

CANADORE COLLEGE
PROCEDURES MANUAL

Procedures – Research with Indigenous Peoples, Communities and Nations

1. Introduction

- 1.1** These procedures provide detailed guidelines to facilitate the effective implementation of, and compliance with, the Research with Indigenous Peoples, Communities and Nations Policy (C-38).
- 1.2** The authorized signatory for all research including that conducted with Indigenous peoples, communities and nations is the Vice President, Academic – the Research Grants Officer (RGO) for Canadore College.
- 1.3** The Vice President Indigenous, Student Services and Strategic Enrolment guides and supports adherence to the procedures by providing leadership, information, and counsel to individuals involved in conducting research with Indigenous peoples, communities and nations.

2. Forms and Resources

- 2.1** The following resources are made available and are used in the administration of these procedures:
 - a. Research Involving Aboriginal Peoples and Communities in Canada, Community Engagement Plan
 - b. A standardized research agreement between all research partners
 - c. Tri-Council Policy Statement 2: Ethical Conduct for Research Involving Humans (TCPS2 2018) and core tutorial

3. Definitions

3.1 Indigenous research:

Research that is carried out by or involving Indigenous communities, organizations or individuals and their languages, cultures, experiences, or knowledges, both past and present. Indigenous “research embraces the intellectual, physical, emotional and/or spiritual dimensions of knowledge in creative and interconnected relationships with people, places and the natural environment” (SSHRC, 2016). Indigenous research includes “local knowledge,

lived experience, community narratives, personal stories, and spiritual expressions” which are all “reliable and valid forms of authored research, both as researched reality and methods to understand and relate to it” (The Ontario Federation of Indigenous Friendship Centres, 2014).

3.2 Indigenous or traditional knowledges:

Knowledges that are “holistic, involving body, mind, feelings and spirit” (Tri-Council Policy Statement 2, p.108). Indigenous knowledges are understood and shared through worldviews that are created through living, listening and learning in Indigenous languages, living on the land, storytelling, cultural ceremonies and practices. Indigenous knowledges are “embedded in the performance of living, including storytelling, ceremonies, living on the land, the use of natural resources and medicine plants, arts and crafts, singing and dancing, as well as engagement with the more than human world” (SSHRC, 2016). Engagement with elders, knowledge keepers and communities are integral to respecting and ethically engaging with Indigenous or traditional knowledges.

3.3 OCAP¹:

The First Nations principles of OCAP® are a set of standards that establish how First Nations data should be collected, protected, used, or shared. They are the *de facto* standard for how to conduct research with First Nations.

Standing for ownership, control, access, and possession, OCAP® asserts that First Nations have control over data collection processes in their communities, and that they own and control how this information can be used. There are four components of OCAP: Ownership, Control, Access, and Possession.

Ownership refers to the relationship of First Nations to their cultural knowledge, data, and information. This principle states that a community or group owns information collectively in the same way that an individual owns his or her personal information.

Control affirms that First Nations, their communities, and representative bodies are within their rights in seeking control over all aspects of research and information management processes that impact them. First Nations control of research can include all stages of a particular research project—from start to

¹OCAP® is a registered trademark of the First Nations Information Governance Centre (FNIGC) and is charged with protecting the integrity of both on behalf of all First Nations people. OCAP® is an expression of First Nations jurisdiction over information about their communities and its community members. As such OCAP® operates as a set of specifically First Nations—not Indigenous—principles. Researchers should acquaint themselves with the principles of OCAP that can be accessed at <https://fnigc.ca/ocap-training/>

finish. The principle extends to the control of resources and review processes, the planning process, management of the information and so on.

Access refers to the fact that First Nations must have access to information and data about themselves and their communities regardless of where it is held. The principle of access also refers to the right of First Nations communities and organizations to manage and make decisions regarding access to their collective information. This may be achieved, in practice, through standardized, formal protocols.

