



THE UNIVERSITY OF BRITISH COLUMBIA

Indigenous Research Support Initiative
VP Research & Innovation

Indigenous Finance Guidelines

*A jointly sponsored initiative of Vice-President Research & Innovation
and Vice-President Finance & Operations Portfolios*

University of British Columbia

TABLE OF CONTENTS

EXECUTIVE SUMMARY	2
ACKNOWLEDGEMENTS	4
BACKGROUND	5
Indigenous Communities and Research Universities	5
Common Payments & Cultural Protocol	6
TERMINOLOGY	7
CURRENT STATE AT UBC: MONETARY GIFTS	8
Expenditure Guidelines	8
“Gifts”: Tokens of Appreciation	8
Methods of Payment	9
RECOMMENDED PROCESS	11
Determine Payment Method and Recipient Relationship to UBC	12
A) Steps to pay those not affiliated to UBC with cash	12
B) Steps to pay those not affiliated to UBC by Interac e-Transfer	14
C) Steps to pay those not affiliated to UBC by cheque or electronic funds transfer (EFT)	14
D) Steps to pay students	16
E) Steps to pay employees	16
Payment Flowchart	17
APPENDIX A: IRSI’S CULTURAL ADVISING HONORARIA & COMMUNITY-BASED TRAVEL FORMS	18
APPENDIX B: GIFT-GIVING PROTOCOL & PAYMENT GUIDELINES	19
APPENDIX C: SCENARIOS	21
APPENDIX D: PEER REVIEW	24
Queens University	24
University of Winnipeg	24
University of Regina	24
University of Victoria	25
APPENDIX E: CONTRIBUTOR LIST	26

EXECUTIVE SUMMARY

The Indigenous Finance Guidelines have been created to better support the gift giving and compensation components in reciprocal, respectful, relationship-based collaborations between Indigenous partners and UBC.

As the University continues to deepen its strong commitments to Indigenous partners through, for example, the 2020 [Indigenous Strategic Plan](#), there is a growing need for comparable investment in infrastructure and resources to support the implementation of these commitments. The [Indigenous Research Support Initiative \(IRSI\)](#) was established as part of VPRI in 2016 to support research practices that enable respectful relationships between researchers and Indigenous communities. Indigenous partners and Elders, together with UBC students, staff and faculty, have approached IRSI (since IRSI's inception) to express frustration with the current process of compensating Indigenous partners. These conversations prompted the development of a flexible payment process that IRSI piloted at community gatherings beginning in 2017. The pilot ultimately led to the creation of Indigenous Finance Guidelines with the guidance and input of Indigenous Elders and Knowledge Holders.

Following a background and terminology section, the document reviews current payment practices at UBC and highlight some of the disparities in standard UBC processes for the disbursement of funds to Indigenous partners. Examples include length of time to receive payment & method of payment, requirements to collect detailed personal information, and level of risks for both staff and Indigenous recipients. Next, the Guidelines describe the alternative, flexible payment process piloted by IRSI over a number of years at community events and concludes with the recommended financial process for wider adoption at UBC. This recommended process includes a table of payment of guidelines for respectful engagement with Indigenous Peoples.

Action #14 of the 2020 UBC Indigenous Strategic Plan calls for UBC to “*Provide Indigenous Peoples engaged in research with equitable and timely compensation that recognizes the significant value of their participation to the research process and outcomes.*” The Indigenous Finance Guidelines meet call to Action #14 of the ISP and significantly change the landscape with regard to equitable and timely compensation to Indigenous partners.

Recognition and gratitude to the many advisory groups, units and portfolios at UBC (see Appendix E) as well as Indigenous Elders and partners who have supported and advocated for the Indigenous Finance Guidelines by providing extensive input, feedback and advice. The Indigenous Finance Guidelines are supported by the [Vice-President Research & Innovation \(VPRI\)](#) and [Vice-President Finance & Operations \(VPFO\)](#) portfolios.

The Appendices include other relevant information, including:

- Gifting protocol
- Table of suggested gift amounts for cultural advising
- Peer review of Canadian post-secondary institutions' approach to this issue
- Scenarios to assist in identifying which approach is appropriate in different situations
- Contributor list of committees and departments who reviewed and/or provided feedback throughout the drafting of this document

ACKNOWLEDGEMENTS

We acknowledge and honour the x^wməθk^wəy əm (Musqueam) and Syilx peoples, on whose unceded, ancestral, and traditional territories the campuses of the University of British Columbia are privileged to be situated. In strengthening and building on these reciprocal and critical relationships, UBC recognizes the complex network of relationships with Indigenous peoples in the following way, as articulated in the 2020 Indigenous Strategic Plan:

“Our nearest relationships and responsibilities are with our host nations of Musqueam and the Okanagan Nation Alliance with whom we have deepening and formalized relationships as expressed through a Memorandum of Affiliation (with Musqueam) and a Memorandum of Understanding (with the ONA).

Working outward from our Okanagan and Vancouver campuses, UBC has relationships with and responsibilities to Indigenous nations and peoples in the lower mainland/Fraser Valley and Okanagan Valley.

We also have relationships with Indigenous nations in other parts of the province. UBC facilities are located on the territories of a number of Indigenous nations in BC and we strive to build meaningful partnerships everywhere we are hosted. Many of our Indigenous students, faculty and staff are proud citizens and ambassadors of these nations.”

Indigenous Strategic Plan, University of British Columbia (2020, p.20)

This work would not have been possible without the generous support of the Elders Circle (Vancouver Coastal Health, Aboriginal Health), whose members have welcomed us with open hearts, to share their experiences of working with post-secondary institutions across the lower mainland of British Columbia. This document is created with the intent that those who have generously shared sacred knowledge with UBC faculty, staff, or students are always treated with the utmost respect and reciprocity.

This work is also possible because of all of the researchers and administrators in faculties and departments across the university who shared their experiences, challenges, and successes. Appendix E contains a list of committees, units, and departments who have reviewed or contributed to this document.

The core working group involved in drafting the Indigenous Finance Guidelines includes Emily LeBaron (Manager, Administration & Special Initiatives at IRSI), Earl Dyer (earl.dyer@ubc.ca - Senior Finance Manager, Institutional Programs Office), and Thomas Straley (thomas.straley@ubc.ca – Manager, Accounts Payable).

BACKGROUND

Indigenous Communities and Research Universities

For many years, university research has followed an extractive model, often with detrimental impacts on Indigenous communities. Historically, research has (and continues to) operate in circumstances of unequal power and with little or no regard for community concerns, needs or interests. Research developed and conducted in collaboration with Indigenous communities that addresses community concerns, however, can produce more equitable research that not only contributes to community autonomy, strength and resiliency, but results in more productive and effective inquiry.

The Truth and Reconciliation Commission’s Call to Action #65 charges governments and institutions “to establish a national research program with multi-year funding to advance the understanding of reconciliation.” One of the most important ways in which research initiatives can respond to this is to directly address both systemic imbalances of power, and assumptions about knowledge and agency that have structured research practices of the past.

