



Dear Colleagues,

Given the University of Manitoba's commitment to supporting Indigenous Achievement and to sharing Indigenous perspectives and knowledge within our program offerings, we feel very strongly about the respectful treatment of Elders and Traditional Knowledge Holders who figure so prominently in the communities. The University currently has two Elders-in-Residence: one in the Centre for the Advancement of Health Education (CAHE), and the other in the Aboriginal Student Centre (ASC). The ASC is seeking to grow the Elders-in-Residence Program.

To ensure that either the Elders-in-Residence or visiting Elders are approached and treated in a respectful way, University staff and faculty must ensure that all cultural protocols are followed, including: how and when to approach an Elder; how to support Elders that are invited to work with us; and how to properly compensate Elders for their time and knowledge-sharing (e.g., offering of gifts and honorariums).

Stemming from an internal audit conducted in 2013, several areas of improvement of University financial practices were recommended including compliance with Canada Revenue Agency (CRA) regulations. One area identified for improvement was the way in which honorariums are offered to visiting Elders, Traditional Knowledge Holders, and/or cultural performers. As a result of the audit, the Aboriginal Student Centre, along with Elders and other key partners, have identified appropriate cultural protocols and new honorarium guidelines. These new guidelines have been developed in order to protect Elders under the terms of Canada Revenue Agency regulations.

For additional information on cultural protocols and the new processes for providing honorariums when working with Elders, please visit the Aboriginal Student Centre's website:  
[www.umanitoba.ca/student/asc](http://www.umanitoba.ca/student/asc)

If you have any questions regarding the new process or want to learn more about how you might engage Elders in the work you do at the University of Manitoba, please contact Christine Cyr, Director of the Aboriginal Student Centre by email [christine.cyr@umanitoba.ca](mailto:christine.cyr@umanitoba.ca) or by phone 204-474-8850.

Sincerely,

Susan Gottheil, Vice-Provost (Students)

Deborah G. Young, Executive Lead, Indigenous Achievement

Tom Hay, Comptroller