



## PROTOCOL AND PROCEDURES FOR CULTURAL REQUESTS

### Traditional Knowledge Keeper or Cultural Resource Expert

For this workshop, Districts/Bargaining Units are strongly urged to request the support of a knowledge keeper or cultural resource expert from the local community. Districts/Bargaining Units are asked to cover any costs, compensation and/or gifts that are requested for the knowledge keeper.

Your school board should have an Indigenous Lead or Consultant who would have access to a list of approved/recommended knowledge keepers or cultural resource experts from your local community. District/Bargaining Unit leaders are encouraged to contact your

school board Indigenous Lead/Consultant for recommendations and contact information. If you are having difficulty finding recommended names of local knowledge keepers, you can contact the presenters of the workshop for some assistance.

It is customary to honour traditional knowledge keepers or cultural resource experts through gifts of gratitude, which may be non-monetary and monetary in nature. When inviting traditional knowledge keepers or cultural resource experts to campus, the following protocol is recommended:

#### **A INVITATION /REQUEST**

When inviting a traditional knowledge keeper to share their knowledge, lead a ceremony, offer blessings, or engage in consultation, it is important to make the request as specific as possible. The acceptance of tobacco (and cloth if appropriate) signifies a commitment or acceptance of the request.

#### **B OFFERINGS (CULTURAL)**

Most, but not all, traditional knowledge keepers within Ontario customarily accept tobacco (usually pouch) as an acknowledgment of a ceremonial request such as a prayer, blessing, special ceremony, or to offer teachings. The acceptance of an offering signifies an acceptance of the request. For larger ceremonial events, square metre cuts of cotton broadcloth, representing each of the primary colours (blue, red, white, and yellow), may be presented along with the tobacco offering. Tobacco (and cloth if appropriate) is customarily presented at the time of the request, or just prior to the workshop or blessing.

#### **C HONORARIA (FINANCIAL)**

It is customary that traditional knowledge keepers and/or cultural resource experts be provided with a financial gift directly after the event or ceremony is completed.

- Honoraria should not be viewed as a payment for service, but rather as a gift in exchange for knowledge, ceremonies, or blessings.
- Honoraria should be presented on the day of the event or ceremony in cheque or cash.

#### **D GIFTS (NON-FINANCIAL)**

In addition to honoraria, gifts of gratitude, including blankets and cards are usually presented after the ceremony or blessing has been completed. Non-monetary gifts should be given in addition to honoraria.

Once you have made arrangements with the knowledge keeper or cultural resource expert, share their contact information with the presenters so that they may provide information about the workshop in advance of the presentation date.