Within the research administration landscape, however, many institutional barriers remain as obstacles to building respectful relationships with Indigenous Peoples and communities. Despite strong commitments from UBC towards reconciliation (including the raising of the Reconciliation Pole in 2017, opening the Residential School History and Dialogue Centre in 2018, and the 2020 [Indigenous Strategic Plan](#)), certain operational policies and procedures still stand in the way of facilitating this in practice. Financial remuneration is one of the barriers commonly faced in this work as the standard approach for the majority of financial processing at UBC is not always aligned with accessible, efficient, and/or low-barrier payments e.g. provision of honorariums for territorial welcomes at events, or reimbursement for community member travel to participate in UBC events. In UBC’s 2020 Indigenous Strategic Plan, Action #14 notes the following:

“Provide Indigenous peoples who are engaged in research with equitable and timely compensation that recognizes the significant value of their participation to the research process and outcomes.”

[Indigenous Strategic Plan, University of British Columbia \(2020\)](#)

UBC holds its relationships with Indigenous partners with high regard. In [Shaping the Next Century](#), UBC’s Strategic Plan (2018), Indigenous Engagement is identified as one of five key areas for transformation. Furthermore, UBC’s 2020 [Indigenous Strategic Plan](#) specifically challenges the institution to ensure “equitable and timely compensation” that recognizes the “significant value” of Indigenous participation to research process

and outcomes (2020, p. 28). One of the immediate ways UBC can engage differently and meet these commitments is to revise procedures surrounding the payment of Indigenous payees.

Common Payments & Cultural Protocol

These guidelines are not intended to supersede payment arrangements established with consultants and other professionals that normally follow a fee-for-service contract model. Rather, these guidelines speak to forms of engagement with Indigenous partners (including advising of a cultural nature, ceremonies, and territorial acknowledgements) that necessitate a gift rather than a payment for service. Although these gifts¹ may be monetary in nature, they are:

- given in recognition of a person's respected cultural contributions, and to highlight the value of their unique and sacred knowledge; and
- not a payment for a service; rather, this exchange is a culturally appropriate manner to recognize appreciation for a person's time and teachings shared (such as cultural advising, knowledge sharing, an opening prayer at an event, or a territory welcome).

Barriers to the process of providing gifts are varied. Some community partners engaged by UBC may or may not have a SIN or bank account, others may be unemployed or may be living in temporary housing. Others may simply not be comfortable sharing this information with a large research institution like UBC. Given these possibilities, a potentially lengthy process to issue a cheque or direct deposit, with a requirement to provide a SIN, does not work for all community partners with whom UBC engages. Furthermore, there are often issues regarding the appropriateness of asking Elders and Knowledge Holders/Keepers to sign a receipt for gifts, including discrepancies between expectations and valuation of their contributions. In a 2019 address at the Wicahitowin Conference, Elder Eugene Arcand (Advisor, Truth and Reconciliation Commission, and residential school survivor) spoke to this issue:

“How would you like to be called an expert but live on the border of poverty? That’s where we live. I can’t believe it sometimes... we are asked to do things, people think, ‘Don’t you do this for free?’ I’m not going to be insulted anymore... There has to be some parity, some balance... so that we can showcase these skills. We want the same as the settler community, or just a little piece of it would be fine... This is simply my voice, but all of us [elders] are saying the same thing.”

For these reasons, a new approach to the recognition of Indigenous partners at UBC is needed.

¹ This does **not** include reimbursements for travel or other expenses.

TERMINOLOGY

Cash, and Near-cash: **Cash** gifts include currency, cheques, bank drafts, and direct deposit. **Near-cash** gifts include items that can be used as cash in exchange for goods and services, such as vouchers, gift cards, and gift certificates (including prepaid credit cards).

Ceremony: The traditional **ceremonies** of Indigenous communities in Canada (First Nations, Inuit, and Métis) vary widely. These traditions are stewarded carefully, passed down by ancestors, and practiced with great care. In recognition of the host nations of Musqueam and Syilx (Okanagan), it is important to acknowledge that Indigenous peoples living, working, and engaging with UBC may carry cultural practices that are distinct from the protocol of the local traditional and ancestral caretakers. Some examples of ceremonies local to BC may include territorial welcomes and cedar brushing, whereas practices such as smudging and offerings of tobacco are common but not local to this territory. Two terms often referenced in relation to ceremony include **medicines & smudging**:

- **Medicines:** Traditional **medicines** include plants and other natural materials used by Indigenous peoples since time immemorial, for healing and/or ceremony. Usage of medicines are diverse, but most involve a protocol surrounding the growing and harvesting, and modes of preparation. Some of the more common examples you may hear of include tobacco, cedar, sage, and sweetgrass, and these are often a part of traditional gift-giving. Reimbursement may be sought for the purchase of these materials involved in ceremony.
- **Smudging:** **Smudging** is a protocol that is performed by Indigenous peoples all over the world. For many Indigenous peoples who gather for ceremonies, meetings, or prayer they often smudge to cleanse the area and everyone in attendance. Smudging is an act of purifying the mind, spirit, and physical surroundings. The practice of smudging may conflict with an institution or building's smoking policy, and thus may require an application for a cultural exception. Reimbursement may also be sought for the purchase of the materials involved in this ceremony.

Cultural Advisor: **Cultural Advisor** refers to an Indigenous partner who is consulted for their unique cultural knowledge. They may also be considered a Knowledge Holder or Knowledge Keeper.

Elder: The term **Elder** does not refer to ones' age; rather, the term is typically bestowed to an individual by their community because of the vast spiritual and cultural knowledge they hold. Elders are not self-taught; rather they have been gifted their respected teachings by other Elders or Knowledge Keepers through many years of mentorship and teaching. This is a very honorable title, and Elders should be treated with the utmost respect.

Honoraria: UBC considers **honoraria** as one-time payments for faculty or staff that go above and beyond their role's expectations; thus, while the terms honoraria and gifts are sometimes used interchangeably, at UBC they hold different meanings. For this reason, internally UBC uses the terminology "gift" or "token of appreciation" rather than honoraria when referring to culturally-appropriate payments given in appreciation of our Indigenous partners. Indigenous partners may often still refer to these gifts as honoraria.

Knowledge Holder/Keeper: The term **Knowledge Holder or Knowledge Keeper** refers to an individual who has been taught by an Elder or a senior Knowledge Keeper within their community. They typically hold traditional knowledge and teachings, and understand how to care for these teachings (and when it is or is not appropriate to share this knowledge with others). A Knowledge Holder does not imply a specific age; rather, an individual of any age can be a Knowledge Holder.

Refer to [UBC's publication, Indigenous Peoples: Language Guidelines](#) for more terminology and background.

CURRENT STATE AT UBC: MONETARY GIFTS

Expenditure Guidelines

UBC's Expenditure Guidelines operate under the guiding principle that employees must use University funds (and will be reimbursed for any up-front, personal, out of pocket spending), for expenses incurred to conduct University business that are reasonable and appropriate. Given the integral value of working with Indigenous community partners, and the location of both UBC campuses on Indigenous lands, it follows that culturally appropriate practices and protocol are thus inherently reasonable and appropriate. Financial payment may take the form of gifts (also known as tokens of appreciation) or payments for service (not covered under these guidelines).

