



This Guide has been adapted to include King's Finance processes. The original may be found at https://indigenous.uwo.ca/docs/pdf/working_with_indigenous_community.pdf (retrieved September 4, 2023)

GUIDELINES FOR WORKING WITH INDIGENOUS COMMUNITY MEMBERS

PREAMBLE & PURPOSE

With an emphasis on implementing the [Truth and Reconciliation Commissions Call to Action Western](#) (TRC, 2015), King's recognizes the significant role of Indigenous Elders and cultural teachers and bringing Indigenous perspectives and ways of knowing into the academic learning and research environment. Elders and cultural teachers are held in high regard by Indigenous communities as they carry rights and responsibilities to hold protect and share Indigenous ways of knowing across the university. Indigenous peoples are often invited to participate in university activities in the areas of learning research and service. For example, Indigenous peoples can be invited to conduct openings and closings of large events, sit on committees including thesis examinations, and speak at conferences or in classrooms.

These guidelines have been created to assist members of the King's community to work in a respectful manner with Indigenous communities and they offer commonly accepted cultural protocols for inviting hosting and appropriately recognizing indigenous community members. The purpose of these guidelines is to promote consistency across the university in extending invitations and providing honorarium or payments to Indigenous community members. The goal of these guidelines is to facilitate the development of respectful and reciprocal relationships with Indigenous peoples.

SCOPE

These following guidelines apply specifically to Indigenous community members who are engaged in King's activities (I.e., teaching, research, and service) across Faculties and Units on or off campus including online, and who are not employed at King's at the time of the activity.

ENGAGING INDIGENOUS COMMUNITY MEMBERS

Indigenous peoples from communities and organizations are often invited to participate in university-related activities in the areas of learning, research, and service. For example, they may be invited to speak at conference events or in classrooms and act as advisors on committees etc. To build and maintain equitable and reciprocal relationships with Indigenous communities, these guidelines recommend that all members of the King's community observe culturally safe and ethical protocols when inviting Indigenous peoples to engage in King's-related activities.

INVITATION / REQUEST

When making requests of Indigenous peoples to participate in university activities, it is important that these invitations are both culturally appropriate and appropriately recognize people for their time and expertise.

TOBACCO OFFERING

Many local Indigenous people observe the protocol of offering sacred tobacco - a cultural way of asking for help that is usually done in person prior to the event. Generally, tobacco signifies a deep respect for cultural knowledge and Indigenous ways of sharing. While this is a common practice among many Indigenous peoples, not every Indigenous Nation or individual practices tobacco offerings, and so it is important to consult with community members before assuming this practice. The acceptance of tobacco by an Indigenous person generally confirms their commitment to help share Indigenous cultural knowledge and wisdom. When giving tobacco it is advised that the organizers share the purpose and intention of their request/event, the expected role of the invited Indigenous person, the length of time that they will be needed, and the honorarium amount.

ADVICE AND SUPPORT

King's EDID Office is available to support King's members in developing the cultural acumen necessary for preparing and offering tobacco, identifying, and liaising with Indigenous community members and working respectfully with Indigenous peoples. Contact EDID@kings.uwo.ca. Upon request, the Office of the Vice-President and Academic Dean may also be able to partner with Faculties and Units on campus to share costs associated with financially honouring Elders and cultural speakers. For more information contact VPAcademic@kings.uwo.ca

HONORARIA

Currently King's follows the guidance of the Office of Indigenous Initiatives with respect to appropriate honoraria for guest speakers. When inviting members of the Indigenous community to share their knowledge and expertise in a university setting it is customary to recognize them ASAP in the form of an honorarium. Honorariums are for services for which fees are not typically paid. Honorariums are provided on a non-routine basis as a thank you; this recognizes people for their time and expertise. Ideally, honoraria can be paid by direct deposit or a check. Honorarium requests can be processed early to be able to present cheques, if required, to Indigenous community member(s) on

the day of the event. To achieve this, organizers are to complete the [Non-employee Payment Request Form](#) and follow the bi-weekly pay deadline weeks in advance of the event in order for the cheques to be processed before the event date. Cheques will need to be picked up from Central Services by the organizers to deliver to the Indigenous person directly.

If payments are to be made by direct deposit, please provide the banking form or a void cheque when submitting the Non-employee Payment Request Form. Academic units should submit forms through administrative assistants when using department funds.