Possession: While ownership identifies the relationship between a people and their information in principle, possession or stewardship is more concrete: it refers to the physical control of data. Possession is the mechanism by which ownership can be asserted and protected (FNIGC, 2017).

3.4 TCPS 2 – Chapter 9 Research Involving the First Nations, Inuit and Métis Peoples of Canada:

The *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (TCPS or the Policy) is a joint policy of Canada's three federal research agencies – the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC), and the Social Sciences and Humanities Research Council of Canada (SSHRC), or "the Agencies."

This policy expresses the Agencies' continuing commitment to the people of Canada to promote the ethical conduct of research involving humans. It has been informed, in part, by leading international ethics norms, all of which may help, in some measure, to guide Canadian researchers, in Canada and abroad, in the conduct of research involving humans.

Chapter 9 is about research involving Aboriginal Peoples in Canada, including Indian (First Nations¹), Inuit and Métis peoples, and marks a step toward establishing an ethical space for dialogue on common interests and points of difference between researchers and Aboriginal communities engaged in research (Government of Canada, 2015).

3.5 Reciprocity:

the value or principle of reciprocity is inextricably tied to Indigenous worldview beliefs that everything is interconnected, and that respect and balance characterize all relationships, including those between people, animals, nature, time (past and future generations) spirit and all of creation. In the context of research, this means all aspects of the research process embody respectful, reciprocal, and balanced relationships. There is an emphasis on Indigenous voiced research and co-created research processes that result in "reciprocity in

the form of partnerships and collaborative practices, which include: identification of research objectives and methods; conduct of the research; ethical research protocols; data analysis and presentation; and transmission of knowledge. It also recognizes that access to research processes and benefits resulting from research are connected. Reciprocity also reaffirms the College's support of research by and with Indigenous Peoples opposed to research on and for Indigenous Peoples by valuing the strengths, assets and knowledge systems of Indigenous Peoples and communities.

3.6 Community:

Community "in the context of Indigenous research can refer to places or land-based communities, as well as thematic communities and communities of practice. Furthermore, community-based, community-initiated, and community-driven research can involve varying degrees of community engagement; the research outputs will be negotiated taking into account the interests of relevant" Indigenous community members (SSHRC, 2016).

3.7 Respect:

Proposed research respects relevant community protocols, research needs or agendas, as well as community contributions to and results arising from research activities. Respectful research means engaging in ethical research processes identified by the 'community'; learning within language and/or traditional knowledge systems by working collaboratively with Elders, knowledge keepers and Indigenous communities; collaboratively rebuilding or revitalizing processes that have been displaced or replaced; and/or co-developing new processes (SSHRC).

3.8 The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP):

The UNDRIP is an international instrument adopted by the United Nations on September 13, 2007. According to Article 43, UNDRIP enshrines the rights that "constitute the minimum standards for the survival, dignity and well-being of the indigenous peoples of the world." The UNDRIP also protects collective rights that may not be addressed in other human rights charters that emphasize individual rights as well as safeguards the individual rights of Indigenous people. The Declaration resulted from approximately 25 years of deliberation by U.N. member states and Indigenous groups.

UNDRIP declares that "Indigenous peoples have the right to the full enjoyment, as a collective or as individuals, of all human rights and fundamental freedoms as recognized in the Charter of the United Nations, the Universal Declaration of Human Rights(4) and international human rights law." The Declaration also

acknowledges the rights of Indigenous peoples to enjoy and practice their cultures and customs, their religions, and their languages, and to develop and strengthen their economies and their social and political institutions.

3.9 The Indigenous Research Council (IRC):

The IRC is brought together to provide vetting and validation of Indigenous based inquiry and research involving Indigenous peoples and serves as an ethics review grounded in the inherent rights, cultural protocols and lived experiences of Indigenous peoples. The IRC is representative of Indigenous communities and nations, where Indigenous² refers to the original peoples of North America and their descendants - First Nation, Métis, and Inuit peoples.