All expenses should follow UBC policy, procedures, and Expenditure Guidelines, and any exceptions require appropriate approval. Some gifting amounts (e.g. page 20) may exceed typical gift amounts outlined by the UBC Expenditure Guidelines.

“Gifts”: Tokens of Appreciation

UBC Policy classifies an infrequent, unexpected gift provided to a ‘non-UBC’ individual in recognition of services or contribution towards a specific activity at the University as a “Token of Appreciation.” This is in turn defined as a nominal, infrequent, informal gift that generally does not exceed \$100 in value. If the annual total of all “Tokens of Appreciation” received by an individual is larger than \$500, the Canada Revenue Agency (CRA) requires UBC to collect Canadian resident’s social insurance number (SIN) in order to issue T4A tax forms. If the cumulative amount is less than \$500 annually, it is not taxable and thus does not require a SIN/T4A. However, UBC is required to track this – and will ask for the information even if the payment amount is under \$500.

This can cause conflict with some gifts to Indigenous partners; for example, a gift given to an Elder who is performing a territorial welcome should be considered a ‘Token of Appreciation’ even though it typically exceeds the \$100 limit outlined in the Expenditure Guidelines. In this case, an exception can be made with the appropriate approval (e.g. dean or department head). Staff should secure all necessary approval before confirming amounts with recipients. It must be noted that providing this type of gift is not a payment for something in return, but rather an acknowledgement of the appreciation and value that the University places in having an Elder participate in our events. **Classifying ceremony (such as prayers and territory welcomes) as a paid service can be culturally insensitive;** Elders and Knowledge Keepers do not sell cultural knowledge, and traditional knowledge cannot be bought by an individual or institution.

It can also be inappropriate to request that Elders and Knowledge Keepers sign a receipt as confirmation that they have received a gift, even if it is a financial requirement. Additionally, Elders and Knowledge Keepers undertaking this work should not have to be asked to provide SIN numbers or their date of birth. Given these factors, adhering to the CRA requirements could cause tension and potentially cause harm to Indigenous partners. **However, if UBC includes a request for an individual's SIN in the documentation process, and the individual decides not to provide it, UBC has done its due diligence in meeting this CRA requirement (provided this is documented).**

Methods of Payment

Practices vary widely across UBC on how Indigenous partners are given gifts or reimbursed. Some departments frequently provide small gifts for Indigenous participants or contributors to research, while some process larger honoraria less frequently such as in recognition of territory welcomes for annual events. And while certain UBC finance staff are well-versed in cultural accommodations, others are less familiar. Those less familiar can follow processes that conflict with culturally appropriate ways of acknowledging the contributions of Indigenous community partners.

With regard to reimbursements, IRSI frequently hosts large events and dialogues (in various locations throughout BC.) A reimbursement process is initiated for community partners who pay for their travel costs out of pocket to be reimbursed after the travel is incurred. While also paying directly for as many costs as possible (e.g. booking participants' flights and accommodation), IRSI reimburses community members' travel to help facilitate their attendance and participation. Based on the needs of community partners, and at their request, IRSI has implemented a more flexible system so payees can receive funds in an appropriate and timely manner. IRSI has done this because many community members experience barriers in relation to the traditional reimbursement process by UBC; these barriers include but are not limited to:

- length of time to receive payment (frequently 4-8 weeks) and the need to be reimbursed quickly;
- not having a bank account;
- living in remote communities without consistent access to banking or internet; and/or
- lack of trust in the institution & administration.

In working toward a more flexible system, it is crucial to reimburse participants in a timely manner and through use of different payment methods: direct deposit, cheque (by mail), Interac e-transfer, or cash.

Currently, in order to facilitate cash and Interac e-payments, staff can request a Cash Advance by calculating the cash anticipated for an event (i.e. all cash travel reimbursements for community members with the aforementioned barriers, tokens of appreciation for territory welcomes, opening prayers, or any other monetary gifts needed in accordance with cultural protocol).

Across the university, most staff and faculty currently pay out of pocket to provide financial gifts to community partners. Thereafter, staff and faculty must complete reconciliation requests to be reimbursed the money. Neither of these processes are ideal, for reasons including:

- receipts are required to justify expenses, and sometimes cannot be requested due to cultural protocol;
- staff and faculty being out of pocket and potential for reimbursement to be denied/delayed;
- there is a limit on the total amount that can be requested in advance;
- travel advances are intended to only be used for travel; and
- there can only be one travel advance issued per employee at a time (so timely reconciliation is a must for administrators who host frequent events).

Currently, the only other method of requesting cash from the University for an event is to have a Petty Cash account - which has a maximum limit of \$300 and limits each expense to <\$50. It is clear that a more flexible system is needed to responsibly recognize our Indigenous partners in culturally sensitive and appropriate ways.

Payments given for work conducted on First Nations Reserves

UBC has a long-standing relationship with the Musqueam, formalized in 2006 through the signing of a [Memorandum of Affiliation](#). Similarly, UBCO was welcomed to Syilx Okanagan territory in 2005 and has a [Memorandum of Understanding](#), which originally dates to 2005 and is renewed every few years. Gifts to a person with a Status number that are given in recognition for contributions made on reserve are not taxable. However, they are still reported to the CRA as exempt income, so this must still be tracked. For information specific to protocol involving Musqueam representation at events and ceremonies on the UBC-Vancouver campus, please refer to the [Musqueam Guidelines](#) (updated periodically in collaboration with the Musqueam Protocol Office) on the UBC Ceremonies website. For information specific to protocol involving Syilx representation at events and ceremonies on the UBC-Okanagan campus, please contact the Office of the Senior Advisor on Indigenous Affairs and connect with Kelly Fosbery at Kelly.fosbery@ubc.ca.

Payments for ceremonies performed by employees of UBC

One way that UBC staff and faculty have attempted to streamline the recognition process for Elders has been to create faculty or staff appointments for Elders who regularly perform advisory roles within specific UBC departments or faculties. In practice, however, this may create additional barriers. For example, one UBC department currently has three Elders appointed as staff. However, when these Elders receive gifts for performing welcomes and territory acknowledgements, they are paid through UBC payroll (involving long processing periods, taxed payments, and requiring invoices, letters detailing terms of compensation, and HR Fast Track forms.)

This approach has also created problems for Elders performing ceremony or other duties for departments outside of their staff appointment due to a lack of understanding and sensitivity regarding the diversity of Elder ceremonies, guidance, and roles.

RECOMMENDED PROCESS

Working together with finance staff in 2018, IRSI developed community-focused honoraria and travel reimbursement forms (**Appendix A**), designed to better serve our Indigenous partners, while also meeting CRA requirements. The form was designed to be user-friendly and allows IRSI to take on some of the burden of the reimbursement process (e.g. calculating mileage and per diems, as well as digitizing hand-written responses). IRSI has piloted these forms through a number of events across the province, including:

- **Principles of Engagement Gathering** (UBC Vancouver, October 24, 2018)
- **Dialogue Series on Indigenous Data, Information, and Records**
 - (Vancouver, January 21, 2019;
 - Kelowna, April 3, 2019; and
 - Prince George, May 6, 2019)
- **Indigenous Research Framework Gathering** (Musqueam, November 26-27, 2019)
- Various travel reimbursements for community members attending other meetings and event
- Tokens of appreciation for Elders and knowledge-holders providing ceremony, welcomes, and contributing IRSI's work in other ways.

