

TITLE	Death of An Indigenous Elder Protocol - Standards and Procedures
DIRECTIVE NUMBER	D-1.8.1
NAME OF DIRECTIVE THE DOCUMENT SUPPORTS	D-1.8 Death of An Indigenous Elder Protocol
APPROVAL DATE	October 2022
APPROVAL BODY	College Executive Team
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
NEXT REVIEW DATE	2027
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Executive Director of Eyē? Sqâ'lewen

DEATH OF AN INDIGENOUS ELDER PROTOCOL - STANDARDS AND PROCEDURES

1. Initial reports of the death of an Indigenous Elder will be verified by the **Executive Director, Eye?Squalewen. The Executive Director will communicate the news to the President's Office.** The College Executive Team, the executive members of the Board of Governors and the executive members of Education Council will be notified of the death. Other appropriate members of the Senior Leadership will also be notified.
2. The **Executive Director of Eye?Squalewen?** will seek permission from the deceased Elder's next of kin to announce the death to the wider Camosun College community and do so in an effective and culturally respectful/responsive way.
3. In conjunction with the verification and announcement of death, the **Director of Facilities Services** will be notified to arrange the lowering of all flags at Camosun to half-mast for seven (7) days.
4. The College will attend a ceremony to remember and pay respect to the deceased Elder. Direction will be sought from of Eyē? Sqâ'lewen. The **Executive Director of Eyē? Sqâ'lewen** will work with the next of kin to ensure the ceremony is attended by members of the College. If deemed appropriate, Camosun may also organize a ceremony at the College. This may include being thoughtful about the date of the ceremony, the time of the ceremony, and any specific protocols and requirements. The **Executive Director of Communications and Marketing** will notify students and employees of the time and date of the ceremony and invite the community to participate.
5. The **Executive Director of Eye?Squalewen?** will seek permission from the next to kin to send a delegation from Camosun to the Elder's funeral. The delegation will include the College

President (or designate) and may also include other members of the College Executive Team, the Chair of the Board of Governors, other appropriate members of the Board of Governors, the Chair of Education Council, other appropriate members of Education Council, and members of Eyē? Sqā'lewen. Thought and care will be taken to ensure that an appropriate number of College representatives are present at the funeral.

6. If deemed appropriate, the College delegation will make a monetary contribution to the Elder's funeral. A member of kin will be required to sign a receipt to receive the funds. Other gifts may include a card/letter of condolence and flowers from the Camosun community.
7. In keeping with local Indigenous traditions, **Executive Director of Communications and Marketing** and the **Chief Information Officer** will ensure that images of the Elder is removed from College websites and social media accounts. **Director of Facilities Services** will ensure that images of the Elder on/in physical College structures are either removed or covered. Publications with the Elder's image will be removed from circulation. All materials and images removed will be stored for one year. Once a year has passed, the images can be used again by the College. The **Executive Director of Eyē? Sqā'lewen** will seek guidance from the next of kin and local Indigenous Elders and members on how to respectfully use the image of a deceased Elder.
8. In consultation with Eyē? Sqā'lewen and the next of kin, the **College Executive Team** will establish a lasting tribute to the deceased Indigenous Elder. Tributes may differ based on the individual and what is culturally respectful. These could include, but are not limited to scholarship awards, endowments, naming of a space, facility, or program, or an installation of public art.

LINKS TO RELATED CAMOSUN WEBSITES

- [D-1.8 Death of an Indigenous Elder Protocol](#)
- [Eyē? Sqā'lewen - Centre for Indigenous Education & Community Connections](#)