

Indigenous Citizenship Declaration (ICD) Procedures

Procedural Authority: Vice-President Indigenous &
President

Procedural Officer: Vice-President Indigenous

Effective date: November 1,
2025

Supersedes: N/A

Last Editorial Change:

Parent Policy: Indigenous Citizenship Declaration (ICD) Policy (GV0810)

Policy Scope

- 1.00 The Policy establishes the eligibility criteria for Indigenous-specific Opportunities that result in Material Gain, including but not limited to the following:
- (a) full-time, part-time, term or continuing employment;
 - (b) promotion, appointment, and re-appointment;
 - (c) access to research funds and grants;
 - (d) participation in fellowship/apprenticeship programs;
 - (e) eligibility for awards, scholarships, bursaries and/or specific financial aid;
 - (f) access to designated seats on committees and governance boards/bodies;
 - (g) participation in competitive fellowship, apprenticeship or mentorship programs;
 - (h) access to designated housing; and
 - (i) designated seats in undergraduate or graduate programs, or programs (academic and non-academic) exclusively for Indigenous students
- 2.00 Requests to waive the eligibility requirement for select Indigenous-specific Opportunities must be approved by the Procedural Authority or approved designate, with exemptions demonstrated to be on the basis of:
- 2.01 Emergency situations where potential delays in the distribution of funds or resources would have a significant impact on the intended purpose or function of such funds or resources; or
 - 2.02 Representation, designation, election or nomination is based on existing protocols determined, enacted or facilitated by an Indigenous Nation, Community, People or Organization.
- 3.00 The application of this Policy is binding on those creating opportunities as employees of the University, including grant-funded employment opportunities.

Applications

- 4.00 All Applications are to be submitted or added to a secure, digital platform referred to in these Procedures as the Indigenous Citizenship Declaration Portal (ICD Portal).
- 5.00 All Applications within the ICD Portal will undergo manual review by the Policy Implementation Manager (PIM) or the designate approved by the Vice-President Indigenous.
- 6.00 In addition to satisfying the Applications Requirements outlined in Policy Section 13.00, applicants must attest that:
 - 6.01 The Declaration and Supporting Information has been provided truthfully and accurately;
 - 6.02 If new or previously unknown information becomes available that changes the Applicant's Application, information will be promptly corrected and/or updated by the Applicant; and
 - 6.03 By completing the ICD process, the Applicant acknowledges that representations of Indigenous Citizenship found to be fraudulent and/or negligent will result in the individual being deemed ineligible for future Indigenous-specific Opportunities that result in Material Gain.

Extended Declaration Process

Applicant Responsibilities

- 7.00 Applications that include an Extended Declaration of circumstances and complexities outlined in Policy Sections 15.00 a-e, may require an extended review. In these cases, the PIM or approved designate will communicate next steps with the Applicant, which, depending on the nature of the Extended Declaration, may include:
 - 7.01 Providing additional information where the Extended Declaration is incomplete or non-specific; and/or
 - 7.02 Determining or clarifying the Supporting Information required to demonstrate the truth and accuracy of the Applicant's Extended Declaration.
- 8.00 Where an extended review of an application is required to assess and determine eligibility based on a wholistic and informed understanding the Applicant's Extended Declaration and provided Supporting Information, the PIM or approved designate may invite the Applicant to participate in an extended review process undertaken by a committee of reviewers.

PIM Responsibilities

9.00 With respect to coordinating an extended review via a committee of reviewers, the PIM or approved designate is responsible for:

9.01 Requesting and confirming permission from a consenting Applicant to proceed with an extended review process involving a committee of reviewers;

9.02 Maintaining the confidentiality of personal information presented and produced during the review process;

9.03 Ensuring consistency across extended review processes by maintaining, and referring to, a record of decision-making towards determinations of eligibility; and

9.04 Determining the composition of the committee of reviewers in consultation with the Procedural Authority and the Applicant.