In other parts of UBC, the Ch'nook program at the Sauder School of Business has worked with a finance procurement specialist to pilot a system similar to the system designed by the University of Victoria. Ch'nook's pilot program is very successful and has been expanded to include the President's Office and the UBC Learning Exchange.

The recommended process beginning on the following page builds on the strengths of these iterative pilots and is designed for university-wide adoption. Implementing this procedure across the university helps to create a standardized process for staff or faculty to enable flexible payments for Indigenous community partners to receive travel reimbursements or monetary gifts. One key feature of the new process is that, rather than requiring signatures from the gift recipient, staff and faculty can to witness the form (sign and date) to confirm the disbursement of funds.

Social Insurance Numbers (SINs)

As previously mentioned, it may be culturally insensitive to make SINs mandatory when disbursing payments or monetary gifts. However, SINs may need to be *requested* in order to issue a T4A for cumulative annual payments of more than \$500 to comply with CRA regulations. If UBC requests a SIN (documented over email or in the Cultural Advising Honoraria form in Appendix A) and the individual is not willing to provide it, UBC has completed its due diligence by asking. ***This cumulative \$500 does NOT include reimbursements for travel expenses***, and only includes cash, near-cash (e.g. gift certificates), or in-kind (physical) gifts.

Determine Payment Method and Recipient Relationship to UBC

It is recommended that different payment options be considered to determining what is most appropriate for the Indigenous partner (payee). Sometimes this involves a conversation with the payee, but this will depend on the relationship to the person and on cultural protocol. Issues to be considered include:

1. Cultural protocol and/or cultural sensitivity may require payment during or directly following a partner's engagement with the university, so forms should be flagged appropriately.
2. If the gift will be presented at the end of a ceremony (such as a welcome), it is customary to provide full payment in cash presented in an envelope with a thank you card.
3. If the individual requires the gift quickly, but does not face barriers including lacking a bank account or access to internet, Interac e-Transfer may be the best option (and automatically generates a receipt). Interac e-Transfers may incur a small cost per transaction from the bank.
4. If the individual regularly receives gifts from UBC, cheque or direct deposit may be more appropriate. Please refer to Appendix C to review some common scenarios and resolutions. For an overview of the basic process, refer to the **Payment Flowchart** on page 17.
5. Through conversation or prior knowledge, program staff will determine if the payee is amenable to giving UBC their personal details (SIN, address, Status, etc.) and signing documentation as required. Before proceeding, it is assumed that staff and the payee have already agreed to an amount, using Appendix B as a guide.

A) Steps to pay those not affiliated to UBC with cash

- 1) Staff will fill out a HR Fast Track form before the event and submit it to the HR representative for their faculty or unit. **Note that the payee does not fill out this form.** This form is to ensure that HR can accurately assess whether or not the payee is an independent contractor or an employee. If HR determines the payee is an independent contractor, move to the next step. If it's determined that the payee is an employee then **cash cannot be paid**; move on to 'Steps to pay employees' (Section E).
- 2) Staff will request a cash advance using the Create Spend Authorization form in Workday and attach appropriate backup such as the HR Fast Track Form. The Create Spend Authorization form will be reviewed by Accounts Payable and approved by the department before payment is made.
 - Create Spend Authorization: [Knowledge Base Article #KB0016803](#)
 - Claimant Review of Cash Advance: [Knowledge Base Article #KB0016817](#)

Using petty cash is not appropriate given that these funds should only be used for payments below \$50 or for payments not requiring the issuance of tax forms such as T4As. All requests for cash advances must comply with the broad UBC expense policy FM8, section 7.4 or a stricter policy enacted by the faculty or unit.

***Note that the cash advance can only be received by staff or faculty.** Funds will be transferred to their bank account by EFT or cheque, which can then be withdrawn before the event.*

- 3) **Extra care should be taken if staff/faculty are travelling with large sums of cash.** Once the event is over, present payment in an envelope or a thank you card. It is important to have a witness present at every stage in this process, from putting cash into the envelope, transporting it to the event, and

presenting the envelope to the payee. The witness should be a fellow employee, however if this is not possible then please engage a trusted event organizer.

Once funds are given, staff should complete the honoraria or travel forms showing in Appendix A to the best of their ability as backup for receiving cash. If appropriate, remaining questions can be answered by the recipient.

If the payee refuses to give UBC their SIN, then please make sure the “No” box to this question is ticked in the honorarium form.

The payee should also sign a receipt to acknowledge that cash was given. If it is inappropriate for the payee to fill out forms the staff member who distributed the cash and a witness (should be staff or faculty) can acknowledge and sign the receipt.

- 4) When clearing the cash advance, the backup should consist of:
- HR Fast Track form
 - Communication acknowledging the payment amount
 - The completed honoraria or travel forms (Appendix A)
 - The completed receipt of cash form
 - Any other documentation that is deemed necessary

When filling out the Expense Report, use “Token of Appreciation” in the Expense Item field. If the individual has “Indian Status,”* and the activity took place on a reserve, instead use “Status Indian (on reserve)” – see section 5 below.

- Reconcile cash advance: [Knowledge Base Article #KB0017174](#)
- Return unused funds: [Knowledge Base Article #KB0017160](#)

- 5) Given that the payee who received cash is not recorded within UBC’s financial system (all expenses are recorded under the employee who requested the cash advance), there is no way to collate this information in order to produce T4A tax forms. Therefore, Accounts Payable has created a website to record the information of those who receive cash payments: <https://ap.share.ubc.ca/SitePages/T4A.aspx> so that a T4A can be produced and sent to the payee. Please enter all the fields as accurately as possible.

If requesting a SIN is not appropriate, please use the dummy SIN #000-000-000. If the request of other personal information is also not appropriate, then please make a note of this.

If the event took place on a reserve by an individual with “Indian Status,”* this payment is normally tax exempt; however, Accounts Payable will review and make the final determination. As noted above, in these situations use the “Status Indian (on reserve)” in the Expense Item field of the Expense Report when clearing the cash advance.

***Note:** Only those who have applied for (and received) “Indian Status” under the *Indian Act* are eligible to use this spend category. It is not inclusive of all Indigenous Peoples in Canada, including non-status First Nations, the Métis, or Inuit) – please visit [Indigenous Services Canada](#) for more information on eligibility. We also recommend reading UBC’s [Indigenous Peoples Language Guidelines](#) (page 7) for further context on terminology regarding Indigenous Peoples. It is imperative to gather facts concerning “Indian Status” in a sensitive and culturally appropriate manner, through the correct channels.

B) Steps to pay those not affiliated to UBC by Interac e-Transfer

- 1) Follow the steps above to pay by cash, except that once the cash advance has been deposited to a bank account, the staff member will then have to transfer funds to the payee via Interac after the event. Interac transactions may incur bank charges, so the staff member should seek appropriate authorization for reimbursement before undertaking this process.
- 2) Backup is the same (HR Fast Track form, honoraria or travel forms, etc.), the payee should still sign a receipt if appropriate. Documents showing funds have been transferred to the payee should be included (i.e., a screenshot of the confirmation that the transfer was sent).
- 3) Follow all the steps to clear the cash advance and record the payment.