*Recommended honorarium amounts should be a **minimum** of:*

- \$100 per hour (to a maximum of \$600)
- \$600 full day

All Travel expenses that have a request for reimbursement will require receipts. Please review the Policy for Travel Reimbursement Manual and the parameters around personal and rental cars. The travel reimbursement request should be separate from the honorarium request.

Important: The university is required to issue an income tax slip to all individuals paid by honorarium, and thereby, will request individuals' home address, social insurance number, and date of birth when processing their payment. Based on federal tax regulations, total payments to an individual that exceed \$500 is taxable income that should be claimed by the individual in the income tax process. Honorarium payments made to non-employees will be paid by the university without income taxes or other statutory deductions. Honorarium payments made to current King's employees will be added to their next pay as employment income subject to all deductions.

FOOD

Hosting some Indigenous events may require offering Indigenous traditional foods as a respectful and culturally appropriate practice. Food service for events hosted at King's is provided by Aramark through our Conference Services team; if after consultation Aramark is unable to provide the requested items in an authentic way, external providers may be engaged. Please allow enough time in your planning to consult with Conference Services on campus regarding your specific needs.

GIFTS

Gifting is also a customary practice among many Indigenous peoples. Gifting signifies respect for the sharing of Indigenous ways of knowing. Indigenous made gifts carry significant value among Indigenous peoples. As part of this longstanding customary practice, gifts are often presented to Indigenous elders and cultural teachers in addition to honoraria. The EDID Office can support members in identifying appropriate gifts.

TRAVEL & EXPENSE REIMBURSEMENT

Anyone invited to participate in King's events should be reimbursed for out-of-pocket costs incurred to participate in King's activities (I.e., meals, travel, supplies, and accommodations). **Where possible, expense and travel arrangements should be pre-arranged in advance, coordinated, and covered directly by the university through the King's event organizer.** Reimbursement of out-of-pocket expense(s) should not be added to an honorarium request. Guidance on submitting a claim for travel and expense reimbursement, including claim forms for non-employees, can be found on the King's website at: <https://www.kings.uwo.ca/about-kings/facts-and-information/administrative-departments/finance/accounts-payable/>

Important: The costs associated with honoraria, food, gifts, and travel should be factored into budget planning processes wherever possible (I.e., course planning, research projects etc...). In addition, individuals should consider eligibility of expenses and whether any additional restrictions apply (I.e., funding agency or faculty/department restrictions).

OTHER CONSIDERATIONS

- Check well in advance of the event if the Indigenous person will want to smudge. For more on smudging procedures refer to Appendix 1 below for King's Procedure for [Burning Traditional Medicines \(Smudging\)](#).
- Check whether the Indigenous person will be bringing any guests with them (I.e. ceremonial helpers) who will require accommodation.
- Assign someone to be the main contact for the visit and to meet the Elder at parking upon arrival.
- Share campus locations, directions, and maps as well as parking passes with Indigenous visitors well in advance.
- Check in whether Indigenous people have accessibility needs, dietary needs and or restrictions.
- If staying on campus for an extended duration, offer the guest a quiet office space to rest and store items.
- Offer food and water.

DEFINITIONS

Elder - an elder is a well-respected member of an Indigenous community widely recognized for their cultural knowledge and experience serving Indigenous communities. Elders are not self-proclaimed. Their title has been bestowed upon them by the collective community. An Elder does not reach Elder status because of their age necessarily, but rather this designation is based on their knowledge and life experiences within Indigenous community contexts.

Indigenous - is a global term used that refers to the original people of the land and place. In the context of Turtle Island (also known as North America), the term Indigenous refers to First Nations, Inuit, or Metis people as well as Native American, Alaskan Native and Native Hawaiian people.

Cultural teachers are also considered Knowledge Keepers - Knowledge Keepers are Indigenous individuals who hold specific traditional/ spiritual/ linguistic knowledge and skills to conduct ceremonies, share language, stories, and/ or perform/ maintain cultural practices. Knowledge

Keepers have extensive experience in community contexts and vary in age.

RESOURCES

Elleby, J.H. (2006). *Working with Indigenous Elders: An introductory handbook for institution-based and health care professional based on teachings of Winnipeg-area Aboriginal Elders and Cultural Teachings*, 3rd ed. Native Studies Press.

Stiegelbauer, S.M. (1996). What is an elder? What do elders do?: First Nation Elders as teachers in culture based urban organizations. *The Canadian Journal of Native Studies* XVI, 1, 37-66.

