

## PROCEDURE

<b>Procedure Title</b>	<b>Procedure for Indigenous Naming of Programs, Space and New Initiatives</b>
<b>Procedure Holder</b>	Vice President Indigenous Leadership, Partnerships and Strategies
<b>Procedure Approver(s)</b>	Senior Team
<b>Related Policies</b>	Policy for Indigenous Naming of Programs, Space and New Initiatives Policy for College Engagement with Elders and Knowledge-Keepers
<b>Related Procedures</b>	Procedure for College Engagement with Elders and Knowledge-Keepers
<b>Appendices</b>	<a href="#">Negahneewin Vision</a>
<b>Storage Location</b>	Website - <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
<b>Effective Date</b>	2023-11-01
<b>Next Review Date</b>	2024-11-01

## Definitions

### Elder

An Elder is a culturally knowledgeable and respected individual who represents their community/nation in a responsible way. The role of Elder is held by a member of an Indigenous community who has the experience, knowledge, and wisdom gained from their understanding of cultural principles, customary practices, and sacred teachings. Elders are called upon for ceremonial purposes, healing approaches, guidance, advisement and spiritual knowledge. The Elders representing their communities/nations have been taught historic, sacred, cultural knowledges which they carry in their lifetime to support everyone in their community. The role of Elders is a responsible and highly respected one whereby they are entrusted to teach wholistic and sacred knowledges. The Elder is the resource person who will provide others with an understanding of Indigenous peoples' ways of knowing and being. An Elder is not necessarily regarded as such due to their age rather they are known for the responsibilities that they hold as a leader among teachers in communities.

### Knowledge-Keeper

A Knowledge-Keeper is a person who has cultural, ceremonial, and customary knowledges that they share with others. These knowledges are further supported by life experience and applied practices that inform teaching/facilitating and understanding of cultural frameworks. There are Knowledge-Keepers who possess specialized knowledges while others are generalists. A

Knowledge-Keeper is distinguished from an Elder because they may not provide healing and ceremonial practices for others. Knowledge-Keepers may also be called Knowledge-Holders

## **1. Making a Request**

### **Approaching Council**

- 1.1. Any time a staff member (“the requestor”) wishes to initiate a conversation around requesting an Indigenous name for something, they shall begin by contacting the Council Recording Secretary with their item.
- 1.2. Prior to the Requestor bringing the request forward, the appropriate departmental approvals for this request must be communicated internally to the departmental leader and to their senior team representative.
- 1.3. The Council Recording Secretary adds the requestor to the meeting agenda.

### **Background Materials**

- 1.4. The Requestor shall provide written background information in advance of the meeting. The written package should include:
  - 1.4.1. Specifics regarding the new space, initiative or program that relate to the choice of name;
  - 1.4.2. Suggested details regarding display and communication of the name;
  - 1.4.3. The rationale for requesting the name.
- 1.5. The Requestor will be invited to attend the Council meeting to present on their item for Council’s review and discussion.
- 1.6. The Council can provide, at that time, suggested words or phrases in Anishinaabemowin that is culturally appropriate; or the Council may wish to consult further with an Elder, Knowledge-Keeper, language-speaker or other community member. In that case, the Requestor may be asked to return to a subsequent meeting or meetings.

### **Language Expert**

- 1.7. A language expert shall advise on appropriate wording and/or spelling.

## Non-Compliance

All staff should consult with their immediate supervisors as well as Negahneewin Council and Negahneewin Support Services in order to ensure that they are complying with the principles laid out by this Policy and the accompanying Procedure. Lack of compliance can have serious consequences for the College’s relationships with Indigenous community members which could, in turn, negatively impact the educational experience of Indigenous students. Further, the absence of authentic relationships with Indigenous communities will jeopardize the College’s ability to meet its own goals with the Strategic Plan and the Negahneewin Vision.

## Revision History

Version	Change	Author	Date of Change
Original	New	S.B. Small	2022-05-03
2022-05-03	Update Policy Holder	Richard Gemmill	2023-04-27