C) Steps to pay those not affiliated to UBC by cheque or electronic funds transfer (EFT)

- 1) Staff will fill out the HR Fast Track form before the event and submit it to the HR representative for their faculty or unit. **Note that the payee does not fill out this form.** This form is to ensure that HR can accurately assess whether or not the payee is an independent contractor or an employee.

If HR determines the payee is an independent contractor, move to the next step. If it is determined that the payee is an employee then move on to 'Steps to pay employees' (Section E).

- 2) Only those set up as a supplier can be paid by cheque or EFT, so if the payee is not a supplier then follow the procedure in the below knowledge base article (also follow this procedure if you are setting up an employee as a contractor): [Knowledge Base Article #KB0016683](#)

Vendor set up should not burden the payee. Staff should undertake this task and not use the self-registration option offered by Workday.

A SIN is needed to complete the vendor set up. If requesting a SIN was not appropriate, as per the knowledge base article, please use the dummy SIN #000-000-000.

In order to pay without delay, vendor set up should be done before the event takes place.

- 3) After the event, staff should complete the honoraria or travel forms showing in Appendix A to the best of their ability as backup for receiving cash. If appropriate, remaining questions can be answered by the recipient.

If the payee is not comfortable providing UBC with their SIN, please make sure the "No" box to this question is ticked in the honorarium form.

- 4) As this type of payment does not require an invoice from the supplier, use the Supplier Invoice Request process to create an invoice in the system to pay the recipient: [Knowledge Base Article #KB0016740](#)

Note that by default payment terms are set to 30 days net. To make a payment sooner, change the terms to "IMMEDIATE". If this step is forgotten and the Supplier Invoice has been approved for payment, AP can change the terms, but the transaction will need to be approved by the worktag managers once more.

Backup should consist of the following:

- HR Fast Track form
- Communication acknowledging the payment amount
- The completed honoraria or travel forms (Appendix A)
- Any other documentation that is deemed necessary.

When filling out the Supplier Invoice Request, use “Token of Appreciation” in the Spend Category field unless the activity took place on a reserve by an individual with “Indian Status”*, then use “Status Indian (on reserve)” – see section 6 below.

- 5) In order to pay Knowledge Holders as quickly as possible, once the Supplier Invoice is created and sent to the next approver, submit a ticket to the Integrated Service Centre (ISC). The ticket should quote the unique invoice number assigned by the system (not the supplier invoice number chosen by the creator of the invoice) and state that payment needs to be processed ASAP due to the cultural advisor status of the payee.

AP clerks will do their utmost to process the invoice right away. Also ensure that the worktag manager is aware that approval is needed as this is the last step before payment can be issued.

- 6) If the event took place on a reserve by an individual with “Indian Status”*, then money received is not taxable; however, UBC still has an obligation to create a T4A if the amount received in a calendar year is greater than \$500. In this case, **the amount will be recorded by UBC in the “Other” section of a T4A (Box 144) which is not reportable income (i.e. does not need to be included on a personal tax return).**

In order to facilitate UBC in producing a correct T4A, please use “Status Indian (on reserve)” in the Spend Category field of the Supplier Invoice Request. This alerts Accounts Payable to investigate further to determine if the T4A needs to show exempt income.

If a cheque or EFT (not cash) was created through Workday, a T4A may be produced. If UBC has the recipient SIN on file, it might be linked to this, even if the individual declined to provide it in a certain situation. If the payee receives a T4A with incorrectly categorized income (e.g. income that should be exempt yet reported as taxable), and needs to request an amendment, the staff person who initiated the payment should collect relevant information and submit a request to the ISC. **Note that this work should NOT be passed onto the payee, and should be conducted by UBC staff whenever possible.**

***Note:** Only those who have applied for (and received) “Indian Status” under the *Indian Act* are eligible to use this spend category. It is not inclusive of all Indigenous Peoples in Canada, including non-status First Nations, the Métis, or Inuit) – please visit [Indigenous Services Canada](#) for more information on eligibility. We also recommend reading UBC’s [Indigenous Peoples Language Guidelines](#) (page 7) for further context on terminology regarding Indigenous Peoples. It is imperative to gather facts concerning “Indian Status” in a sensitive and culturally appropriate manner, through the correct channels.

D) Steps to pay students

- 1) Staff will fill out the HR Fast Track form before the event and submit it to the HR representative for their faculty or unit. **Note that the payee does not fill out this form.** This form is to ensure that HR can accurately assess whether or not the payee is an independent contractor or an employee.
- 2) If required as per the HR Fast Track Form, the student may also need to fill out an Employee Declaration for Services form. While the form is for employees only, it has been advised that students also fill out the form.
- 3) If it is determined that the student is an independent contractor then follow sections A, B or C. If it is determined that the student is an employee then follow ‘Steps to pay employees’ (Section E)”.
- 4) Any travel incurred by students can be reimbursed by Accounts Payable via the Expense Report: [Knowledge Base Article #KB0016823](#)

E) Steps to pay employees

- 1) Staff will fill out the HR Fast Track form before the event and submit it to the HR representative (or Faculty Relations, if concerning a UBC faculty member) for their faculty or unit. **Note that the payee does not fill out this form.** This form is to ensure that HR or Faculty Relations can accurately assess whether or not the payee is an independent contractor or an employee.

If required as per the HR Fast Track Form, the employee may also need to fill out an Employee Declaration for Services form.

If HR or Faculty Relations determines the payee is an independent contractor, move to ‘Steps to pay those not affiliated to UBC by cheque or EFT (Electronic Fund Transfer)’.

