

***AMS POLICY ON COMMUNICATION WITH THE MUSQUEAM INDIAN BAND (CM4)***

**Number & Title:**

CM4 - Policy on Communication with the Musqueam Indian Band

**Effective Date:**

[September 1, 2023]

**Approval Date:**

[August 29, 2023]

**Policy Type:**

Internal Policy

**Review Date:**

This policy shall be reviewed every three (3) years.

**Responsible Body:**

Executive Committee

**Designated Executives and Staff Members:**

Communications Manager and President

1.0 **Authority**

1.1 AMS Code of Procedure Section II, Article 11(1): "Council may create external and internal policies as well as combined policies."

2.0 **Purpose and Goals**

2.1 This policy is designed to ensure that the Society is aware of all communications with the Musqueam Indian Band made on behalf of the Society so that there are no conflicting contacts made by different members or representatives of the AMS.

2.2 This policy is also designed to ensure that all proper protocol is being followed

when contacting the Musqueam Indian Band and to promote a good ongoing relationship with Musqueam. As the AMS is situated on the unceded and traditional territory of the Musqueam peoples, having a good relationship with the Musqueam is a top priority for the Society.

### 3.0 **Scope of Policy:**

#### 3.1 **Applicability:**

- (a) This policy is applicable to all AMS Executives, Council Members, Constituencies and Staff, when acting in their official capacities within the AMS, and to all AMS clubs.

#### 3.2 **Exclusions:**

- (a) This policy does not apply to students at large.
- (b) This policy does not apply to the Indigenous Constituency, Indigenous Clubs, and other Indigenous groups that are considered an AMS subsidiary.

### 4.0 **Definitions:**

4.1 **“Musqueam”** means the Musqueam Indian Band.

4.2 **“Protocol”** means all protocols and procedures laid out by the Musqueam that dictate how to properly interact with the Musqueam Indian Band.

4.3 **“Communications Manager”** means the permanent AMS staff member who is one of the two spokespersons for the Society, the other being the President, and specializes in engaging in proper communications with various external groups and advising the President on external communications.

### 5.0 **Policy**

5.1 The Communications Manager is the Society’s primary point of contact with the Musqueam and is responsible for ensuring that the Society respects the Musqueam protocol in all contact and communication with the band.

5.2 The AMS President will work with the Communications Manager to ensure that the Musqueam protocol is followed.

5.3 All AMS Executives, Staff members, and Council members seeking to engage with or contact the Musqueam Indian Band on any topic must first consult with the

Communications Manager to ensure that Musqueam protocol will be followed. If the Communications Manager is not available, the AMS President must be consulted.

- 5.4 All subsidiary groups seeking to engage with or contact the Musqueam Indian Band on any topic must first contact the President's Office; the President's Office will then work with the Communications Manager to ensure respectful communication consistent with the Musqueam Protocol.
- 5.5 All AMS clubs seeking to engage with or contact the Musqueam Indian Band on any topic must first contact the Vice President Administration office; the VP Administration will then work with the Communications Manager to ensure respectful communication consistent with Musqueam protocol.
  - (a) The Clubs Administrator alongside the Communications Manager will be the liaisons between the AMS and the Musqueam Indian Band to ensure that communication channels between clubs and the Musqueam are under the AMS's Supervision.
- 5.6 At the discretion of the Communications Manager and/or the President, the Indigenous Constituency and/or the AMS Equity and Inclusion Department may be consulted as needed.
- 5.7 Following internal consultations, upon the request of the Communications Manager, the matter must be brought before the Executive Committee for approval of contact.
- 5.8 After consultation and Executive Committee approval, those authorized to establish contact with the Musqueam will regularly inform the Communications Manager as to the state of contact with the Musqueam Indian Band.
- 5.9 Once established, ongoing contact does not need to be repeatedly approved, provided the individual contacting the Musqueam has not changed. However, there must be renewed consultation with the Communications Manager and, if requested, approval from the Executive Committee, if established contact about a particular issue has lapsed or if a different person has come into the role that would be making contact with the Musqueam.
- 5.10 In consultation with the Communications Manager, the AMS Operations Committee will amend the AMS Clubs Handbook to direct AMS clubs to initiate processes of contacting the Musqueam through the VP Administration. AMS

clubs shall not claim to represent the Society in any communication with the Musqueam.

