

PROCEDURE TITLE	PROCEDURES RELATED TO THE POLICY ON INDIGENOUS MEMBERSHIP/CITIZENSHIP VALIDATION
Approving Body	Senate Board of Governors
Initial Approval Date	Senate (May 8, 2024) Board of Governors (May 16, 2024)
Date of Next Review	Spring 2027
Initial Sponsor	Provost and Executive Vice-President (Academic)

PURPOSE AND SCOPE

1. These Procedures accompany and facilitate the implementation of the Policy on Indigenous Membership/Citizenship Validation (“Policy”).
2. These Procedures shall be reviewed and amended as necessary to facilitate the smooth implementation of the Policy, and in any case at least every three years, with appropriate stakeholder consultation.
3. Throughout, reference to “Indigenous” reflects Indigenous persons who fall within the scope of the Policy outlined in s. 2.

PART II – PROCEDURAL CONTENT

A. Candidates for Employment

Step 1: At the Application Stage

When a person applies to an employment opportunity at McGill, they are invited to complete employment equity self-identification. Applicants will be informed that should they voluntarily self-identify as Indigenous, if they are shortlisted, they will be asked to validate such self-identification if the employment opportunity falls within the scope of s. 3.1.1 of the Policy. Hyperlinks to the Policy on Indigenous Membership/Citizenship Validation and these Procedures will be provided.

In such instances, should an applicant self-identify as Indigenous and be shortlisted, the chair of the recruitment committee shall contact the Office for Indigenous Initiatives (OII), which will then connect with the applicant (see sample correspondence at Appendix A).

Step 2: Request for and Review of Materials

Candidates may validate claims of Indigenous self-identification through one of two options.

A) Option 1 – Documentation

Where the applicant has chosen “**Option 1 – Documentation**”, the process is straightforward and, once complete, the process moves directly to Step 3 – Notification.

B) Option 2 – Written Confirmation

Where the applicant has chosen “**Option 2 – Written Confirmation**” the AP-II will, in consultation with McGill’s General Counsel, review the materials and seek appropriate Indigenous leadership counsel external to the University relevant to the applicant’s claim (e.g. if the applicant is claiming Rotinonhsón:ni, recognized Rotinonhsón:ni governing councils will be consulted), following which the AP-II, with advice from General Counsel, will determine whether the materials furnished are sufficient for validation of the applicant’s Indigenous membership/citizenship claim. That decision shall be part of the candidate’s recruitment dossier.

The AP-II, General Counsel, and the recruitment committee chair and members are charged with holding the information received and shared for this purpose in strict confidence.

This process shall be carried out within no more than 30 calendar days unless more time is needed to consult with the Indigenous leadership counsel in question.

Step 3: Notification

Following receipt of materials submitted in accordance with either of the Options set out above, the AP-II will communicate the outcome of the validation process to the chair of recruitment committee. Upon receipt of this determination, the recruitment committee will proceed to carry out its mandate, giving due weight to the outcome of the validation process.

The candidate also shall be notified of the recommendation. In the event of a negative recommendation, the candidate shall be provided with written reasons.

Through this process, no party – including the AP-II, General Counsel, and/or the chair or members of the relevant recruitment committee evaluates an applicant’s right to claim Indigenous ancestry or identity more generally. Rather, they this process is centred on assessing whether materials that an applicant has supplied suffice to meet the requirements of eligibility for positions envisaged by s. 3.1.1 of the Policy.

B. Claims made by Indigenous persons coming into relations with McGill

Should an academic or administrative unit seek to come into relations with an Indigenous person who would be a speaker at a major lecture (e.g., Beatty Lecture) or a major awardee

(e.g., honorary doctorate) pursuant to s. 3.2.1 of the Policy, the McGill official extending the application must contact the OII to facilitate the validation process. The steps that ensue will follow those set out in Part A, above, modified to reflect the context of a prospective lecturer or honoree (see Appendix B).