If it’s determined that the payee is an employee then **cash cannot be paid.**

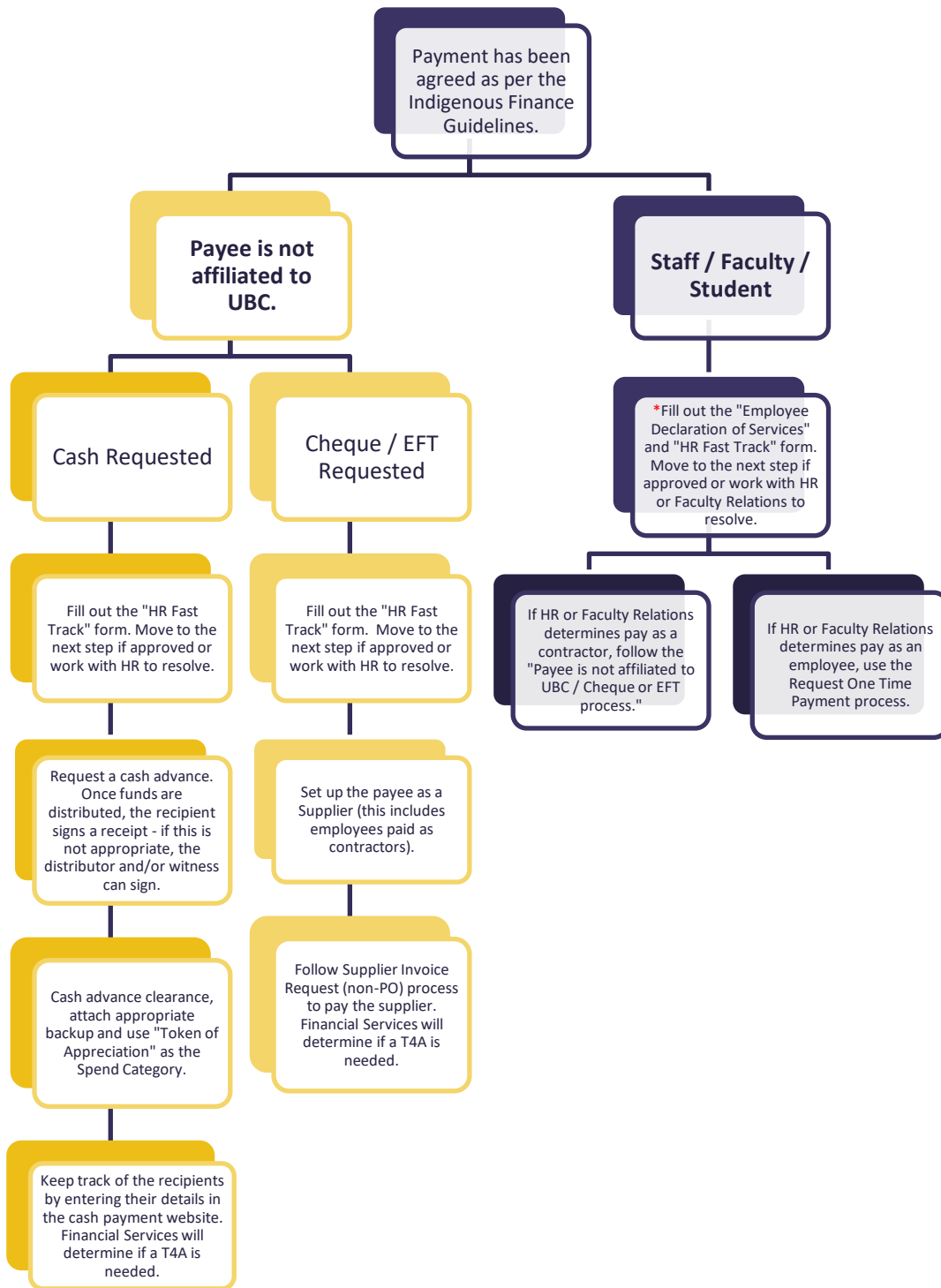
- 2) Employees are paid after the event through the Request One Time Payment process, but this can only be processed by the payee’s home faculty. Contact their HR representative to request payment.

You may need to provide the following documents as backup:

- HR Fast Track form
- Employee Declaration of Services
- Communication regarding the amount of the cash payment
- The completed honoraria or travel forms (Appendix A)

- 3) Any travel incurred by employees should be reimbursed via the Expense Report: [Knowledge Base Article #KB0016823](#)

PAYMENT FLOWCHART



Note:

* For the purpose of these forms, students are considered employees. Faculty Relations should review honoraria forms concerning UBC faculty.

APPENDIX A: IRSI'S CULTURAL ADVISING HONORARIA & COMMUNITY-BASED TRAVEL FORMS

Cultural Advising Honorarium & Fee for Services Form

Quick tips are included on the reverse of this page. Contact IRSI at irsi.info@ubc.ca or 604-827-2801 with questions, or for help determining whether the use of this form is appropriate, what information to collect, and what payment method(s) are available for recipients.

A) Personal Information

First Name	Last Name
Street Address	City, Prov., Postal Code
Phone	E-mail

B) Project Information

Name of project	Date
Payment amount	Is this activity taking place on reserve? <input type="radio"/> Yes <input type="radio"/> No
Reason for payment	<input type="radio"/> Honoraria / Token of Appreciation <input type="radio"/> Fee for service

Tokens of appreciation, honorariums and payments for services are taxable unless they take place on reserve and the recipient has First Nations status. If the total taxable amount paid by UBC in a year exceeds \$500, UBC is required by the Canada Revenue Agency (CRA) to issue a T4A slip.

Are you willing to provide your Social Insurance Number (SIN) to UBC? Yes No **SIN:** _____

Are you a "Status Indian" as defined by the Indian Act of Canada? Yes No Prefer not to answer

C) Payment Details

Choose one of the following options:

Cash To be given in person at event Interac e-transfer E-mail required above

Note: Cash/e-transfer are not for UBC employees. In order to accommodate this request, ensure this payment request is received at least 2 weeks prior to the event or activity.

Cheque Addressed to person above Addressed to organization, to be sent to:

Name of organization: _____
 Address 1: _____
 Address 2: _____
 Contact Phone/E-mail: _____

Direct deposit Available for those already registered for direct deposit or electronic payment with UBC – to register, see reverse.

Cash Received? No Yes – if yes, indicate exact \$ amount received: _____

D) Signatures

Recipient signature:	_____	Date:	_____
Witness signature:	_____	Date:	_____
Staff signature:	_____	Date:	_____

This form was last edited June 2021. Questions? Contact the Indigenous Research Support Initiative at irsi.info@ubc.ca or 604-827-2801.

IRSI's Cultural Advising Honorarium & Fee for Services form is used to account for gifts, Tokens of Appreciation, and contractual payments provided for Indigenous partners.

To request copies of either of these forms, please email irsi.info@ubc.ca and we would be happy to provide them.

Community-Based Research Travel Reimbursement Form

A) Personal Information

First Name	Last Name
Street Address	City, Prov., Postal Code
Phone	E-mail

B) Project Information

Name of project/event	Date
Address of origin: Only if different from above	
Traveling to: Exact address of destination	
Method of travel: e.g. car, ferry, bus, flight	
Additional charges: e.g. baggage fees, cab fare, parking, ferry ticket, etc.	

Note: Per UBC policy, we require original receipts to reimburse all expenses (except for meals). Please bring receipts to the event, and/or mail them afterwards along with this form to the department processing your reimbursement.

Meal Reimbursements

Date:	Breakfast	Lunch	Dinner
Date:	Breakfast	Lunch	Dinner
Date:	Breakfast	Lunch	Dinner

C) Reimbursement Details

Choose one of the following options:

Cash To be given in person at event Interac e-transfer E-mail required above

Note: Cash/e-transfer are not for UBC employees. In order to accommodate this request, we need to receive this form at least 2 weeks prior to the event.

Cheque Addressed to person above Addressed to organization, to be sent to:

Name of organization: _____
 Address 1: _____
 Address 2: _____
 Contact Phone/E-mail: _____

Direct deposit Available for those already registered for direct deposit or electronic payment with UBC – to register, see reverse.

Cash Received? No Yes – if yes, indicate exact \$ amount received: _____

D) Signatures

Recipient signature:	Recipient name	Date:	_____
Staff signature:	Staff name	Date:	_____

This form was last edited in April 2020. Questions? Contact the Indigenous Research Support Initiative at irsi.info@ubc.ca or 604-827-2801.