Committee of Reviewers: Composition

10.00 Chaired by the PIM or approved designate, the composition of the committee of reviewers must be confirmed by the Procedural Authority and the Applicant, and must include:

10.01 At minimum two (2) OVPI staff members designated by the Procedural Authority, inclusive of the PIM or approved designate; and

10.02 At minimum one (1) person invited to share knowledge, through lived experiences or education, pertaining to the subject matter of the Declaration

Supporting Information

Accepted Supporting Information

11.00 Applicants providing a Declaration within the scope of Policy Section 14.00 a-e must provide relevant Supporting Information sufficient to demonstrating the truth and accuracy of their Declaration, including one of:

Supporting Information (one of:)	First Nations	Métis	Inuit	US-Based
a. A <u>“Certificate of Indian Status”</u> card, a “Temporary Confirmation of Registration Document” issued by the government of Canada, or a letter issued by Indigenous Services Canada confirming Indian Status	X			

b. Indian <u>Status Card</u> of a 6(2) parent or 6(2) grandparent and accompanying long form birth certificate or baptismal certificate demonstrating relation to this individual in cases where a First Nations person is affected by the second-generation cut off rule	X			
c. <u>Written confirmation</u> of Citizenship, membership or enrolment provided by a federally recognized Band Council with its own Citizenship code	X			
d. A Citizenship card or written confirmation provided by <u>Manitoba Métis Federation</u> (MMF)		X		
e. A Citizenship card or written confirmation provided by <u>Métis Nation-Saskatchewan</u> (MN-S)		X		
f. A Citizenship card or written confirmation provided by <u>Métis Nation British Columbia</u> (MNBC)		X		
g. A Citizenship card or written confirmation provided by <u>Métis Nation of Alberta (MNA)/ Otipemisiwak Métis Government</u>		X		
h. A Citizenship card or written confirmation provided by <u>Métis Nation of Ontario</u> (MNO)		X		
i. <u>Inuit enrolment or beneficiary card</u> issued by a modern Inuit treaty organization or government (Nunavut, Nunatsiavut, Nunavik, and Inuvialuit)			X	
j. <u>Written confirmation</u> including a registration number and signed by a government, corporate or community official from: a modern Inuit treaty organization or government (Nunavut, Nunatsiavut, Nunavik, and Inuvialuit)			X	
k. A certified copy of <u>official documentation of Citizenship</u> from a federally recognized Tribe, Band, Nation or Tribal/Native entity in the US (inclusive of Native Hawaiians recognized under federal statutes and Alaska Native Corporations)				X

Supporting Information Requiring an Extended Review

- 12.00 Applicants providing an Extended Declaration within the scope of Policy Section 15.00 a-e must provide Supporting Information relevant and sufficient to demonstrating the truth and accuracy of their Declaration, including, but not limited to, one or a combination of:

Extended Supporting Information requiring further, context-dependent review (one or a combination of:)	First Nations	Métis	Inuit	US-Based	Inter-national
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a. <u>Written confirmation, enrolment card, or equivalent</u> , confirming Citizenship with an Indigenous Nation or group inclusive of global Indigenous Peoples					X
b. Confirmation of inclusion by a recognized Indigenous Nation through <u>Indigenous legal processes</u>	X	X	X	X	X
c. <u>Other evidence of membership</u> with an Indigenous nation or community that can demonstrate Canadian legal forms of recognition as a Section 35 rights-holding group (via court rulings, recognition, evidence of historical treaties, evidence of negotiations with settler governments)	X	X	X		
d. <u>Evidence of adoption</u> into an Indigenous Nation based on the group's laws and protocols	X	X	X	X	X
e. <u>Oral confirmation</u> of inclusion by an Indigenous Nation or community through Indigenous legal processes	X	X	X	X	X
f. <u>Evidence of verifiable circumstances</u> of dislocation and/or dispossession alongside <u>records of kinship ties and/or belonging</u> with a specific Indigenous Nation, People, or Community.	X	X	X	X	X

Procedural Appeal

Appeal of Procedures

- 13.00 Bringing forward an Appeal of the Procedures, an Applicant (or their navigator or representative) must bring forward a specific complaint or claim concerning inaccuracies, inconsistencies, or unfairness in the application of the procedures through which a determination of eligibility was made.
- 14.00 Normally, an Appellant must file a Notice of Appeal with the PIM within two (2) months of the date of the last decision or action being appealed. If the Notice of Appeal is not filed within this period of time, the Appellant must provide reasons for the delay in the Notice of Appeal and in exceptional circumstances the PIM may consider whether the reasons warrant an extension of the time limit.

Procedural Review Committee

- 15.00 The responsibility of the Procedural Review Committee is to determine if the Procedures leading to a determination of eligibility have been implemented accurately, consistently, and fairly.