C. Current Employees

Step 1: At the Identification Stage

Should a McGill employee seeking opportunities enumerated at s. 3.3.1 of the Policy self-identify as Indigenous, the person responsible for the relevant selection, nomination, or appointment process associated must inform the employee concerned of this policy and obtain their consent to proceed with a process to validate Indigenous self-identification.

Where such consent is not given, the employee may withdraw consideration for the opportunities enumerated at s. 3.3.1 and there shall be no further steps taken under this Policy.

Where such consent is given, the person responsible for the relevant selection, nomination, or appointment related to the opportunity envisaged by s. 3.3.1 of the Policy shall contact the OII to facilitate the validation process. The steps that ensue will follow those set out in Part A, above, modified to reflect the context of a current employee (see Appendix C).

Current members of the University community who seek to contest decisions that result from the application of this Policy or its procedures have recourse to grievance processes set by the University regulation, policy, or collective agreement that applies to them.



Appendix A

The following correspondence will be used to both explain and request information from shortlisted job candidates for positions enumerated at s. 4.1.1 of the Policy:

Dear X,

I am contacting you in my role of Associate Provost of Indigenous Initiatives (APII) at McGill University.

In the present period of Truth and Reconciliation across Canada, public institutions, including universities, have increased spaces and opportunities for Indigenous Peoples. The intention, and a principal benefit, of such development is the increased representation of First Nations, Inuit, and Métis people within institutions, recognizing that universities play a key role in the reparative and restorative work of addressing the legacy of colonial education in Canada.

The Honorable Murray Sinclair, former Chair of the Truth and Reconciliation Commission of Canada, has recently stated that the time has come for all universities to recognize that relying solely on self-identification processes with respect to determining who has the right to take up Indigenous opportunities is no longer sufficient. Indigenous Peoples, their communities and respective Nations are calling upon universities to develop more robust processes for validating claims to Indigeneity. This requires thinking about how we move within systems, our values about who we are, and how we recognize each other.

I am writing to provide you with a copy of McGill's Policy on Indigenous Membership/Citizenship Validation ("Policy"). The Policy, which provides a framework for validating of claims of Indigenous membership/citizenship, is rooted in Calls to Action #44 and #52 of [McGill's Report of the Provost's Task Force on Indigenous Studies and Indigenous Education \(TFISIE\)](#). These calls, which are essential to McGill's response to Truth and Reconciliation, outline specific targets for increasing the number of Indigenous faculty and staff and supporting their flourishing McGill.

As you have self-identified as Indigenous in relation to s. 2.1 of the Policy, I write in alignment with the Policy to request validation of your self-identification through either of the two following methods:

Option 1 – Documentation

Please provide one (1) of the following:

- A copy of an Indian status card;
 - NOTE: Non-Status First Nations applicants may provide their parents' and/or grandparents' Indian status card & long form birth certificate or baptismal certificate;

- A copy of a Métis Nation citizenship card from one of the Council Nations officially recognized by the Métis National Council; or a valid membership card from one of the Metis Settlements of Alberta, the Northwest Territory Métis Nation, or the Manitoba Métis Federation;
- A copy of an Inuit enrolment card issued by any one of the four Inuit modern treaty bodies—Nunavut, Nunatsiavut, Nunavik, or Inuvialuit;
- A copy of the Haudenosaunee Passport; or
- Written confirmation of membership/enrollment from a US or Canadian federally recognized band/tribal authority.

Option 2 – Written Confirmation

If you do not have any of the documents listed in Option 1, please submit:

1. a letter explaining your self-identification as Indigenous, which includes identifying your Indigenous nation, contemporary community, as well as your reasons as to why they are not able to obtain any of documents listed in Option 1; and
2. letter(s) of support. Letters of support may be from:
 - i) A Band Council Resolution; or
 - ii) A letter from Chief and/or Council member confirming the applicant is a non-status member of their First Nation community; or
 - iii) if you are not connected with your community (whether by means of being adopted out and/or other reasons) you may submit at least two sworn affidavits from family members (including customary adoptive and legal adoptions) that clearly identify your nation, community, and reason why you are not connected to your Indigenous community.

