



PROCEDURES

Policy Name	Indigenous Citizenship/Membership Verification - Employees		
Policy #	714	Category	Human Resources
Policy Sponsor	Associate Vice-President, Human Resources	Previous Revision Date	
Policy Approved by	President & CEO	Revision Date	April 4, 2024
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	April 4, 2029

[See the related POLICY.](#)

DEFINITIONS

Citizenship/membership verification

A document that proves your Indigenous citizenship/membership.

Indigenization

The act of incorporating Indigenous ways of knowing, teaching and learning into the everyday life of an organization or community. It serves to recognize and validate Indigenous worldviews and perspectives and identified opportunities for Indigenous culture to be expressed.

Indigenous

In the context of this policy, refers to the First Nations, Métis, and Inuit people of Canada.

kwayaskwâtsiwin

A Cree phrase meaning integrity. It translates as having an honest, pure character, a high moral standard and decency. Pronounced: gway ask watsiwin.

Material Advantage

Material advantage includes, but is not limited to, scholarships, awards, bursaries, Indigenous specific positions, non-Indigenous specific positions, seats for Indigenous students. These procedures are put in place to ensure that spaces and resources intended for Indigenous peoples are protected in the spirit of reconciliation.

miyo wâhkôhtowin

A Cree phrase meaning good relationships. Pronounced: mee yoh wah coo toe win.

PROCEDURES

Saskatchewan Polytechnic (Sask Polytech) has established employment positions, programs and services that are designated for Indigenous peoples. To access or be eligible for these opportunities, demonstration of Indigenous citizenship/membership may be required. In addition, evidence of Indigenous citizenship/membership may be requested from individuals who hold a position within the Senior Leadership Assembly (SLA) and self-declare as Indigenous.

This document outlines the institutional process that will be used for verifying the Indigenous citizenship/membership of Sask Polytech employees (including Senior Leaders). This process will be enacted in situations where Indigenous citizenship/membership has been specifically indicated as an eligibility requirement, as defined in the corresponding policy.

1. Verification process

Where required, the following steps will be followed to verify a prospective or current employee's Indigenous citizenship/membership.

- If verification is required to be eligible for an Indigenous-designated employment position, Human Resources will request verification through the documentation options described below. Copies of any documentation provided to the employer will be retained within the employee's confidential personnel file.
- If verification is required to access a Sask Polytech program or service designated for Indigenous employees, or where a claim of Indigenous citizenship/membership may result in material advantage, confirmation of eligibility can be obtained from the Representative Workforce Consultant.
- Any dispute as to the documentation provided and/or the ability to meet the requirements of this policy will be sent to the Review Committee as noted herein. Until confirmation of verification is provided, no formal offers of employment or provision of access to programs/services/opportunities will be made. Conditional offers/access may be granted, where appropriate.

2. Acceptable documentation

Indigenous communities are recognized as those who have status and authority, based on the approval of Indigenous communities of Canada and the Constitution of Canada. Any of the following forms of documentation are sufficient to demonstrate Indigenous citizenship/membership:

- Government of Canada issued identity cards (e.g., status card)
- Citizenship/Membership card from recognized Provincial Metis Nation, Metis National Council, or
- Verification from the Indigenous community's governance body that claims them.

For specific examples, please refer to Appendix A at the end of this document.

3. Review Committee

Should the above documentation not be available, an alternative verification process will be available through the Indigenous Verification Review Committee. The Review Committee is Indigenous led with representation from Human Resources, Indigenous Strategy and Elders.

Given the unique challenges that individuals may face in accessing documentation to support their claim, this committee will review each case on an individual basis using other supporting information, reference letters, and stories.

The Representative Workforce Consultant will be available to support prospective/current employees in navigating this process.

