



# GUIDELINES FOR INCORPORATING AND HONOURING MUSQUEAM PROTOCOL AT UBC EVENTS

Prepared by the UBC Ceremonies and Events Office and the Musqueam Protocol Office.

## PURPOSE

This document provides guidelines for how to incorporate and honour xʷməθkʷəy̓əm (Musqueam) protocol at UBC-hosted events and ceremonies.

This document does not provide guidelines for inviting a Musqueam representative to provide a classroom lecture or provide other knowledge within the classroom, or for inviting a Musqueam representative to join an advisory board, committee or other working group.

This document does not apply to UBC units that have long-standing relationships with the Musqueam Protocol Office.

## GOALS

- Outline what Musqueam protocol for events at UBC is and why it is important.
- Outline when it is appropriate to do a land acknowledgement and suggested language.
- Outline when it is appropriate to request a Musqueam representative for a UBC event and the process to make a request.
- Outline how to ensure a Musqueam representative is respectfully welcomed at an event.

## BACKGROUND

UBC's main Vancouver campus is located on the ancestral and unceded territory of the hə́nqəmíhəm-speaking Musqueam peoples ([www.musqueam.bc.ca](http://www.musqueam.bc.ca)). These lands have long been a [place of learning for Musqueam](#), with cultural and traditional knowledge passed down from generation to generation for thousands of years.

The UBC [Indigenous Strategic Plan](#) (2020) includes the following goals that relate to acknowledging Musqueam's long history as the stewards of these lands:

- Goal 2: Advocating for the truth
  - Facilitate open public dialogue about truth, reconciliation and the recognition of Indigenous peoples' human rights.
  - Action 7: Ensure students, faculty, staff and partners know of unceded land and enduring relationship between Indigenous peoples (Musqueam) and their territories.
- Goal 5: Enriching our spaces
  - Enrich UBC campus landscape with a stronger Indigenous presence.

Musqueam and UBC have worked hard to develop a partnership, which was strengthened in December 2006 with the signing of an historic [Memorandum of Affiliation](#) (MOA). The MOA outlines both parties' interest in building a strong, long-term relationship that will result in increased visible presence of



Musqueam at the UBC Vancouver campus.

The two parties continue to evolve their relationship and work towards integrating Musqueam culture and protocols into all aspects of UBC.

## MUSQUEAM PROTOCOL

Cultural protocols are values, customs and practices that govern behavior within a community to maintain cultural norms. Musqueam protocols involve many different traditions, including paying respect to the peoples whose land they visit, and greeting and inviting visitors to their shores upon arrival. Today, this protocol is followed at public events on Musqueam territory by acknowledging and respecting Musqueam's ancestral relationship to their land or, in special cases, Musqueam providing a spoken welcome.

It is not customary Musqueam protocol to provide a song as a welcome, nor is it customary to provide a 'blessing' or 'prayer'.

## ACKNOWLEDGING MUSQUEAM TERRITORY

**An appropriate way of following Musqueam protocol and honouring and showing respect to Musqueam is to acknowledge, at the beginning of an event, the presence of UBC's Vancouver campus on Musqueam territory.**

The event host or emcee is the only person who needs to acknowledge Musqueam; it is not necessary for any subsequent speaker to do so.

This territorial acknowledgment does not need to be done at every meeting or gathering at UBC, but should be done when it is meaningful or appropriate to do so. Examples of meaningful or appropriate instances include significant meetings involving external partners, conferences hosted at UBC or largescale student or faculty gatherings. It is also appropriate to acknowledge Musqueam in the classroom at the beginning of a semester.

The following are acceptable phrases an emcee or host can use as a starting point for a territorial acknowledgement:

VANCOUVER POINT GREY CAMPUS:

*"We are gathering today on the ancestral and unceded territory of the Musqueam people."*

DOWNTOWN VANCOUVER CAMPUS:

(applies to Robson Square, VGH, etc.)

*"We are gathering today on the ancestral and unceded territory of the Musqueam, Squamish and Tsleil-Waututh peoples."*



To avoid being a token gesture, territory acknowledgements should be personalized by the host or emcee to reflect a thoughtful consideration of why they are acknowledging Musqueam's history to the land. For resources to assist in writing and sharing a land acknowledgement, consider the following:

- [Doing Land Acknowledgements](#)  
(Source: Xwi7xwa Library - Distance Research)
- [Land Acknowledgements in Teaching and Learning](#)  
(Source: UBC Wiki, UBC Centre for Teaching, Learning and Technology)
- [Respect, Sincerity & Responsibility: Land Acknowledgements at UBC](#) (online course)  
(Source: UBC Professional Development)

## INVITING MUSQUEAM TO PROVIDE A WELCOME

**In special cases, it is sometimes appropriate to invite Musqueam to provide a spoken welcome at the beginning of an event.** This applies primarily to official university-wide events involving the President, Chancellor, Board of Governors, or Deans. For these events, the UBC Ceremonies and Events Office is responsible for contacting Musqueam to request representative.

**All other UBC events** (including international, department-specific, student-led, alumni or external events) **should be reviewed and referred by the UBC Ceremonies and Events Office** before contacting Musqueam. This can be done by contacting [ceremonies.office@ubc.ca](mailto:ceremonies.office@ubc.ca).

If the UBC Ceremonies and Events Office reviews and refers an event, it can then be sent to the Musqueam Protocol Office (contact information on next page) with the below protocol request form for further review and consideration.

UBC units with long-standing relationships with Musqueam and the Musqueam Protocol Office are encouraged to maintain their relationship by contacting the protocol office directly. Musqueam may decide to inform UBC Ceremonies and Events of the request to ensure continuity.