As representatives of the Indigenous and college community, the role of the IRC is to provide constructive review, guidance, and approval of research at the college involving Indigenous people. The IRC promotes and facilitates opportunities for Indigenous communities and Canadore to engage with one another in creating meaningful change to meet the needs of Indigenous researchers, communities, and organizations.

The expertise of the IRC supports the college's commitment to collaboration and building capacity within Indigenous communities through their work. The IRC's review of any project will work in conjunction with the Research Ethics Board Review and is part of the REB approval process as per policy A-17. The IRC is supported by college resources including the First Peoples' Centre and the Academic Centre for Excellence.

4. Procedures

4.1 Researchers Engaging with Indigenous Peoples, Communities and Nations:

4.1.1 must complete the online Course on Research Ethics (TCPS2 CORE) Tutorial. Primary investigators are responsible for ensuring that all members of their research teams (including co-investigators, collaborators, research assistants, etc.) have completed this training and have a current certificate. Adhering to the TCPS2 guidelines helps foster a community of conscientious researchers who carry out research in an ethically sound environment and are aware of how to ethically conduct research involving Indigenous Peoples. The [CORE Tutorial](#) is accessible online.

4.1.2 will complete and sign "Canadore College Research Involving Aboriginal Peoples and Communities in Canada, Community Engagement Plan" and

² Government of Canada, 2017

submit one e-copy of this plan – together with evidence of formal community consent and (where the community wishes and when required) a standardized research agreement, including intellectual property agreements – to the Indigenous Research Council, allowing up to four weeks for review. The Indigenous Research Council may request minor amendments or provide suggestions for strengthening engagement with the community or communities. Submit an e-copy to Indigenous Research Council Indigenous.research@canadorecollege.ca.



IRC Community
Engagement Plan Form

Community Engagement Plan 1

Once returned to the researcher, the researcher shall submit an e-copy of the “Research Involving Aboriginal Peoples and Communities in Canada, Community Engagement Plan” to the IRC and may proceed as per Canadore College Research Administration Policy C-24.

- 4.1.3** will notify the IRC regarding modifications to the Community Engagement Plan and requests for renewal, by completing the “Research Involving Indigenous Peoples and Communities in Canada, Community Engagement Plan,” indicating modification request on the form and submit supporting documentation. The IRC will notify researchers via email once the Community Engagement Plan has been found satisfactory.
- 4.1.4** will respect Indigenous Knowledges and not claim Indigenous Knowledges as their own work. Indigenous Knowledges (IK) are inextricably tied to worldviews that are shared through living, listening and learning in Indigenous languages and within the contexts of lands and place; and that Indigenous peoples are the owners of such Knowledges and, hence, are in positions to validate and make such claims to Indigenous Knowledges and the scholarship derived therefrom.
- 4.1.5** will acknowledge and disclose the origin of any Indigenous Knowledge used or referred to in research.
- 4.1.6** must disclose when an invention, result, or finding is based on Indigenous Knowledge.
- 4.1.7** will not seek to qualify Indigenous Knowledge or devalue its worth or the worth of its holders.

4.1.8 and will respect their professional responsibilities as academic researchers as stated in the college's policies entitled: Research Administration, and the Intellectual Property policy.

4.2 The Research:

- 4.2.1** must respect and may include Indigenous and other methodologies, incorporating the strengths, knowledge, experiences, and cultures of the Indigenous student body and extended community.
- 4.2.2** must be relevant and beneficial to the community by providing opportunities for the involvement of community researchers and utilize community resources whenever possible.
- 4.2.3** any benefits arising from research, invention, or finding based on Indigenous Knowledge will be equitably shared with the Indigenous community that provided the knowledge.
- 4.2.4** will ensure that Indigenous Knowledge is accessed and used in ways that empower Indigenous communities.
- 4.2.5** will ensure meaningful community capacity-building is incorporated into all aspects of the research process.
- 4.2.6** analyses, interpretations, and results must be presented to and discussed by all partners to ensure accuracy and avoid misunderstanding.
- 4.2.7** reports, summaries and any other forms of knowledge translation must be returned in a language and format that is comprehensible to the community.
- 4.2.8** results must be presented to the community before being disseminated in the public domain and will be hosted on the Indigenous Innovation Hub section of the Canadore College website.

