



## GUIDELINES - ACKNOWLEDGING THE MUSQUEAM FIRST NATION AT CEREMONIES AND EVENTS

Prepared by the UBC Ceremonies Office in conjunction with the Musqueam Protocol Office and the First Nations House of Learning

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### BACKGROUND INFORMATION: MUSQUEAM FIRST NATION

The traditional territory of the Musqueam people comprises what is now Vancouver, the University of British Columbia's Vancouver Campus and surrounding areas. For more information, please go to <http://www.musqueam.bc.ca/>.

- **RELATIONSHIP WITH UBC:**

UBC's main Vancouver campus is located on the traditional territory of the Musqueam people. 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.***



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

**Mr. Gordon Grant**

Protocol Officer, Musqueam First Nation

Ph: 604-269-3314      Email: [microquests@musqueam.bc.ca](mailto:microquests@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) and [leona-sparrow@shaw.ca](mailto:leona-sparrow@shaw.ca)



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

- **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:**
- **Dress Code: (whether business / casual / academic regalia)**
- **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 the Musqueam representative for attending and providing a welcome.

**UBC PAYEES:** Immediately following the event, an invoice will be prepared and sent by the Musqueam Protocol Office to your department or faculty representative, indicating the name and date of the event and the name of the representative in attendance. This should be processed through UBC Financial Services as fast as possible. Charge to account code 713000 and specify that it is an honorarium.

**NON-UBC PAYEES:** If the organizing office is external to UBC, financial arrangements should be discussed directly with the Musqueam Protocol Office.



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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):

*"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."*

- **FLAG**

If you plan to have flags (Canada, BC, UBC) at an event not coordinated by the Ceremonies Office, you may request permission from the Musqueam Main 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 usually displayed at major UBC ceremonies coordinated by the Ceremonies Office (Graduation, Remembrance Day, building openings, etc.) when the other three flags noted above are also displayed. The UBC flag (on the flagpole on the north plaza outside SUB) is replaced by the Musqueam flag in recognition of National Aboriginal Day (June 21).



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- **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.

- **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.

- **FOR ADDITIONAL INFORMATION:**

UBC Ceremonies Office

Ph: 604-822-2484

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

Musqueam Main Office

Ph: 604- 263-3261

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