Upon review of a request, the Musqueam Protocol Office will confirm if a representative will provide a welcome, or if a land acknowledgement is more appropriate. The specific Musqueam representative is typically confirmed no more than 30 days before the event.

Musqueam Protocol frequently reviews UBC welcome requests with the UBC Ceremonies and Events Office, and may ask UBC Ceremonies and Events to provide further guidance and advice on matters such as speaking notes, seating, etc. Read "Hosting Musqueam at an event" section on Page 5.



### Protocol Request Form: Musqueam Welcome or Representative

Contact Person	Name, title, phone, email		
UBC Unit			
Event name			
Type of Request	Examples: territorial welcome, invitation to speak, invitation to attend, etc.		
Event Host	Examples: President, Dean, etc.		
Event Date			
Arrival time			
Event time			
Location			
Parking	Most convenient parking and accessibility notes. We appreciate when parking costs are covered.		
Event description			
Expected attendees			
Additional Notes			
Reviewed by UBC Ceremonies and Events?		Referred by UBC Ceremonies and Events?	

### POINTS TO NOTE

- The only people who provide a 'welcome' on behalf of Musqueam Indian Band are representatives confirmed through the Musqueam Protocol Office. Anyone else, including other Indigenous people, would simply acknowledge the territory.
- If a Musqueam representative provides a welcome, it is not required for anyone else to do a land acknowledgement, but is appreciated.
- Please ensure the correct name and title of the Musqueam representative for introductions and event materials.



## HANDSHAKE (HONORARIUM)

In Musqueam culture, a 'handshake' is cash given as a sign of appreciation for work that someone has done. The handshake for a Musqueam welcome is \$200.

Because of the special relationship and frequency of collaboration, UBC has a payment process with Musqueam for representatives at events that **differs from the recommended payment processes outlined in the [Indigenous Finance Guidelines](#)**:

1. Musqueam is responsible for paying the individual representative. Musqueam processes payment internally and invoices the designated UBC unit.
2. UBC processes the invoice through Workday, payment is sent to Musqueam.

Refer to the [Indigenous Finance Guidelines](#) created by the UBC [Indigenous Research Support Initiative](#) for more information on the gift giving and compensation components in reciprocal, respectful, relationship-based collaborations between Indigenous partners and UBC

## MUSQUEAM PROTOCOL OFFICE

The Musqueam Protocol Coordinator is responsible for organizing Musqueam welcomes and ensuring Musqueam protocol is followed at events Musqueam is attending. If the UBC Ceremonies and Events Office agrees a Musqueam welcome is appropriate for an event, email a completed request form to:

Protocol Office  
Musqueam Indian Band  
604-269-3392  
[protocol@musqueam.bc.ca](mailto:protocol@musqueam.bc.ca)

And copy:

UBC Liaison  
Musqueam Indian Band  
604-263-3261  
[lsparrow@musqueam.bc.ca](mailto:lsparrow@musqueam.bc.ca)

UBC Ceremonies and Events Office  
604-822-2484  
[ceremonies.office@ubc.ca](mailto:ceremonies.office@ubc.ca)

## OTHER EVENT PROTOCOLS

### HOSTING MUSQUEAM AT AN EVENT

If Musqueam Protocol confirms attendance and/or participation of a Musqueam representative at an event, it is important to consider how to respectfully welcome and host them.

#### Greeting

- Ensure an appropriate staff is identified to meet members of the Musqueam community as they arrive. Ensure they are welcomed, have appropriate parking, have coats taken care of etc.
- If needed, this staff should facilitate any key introductions to other important guests in attendance, including the event host or emcee.



#### Seating

- Musqueam Council and other key colleagues or guests from Musqueam should have reserved seating identified.
- If the event is a seated meal, these individuals should be considered for head table seating.

#### Introductions and order of speaking

- Musqueam Council and other key guests from Musqueam should be acknowledged by the host from the podium at the beginning of the event.
- If a Musqueam representative is providing a territorial welcome, they should be the first speaker, ahead of any other opening remarks from the emcee, university senior admin or government representatives.
- Information (such as names, titles, biographies) may be requested from the Musqueam Protocol Coordinator to help inform the introductions.
- Ensure that ancestral hən̓qəmin̓əm̓ names are pronounced and spelled correctly.

#### Food and beverage

- Ensure Musqueam guests have appropriate refreshments available throughout the program (ex. water at their seat)
- If serving a meal, it is Musqueam protocol to ensure that Elders and guests are served first.

#### Parking

- It is appropriate and expected to provide parking for Musqueam attendees. In some cases, reserved parking (including close to the venue) may also be appropriate.

UBC Ceremonies and Events can assist in making plans with these considerations in mind. Please contact [ceremonies.office@ubc.ca](mailto:ceremonies.office@ubc.ca).

#### **MUSQUEAM FLAG**

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. The Musqueam flag is also flown permanently on campus at the east entrance of the Irving K. Barber Learning Centre along with the BC and UBC flags.

If an event not coordinated by the Ceremonies and Events Office will have flags (Canada, BC, UBC), it is recommended to ask Musqueam Protocol Office for permission 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). A Musqueam flag will be provided, as well as advice on the placement of the Musqueam flag when used with the other flags on campus. A deposit may be required depending on the circumstances and length of the loan.

#### **FOR ADDITIONAL INFORMATION ABOUT THESE GUIDELINES**

UBC Ceremonies and Events Office, 604-822-2484, [ceremonies.office@ubc.ca](mailto:ceremonies.office@ubc.ca)