## 6.0 **Consultations**

6.1 The following groups were consulted during the initial development of this Policy:

(a) Legislative Procedures Committee, AMS VP Academic & University Affairs, AMS Executives, AMS Executive Director, AMS Aboriginal Students' Commissioner.

6.2 The following groups were consulted during the first revision of this policy:

(a) AMS VP Academic & University Affairs, AMS VP Administration, AMS Executives, AMS Policy Advisor, and the Musqueam Indian Band protocol officer.

6.3 The following groups were consulted during the second revision of this policy:

(a) AMS Executives, AMS VP Administration, AMS Senior Communications and Marketing Manager, AMS Policy Advisor, AMS Equity and Inclusion Specialist, and the Indigenous Constituency.

## 7.0 **History:**

7.1 This is the first draft of the third version of this policy.

## 8.0 **Related Policies:**

8.1 There are no policies related to this policy.

## **Appendix A**

The Society shall follow the protocol specified on pages 45 – 47 in the 2006 document created by the Musqueam Indian Band, Musqueam: A Living Culture, while also consulting with the Musqueam. Any new document created by the Musqueam Indian Band which repeals or replaces the 2006 protocol shall take precedence.

In the case that the Society hosts an event sponsored by a UBC department or faculty member, the 2019 Musqueam-UBC protocol guide will be followed.

In the case that the Society is looking to have a Musqueam Welcoming Ceremony, the Society must plan to do so through UBC Ceremonies and Events, as requested by the Musqueam Indian Band.

The applicable sections of the two above documents have been appended to this policy.





## Protocol

The Musqueam are a warm and **generous people** who are ready to share their rich culture with the world. Sadly, past experience has shown that there are those who will take advantage of this spirit of generosity. As with many First Nations peoples, Musqueam culture and way of being has been misunderstood, misinterpreted, and at times appropriated without consent. This section is provided as a **general protocol** guideline to dealing with the Musqueam Nation and to working within Musqueam traditional territory. It is intended to assist users to avoid future misrepresentations, and to ensure a working relationship based on **respect and integrity**. In essence, the key to a successful partnership with Musqueam is to be open to doing things in the Musqueam way. The guidelines that follow will provide the reader with some tips on how to interact with Musqueam, but, like the entire book, they are merely a starting point. Effective relations with Musqueam will depend on the users' ability to **listen**, to **respect** cultural and practical differences, to take an approach of **openness**, and to be willing to **adapt** to a different culture's way of doing things.



## Always contact Musqueam Indian Band administration office first.

This first step is critical and cannot be stressed enough. It is essential to contact the Musqueam Indian Band office as a starting point to any inquiries, events or decisions related to Musqueam. Let them know you have read “Musqueam, A Living Culture” and explain the nature of your project. The Band office will direct you to the appropriate cultural advisor, act as a facilitator for discussions with advisors and community members, and guide you through the necessary protocol steps specific to your project. The Band office will also facilitate access to resources, such as artists, within the community. Finally, the Band office will perform necessary notifications to or coordinate gatherings of the broader community as and when required.

## Listen first.

In Musqueam tradition, all voices within the community are valid. It is understood that we all have much to learn through listening to others’ opinions. In the mainstream approach every arena has an ‘expert.’ And while in the Musqueam community there are those who hold specific knowledge about certain facets of Musqueam culture, the traditional way includes listening first to all ideas and opinions, and then coming to decisions based on input and consensus. Further, given that Musqueam history is handed down from one generation to the next by way of oral tradition, much expertise exists within the Musqueam community that is not documented. Performing research by referring to publications, the Internet, etc. will only yield partial and possibly inaccurate findings. The authentic history of Musqueam resides with the people, and for this reason it is critical to listen to the community each step of the way.

## Show respect.

Musqueam’s traditional approach to all human interactions, including business dealings, is one that acknowledges and shows respect where it is due. Respect should permeate your dealings with Musqueam on a general level — demonstrated by a willingness to adopt the Musqueam way and to follow Musqueam protocols. In addition, Band office staff will direct you to those individuals within the community whose ideas and opinions should be paid particular respect. These may include cultural advisors, warriors to the community, elders, youth and story keepers.

## Be transparent.

Anything that happens within Musqueam territory should be done with full knowledge of the Musqueam people. There have been many instances of events, ceremonies and other activities taking place in Musqueam territory where the Band office and the community itself were not notified. This is particularly offensive when outside Nations are invited onto Musqueam territory for ceremonies, performances, and meetings. Be aware of the inevitability of going to the community to disclose and discuss your project. The Musqueam Band office will perform the necessary notification in a manner and timeframe that is appropriate, so it is once again critical to notify the Band office first to allow enough lead time for community notification and feedback.