4.3 Collaborative relationships:

Relationships will be characterized by respectful, ethical and reciprocal relationships, in all aspects of the research process, including:

- 4.3.1** collaboratively completing a standardized research agreement; and the Research Involving Indigenous Peoples and Communities in Canada, Community Engagement Plan.
- 4.3.2** applying for funding, developing the research question, determining research methodology, the acquisition, analysis, and interpretation of data, and the dissemination of the experiences and results.
- 4.3.3** recognizing that each partner provides ideas and resources that come from their experience, knowledge, expertise, and capabilities. Working together,

through respect for each other, collaboration, it is recognized that research allies significantly strengthen research projects, including outcomes. Strong respectful relationships are the foundation of any partnership. The academic researchers' obligation to contribute to knowledge creation in their discipline is recognized and respected.

- 4.3.4** acknowledging that Indigenous 'community' is an equal stakeholder in all aspects of the research. Continuous consultation and collaboration must characterize the partnership.
- 4.3.5** collaborative decisions about the publication and dissemination of the research.
- 4.3.6** acknowledging a stakeholder has the right to dissent, concerning the interpretation of the research results. A differing interpretation of the results must be fully explained and agreed upon through the consensual decision-making process.
- 4.3.7** recognizing that the community retains ownership, control, access and possession of all data collected (As guardian of the data, the community must continue to ensure confidentiality and anonymity of individuals, organizations, and communities).
- 4.3.8** academic researchers must keep a copy of data to meet their institutional responsibilities. (All future use of this data must comply with all the above-mentioned principles).

4.4 Research and Ethics Agreements

Research partnerships will be outlined in a mandatory standardized research agreement and a research ethics protocol. All research must undergo the Review and Approval Process for Ethically Responsible Research. Methodologies deemed appropriate by community partners, including community research processes where necessary, will be defined in these documents. Ethical approval must be granted from all partners and a REB before research begins. Where there are more than one Research Ethics Board approvals required, usually involving more than one academic institution, the lead researcher is responsible for adherence to all REB processes ensuring consistent adherence to the recommendations of the Indigenous Research Council as per policy A-17.

4.4.1 Relationship, Ethics and Research Agreements will:

- a. provide a framework for partnerships and research ethics review processes, and will include details of consent, confidentiality, and access to and use of Indigenous knowledges and information.

- b. serve as a primary means of clarifying and confirming mutual expectations and, where appropriate, commitments between researchers and communities.
- c. where applicable, shall precede recruitment of individual participants and collection of, or access to, research data. The scope of the agreement will depend on the level of engagement which the community desires, and the availability of resources to support community participation.
- d. include ethical protections that would apply to securing individual consent for a comparable project, including the specificity of any commitments regarding collective community participation and decision making, sharing of benefits and review, and updating of the agreement; expand on information normally provided to individual participant agreements typically set out the purpose of the research and detail mutual responsibilities in project design, data collection and management.
- e. detail analysis and interpretation procedures.
- f. identify credit due to knowledge holders.
- g. discuss protection (and non-disclosure) of restricted knowledge.
- h. identify sharing of benefits or royalties flowing from intellectual property where applicable; production of reports; co-authorship; dissemination of results; and a conflict resolution process.
- i. provisions for any anticipated secondary use of the information or human biological material, and associated data collected, should also be addressed at that time, and documented in the research agreement.
- j. where a community has adopted or adheres to a code of research practice, the agreement may set out responsibilities in accordance with that code and the specific requirements of the research project. In less formal circumstances, the agreement may be relatively brief, and subject to clarification as the project unfolds.
- k. be reviewed and signed by IRC or designate of the First Peoples' Centre.
- l. address active, free and informed consent, which must be obtained from all participants.
- m. must address confidentiality and anonymity of individuals, organizations, and communities unless these parties choose to be named when the results are reported.