Truth and Reconciliation Commission of Canada. Honouring the Truth, Reconciling for the Future. Summary of the Final Report of the Truth and Reconciliation Commission of Canada.

(2015) [.www.trc.ca/assets/pdf/Honouring the Truth Reconciling for the Future July 23 2015.pdf](http://www.trc.ca/assets/pdf/Honouring_the_Truth_Reconciling_for_the_Future_July_23_2015.pdf)

Tri-Council Policy Statement, 2nd Edition, Chapter 9 Research Involving the First Nations, Inuit, and Metis People of Canada. (2014). www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter9-chapitre9/

Western University Guide for Working with Indigenous Students (August, 2018).

<https://teaching.uwo.ca/teaching/indigenousguide.html>

Western University Indigenous Strategic Plan. (November, 2016).

http://indigenous.uwo.ca/about_us/indigenization_at_western/indigenous_strategic_plan.html

CONTACTS

King's Office of Equity, Diversity, Inclusion and Decolonization

EDID@kings.uwo.ca

APPENDIX 1 – Smudging Protocol (SOP016-001-September 21, 2021)

Protocol for Smudging

The use of sage, sweet grass, cedar, tobacco, and other traditional medicines in smudging ceremonies is part of the Aboriginal traditional way of life, used to cleanse the mind, body, and spirit or as a way of healing. King’s recognizes the importance of these ceremonies and supports their practice on campus.

The primary purpose of this protocol is to include and support smudging ceremonies at King’s and to ensure fire alarms aren’t accidentally activated.

Scope

This policy applies to all members of the King’s University College community including students, faculty, staff, visitors, and volunteers.

This policy applies to all buildings and property owned by King’s University College.

Locations

Most classrooms on campus are locations where smudging can be held unimpeded. The classrooms are listed in the chart below.

All outdoor spaces on campus are locations where smudging can be held.

Procedure

Most classrooms on campus are locations where smudging can be held. The classrooms are listed in the chart below. Doors to the classroom must be closed during the ceremony. Prior notification of smudging ceremonies in these classrooms is not required, but if it is expected that a large amount of smoke will be generated, please notify the Physical Plant Department prior to the ceremony. If smudging is required in any classroom not listed, please contact the Director of Physical Plant.

All outdoor spaces on campus are locations where smudging can be held. Prior notification of a ceremony is not required.

Due to the design requirements of the Ontario Building Code, indoor public areas and meeting rooms may not be locations where smudging can be held. For smudging ceremonies held in areas not listed below, notification to the Conference Services Coordinator is requested at the time of the event booking. The Conference Services Coordinator will consult with the Director of Physical Plant to determine a location where smudging can be supported.

Appropriate precautions should be taken to ensure other combustibles are not present. Matches and smudge sticks that are used should be wetted before they are disposed of.

Building	Room Number	Current Use
Broughdale Hall	BH 102	Classroom

Broughdale Hall	BH 103	Classroom
Broughdale Hall	BH 107	Classroom
Broughdale Hall	BH 109	Classroom
Broughdale Hall	BH 112	Classroom
Broughdale Hall	BH006	MSW Lounge
Dante Lenardon	DL 012	Classroom
Dante Lenardon	DL 114	Classroom
Dante Lenardon	DL 130	Classroom
King Centre-SLC	KC 004	Classroom
King Centre-SLC	KC 005	Classroom
King Centre-SLC	KC 006	Classroom
Labatt Hall	LH 100	Classroom
Labatt Hall	LH 101	Classroom
Labatt Hall	LH 103	Classroom
Labatt Hall	LH 105 A,B,C	Classroom /Events
Labatt Hall	LH 220	Classroom
South Annex	SA 060	Classroom
South Annex	SA 150	Classroom
South Annex	SA 151	Classroom
Wemple Building	W 045	Classroom
Wemple Building	W 147	Classroom
Wemple Building	W 148	Classroom
Wemple Building	W 164	Classroom
Wemple Building	W 166	Classroom
Wemple Building	W 168	Classroom
Wemple Building	W 170	Classroom
Wemple Building	W 173	Classroom
Wemple Building	W 174	Classroom
Wemple Building	W 175	Classroom
Wemple Building	W 176	Classroom
Wemple Building	W 178	Classroom
Wemple Building	W120	Vitali Lounge
Wemple Building	W120	Vitali Lounge Ext