

INDIGENOUS MEMBERSHIP/CITIZENSHIP VERIFICATION FOR RECRUITMENT

Background

The Good Spirit School Division (GSSD) acknowledges that we are located within Treaty 4, signed September 1874 at Fort Qu'Appelle, the traditional territory of the Anishinaabe, Cree, Assiniboine, and home of the Métis peoples.

GSSD 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 and self-declare as Indigenous.

This procedure outlines the process that will be used for verifying the Indigenous citizenship/membership of current and prospective GSSD employees (including Senior Leaders). This process will be enacted in situations where Indigenous citizenship/membership has been specifically indicated as an eligibility requirement.

Guiding Principles

The teachings of manâcihitowin, miyootootow, and Minowichin shall guide all aspects of Division operations, organization, structure, procedures, and practices. Corresponding to these teachings are duties and responsibilities – to one another, to our families and to the larger society.

This procedure demonstrates GSSD's values and commitment to truth, reconciliation, and indigenization within the division.

This policy conveys the division's commitment to:

- reconciliation and recognition of the Indigenous right to determine their own membership/citizenship in accordance with their governance, customs, traditions, and procedures;
- Honour, protect and support Indigenous peoples, cultures, values, and languages within division business and activities; and
- Integrate Indigenous ways of knowing within institutional practices, processes, and services.

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.

- **Manâchitowin (mana-chi-hi-tow-win, cree)** – Respect. This phrase embodies humility and speaks to the spirit of the treaties. It is an invitation to walk alongside, to travel down a path, working together to realize goals and a vision that strengthen all cultures.¹
- **Miyootootow (my-you-too-taw, Michif)** – Respect. Provided by Elder Fred DeMontigny
- **Minowichin (mee-no-wee-chin, Saulteaux - Working Together)** – Working together. Provided by kici Anishinabek Andrew Quewezance

Procedures

1. Verification Process

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

- 1.1. 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.
- 1.2. If verification is required to access a GSSD 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.
- 1.3. 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

¹ Accessed from the University of Saskatchewan. <https://kagcag.usask.ca/about/manacihitowin.php#top>

Indigenous led with by the Superintendent of Indigenous Education, a member of the Indigenous Education Team, representation from Human Resources, and the Director (or Designate).

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 Superintendent of Indigenous Education 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):
 - 3.1.1. Letter from Band Membership Clerk confirming membership.
 - 3.1.2. 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

GSSD 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 GSSD 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.

References

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

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

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

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

[Inspiring Success: First Nations and Métis PreK-12 Education Policy Framework \(2018\)](#). Saskatchewan Ministry of Education

[Queen's University Indigenous Identity Project Final Report](#) - Queen's University(queensu.ca)