- 15.01 In the event of inconsistencies or inaccuracies in the Procedures or their implementation, the Procedural Review Committee may recommend changes to the Procedures impacting future decisions on eligibility.
- 15.02 Where the Procedural Review Committee identifies the inaccurate, inconsistent or unfair application of the Procedures (including but not limited to: conflicts of interest, failure to communicate critical information pertaining to the review of an Application, or patterns or instances of misconduct impacting the application of procedures), the Procedural Review Committee may recommend an audit and/or Extended Review of all applications that may be affected.
- 16.00 The PIM, or approved designate, is responsible for ensuring that the Procedural Review Committee consists of, minimally, the following members:
 - 16.01 Two (2) representatives from the OVPI, including the PIM or approved designate
 - 16.02 One (1) representative from the University Secretary
- 17.00 The PIM, or approved designate, as the Chair of the Procedural Review Committee may at any time appoint more individuals with pertinent expertise to inquire into and advise or report on any question of fact or opinion relevant to any issue in the appeal.

Implementation

New Agreements and their Effect on Conditionally Affirmed Applications

- 18.00 When an Indigenous Nation establishes an Agreement with the University of Victoria, or with a partnered institution, the PIM or approved designate is responsible for:
 - 18.01 Notifying all Conditionally Affirmed Applicants, who have previously declared that Indigenous Nation, of new and/or revised requirements for Affirmation set by the Agreement; and
 - 18.02 Re-reviewing Conditionally Affirmed Applications for the purpose of Affirming existing Applications which meet the new and/or requirements of the Agreement; and
 - 18.03 Communicating deadlines for the resubmission where a Conditionally Affirmed Application does not, at the time of the notification of changes, satisfy the requirements of the Agreement.

- 19.00 After Conditionally Affirmed Applicants are notified of changes to the requirements for Affirmation, Applicants may remain Conditionally Affirmed, and therefore eligible for Indigenous-specific Opportunities, for a period of 30 calendar days (unless otherwise stipulated in the Agreement). If the Applicant does not provide Supporting Information satisfying the Agreement within that period, the Application will be marked as incomplete until such Supporting Information is provided.

Interactions with Limited and Preferential Hiring Processes

- 20.00 Positions approved as Preferential or Limited Hires for Indigenous Peoples at the University outlined under the Preferential or Limited Hiring Policy (HR6110) will require that the candidate selected must successfully complete the ICD process and receive an eligible designation of either “Affirmed” or “Conditionally Affirmed”. Candidates who have not met the requirements of the ICD Process will not be eligible for positions approved as Preferential or Limited Hires for Indigenous Peoples at the University outlined under the Preferential or Limited Hiring Policy (HR6110).
- 21.00 Candidates for Faculty and Librarian positions that are approved as Preferential or Limited Hires for Indigenous Peoples will be required to receive an eligible designation prior to reaching the stage in the hiring process of being short-listed.
- 22.00 Candidates for Staff positions that are approved as Preferential or Limited Hires for Indigenous Peoples will be required to receive an eligible designation prior to their start date.
- 23.00 The PIM has the authority to grant an extension in either of the aforementioned instances outlined in Sections 21.00 and 22.00 of these Procedures to process applications that include an Extended Declaration as outlined under Policy Section 15.00.

Routine Review of the Policy & Procedures

- 24.00 The Vice-President Indigenous (VPI) is responsible for forming and chairing the committee reviewing the Policy and its Associated Procedures, ensuring that the committee consists of the following members:
- 24.01 The Vice-President Indigenous or Acting Vice-President Indigenous (Chair)
- 24.02 Two (2) representatives from the OVPI, including the PIM or approved designate
- 24.03 One (1) representative from the University Secretary

- 24.04 One (1) Indigenous student nominated by the Native Students Union (NSU)
- 24.05 One (1) representative from the Office of Indigenous Academic and Community Engagement (IACE)
- 24.06 A maximum of three (3) Faculty, staff or community member(s) determined by the Chair
- 25.00 The VPI is responsible for overseeing consultations with relevant offices.
- 26.00 The VPI will seek continued guidance from members of Elders Voices to oversee the development of protocol and guidelines supporting the implementation of the policy and procedures, including the development of processes to identify fraudulent and negligent representations and address the harm caused in those scenarios.
- Accessibility & Navigation Support**
- 27.00 The Policy Navigation Officer (PNO) is a designated support staff to assist Indigenous students, staff and faculty in navigating the ICD process. The Navigation Officer is not the Reviewer, nor are they a member of the committee that may review an Application.
- 28.00 The ICD Portal is to be designed in compliance with BC web accessibility standards.
- 29.00 Applicants may select a checkbox to reflect the urgency of their Application, should they be applying for an Indigenous-Specific Opportunity with an imminent deadline. The PIM will endeavour to prioritize urgent applications.