



PROCEDURE

# Institutional Attestation of Indigenous Citizenship or Membership

## 25.1.128

Procedures are a series of required steps to complete a task, activity or action



### Purpose:

- To describe the required steps to support [First Nations, Métis](#), and [Inuit](#) Island Health applicants affirm their Indigenous [citizenship](#) or [membership](#) when applying to [Tri-Agency](#) funding competitions requiring such affirmation.
- To advance organizational commitments to Indigenous health and [reconciliation](#) including: Article #31 of the [United Nations Declaration on the Rights of Indigenous Peoples](#).

### Cultural Safety and Humility:

Island Health offers programs and services on the unceded and traditional territories of the Coast Salish, Kwakwaka'wakw, and Nuu-chah-nulth Peoples.

As a signatory to the 2015 Declaration of Commitment to Cultural Safety and Cultural Humility, Island Health is committed to addressing the ongoing impacts of colonialism and Indigenous-specific racism in order to provide a culturally safe, inclusive, healthy and respectful environment.

The organization is committed to strengthening diversity, equity and inclusion to enable excellence in health and care for everyone, everywhere, every time. Through these commitments, Island Health strives to deliver the highest possible standard of care and to promote safe workplaces.

### Scope:

- **Audience:** All Island Health [Employees](#), Contractors/Service Providers, [Volunteers](#), and Students who participate in research activities at Island Health.
- **Environment:**
  - Island Health-wide
  - Research
- **Indications:** An option for affirmation of Indigenous citizenship or membership for First Nations, Métis, or Inuit applicants to grants, awards, other funding opportunities, or other opportunities considered to be in scope of the Tri-Agency [Policy on Indigenous Citizenship and Membership Affirmation](#) where Island Health is the identified affiliation on the application.
- **Exceptions:**
  - Any grant programs or opportunities outside of the Tri-Agency.
  - Applicants who do not identify as Indigenous.

### Outcomes:

- First Nations, Métis and Inuit citizens and members are supported through a process to provide affirmation of Indigenous citizenship or membership if applying to grants, awards, or other opportunities considered to be in scope of the Tri-Agency [Policy on Indigenous Citizenship and Membership Affirmation](#) where Island Healthy is the identified affiliation on the application.

## 1.0 Background

- [Indigenous Peoples](#) have the right to determine their own identity or membership in accordance with their customs and traditions as well as the right to determine the structures and to select the membership of their institutions in accordance with their own procedures in accordance with Article #31 of the [United Nations Declaration on the Rights of Indigenous Peoples](#).
- First Nations, Métis or Inuit Island Health applicants to grants, awards, other funding opportunities, or other opportunities considered to be in scope of the [Tri-Agency Policy on Indigenous Citizenship and Membership Affirmation](#) where Island Health is the indicated affiliation on the application ("Island Health Applicants") are required to affirm such citizenship or membership.

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- The affirmation must be submitted with supporting documentation according to one of three options confirming the applicant's citizenship or membership in an [Indigenous Collective](#) in Canada or the right to be enrolled as such, per the notification of results and terms of conditional award:
  - Official Documents
  - Personal Declaration with Supporting Reference
  - Institutional Attestation
- Details for these methods are found in the [Directive on the Tri-Agency Policy on Indigenous Citizenship and Membership Affirmation](#).
- Note:** This procedure refers only to the Institutional Attestation option.

