

Procedure Title	Smudging on Campus Procedure
Procedure Holder	Vice-President Indigenous Leadership, Partnerships, Strategies Vice-President Administration and Finance
Procedure Approver(s)	President
Related Policies	Tobacco Use Policy Smudging Policy
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2024-11-25
Next Review Date	2027-11-25

Purpose

To provide a clear and consistent procedure for smudging to occur in the college owned and managed buildings.

Scope

This procedure applies to all persons requesting to smudge on campus in the College owned and managed buildings.

Smudging is not permitted in the student residences.

Smudging in buildings on leased college land not in the College's direct control, i.e. Thunder Bay Art Gallery and Balmoral Centre, fall under the policies and procedures of those organizations.

This procedure does not apply directly to leased regional campuses. Regional campus managers are responsible to work with the property owners. If the property owner approves smudging in the building, this procedure provides guidance and resources needed facilitate the smudging.

Definitions

Elder/Knowledge Keeper

Is an Indigenous person that carries traditional teachings and knowledge and has been requested by the College's Event Lead to facilitate the smudging protocols and practices.

Event Lead

The college employee who requests the smudging is responsible for being present and accountable during the event. A Designated Smudging Lead may be appointed and must be included in the initial smudging request. Any change to the event request detail, specifically designated smudging lead and amended copy of the request, must be sent to smudgingnotification@confederationcollege.ca.

Designated Smudging Lead

Is responsible for being present and supporting the event lead, the needs and requests of the Elder/Knowledge Keeper and ensuring procedures are followed.

Sacred Medicines

For the purposes of this procedure the medicines include sage (mashkodewashk), cedar (giizhik), tobacco (asemaa), and sweetgrass (wiingashk).

Smudging

A traditional Indigenous cultural practice involving the use (burning) of sacred medicines for purification, cleansing and grounding to create a positive and safe space.

Smudging Notifications Working Group

This group will consist of Director, Facilities Services; Director, Indigenous Initiatives; Director, Public Safety; and Senior Manager, Marketing and Communications.

External Partners

This group includes the ancillary managers for the Residence, Bookstore, Cleaning and Cafeteria Services who are within the AncillaryManagers@confederationcollege.ca distribution group. It will also include those key contacts for leased areas within the College owned buildings, the distribution list will be provided to communications as TBleasedspacecontacts@confederationcollege.ca.

Governing Laws and Regulations

Fire Code Ontario Regulations 213/07 April 11, 2022

<https://www.ontario.ca/laws/regulation/070213>

Smoke Free Ontario Act, 2017

<https://www.ontario.ca/laws/statute/17s26>

Procedure Statements

1. General

- 1.1. Smudging outdoors is permitted more than 9 meters from the campus buildings without a request.
- 1.2. Smudging is permitted at any time in the designated smudging room in the Shuniah Building Room C258.
- 1.3. Smudging within a college building outside of the designated smudging room requires a smudging request. This procedure provides guidance for the person making the request to smudge.
- 1.4. Any person of the College community, looking for support with the cultural practice of smudging, may at any time contact the Director, Indigenous Initiatives or the Neghaneewin Office. The Neghaneewin Office will follow-up within 10 working days.

2. Health and Safety

Confederation College recognizes and respects the cultural importance of smudging and related traditional protocols. To ensure that both traditional and health and safety protocols are recognized, the following health and safety considerations must be addressed when smudging outside of the designated smudging room.

- 2.1. There may be members of the college community that are sensitive and/or allergic to smoke. To address these health concerns, this procedure contains directions for advanced notice, specific signage and communications. This provides an opportunity for individuals to bring forward concerns, in advance, to their managers.
- 2.2. Facilities Services and Public Safety are responsible for maintaining the buildings' protective services and ensuring the safety and welfare of all people on campus.
 - 2.2.1. To prevent false fire alarms during approved smudging, Facilities Services and Public Safety personnel make temporary adjustments to the fire monitoring systems and ventilation during the time of the event. These adjustments require resource allocation for risk mitigation to ensure the support of a safe and successful event. As per the Ontario Fire Code regulations 213/07, fire watch may be required to ensure compliance with life safety protection requirements.

