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| Name: | Smudge and Pipe Protocol |
| Origin: | Human Resources/Facilities Management |
| Approved: | 2017-JUL-27 |
| Issuing Authority: | Vice President, Finance and Administration |
| Responsibility: | Senior Director, Human Resources/Senior Director, Facilities Management |
| Revision Date(s): | N/A |
| Effective Date: | 2017-JUL-27 |

Saint Mary's University is committed to building and maintaining a culture that values and embraces equity, diversity and inclusion. The University will foster a safe and welcoming environment for faculty, staff, students and community where diverse traditions, heritages, and experiences are respected. We acknowledge our presence in the traditional lands of Mi'kmaki, the unceded territories of Mi'kmaq and Maliseet peoples in this region, territories that are subject to treaties of friendship signed with the British Crown in 1725.

Saint Mary's University recognizes that Indigenous students, faculty, staff and community engage in a variety of traditional ceremonies. Smudging is a tradition which involves the burning of one or more sacred medicines such as sage, cedar, tobacco and sweet grass. This practice is based on traditional beliefs that the smoke produced is a means of purification and will create a positive mindset for those involved in the activities. Tobacco is used in pipe ceremonies by a pipe carrier.

The smoke and scent produced during a smudge is minimal and often dissipates quickly. The following guidelines have been developed to provide direction for the practice on the University campus:

- Smudging and pipe ceremonies may be held on Campus in the following areas:
 - Loyola 290 Conference Hall
 - Sobey Scotiabank Theatre
 - McNally Main Theatre Auditorium
 - Science Building classroom 310
 - Science Building classroom 345
 - Burke 114 Indigenous Student Lounge
 - Burke Theatres A & B
 - All exterior locations, provided they do not impede a fire exit.
- There must also be a fire watch during the ceremony.

Procedures

1. For each occurrence, the space for the ceremony must be booked through [Conference Services](#) a minimum of two business days prior to the event.
2. The person booking must indicate it is for a smudging or pipe ceremony.
3. Conference Services will inform Facilities Management of the ceremony.
4. Facilities Management will take the steps necessary to ensure the ventilation systems are operating on full 100% outside air exhaust, deal with any fire alarm concerns and ensure a fire watch is in place.

This document will be reviewed periodically and revised as necessary. If you have questions, please contact any of the following:

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| Senior Director, Human Resources | (902)420-5446 |
| Senior Director, Facilities Management | (902)420-5570 |