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| <b>Revision:</b><br>2.4                 | <b>Subject:</b><br>Indigenous Use of Traditional Medicines |                                     |

**1.0 Introduction**

Queen’s University acknowledges that the use of the four sacred medicines (tobacco, sweet grass, sage and cedar) of the Indigenous people forms part of the Indigenous culture and heritage. This standard operating procedure outlines the University’s guidelines with regards to this matter.

The use of tobacco, is given special consideration with respect to the Queen’s University Smoking Policy <https://www.queensu.ca/secretariat/policies/administration-and-operations/smoking-workplace> . Furthermore, provisions for the use of tobacco are, in part, covered under the Tobacco Control Act, as outlined in the excerpt found in Section 6.0 of this policy.

The purpose of this standard operating procedure is to ensure that such medicines are used in the safest possible manner, with little or no impact to other building occupants and in compliance with applicable legislation and standards.

**2.0 Applicable Legislation**

- Tobacco Control Act (R.S.O. 1994)
- Smoking in the Workplace Act (R.S.O. 1990)
- Ontario Fire Code (O. Reg. 388/97)

**3.0 Considerations**

1. Most buildings on Queen’s University campus have fire alarm systems that have heat and smoke detection capability. When a smoke or heat detector activates, the alarm system sounds, the building is evacuated and the fire department must respond. Queen’s is billed by Kingston Fire and Rescue for malicious fire alarms or activations that could have been avoided.
2. There is no smoking in Queen’s University buildings and any smoke producing processes are typically confined to a fume hood. For this reason, the smell of smoke in a building is typically alerted to Campus Security and Emergency Services for immediate investigation.



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**4.0 Approval process – at least 1 week in advance.**

1. Queen’s Department of Office of Indigenous Initiatives must approve any event, class or ceremony where traditional medicines are to be burned. [indigenous.initiatives@queensu.ca](mailto:indigenous.initiatives@queensu.ca)
2. At least 5 working days in advance of the event, forward a copy of the approval from the Office of Indigenous Initiatives to the Department of Environmental Health and Safety (EHS). [safety@queensu.ca](mailto:safety@queensu.ca) Include the location, date, start / end time and the person responsible for the Smudging.
3. EHS, will review the location’s fire detection devices, ventilation and isolation from other parts of the building.
4. If a location for Smudging is approved, EHS will send a notification to the requester, Indigenous Initiatives and Campus Security & Emergency Services.
5. Some locations may require Physical Plant Services to bypass the fire alarm system. There is no cost associated to have an electrician attend, however advanced notice is required. EHS will arrange for the fire alarm bypass on your behalf.

Unless explicitly stated, a Smudging approval is for a single occurrence at the indicated location, date and time. Subsequent Smudging events, changes in location or times, must have separate approvals.

**5.0 Procedure – at the time of Smudging**

1. Notify Campus Security and Emergency Services prior to beginning the Smudging ceremony. (613-533-6080)
2. Materials used for Smudging must be burned in an earthen-ware bowl, large shell, or other fire proof vessel during periods of prayer and meditation.
3. A fire extinguisher must be accessible and a person trained in its use must be present.
4. Doors shall remain closed for the duration of the Smudging and until all smoke has dissipated.
5. There must not be excessive smoke that may activate the fire alarm.
6. Fully extinguish and safely dispose of any material remaining after Smudging
7. Before opening the doors, ensure the room is well ventilated.
8. Notify Campus Security and Emergency Services upon completion of the Smudging ceremony. (613-533-6080)



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**6.0 Excerpt from the Tobacco Control Act, 1994, S.O. 1994, c.10**

13. (1) The purpose of this section is to acknowledge the traditional use of tobacco that forms part of Indigenous culture and spirituality. 1994, c. 10, s. 13 (1).

**Non-application of s. 3**

(2) Section 3 does not prohibit a person from giving tobacco to an Indigenous person who is or appears to be less than 19 yrs of age, if the gift is made for Indigenous culture of spiritual purposes. 1994, c. 10, s. 13(2)

**Non-application of smoking prohibitions**

(3) No provision of an Act, regulation or municipal by-law that prohibits smoking in a place, including section 9 of this Act,

- a) prohibits an Indigenous person from smoking tobacco or holding lighted tobacco there, if the activity is carried out for traditional Indigenous culture or spiritual purposes;
- b) prohibits a non- Indigenous person from smoking tobacco or holding lighted tobacco there, if the activity is carried out with an Indigenous person and for traditional Indigenous culture or spiritual purposes; 1994, c. 10, s. 13 (4)

**Place for traditional use of tobacco**

(3) At the request of an Indigenous resident, the operator of a health facility, home or institution referred to in subsection 4 (2) shall set aside an indoor area, separate from any area where smoking is otherwise permitted, for the use of tobacco for traditional Indigenous cultural or spiritual purposes. 1994, c. 10, s. 13 (4).

**7.0 Revision History**

- 1.0 Initial release
- 2.0 Add Four Directions' approval, separate the approval process from the procedure at the time of Smudging and clarify wording.
- 2.1 Remove cost for PPS to perform fire alarm bypass.
- 2.2 Updated to reflect Four Directions Indigenous Student Centre name change
- 2.3 Replaced Four Directions to the Department of Indigenous Initiatives in the approval process.
- 2.4 Replaced Aboriginal with Indigenous in section 6.0