## Ask permission.

Like many First Nations peoples, Musqueam have a history of their cultural values and history being misrepresented or taken out of context. Before using any Musqueam visual images, stories, objects, or other references, ask permission from a community leader at the Musqueam Band office.

## Make time allowances.

Many Musqueam community members, such as elders, are not constrained by the same time pressures of mainstream society. Furthermore, many have personal or community responsibilities. Resource people within the Band office are doing important work for the community, and their time is also valuable. Allow for adequate time to consult in the Musqueam way — one that respects traditional protocols and teachings. In particular, make sure to allow for enough time when consulting with cultural advisors, elders and other community members about their oral history, as there is much to learn from the stories they will tell you. Often the answers you seek are contained within an anecdotal story, and it is important to listen patiently and carefully to get the information you need.

## Meetings.

Defer to the Musqueam Band office for the format and style of your meetings. When meeting with Band office staff, follow their protocol regarding introductions and agendas. The traditional format for introductions during more formal meetings involves each participant stating his/her name, where they come from, and who their ancestors are. Again, administrative staff at the Band office will take the lead in establishing the meeting’s overall tone and level of formality. In general, meetings should take the approach of transparency and inclusively. Community leaders will tell you when it’s appropriate to involve the broader community, help you with specific protocols for the community meeting and agenda, and make the necessary announcements.

## Hiring and compensation.

To hire artists or craftspeople, ask the Band office administration to suggest and facilitate an appropriate process. The Band office will also put a notice forth to the entire community for hiring or commissioning when appropriate. If a competition is mutually agreed on, be sure to involve a Band representative in the process. Meet with potential candidates face to face, and once a candidate is selected, let the band office know, and they will make selection known to the community by way of an announcement. Don’t ask Musqueam people to work for free on a project — even for selection purposes. Compensation should be determined up front in consultation with Band representatives or liaison. If an honorarium is determined to be appropriate, gifts are suggested instead of cash.

## Sustainability.

Musqueam peoples’ traditional way of living was to exist in harmony with their natural environment. Musqueam ancestors understood their dependence on the earth and sea to provide life for them, and deep in their system of values was the belief that they were the Keepers of the natural world around them. Today, the Musqueam community is working to reinforce this approach to living, and in respect of this effort any undertaking on Musqueam territory should respect the laws of nature and be undertaken with conservation principles in mind.



## GUIDELINES - ACKNOWLEDGING THE MUSQUEAM PEOPLE AT CEREMONIES AND EVENTS

Prepared by the UBC Ceremonies and Events Office in conjunction with the Musqueam Protocol Office

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UBC's main Vancouver campus is located on the traditional, ancestral and unceded territory of the Musqueam people (<http://musqueam.bc.ca>). These lands have always been a place of learning for Musqueam youth, who were instructed in their culture, history, and tradition, and who in turn shared their knowledge with a new generation.

For more information, please go to <http://aboriginal.ubc.ca/community-youth/musqueam-and-ubc/>.

- **HOW TO ACKNOWLEDGE THE MUSQUEAM:**

1) The preferred way of honouring and showing respect to the Musqueam people is either to acknowledge Musqueam territory at the beginning of the event or, when appropriate, to invite a Musqueam representative to extend a welcome.

2) For official university-wide events (involving the President, Chancellor, Board of Governors), the UBC Ceremonies and Events Office is responsible for contacting the Musqueam Protocol Office for a representative. Contact us at [ceremonies.office@ubc.ca](mailto:ceremonies.office@ubc.ca).

3) All other requests (including UBC student-led events, external groups, etc.) must be sanctioned by a faculty member, department or unit before following the procedure noted below. Any queries can be forwarded to [ceremonies.office@ubc.ca](mailto:ceremonies.office@ubc.ca).

- **POINTS TO NOTE:**

a. Acknowledging territory is a way of honoring and showing respect to the Musqueam, who have long inhabited this land. ***This does not need to be done at every meeting and gathering at UBC but should be done when it is meaningful or appropriate to do so.***

b. The only people who would provide a 'Welcome' are the Musqueam; anyone else, including other aboriginal people, would simply acknowledge the territory.