3. Types of Smudging Requests

3.1. **Urgent situations** (death, tragic event or other), where a four (4) working day smudging notice cannot be provided, smudging can take place at anytime in the Shuniah building Smudging Room C258 or outdoors 9 meters away from building entrances.

3.2. Indigenous cultural events and activities

Smudging for organized Indigenous cultural events and activities is permitted when:

3.2.1. Smudging request submitted (minimum 5 days or more preferably) required for the organization of facility and security resources and the college wide standard smudging communications;

3.2.2. Approved public spaces for smudging during approved Indigenous cultural events and activities as per this procedure are as follows:

Thunder Bay Campus	
Location Number	Description
1	Shuniah Building (Student Commons)
2	Shuniah (Ryan Hall)
3	Shuniah (Lecture Theatre)
4	McIntyre (Main Atrium Area)

3.3. Localized smudging in offices, classrooms or other internal areas

These requests will be reviewed on a case-by-case basis. Understanding and respecting the importance of smudging in specific areas. Due to the limitation of the building systems that do not allow for the isolation of specific areas. **Smudging Notifications Working** group will review and accommodate as able. This accommodation may be included after hours or at the end of the day to reduce the risks associated with health & safety.

3.3.1. These specific individual requests require a minimum of two weeks for review.

3.3.2. Once approved, smudging will be scheduled with the requestor ensuring advanced notice, specific signage, and communications as required by this procedure.

4. Submitting Smudging Requests

- 4.1. Smudging requests must be submitted by the Event Lead to the email smudgingnotification@confederationcollege.ca; with no less than 5 days in advance of event.

SUBJECT LINE:	Smudging Request for <i>(insert Date / Time)</i>
Date & Time of Event:	_____
Name of Event:	_____
Event Lead:	_____
Designated Smudge Lead:	_____
Expected duration for Smudging:	_____
Location of Event / Smudge:	_____

- 4.2. Smudging requests will be acknowledged within 1 business day.
- 4.3. If the need for smudging is no longer needed the Event Lead/requester must email smudgingnotifications@confederationcollege.ca to cancel event request.

5. Smudging Process Responsibilities

Each department has roles and responsibilities in supporting smudging requests and the smudging activities on campus.

5.1. Event Lead/Designated Smudging Person

- 5.1.1. Responsible for submitting requests in advance depending on the type of request described in Section 3 with all required details.
- 5.1.2. Communicate any changes to the event details provided in the smudging request immediately to the smudging notification email, i.e. time changes or cancellations, to ensure resources and plans can be adjusted.
- 5.1.3. Responsible for smudging notification signage on the day of smudging.
- 5.1.3.1. Obtain the standard smudging notification signage file and print posters for 'A' frame notification boards in advance of the event.
- 5.1.3.2. 'A' frame notification boards may be borrowed from the library.
- 5.1.3.3. Placing and removal of 'A' frame notification boards (with the standard smudging notification posters) in the main entry area

where smudging will occur, by 8:30 am (morning of event) and remove at the end of smudging event.

- 5.1.4. Responsible for being present and accountable during the event.
- 5.1.5. Responsible for supporting the elder/ knowledge keepers from their time of arrival to their departure from campus.

5.2. Smudging Policy Working Group

- 5.2.1. Reviewing and actioning smudging requests.
- 5.2.2. If the request is related to **Section 3.3 Localized smudging in offices, classrooms or other internal areas** or something else not captured in section 3, the working group will meet within 2 days of request for review.
- 5.2.3. Decisions will be communicated to the requester within 2 weeks of the request.

5.3. Communications

The communications department supports smudging through portal news post and mass email.