- 3.1 The individual will submit their relevant documentation to the HR designate. Possible examples of documentation that may support a claim of Indigenous citizenship/membership include (but are not limited to):
- Letter from Band Membership Clerk confirming membership.
 - Narrative descriptions of kinship connections, relationships with Elders, families and communities, or research completed (e.g., records of scrip the family received).
- 3.2 The submission will be reviewed by the Review Committee and the determination if Indigenous citizenship/membership is endorsed will be communicated to the HR designate. Should additional information be required, the HR designate will be informed and will request additional information from the individual.
- 3.3 The HR designate will communicate the decision to the individual in writing.

4. Current employees in roles designated for Indigenous peoples

Sask Polytech will not require existing employees that hold an Indigenous-designated employment position prior to the implementation of this Policy to engage in the verification process unless Sask Polytech becomes aware of concerns regarding the authenticity of an individual's claim and feels it is necessary to investigate.

For opportunities that arise in the future wherein material advantage may be gained based on their Indigenous citizenship/membership (e.g., another Indigenous-designated employment position or programs, services or opportunities intended for Indigenous peoples), current employees would be requested to provide evidence of Indigenous citizenship/membership at that point.

APPENDIX A - Types of approved documents

It is the sovereign and inherit right of Indigenous governments to determine the citizenship/membership of their communities.

Below is a list of approved verification document types for Inuit, Métis, First Nations, and international students, staff, faculty, and other members of Sask Polytech. All documentation must be current.

	Approved document types
First Nations	<ul style="list-style-type: none"> • Status Card • Non-Status to be determined by Tribal Councils/governments and the Review Committee <p>Documentation is to be determined by each First Nation's government. Expired cards will be reviewed on a case-by-case basis by the Review Committee.</p>
Inuit	<p>Evidence of membership in one the four collectives defined by the Inuit Tapiriit Kanatami (ITK) from Section 1.4 of the Inuit Nunangat Policy, C-IRNAC:</p> <ul style="list-style-type: none"> • The Inuvialuit Regional Corporation (Inuvialuit Final Agreement) • Nunavut Tunngavik Incorporated (Nunavut Agreement) • Makivik Corporation (James Bay and Northern Quebec Agreement, Nunavik Inuit Land Claims Agreement) • The Nunatsiavut Government (Labrador Inuit Land Claims Agreement)
Metis Nation	<ul style="list-style-type: none"> • Letter from Métis Nation-Saskatchewan stating the individual has met the criteria for citizenship from the registrar, OR • Métis Nation-Saskatchewan Citizenship card For more information: https://metisnationsk.com/citizenship/ • Valid Métis Nation Citizenship cards from MN-British Columbia, MN-Alberta, Manitoba Métis Federation, MN-Ontario will also be accepted.
No documentation	<p>In the absence of the above documentation due to displacement or colonization, a signed/sworn notarized/legal affidavit outlining the following can be submitted to the Review Committee for consideration.</p> <p>This legal document will include:</p> <ul style="list-style-type: none"> • Description of the lineage and connection to said community (personal narrative) • Account of historical and geographical location of membership and connection to the Indigenous community. • Two (minimum) community references bearing witness to the applicant's membership to said community. • One reference by a member of the community who has personal history with the applicant.

References:

Indigenous Truth Policy on Indigenous Citizenship/Membership – University of Saskatchewan - [deybwewin | taapwaywin | tapwewin - Office of the Vice-Provost Indigenous Engagement | University of Saskatchewan \(usask.ca\)](#)

Indigenous Voices on Indigenous Identity Forum Final Report – First Nations University of Canada - [Indigenous Voices on Indigenous Identity National Indigenous Identity Forum Report March 22 June 22 Publication\[87\] \(fnuniv.ca\)](#)

Indigenous Identity Fraud – A Report for the University of Saskatchewan - [Microsoft Word - Indigenous Identity Fraud -Teillet Report-October 2022.docx \(usask.ca\)](#)

Queen's Interim Policy – Hiring of Indigenous Specific Positions - [Hiring of Indigenous Specific Positions - Interim Policy | University Secretariat and Legal Counsel \(queensu.ca\)](#)

Queen's University Indigenous Identity Project Final Report - [FPG Queens Report Final July 7.pdf \(queensu.ca\)](#)