When providing the documentation, I ask that you include the following statement: “In providing this documentation, I attest that this documentation extends from my Indigenous ancestry and heritage.”

Upon receipt of this information, I shall review this with General Counsel for the University and will inform the recruitment committee as to the outcome of this process. You will also be apprised of this outcome. All information shared will be treated and held as strictly confidential.

I would like to thank you in advance for your participation in this process and acknowledge your labour in ensuring that we, at McGill, preserve the integrity of Indigenous spaces within our campus community. Should you have any questions or concerns or should you require additional support throughout this process, please do not hesitate to contact me.

Appendix B

The following standard email will be used to both explain and request information from persons entering into relations with the University pursuant to s. 3.2.1 of the Policy:

Dear X,

In the present period of Truth and Reconciliation across Canada, public institutions, including universities, have increased spaces and opportunities for Indigenous Peoples. The intention, and a principal benefit, of such development is the increased representation of First Nations, Inuit, and Métis people within institutions, recognizing that universities play a key role in the reparative and restorative work of addressing the legacy of colonial education in Canada.

The Honorable Murray Sinclair, former Chair of the Truth and Reconciliation Commission of Canada, has recently stated that the time has come for all universities to recognize that relying solely on self-identification processes with respect to determining who has the right to take up Indigenous opportunities is no longer sufficient. Indigenous Peoples, their communities and respective Nations are calling upon universities to develop more robust processes for validating claims to Indigeneity. This requires thinking about how we move within systems, our values about who we are, and how we recognize each other.

I am writing to provide you with a copy of McGill's Policy on Indigenous Membership/Citizenship Validation ("Policy"). The Policy, which provides a framework for validating claims of Indigenous membership/citizenship, is rooted in Calls to Action #44 and #52 of McGill's Report of the Provost's Task Force on Indigenous Studies and Indigenous Education (TFISIE). These calls, which are essential to McGill's response to Truth and Reconciliation, outline specific targets for increasing the number of Indigenous faculty and staff and supporting their flourishing at McGill. Additional components of this report call upon McGill to recognize Indigenous excellence through designated Indigenous awards (Call #23).

As you have self-identified as Indigenous in relation to an opportunity defined by s. 3.2.1 of the Policy, I write in alignment with the Policy to request validation of your self-identification through either of the two following methods:

Option 1 – Memo From Current Employer

If you are at a university or other organization that employs its own Indigenous membership/citizenship verification policy and procedures that have been applied to you, you may provide a letter from your institution confirming that you have met their Indigenous citizenship verification requirements.

Option 2 – Documentation

- A copy of an Indian status card;

- NOTE: Non-Status First Nations applicants may provide their parents' and/or grandparents' Indian status card & long form birth certificate or baptismal certificate;
- A copy of a Métis Nation citizenship card from one of the Council Nations officially recognized by the Métis National Council; or a valid membership card from one of the Metis Settlements of Alberta, the Northwest Territory Métis Nation, or the Manitoba Métis Federation;
- A copy of an Inuit enrolment card issued by any one of the four Inuit modern treaty bodies—Nunavut, Nunatsiavut, Nunavik, or Inuvialuit;
- A copy of the Haudenosaunee Passport,
- Written confirmation of membership/enrollment from a US or Canadian federally recognized band/tribal authority, or
- if you are not connected with your community (whether by means of being adopted out and/or other reasons) you may submit at least two sworn affidavits from family members (including customary adoptive and legal adoptions) that clearly identify your nation, community, and reason why you are not connected to your Indigenous community.

When providing the documentation, I ask that you include the following statement: “In providing this documentation, I attest that this documentation extends from my Indigenous ancestry and heritage.”

Upon receipt of this information, I will review this with General Counsel for the University and will inform the committee that has invited you to enter into relations with McGill as to the outcome of this process. You will also be apprised of this outcome. All information shared will be treated and held as strictly confidential.

