

Schedule 'A'

(OIC-2025-24)

**KWANLIN DÜN FIRST NATION**  
**TERMS OF REFERENCE**  
**FOR THE CITIZENSHIP COMMITTEE**

March 2025

**KWANLIN DŪN FIRST NATION**  
**TERMS OF REFERENCE**  
**FOR THE CITIZENSHIP COMMITTEE**

**1.0 Establishment of Committee**

- 1.1 The Citizenship Committee (“Committee”) is established by the Citizenship Code, KDFN legislation which is attached as Schedule 2 to the *Constitution of Kwanlin Dūn First Nation*, appended to these Terms of Reference as Appendix A Citizenship Code.
- 1.2 In fulfilling its functions, the Committee will abide by:
- (a) these Terms of Reference;
  - (b) applicable KDFN laws and policies; and
  - (c) three Citizens who can serve as auxiliary members.
  - (d) For greater clarity, 3.1.a and 3.1.b are required under the Citizenship Code, while 3.1.c is an appointment that serves to support the operational requirements during an absence of a person appointed under 3.1.a and 3.1.b.

**2.0 Mandate**

- 2.1 In respect of Citizenship, the Committee is responsible for:
- (a) approving or rejecting applications for Kwanlin Dūn Citizenship; and
  - (b) determining the Citizenship status of a person who renounces or loses their Citizenship.
- 2.2 In respect of Beneficiary enrollment, the Committee is responsible for reviewing, considering, and approving or rejecting applications for Beneficiary enrollment under the KDFN Final Agreement and any applicable KDFN laws and policies.

**3.0 Membership of Committee**

3.1 Committee composition

The Committee shall be made up of:

- (a) two KDFN Elders; and
- (b) three KDFN Citizens.

3.2 Eligibility to be a member

To be eligible to be a member of the Committee, an individual must:

- (a) be a Citizen of Kwanlin Dūn First Nation;
- (b) be familiar with Kwanlin Dūn First Nation history and families; and
- (c) have significant experience living on KDFN Traditional Territory.

3.3 Suitability considerations

In deciding whether to appoint a person to the Committee, Council may consider any factor it considers to be relevant, including, but not limited to the following:

- (a) that person’s ability and availability to meet the demands of Committee business;

- (b) that person's willingness to attend an orientation and familiarize themselves with the legislation, policies and procedures relating to Citizenship and enrollment matters at KDFN;
- (c) that person's analytical, administrative and decision-making experience and skills;
- (e) that person's communication and teamwork experience and skills; and
- (f) any advice and/or recommendations provided by the Elders Council regarding that person, if consulted by Council.

### 3.4 Honoraria

- 3.4.1 Members of the Committee will receive honoraria in accordance with KDFN Honoraria for Cultural Services policy.
- 3.4.2 If a Committee member has monies owing to KDFN, those monies will be deducted from honoraria payments in accordance with KDFN policy and practice.

## 4.0 **Appointments**

4.1 Appointments to the Committee are for a term of three years.

### 4.2 Conditions of appointment

Every appointment to the Committee is, at the time of appointment and throughout the term of that appointment, subject to the following conditions:

- (a) *Eligibility* - The appointee continuing to be eligible for appointment under section 3.2.
- (b) *Attendance and engagement* – The appointee regularly attending and participating in the meetings of the Committee, and complying with these Terms of Reference and any rules of procedure established by the Committee.
- (c) *Oath of Office* – The appointee taking and not contravening the Oath of Office for Members of the Citizenship Committee, attached to these Terms of Reference and marked as Appendix B.
- (d) *Code of Conduct* – The appointee following the provisions of the Code of Conduct attached to this Terms of Reference and marked as Appendix C.

4.3 A Committee member whose term is set to expire may re-apply for appointment if they wish to be considered for another term.

4.4 If a vacancy occurs in the Committee, the Council will appoint a new member for a three-year term.

4.5 Council may consult the Elders Council prior to appointing members.

## 5.0 **Committee Procedures**

5.1 The Committee may make rules for the conduct of its proceedings. Unless and until the Committee establishes different rules of procedure, the Rules of Procedure appended to these Terms of Reference as Appendix D shall apply to the conduct of the committee's proceedings.

5.2 If the Committee adopts rules for the conduct of its proceedings, it must do so in writing and it must provide a copy of those rules and the resolution adopting them to the Registrar of Citizenship ("Registrar").

5.2 The Committee must abide by any procedures established by KDFN for the purpose of facilitating efficient coordination of work between the Committee and KDFN.

## 6.0 **Decisions and Documentation**

- 6.1 The Committee will decide upon only an application or other matter that the Registrar has put before it (an “application”).
- 6.2 The Committee will make its decisions in a timely manner and in accordance with applicable laws and policies.
- 6.3 The decision of the Committee to approve or reject an application must not be final; the decision only becomes final after the applicant completes a swearing-in ceremony in front of Chief and Council.
- 6.4 The Committee may seek the advice of the Elders Council on any application the Committee is considering.
- 6.5 During the assessment of an application, the Committee will give full and fair consideration to the following:
  - (a) the application and any documents provided by the Registrar with the application;
  - (b) any guidance or information provided by the Elders Council, if consulted;
  - (d) any additional documents or other information if permitted by the Committee.
- 6.6 The Committee may delay a decision respecting an application when the Committee:
  - (a) determines that there are errors or absent information, upon which the Committee shall return the application to the Registrar with a request to have the applicant correct or complete the application;
  - (b) determines that additional information is required in order for them to make a decision, upon which the Committee shall request that the Registrar seek the required information from the applicant; or
- 6.7 A decision by the Committee in respect of an application shall be in writing and must clearly state the decision and provide reasons for that decision.
- 6.8 The Committee shall provide an original copy of every decision to the Registrar.
- 6.9 The Committee shall keep written minutes of all meetings, which shall include among other things, a record of every resolution or other decision of the Committee. The Committee shall provide original copies of the minutes to the Registrar.

## **7.0 Application Timelines**

- 7.1 The Committee shall make every reasonable effort to reach decisions on applications as quickly as possible.
- 7.2 In respect of an application for Beneficiary enrollment, the Committee must reach a decision within 120 days of the date of receipt by KDFN as marked on the application.
- 7.3 In circumstances where an applicant applies for both Citizenship and Beneficiary enrollment, the Committee shall decide upon the Beneficiary enrollment application before deciding upon the Citizenship application.

## **8.0 Council Oversight**

- 8.1 The Committee will work with the Registrar to provide Council with the Committee minutes within two business days following a Committee meeting Council.
- 8.2 The Director of Governance is the intermediary between the Chair of the Committee and Council with respect to Committee business.

- 8.3 Council may terminate the appointment of a member of the Committee if it is satisfied that the member failed to comply with any condition of appointment or caused the Committee to fail to meet any obligation set out in in these Terms of Reference or in law.

## **9.0 Administrative Matters**

- 9.1 Committee expenditures and honoraria are provided for in the budget of the Executive Council Office. The Committee is not authorized to expend Kwanlin Dün First Nation funds without the approval of the Director of Governance.
- 9.2 The Committee may request administrative support from the Director of Governance. If it is determined that administrative support is necessary, the Executive Council Office shall, in consultation with the Committee, make arrangements for the provision of such support in accordance with the request or as determined to be reasonable.
- 9.3 At any time, the Committee may liaise with the Executive Council Office or Registrar to seek information on technical or administrative matters.

## **10.0 Amendments**

The Council may review these Terms of Reference and make amendments at any time.