5. Roles and Responsibilities

5.1 The Researcher

- a. holds primary responsibility for creating the research application and ensuring that the research conducted is consistent with all College policies and procedures governing the research.
- b. holds primary responsibility for ensuring that the research is conducted in accordance with the proposal and the funders' requirements including all necessary reporting as identified in all applicable research funding transfer agreements.
- c. administers the research project budget in accordance with College and granting agency policies as per policy C-24.

5.2 Deans / Directors

- a. oversee research conducted within their academic area, supervise the researchers, and review applications and reports.

5.3 The First Peoples' Centre (FPC)

- a. carries out a consultative role in the exploration of potential research and provides expert feedback, recommendations and can assist with fostering relationships with community, industry and other proponents.
- b. carries out an administrative function on behalf of the Indigenous Research Council.
- c. Assists the IRC to efficiently and effectively carry out its mandate through the provision of administrative support, liaison with the college, coordinate meetings and duties of the IRC.
- d. liaise between the IRC and the Academic Centre of Excellence whose responsibility includes ensuring, where appropriate, that all projects occurring at Canadore College are communicated to each respective body for reporting purposes.

5.4 The Indigenous Research Council (IRC)

- a. represents the rights and interests of Indigenous researchers, communities and nations.
- b. provides strategic guidance in the Transforming Indigenous Peoples' Inquiry (TIPI) framework.
- c. as a council, will receive research proposals involving Indigenous peoples, communities and nations for vetting and validation to ensure proposed

research and methodologies are respectful, responsible, and reciprocal and promote positive relationships with Indigenous peoples.

- d. provides constructive feedback to research proposals requiring REB approval and within Canadore and works with researchers on proposing solutions which will meet the IRC's requirements.
- e. provides strategic feedback for consideration in relation to policies and or procedures that may impact the efforts of the College to move forward the principles and intent of the Indigenous Education protocol with respect to scholarly research, program evaluation, writing and applied research involving Indigenous learners, communities and nations in whole or in part.
- f. provide strategic direction and feedback in the development of and roll out of professional development training with respect to research with Indigenous peoples, communities and nations.

5.5 The Academic Centre of Excellence (ACE)

- a. may hold administrative responsibilities for the research and assist researchers to prepare proposals and reports as necessary. ACE will house information on all research that is conducted within the institution and will regularly communicate with the FPC and IRC on project requests, which involve research with Indigenous peoples, communities and nations.
- b. in agreement with the researcher, will retain copies of the research summary and financial agreement which may bind the institution to the various granting agencies as per the research agreement.
- c. will support researchers through the research process of which may include research with Indigenous peoples, communities and nations.

5.6 Financial Services Department

- a. establishes accounting and reporting procedures that are consistent with the requirements of the project and provides guidance and assistance in the preparation of financial reports.

5.7 Vice President, Enrolment Management, Indigenous and Student Services

- a. is responsible for the effective implementation of the procedures, the establishment of culturally safe relationships among researchers and knowledge keepers, and to resolve any disputes arising over policy interpretation jointly with the Vice President, Academic.

5.8 Vice President, Academic

- a. has final approval on research-based proposals and reports and signs documentation on behalf of the College.

Related Policies and Documents:

A-17 Responsible Conduct of Research Policy

PA-17 Responsible Conduct of Research Procedure

C-22 Research Ethics Policy

C-24 Research Administration Policy

C-26 Intellectual Property Policy

C-38 Research with Indigenous Peoples, Communities and Nations Policy

PC-24 Research Administration Procedure

Tri Council Policy Statement: Ethical Conduct for Research Involving Humans- The Most recent edition: https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html

TIPI Framework