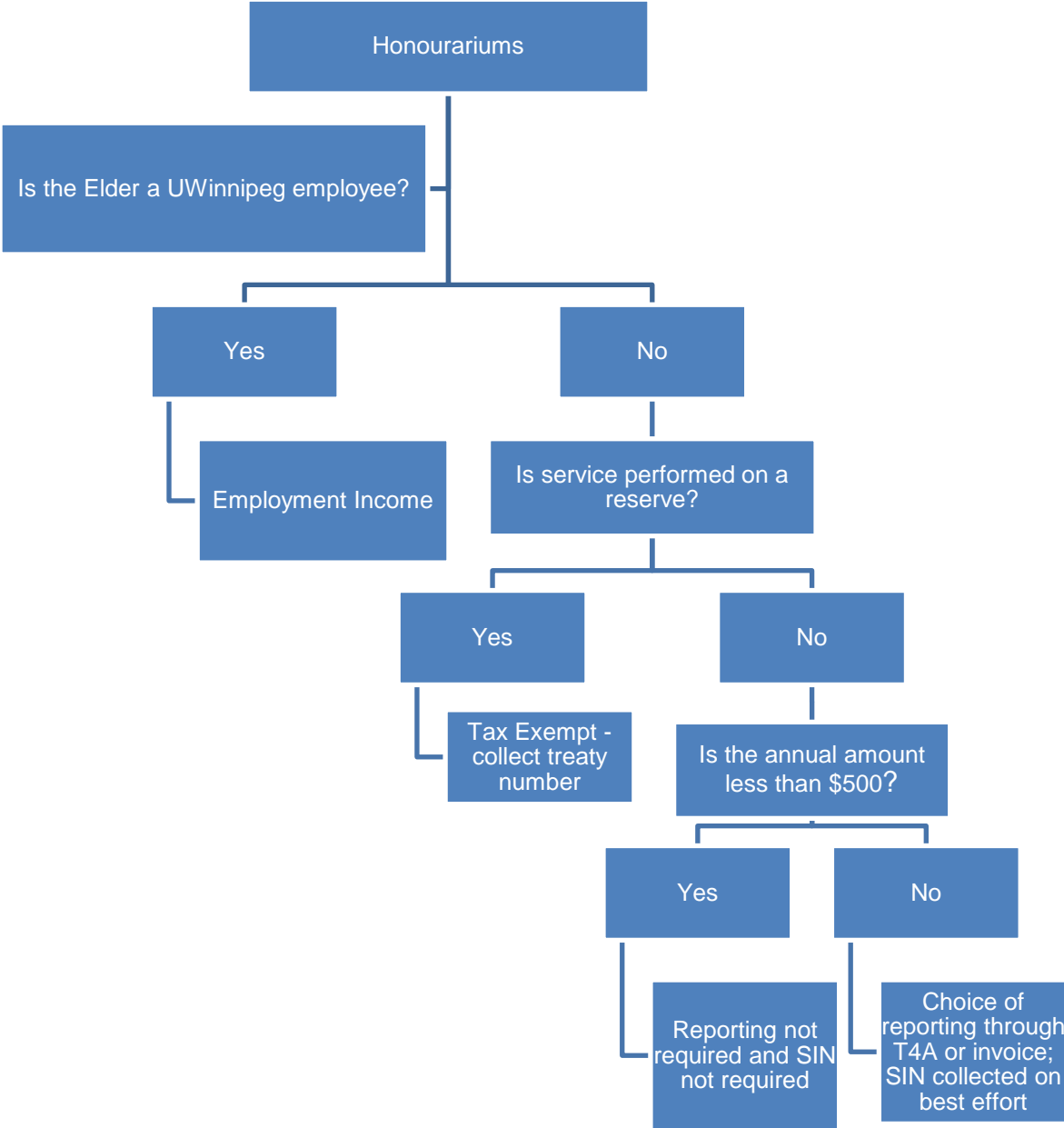
5.0 Relevant Legislation

- Not Applicable

6.0 Related Policies, Procedures and Institutional Documents

- Ceremonial Use of Sacred Medicines Policy
- Indigenous Advisory Circle Policy
- Travel, Hospitality and Business Expenditures Policy

Appendix A: Honourarium Flow Chart for Elders



Appendix B: Elder Request Form

- A. Host Name:
- B. Unit / Department / Organization:
- C. Email Address:
- D. Elder Requested:
- E. Name of Event:
- F. Date of Event:
- G. Start and End Time for Elder to be Present:
- H. Describe why you would like the Elder to be present:
- I. Has a gift been prepared (if for a non-Elder in Residence, or for an Elder-in-Residence if beyond their regular work day)?
- J. Has the Elder / Elder Helper Services Honorarium Form been completed?
- K. Has travel and/or parking arrangements been made?

Appendix C: Elder/Elder Helper Services Honorarium Form

PAYMENT INFORMATION

Date: _____

Honorarium for: _____
(first and last name)

Address: _____
(street name and number, city/town, province, postal code)

Phone #: _____

Elder gift to non-Elder in Residence or to Elder in Residence if beyond their regular work day?

Yes/No

Purpose of visit, if not Elder in residence (ceremony, opening and closing prayer, guest lecture, consultation, etc.) Include location, date, time, and contact person, if different than Host.

Amount: _____

AUTHORIZATION AND APPROVALS

Elder host or person requesting reimbursement: _____

Department Name _____

Department # _____

Signature of Host _____

*Witness to honorarium gift (for accountability purposes a secondary signature is required)

First and last name of witness: _____

Department Name _____

Department # _____

Signature of witness _____

ACCOUNT TO BE CHARGED _____