### 2.0 Procedure: Institutional Attestation

Steps	Key Points
<p>1. Island Health Applicant submits a Notice of Intent to Apply form 113-01 per the <a href="#">Notice of Intent to Apply for a Research Grant Procedure</a> which advises of the intent to pursue an Institutional Attestation of Indigenous citizenship or membership.</p>	<ul style="list-style-type: none"> <li>Information collected to support the Institutional Attestation of Indigenous citizenship or membership will include:           <ul style="list-style-type: none"> <li>Full name of Island Health Applicant.</li> <li>Full name of grant, award, other funding opportunity, or other opportunity considered to be in scope of the <a href="#">Tri-Agency Policy on Indigenous Citizenship and Membership Affirmation</a>.</li> <li>Confirmation of intention to seek Institutional Attestation.</li> </ul> </li> </ul>
<p>2. Island Health Applicant provides an official document to <a href="#">Research Services</a> via email at <a href="mailto:ResearchServices@islandhealth.ca">ResearchServices@islandhealth.ca</a>.</p>	<ul style="list-style-type: none"> <li>Official documents include:           <ul style="list-style-type: none"> <li>Copy of Status card/Secure Certificate of Indian Status issued by Indigenous Services Canada (given that "Status" does not expire, expired federally issued Status cards will be accepted);</li> <li>Citizenship identification issued by a First Nation that falls under one of the elements elaborated under the definition of an "Indigenous Collective", within the context of this Policy;</li> <li>Proof of enrollment within an Inuit Treaty Organization (Inuvialuit Regional Corporation, Nunavut Tunngavik Incorporated, Makivvik, Nunatsiavut Government), evidenced by: membership or enrollment card issued by an Inuit Treaty Organization or signed and dated written confirmation of enrollment issued by enrollment coordinator of an Inuit Treaty Organization;</li> <li>Copy of a valid citizenship or membership card from a Governing Member organization of the</li> </ul> </li> </ul>

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Steps	Key Points
	<p>Métis National Council or signed and dated; written confirmation of citizenship or membership from the associated registry office;</p> <ul style="list-style-type: none"> <li>○ Valid Manitoba Métis Federation Citizenship card, or signed and dated written confirmation of citizenship, from the Manitoba Métis Federation's Central Registry Office; or</li> <li>○ Valid Métis Nation–Saskatchewan Citizenship card or signed and dated written confirmation of citizenship from the Métis Nation–Saskatchewan Registry Office.</li> </ul>
<p><b>3.</b> Island Health Research Services reviews submitted documentation, and if the documentation is found to satisfy the criteria in the <a href="#">Tri-Agency Policy on Indigenous Citizenship and Membership Affirmation</a> and the <a href="#">Directive on the Tri-Agency Policy on Indigenous Citizenship and Membership Affirmation</a>, will issue an Attestation of Indigenous citizenship or membership, as applicable, for the Island Health Applicant to include in their Tri-Agency application.</p>	
<p><b>4.</b> Island Health Research Services retains a record of the Attestation of Indigenous citizenship or membership for the Island Health Applicant for use in future Tri-Agency applications.</p>	

## 2.1 Allegations of Misrepresentation of Indigenous Citizenship or Membership

- Individuals or organizations may report what they perceive to be misrepresentation of a claim of Indigenous citizenship or membership related to one or more funding applications following the procedures as identified in [Research Integrity](#).

## 2.2 Confidentiality

- Information regarding the identity of Island Health applicants will be managed in accordance with all applicable legislation and Island Health's policies governing information collection and management. For more information regarding Island Health's collection, use, disclosure, retention and protection of personal information, please refer to the [Confidential Information Management \(CIM\) Code of Practice](#).
- Any information collected and covered under this procedure will only be used for the purpose for which they are gathered and will be stored with appropriate safeguards, in accordance with applicable Island Health policy and the *Freedom of Information and Protection of Privacy Act*, and access will be restricted to the Research Services Office.

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### 2.3 Training

- Review SOP 128 Institutional Attestation of Indigenous Citizenship or Membership

### 2.4 Compliance Monitoring

- The Island Health Manager, Research Ethics, Compliance & Operational or Delegate is responsible for ongoing monitoring of Island Health operations to verify compliance with this procedure.
- The Island Health Manager, Research Ethics, Compliance & Operational or their Delegate is responsible for communicating any changes to this procedure to all relevant personnel.
- Deviations from this procedure will be addressed through corrective and preventative action implementation.

