ᑎᑭᓇᑲᐣ ᐊᐊᐧᔑᔕ ᒫᒥᑐ ᐅᑎᐯᐧᔭᐊᐧ ᐱᒫᑎᓯᐊᐧ
Tikinagan
Child & Family Services

PO Box 627
Sioux Lookout
ON P8T 1B1

P 807-737-3466
TF 1-800-465-3624
www.tikinagan.org

Memo

TO: ALL STAFF

FROM: Clara Young, Director of Finance & Administration   **DATE:**   April 15, 2024

RE: Self-Declaration of Indigenous Identity

When employees join the agency, a Database Form is used to collect information that is entered into Payroll and Human Resources databases. Once the information is entered, the form is filed in the employees' personnel file.

In August 2023, the Database Form was updated to not only include an option for new employees to self-identify as Indigenous – Status but expanded to include the option to self-identify as Indigenous– First Nation (Status), First Nation (Non-Status), Métis, or Inuit.

If the employee identifies as Indigenous–Status, they are also requested to note their Registration/Status number and to provide a copy of their Status Card.

Payroll uses the information for confirmation and processing of tax exemption, while Human Resources uses the information to track the percentage of employees who are status or not status.

To ensure the agency has up to date information, we want to collect information/data on employees who self-identify as Indigenous-First Nation (Status), First Nation (Non-Status), Métis or Inuit.

If you identify as Indigenous – First Nation (Non-Status), Métis or Inuit, please send an email to the Human Resources Department at Human_Resources@tikinagan.org by April 26, 2024 and in the **Subject Line: Self Declaration of Indigenous Identity.** Within the content of the email, please include a declaration of Self-Identification as: (Indigenous-Non-Status, Métis, or Inuit), and any associated nation, if applicable.

If you are a First Nations employee who has a Status Card, you are not required to forward an email as Human Resources has the database form on file.

The Agency had previously collected this information over 15 years ago and appreciates your cooperation in response.

If you have any questions, please contact the Human Resources department via email at Human_Resources@tikinagan.org.