- 5.3.1. When the Communications department receives notification; they will post the notification for smudging 4 days in advance for events that align with Section 3.2
- 5.3.2. For any requests that fall under Section 3.3; Senior Manager Communications and Marketing will provide input regarding communication requirements and improvements.
- 5.3.3. This notification will be sent via email by Communication's to all faculty, students, staff and external partners on campus as well as be posted to Staff News.
- 5.3.4. In the event the 4-day advanced notification date is missed, the Director, Indigenous Initiatives must be notified immediately and will review if alternate arrangements are possible.

5.3.5. Standard Smudging Notification format is as follows:

Smudging Notification – (ADD DATE)

Thunder Bay Campus (Note Building Name) (or Regional Campus)

Date

Please be advised that there will be smudging on campus using traditional medicines (sage, cedar, tobacco and sweet grass) in (space name) on (date), between (Start time- end time of event). For more information, please contact (Event Lead) at (persons college email).

5.4. Facilities Services

- 5.4.1. Manager, Energy and Carbon will review and action smudging requests to assign necessary Facilities Services resources to support any ventilation and/or fire alarm adjustments relative to smudging requests related to **Section 3.2. Indigenous cultural events and activities.**
- 5.4.2. Manager, Energy and Carbon will coordinate with Supervisor, Public Safety or Director to align required security and facilities service personnel to ensure the smudging event or activity is supported as per the request.
- 5.4.3. If there is an issue with accommodating the smudging event, due to other maintenance or operational concerns, Manager, Energy and Carbon will bring forward concerns to the **Smudging Notifications Working Group** immediately and set up a meeting to resolve and communicate to the requestor and req
- 5.4.4. **Manager, Energy and Carbon** will be brought in to consult by the **Smudging Notifications Working Group** as required to support reviews of requests related to **Section 3.3 Localized smudging in offices, classrooms or other internal areas** or any other smudging requests not captured in Section 3.
- 5.4.5. Other smudging events approved by the **Smudging Notifications Working Group** not in **Section 3.2**, will be supported similarly by Manager, Energy and Carbon with a developed action plan like **Section 3.2.**

5.5. Public Safety

- 5.5.1. Supervisor, Public Safety will work with the Manager, Energy Carbon who will align security resources to support life safety requirements of the Fire Code relative to smudging requests related to **Section 3.2. Indigenous cultural events and activities.**

- 5.5.2. If the Public Safety Supervisor has a concern regarding the smudging request, they will work with Manager, Energy Carbon to resolve or escalate to **Smudging Notifications Working Group**.
- 5.5.3. Director, Public Safety provides back-up support in the absence of the Public Safety Supervisor.
- 5.5.4. Other smudging events approved by the **Smudging Notifications Working Group** not in **Section 3.2**, will be supported similarly by Supervisor, Public Safety Energy and Carbon with a developed action plan like **Section 3.2**.

5.6. All Campus Staff

- 5.6.1. Staff are responsible for monitoring their college email and Staff News for standard smudging notices.
- 5.6.2. Staff are responsible for notifying their manager if they have a sensitivity or allergy to smoke. They will work directly with their manager to make alternative arrangements to their workspace for the time of the event.

5.7. Campus Managers

- 5.7.1. Managers of staff on campus are responsible for discussing smudging policy and procedures with existing and new staff.
- 5.7.2. Managers are responsible for working with their staff that indicate sensitivity or allergies to smoke.
- 5.7.3. If managers have questions or are unsure of how to support staff with sensitivity or allergies to smoke, they should contact their supervisor or Organizational Effectiveness to assist.

Non-Compliance

Non-compliance with this procedure will risk the delay alignment of required resources and could result in the inability to support smudging requests.

In the event unauthorized smudging occurs outside the designated smudging areas, an incident report will be completed by Public Safety and forwarded to Senior Team for review.

Revision History

Version	Change	Author	Date of Change
Original		VP, Indigenous Leadership, Partnerships, Strategies; VP Administration and Finance	2024-11-25