I would like to thank you in advance for your participation in this process and acknowledge your labour in ensuring that we, at McGill, preserve the integrity of Indigenous spaces within our campus community. Should you have any questions or concerns or should you require additional support throughout this process, please do not hesitate to contact me.

Appendix C

The following standard email will be used to both explain and request information from Indigenous staff members seeking consideration for positions and opportunities enumerated at s. 3.3.1 of the Policy:

Dear X,

I am contacting you in my role of Associate Provost of Indigenous Initiatives at McGill University.

In the present period of Truth and Reconciliation across Canada, public institutions, including universities, have increased spaces and opportunities for Indigenous Peoples. The intention, and a principal benefit, of such development is the increased representation of First Nations, Inuit, and Métis people within institutions, recognizing that universities play a key role in the reparative and restorative work of addressing the legacy of colonial education in Canada.

The Honorable Murray Sinclair, former Chair of the Truth and Reconciliation Commission of Canada, has recently stated that the time has come for all universities to recognize that relying solely on self-identification processes with respect to determining who has the right to take up Indigenous opportunities is no longer sufficient. Indigenous Peoples, their communities and respective Nations are calling upon universities to develop more robust processes for validating claims to Indigeneity. This requires thinking about how we move within systems, our values about who we are, and how we recognize each other.

I am writing to provide you with a copy of McGill's Policy on Indigenous Membership/Citizenship Validation ("Policy"). The Policy, which provides a framework for validating claims of Indigenous membership/citizenship, is rooted in Calls to Action #44 and #52 of McGill's Report of the Provost's Task Force on Indigenous Studies and Indigenous Education (TFISIE). These calls, which are essential to McGill's response to Truth and Reconciliation, outline specific targets for increasing the number of Indigenous faculty and staff and supporting their flourishing at McGill.

As you have self-identified as Indigenous in relation to an opportunity defined by s. 3.3.1 of the Policy, I write in alignment with the Policy to request validation of your self-identification through either of the two following methods:

Option 1 – Documentation

Please provide one (1) of the following:

- A copy of an Indian status card;
 - NOTE: Non-Status First Nations applicants may provide their parents' and/or grandparents' Indian status card & long form birth certificate or baptismal certificate;

- A copy of a Métis Nation citizenship card from one of the Council Nations officially recognized by the Métis National Council; or a valid membership card from one of the Metis Settlements of Alberta, the Northwest Territory Métis Nation, or the Manitoba Métis Federation;
- A copy of an Inuit enrolment card issued by any one of the four Inuit modern treaty bodies—Nunavut, Nunatsiavut, Nunavik, or Inuvialuit;
- A copy of the Haudenosaunee Passport, or
- Written confirmation of membership/enrollment from a US or Canadian federally recognized band/tribal authority.

Option 2 – Written Confirmation

If you do not have any of the documents listed in Option 1, please submit:

1. a letter explaining your self-identification as Indigenous, which includes identifying your Indigenous nation, contemporary community, as well as your reasons as to why they are not able to obtain any of documents listed in Option 1; and
2. letter(s) of support. Letters of support may be from:
 - i) A Band Council Resolution; or
 - ii) A letter from Chief and/or Council member confirming the applicant is a non-status member of their First Nation community; or
 - iii) if you are not connected with your community (whether by means of being adopted out and/or other reasons) you may submit at least two sworn affidavits from family members (including customary adoptive and legal adoptions) that clearly identify your nation, community, and reason why you are not connected to your Indigenous community.

When providing the documentation, I ask that you include the following statement: “In providing this documentation, I attest that the documentation extends from my Indigenous ancestry and heritage.”

Upon receipt of this information, I will review it with General Counsel for the University and will inform the [**nomination/advisory/selection**] committee as to the outcome of this validation process. You will also be apprised of this outcome. All information shared will be treated and held as strictly confidential.

I would like to thank you in advance for your participation in this process and acknowledge your labour in ensuring that we, at McGill, preserve the integrity of Indigenous spaces within our campus community. Should you have any questions or concerns or should you require additional support throughout this process, please do not hesitate to contact me.