

## **Process for Halq'eméylem Language Signage on UFV campuses**

### **PURPOSE**

To ensure that Halq'eméylem Language is used respectfully, properly and appropriately in accordance with Sto:lo teachings and protocols AND that signage meets the standards published by Facilities & Campus Planning.

### **SCOPE**

To apply to all departments, academic units, service areas or individuals who seek to use Halq'eméylem in their name and/or signage (including letterhead) within the institution.

### **PROCESS**

1. UFV employees, departments, academic or administrative areas seeking to use the Stó:lō Halq'eméylem language in their name (and/or statements) and/or in posted signage in the University contacts Facilities to queue.
2. The Indigenous Affairs Office will work closely with the Director, Facilities and Campus Planning to respond to requests, twice a year: February and October.
3. All translations require a financial contribution of \$250.00. These dollars are exclusively to compensate, appropriately, the fluent Elder for her time and expertise.
4. Once identified, the Indigenous Affairs Office will collect requests with background information to share with the fluent Elder including the name to be translated, the intent of the translation ie translation or to receive a name.
5. The Indigenous Affairs Office will work closely with the Halq'eméylem Language instructor, the Stó:lō Elder in Residence and the Cultural and Activities Assistant to arrange a request to the fluent Halq'eméylem language speaking Elder.
6. Once the Halq'eméylem language is received from the Elder, through the Indigenous Affairs Office, departments, academic units, service areas, or individuals must work with Facilities to request signage.
7. Simultaneous with the development of signage, the UFV employees, departments, academic units or service areas seeking to use the Stó:lō Halq'eméylem language in their name (and/or statements) and/or in posted signage must undertake to learn the Halq'eméylem translation. This learning will be centered on both pronunciation and Stó:lō meaning as described by the Elder.