IRSI's Community-Based Travel Reimbursement form is used to provide a wider range of options for reimbursement of community members' travel when participating in UBC events.

APPENDIX B: GIFT-GIVING PROTOCOL & PAYMENT GUIDELINES

Authentic gift-giving is an extremely important component of reciprocal relationship-building and should not be considered payment in exchange for services. Elders and/or Knowledge Keepers should not be asked to sign receipts for gifts and should be given gifts on the day they are performing a ceremony or providing other cultural contributions. Cultural missteps can be very insulting, and in some cases, may significantly damage relationships with the individual, community, and with UBC overall.

Purchasing Indigenous Gifts

- Ensure that art is authentic, and that the medium is representative of the artist's culture;
- If you are hosting an event in a specific territory and want to honor that community, choose art that is made by the community's artists; and
- Include the backstory of the gift; let the recipient know why you chose it for them.

- For example, if gifting Siska Traditions Tea, include information about the organization:

"Siska Traditions Society is a 100% First Nation organization that collects, processes, promotes and sells traditional food products. Their products are made up of wild-harvested ingredients from within traditional territory, following respect for the plants, animals, and the land where they are found."

Monetary Gifts

The gifting protocol above does not negate the requirement for a monetary gift, where appropriate. In many cases, it is good practice to provide a monetary gift inside a card, along with a small gift that follows the protocol above. The monetary gift should not be treated as a payment; to treat it as such (and require a SIN, receipt, and personal information) can be "viewed as disrespectful and insinuate that the Indigenous [partner] is selling rather than sharing their knowledge" (Elder Protocol Handbook, Queens University 2019:10-11).

It is also important to remember that the typical value system employed at UBC for academics that sees monetary gifts exchanged as an 'hourly rate' can be insensitive. Elders and Knowledge Keepers/ Holders take their ceremonies seriously. Even a 20-minute welcome can require 3-4 additional hours of preparation, travel time, and research about your event and audience. Consider your budget, look over the **Payment Guidelines** on the next page and discuss with the individual if you are not sure what an appropriate gift is.

PAYMENT GUIDELINES FOR RESPECTFUL ENGAGEMENT WITH INDIGENOUS PEOPLES

Please note: These guidelines speak to forms of engagement with Indigenous partners- including advising of a cultural nature, ceremonies, and territorial acknowledgements- that necessitate a gift rather than a payment for service. This is not an exhaustive list, and these numbers are presented as suggested minimum gift amounts. There are many extenuating factors that may multiply these amounts (e.g. extensive preparation time, travel time, and/or remote/rural/complex engagements). Please discuss with IRSI (irsi.info@ubc.ca) if you require further guidance.

All expenses should follow UBC policy, procedures, and Expenditure Guidelines, and any exceptions require appropriate approval. Some of these amounts may exceed typical gift amounts outlined by the UBC Expenditure Guidelines – in these cases, additional authorization may be required (e.g. dean or department head). Staff should secure all necessary approval before confirming amounts with recipients.

Activity	Request Details	Benefits	Minimum Suggested Gift
<i>Welcome/Prayer/Blessing</i>	A territorial welcome, prayer, or a blessing for an event that requires an Elder or Knowledge Keeper to speak in public.	Sets the tone of an event and starts and/or ends an event in a good way.	\$200-\$400 depending on ceremony, and time (present and preparation).
<i>Formal Presentation/Honoured Guest</i>	Invitation to have an Elder or honoured community member present at an event to give formal remarks.	Contribution of content and learnings to the event; knowledge sharing.	\$400 for ½ day or less; \$800 for full day.
<i>Classroom Presentation</i>	A Knowledge Keeper or Indigenous faculty member may be invited to a class to speak on a specific topic that requires traditional knowledge/teachings and Indigenous-centered instruction.	Provides traditional teachings; Indigenousization of the classroom.	\$400 for ½ day or less; \$800 for full day.
<i>Elder Support Person</i>	Elders may request a support person/helper to ensure their needs are met.	The Elder feels safe in travelling and in a good place to provide services to the university.	\$~250 depending on time commitment; also reimburse their travel (if applicable).
<i>Indigenous Mentor</i>	An Indigenous mentor has expertise related to Indigenous knowledge systems and/or ways of being.	Provides authentic Indigenous-centered direction, support, and instruction.	\$400 for ½ day or less; \$800 for full day.
<i>Entertainment/Cultural Performance</i>	Requesting a dancer, singer, or other artist to perform culturally, often with traditional regalia.	Provides meaningful experience to increase awareness of cultural activities; entertainment; informative.	Varies; \$100 – \$1000 per artist (or set rates communicated by artist).
<i>Reimbursements for Travel</i>	Mileage to/from the event, parking costs, per diems (if travel requires meals on the go), and accommodation should all be offered as needed. These costs need to be covered for Elder support as well, if applicable.	Elders may need additional accommodations (in addition to an Elder Support Person) to ensure their health and wellness during their engagement with the university; all of these types of support should be considered.	Reimbursement at UBC Travel Policy rates.

Table adapted from the University of Regina's Standardized Table of Honorarium Fees for Respectful Engagement with Elders/Traditional Knowledge Keepers, and/or Old Ones

APPENDIX C: SCENARIOS

These scenarios have been put together to illustrate the complex and diverse needs of community partners working with UBC who may receive gifts. This is not an exhaustive list, but rather provides a starting point to understanding reasons for when alternative payment or gifting methods may be required.

1) Community partner unemployed, self-employed, or has barriers to participation or receiving payment

- Elder / community partner who is unemployed or self-employed
- Cultural Knowledge Keeper
- Participates as an Elder in residence on project
- Faculty /staff/student include Elder compensation in grants
- Often called upon to participate in UBC events
- May or may not have a bank account
- Low trust of UBC – may have relationship with faculty/staff but not institution, may have no existing relationship with UBC
- Must be paid in cash
- Opportunity to set up a new process if Elder / partner will work with UBC repeatedly (provided they have a bank account)

- Elder/community partner who is unemployed
- Cultural Knowledge Keeper
- Participates 2 or 3 times a year on a project with faculty/staff/students
- Receives a gift of \$200 - \$400 each time
- May or may not have a bank account, most of life is in community
- Must be paid in cash (possibility of Interac e-transfers)

- Community partner has some barriers to participation
- Unemployed with different or temporary living situation
- No identification information or SIN
- Participates 2 or 3 times a year on a project with faculty/staff/students
- Receives an honorarium of \$200 - \$400 each time
- Faculty/staff/student may include compensation in grants
- May or may not have a bank account
- Must be paid in cash

Recommended Solution:

- Pay in cash or e-transfer (for remote engagements); follow recommended process to request cash advance
- Have staff complete cultural advising honorarium form with witnessing procedure; ensure the “No” box is checked off on honoraria form regarding SIN
- Fill out HR Fast Track Form
- Follow reconciliation process once all documentation is complete and gift has been given
- Add Elder / community partner to Accounts Payable website (see p. 13, section 5) with gift amount (not including expenses reimbursed) for issuance of a T4A if partner receives 500\$ in one calendar year.