## 3.0 Definitions

- **Citizenship and Membership:** Terms used to refer to the political status of those who belong to a political entity and who are qualified to participate in the government and political life of the community or Nation, inclusive of any alternative term or designation that this may entail in different geographical contexts.
- **Employee:** All employees (including management and leadership), health care professionals, students, researchers, and other service providers employed by Island Health.
- **First Nations:** The preferred terminology for Indigenous peoples of what is now Canada, and their descendants, who are neither Métis nor Inuit. First Nations people who are legally registered as Indian under the *Indian Act* are considered “status,” while those who are not are considered “non status.” A First Nations person’s status can have many implications, including on their health and wellness.
- **Indigenous Collective:** Refers to:
  - In Canada, First Nations operating under the *Indian Act*;
  - In Canada, Inuit rights-bearing collectives as referenced under the Inuit Nunangat Policy;
  - In Canada, Métis Representative Organizations;
  - In Canada, Indigenous collectives in the process of negotiation through Recognition of Rights and Self-Determination instruments, including through Treaties, Legislation, Contracts and Memoranda of Understanding, and/or through Framework Agreements, Agreements-in-Principle, and Memorandum of Understanding which represent the three steps of agreements related to Comprehensive Land Claims and Self-Government agreements;
  - In Canada, Indigenous Peoples with Consultation Protocols relating to projects on their lands and territories, as well as those included in the Manitoba Métis Federation’s Resolution 8;
  - In Canada, an Indigenous collective with an existing Treaty relationship with the Government of Canada or with the Crown;
  - In Canada, an Indigenous collective with an existing Comprehensive Land Claim;
  - In Canada, an Indigenous collective with an existing Self-Government Agreement;
  - In Canada, Indigenous collectives who are beneficiaries of Specific Claims; and
  - In Canada, an Indigenous collective bearing a standing legal decision by a court or by the Canadian Human Rights Tribunal that a group has met the Powley test.
- **Indigenous Peoples:** Inclusive of First Nations (status and non-status), Inuit, and Métis Peoples as defined under Section 35 of the *Constitution Act, 1982*.

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- **Inuit:** An Inuktitut term meaning the people who live in communities across the Inuvialuit Settlement Region (Northwest Territories), Nunavut, Nunavik (Northern Quebec), and Nunatsiavut (Northern Labrador) land claim regions. They share a common cultural heritage and language. Inuit are one of three recognized Indigenous Peoples in Canada: the others are First Nations and Métis.
- **Métis:** A person who self-identifies as Métis, is of historic Métis ancestry, is distinct from other Indigenous Peoples, and is accepted by the Métis Nation.
- **Reconciliation:** Ongoing, collective efforts of all Canadians to revitalize the relationship between Indigenous peoples and Canadian society. Reconciliation involves “repairing damaged trust by making apologies, providing individual and collective reparations, and following through with concrete actions that demonstrate real societal change.”
- **Tri-Agency:** Refers to Canada’s federal research funding agencies including the [Canadian Institutes of Health Research](#), the [Natural Sciences and Engineering Research Council](#), and the [Social Sciences and Humanities Research Council](#).
- **Volunteer:** A person who has been screened by the Volunteer Resources and Engagement Department or is a member of an affiliated Auxiliary or Foundation, then assigned a role through which they give their time, energy and skills freely in service, without monetary compensation, and contribute positively to the overall experience of patients, residents, clients, visitors, and/or staff and contracted healthcare professionals at Island Health.

### 4.0 Related Island Health Policy Documents

- [Confidential Information Management \(CIM\) Code of Practice](#)
- [Employee Data and Identity Information Management Policy](#)
- [Notice of Intent to Apply for a Research Grant Procedure](#)
- [Research Integrity](#)

### 5.0 References

- Government of Canada. (2025, October). *Directive on the Tri-Agency Policy on Indigenous Citizenship and Membership Affirmation*. <https://www.canada.ca/en/research-coordinating-committee/programs/policies-directives/directive-tri-agency-policy-indigenous-citizenship-membership-affirmation.html#toc5>
- *Freedom of Information and Privacy Protection Act*, RSBC 1996, c 165.
- Government of Canada. (2025, October). *Tri-Agency Policy on Indigenous Citizenship and Membership Affirmation*. <https://www.canada.ca/en/research-coordinating-committee/programs/policies-directives/tri-agency-policy-indigenous-citizenship-membership-affirmation.html>
- *United Nations Declaration on the Rights of Indigenous Peoples: resolution / adopted by the General Assembly*, A/RES/61/295. <https://www.refworld.org/legal/resolution/unga/2007/en/49353>

### 6.0 Resources

- [Research Services](#)

### 7.0 Summary of Changes

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Version	Effective Date	Change Description
1.0	2025-DEC-12	New Procedure

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