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- c. The host or Emcee is the only person who needs to acknowledge Musqueam. It is not necessary for any other speaker to do so (although it is appropriate for another aboriginal speaker to do so, should they wish)
  
  - d. For larger events, it is respectful to have a member of the Musqueam First Nation, preferably an elder, provide a welcome.

- **HOW TO REQUEST A MUSQUEAM REPRESENTATIVE TO ATTEND OR SPEAK AT YOUR EVENT:**

CONTACT: The coordinator responsible for the event should contact via e-mail:

Mack Paul  
Protocol Officer, Musqueam First Nation

Ph: 604-269-3314  
Email: [protocol@musqueam.bc.ca](mailto:protocol@musqueam.bc.ca)

and copy to:

**Ms. Leona Sparrow**  
Director, Treaties, Land, and Resources (Musqueam Liaison to UBC)

Ph: 604-263-3261  
E-mail: [lsparrow@musqueam.bc.ca](mailto:lsparrow@musqueam.bc.ca)



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When making your request, please provide the following information to the Musqueam Protocol Office via the attached form:

- ***Event name:***
- ***Purpose of event, background information, attendees and outline of program:***
- ***Date & Time (with suggested time of arrival):***
- ***Location, Directions, Parking:***
- ***Type of welcome or speech and suggested length:***
- ***On-site contact at event:***

Once contact is made, a formal invitation or letter of invitation may be requested to be sent to a representative of the Musqueam.

The Musqueam Protocol Office will confirm if a representative is available to attend your event. If a representative is confirmed, please ensure that you have the correct name and title of the Musqueam representative before introductions are made, or event materials are printed.

- **HONORARIUM**

It is suggested that an honorarium of \$200 be provided to Musqueam to cover expenses related to representation.



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- **ORDER OF SPEAKERS**

Following the Emcee's opening remarks, the Musqueam representative is typically the first speaker, ahead of university senior admin and any government representatives.

- **ACKNOWLEDGEMENT OF TERRITORY / INTRODUCTION OF REPRESENTATIVE**

The following are common phrases that can be used by an Emcee or host to acknowledge UBC's presence on Musqueam traditional territory prior to introducing the Musqueam representative (if present):

- **VANCOUVER POINT GREY CAMPUS:**

*"I would like to acknowledge that we are gathered today on the traditional, ancestral, unceded territory of the Musqueam people and I will now ask \*\*\* to bring a welcome on behalf of the Musqueam."*

If there is no representative attending your event, you should use the following phrase:

*"I would like to acknowledge that we are gathered today on the traditional, ancestral, unceded territory of the Musqueam people."*

- **DOWNTOWN VANCOUVER CAMPUS:**

(this applies to Robson Square, VGH, etc.)

*"I would like to acknowledge that we are gathered today on the traditional territory of the Musqueam, Squamish and Tsleil-Waututh peoples."*

NB the anglicized pronunciation of Tsleil-Waututh is 'slay-wah-tooth'. It is recommended that you name the communities because 'Coast Salish' is regarded by some in the communities as a depreciated anthropological term.



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- **MUSQUEAM FLAG**

If you plan to have flags (Canada, BC, UBC) at an event not coordinated by the Ceremonies and Events Office, you may request permission from the Musqueam Protocol Office to also use the Musqueam flag. Once approved, please forward copy of approval by e-mail to [ceremonies.office@ubc.ca](mailto:ceremonies.office@ubc.ca) and for a small deposit, you will be provided with the Musqueam flag as well as advice on the placement of the Musqueam flag when used with the other flags on campus.

For your information, the Musqueam flag is displayed at major UBC ceremonies coordinated by the Ceremonies and Events Office (Graduation, Remembrance Day, building openings, etc.) when the other three flags noted above are also displayed.

- **MUSQUEAM LOGO:**

Please contact the Musqueam Protocol Office for permission to use their logo and provide details of intended use

- **MUSQUEAM CATERERS**

While there is no obligation to use a Musqueam caterer at a UBC event at which there is a Musqueam representative, if you wish to do so, contact the Musqueam Protocol Office to get names of recommended Musqueam caterers.

- **FOR ADDITIONAL INFORMATION:**

UBC Ceremonies and Events Office

Ph: 604-822-2484

E-mail: [ceremonies.office@ubc.ca](mailto:ceremonies.office@ubc.ca)

Musqueam Protocol Office

Ph: 604-269-3314

E-mail: [protocol@musqueam.bc.ca](mailto:protocol@musqueam.bc.ca)