2) Community partner with job security

- Elder/community partner who has job security
- Cultural Knowledge Keeper
- Highly respected individual, may not have relationship with UBC
- Called upon to participate in UBC events on an ad hoc basis, may only attend a few due to schedule and profile
- Has a bank account
- Must be paid and reimbursed for expenses at event or on date of event
- Reputational impact for UBC

- Elder/community partner who has job security
- Cultural Knowledge Keeper
- Participates as an Elder in residence on project
- Called upon to participate in UBC events
- Has a bank account
- Must be paid/reimbursed in timely manner
- Reputational impact for UBC

Recommended Solution:

- Set the partner up as a Supplier on Workday
- Book and pay for travel and accommodations directly to cut down on reimbursements needed
- Prepare an invoice for remaining expenses (with receipts and documentation) & gift amount and request a cheque from Accounts Payable for full amount; receive prior to event date & request signature if appropriate (otherwise follow witnessing procedure). If receipts and documentation are not available in advance, they will need to be processed as a reimbursement after. Ensure to flag with Accounts Payable that this is a priority Cultural Advising payment (put in a ticket to the Integrated Service Centre).
- Add Elder / community partner to Accounts Payable website (see p. 13, section 5) with gift amount (not including expenses reimbursed) for issuance of a T4A if partner receives 500\$ in one calendar year.

3) Community partner with current appointment at the University

- Elder/community partner who is employed by the University
- Cultural Knowledge Keeper
- Participates in multiple projects with multiple units at UBC, has multiple profiles created for payment
- Receives payment in different ways (i.e. as a faculty appointment, staff appointment, as a research grant participant, as honorarium recipient, as contractor)
- Paid as a vendor but always experiences delays in payments based on multiple profiles created in UBC system, exception is Purchase Order (PO) contract payments

Recommended Solution:

- Begin the payment process ASAP to ensure there are no additional delays
- Complete cultural advising honoraria or fee for services (as appropriate) form with witnessing procedure, and fill out HR Fast Track Form and Employee Declaration of Services Form
- Send documentation to HR for their determination on how they will be paid

If payee is deemed an employee (staff or faculty):

- The payee will need to receive payment through payroll as staff or faculty
- Follow Request One Time Payment process on Workday
- Communicate with partner re: status of payment if anything changes

If payee is deemed an independent contractor:

- Set up as a Supplier (if not already) on Workday
- Put through Supplier Invoice Request process for the gift amount
- Communicate with partner re: status of payment if anything changes

APPENDIX D: PEER REVIEW

While most institutions across Canada are developing or have adopted guidelines regarding protocol and gifts for Indigenous payees, four peer institutions stand out for their unique approach to addressing this issue: Queens University, University of Winnipeg, University of Regina, and University of Victoria. These documents take varied forms (e.g. policy, guidelines, procedures, and appendices) but serve similar purposes.

Queens University

- [Protocols for Inviting Indigenous Guests](#) (Protocol and Guidelines)
- [Elder Protocol Handbook](#)
 - Outlines definitions, what key services are often requested, and what types of gifts/surrounding protocol are applicable.
- [Payments to Indigenous Elders/Participants](#) (Procedure)
 - Procedure for issuing cash, near-cash, or other gifts to Indigenous Elders/participants. Also attached Appendix which is a form to capture receipt from recipient.

“Elders never ask to be paid for their work, as it would be culturally inappropriate to sell cultural knowledge. Traditional Indigenous cultural knowledge is not and cannot be owned by an individual or institution.”

Elder Protocols Policy, University of Winnipeg (2014, p. 3)

University of Winnipeg

- [Elder Protocols](#) (Policy)
 - To ensure Elders are treated with respect by members of the university community when they are invited to be part of university activities/ceremonies. Includes a section on "Gifts of Appreciation" which outlines cash payments, gifts of tobacco, etc.
 - Included is an Elder Request Form (outlining event info, requesting info, why, tobacco, gifts, honorarium, etc.), as well as an Elder Honorarium Form.

University of Regina

- [Respectful Engagement with Elders, Traditional Knowledge Keepers, and/or Old Ones](#) (Policy)
 - Provides guidance to the university community in engaging with Indigenous traditions and knowledge systems. Roles & Responsibilities section, details requests for cash honorarium (paperwork) to be completed at least two weeks ahead of time so that the Elder may receive their gifts at the time of the event or ceremony.
- [Standardized Table of Honorarium Fees for Respectful Engagement with Elders/Traditional Knowledge Keepers and/or Old Ones](#) (Appendix)

- This document outlines a list of ceremony, details of request, benefits, and the recommended honoraria amount for each – but does not specify the procedure for payment.
- [Guidelines for Practicing Indigenous Traditional Protocols at the University of Regina](#) (Appendix)
 - Covers land acknowledgement, cultural and traditional protocol, ceremony, smudging, etc.

University of Victoria

- [Guidelines for Protocol, Hosting, and Payment for səlx^wéyn/SELWÁN ŁTE \(Elders\), Knowledge Keepers and Community Members](#)
 - Note: University of Victoria uses an Accountable Advance system for Indigenous Events/Services. While previously, their guides & procedural documents were open access, they have now been moved behind a login screen. For more information, contact the University of Victoria Accounts Payable at askacct@uvic.ca or the Cultural Protocol Liaison at jacecpl@uvic.ca

“We ask you to recognize that Elders, Knowledge Keepers, and Cultural Advisors are acknowledged at the same level as visiting scholars and academics, therefore their honoraria should be the same.”

Indigenous Cultural Services Handbook, Queens University (2019, p. 10)

APPENDIX E: CONTRIBUTOR LIST

This is a partial list of UBC committees, units, and departments who have reviewed or contributed to this document.

UBC Committees

INDIGENOUS STRATEGIC PLAN IMPLEMENTATION COMMITTEE

EXPENDITURE GUIDELINES COMMITTEE INDIGENOUS STRATEGIC PLAN

EXECUTIVE ADVISORY COMMITTEE

COMPTROLLERS COMMITTEE (PORTFOLIO FINANCE DIRECTORS)

INDIGENOUS LEGAL STUDIES COMMITTEE (PETER A. ALLARD SCHOOL OF LAW)

INDIGENOUS ADVISORY COMMITTEE (TO THE INDIGENOUS RESEARCH SUPPORT INITIATIVE)

INDIGENOUS ADVISORY COUNCIL (UBC OKANAGAN)

INDIGENOUS STRATEGIC PLAN EXECUTIVE ADVISORY COMMITTEE

UBC VANCOUVER

Accounts Payable

Centre for Excellence in Indigenous Health, Faculty of Medicine

Centre For Teaching, Learning & Technology

Ch'nook Indigenous Business Education, Sauder School of Business

Equity and Inclusion Office

Financial Operations

First Nations House of Learning

Human Early Learning Partnership, School of Population and Public Health

Human Resources

Indian Residential School History and Dialogue Centre

Indigenous Research Support Initiative

Institute for Critical Indigenous Studies

Institutional Programs Office

Peter A. Allard School of Law

Sexual Violence Prevention & Response Office

Stigma & Resilience Among Vulnerable Youth Centre, School of Nursing

Vice-President Research & Innovation Office

Xwi7xwa Library

UBC OKANAGAN

Aboriginal Programs & Services

Office of Research Services