

**INDIGENOUS EDUCATION COUNCIL  
TERMS OF REFERENCE**

Preamble

The IEC recognizes the importance of having Indigenous students achieve success in the context of intellectual, human, social and career development. The local First Nations' language, cultural knowledge and history will form an integral part of the education system.

The IEC will work towards ensuring that relative and responsive programs and services for Indigenous students are developed, implemented and evaluated. The IEC is committed to working collaboratively to increase the academic success of Indigenous students, and to bring about positive educational outcomes for Indigenous students, parents and communities.

Indigenous Education Council (IEC) Legislative Background:

Section 87.006 of the School Act authorizes an Indigenous Education Council (IEC) to make rules governing terms of reference in relation to the IEC that are consistent with the School Act, the regulations, or the orders of the Minister, including MO 217/2024, the Indigenous Education Council Order (the IEC Order).

As set out in the IEC Order, an IEC must comply with the following rules in the conduct of its business:

- (a) the protocols, laws, customs and traditions of local First Nations must be respected;
- (b) the Indigenous Education Council must:
  - (i) be guided by the need to support strong and effective relationships between the board and local First Nations,
  - (ii) acknowledge its work is undertaken in the local First Nations' territory and have deference to the views and perspectives of members representing local First Nations and
  - (iii) consider the distinctions and diversity of the Indigenous student population in advising the board.

1. IEC Members

- a) Members of an IEC are appointed in accordance with the Act and Ministerial Order.
- b) Each member may designate one Alternate to attend an IEC meeting and participate on behalf of the member.
- c) Each of the six (6) local First Nations may designate up to 2 members who will then be appointed as per the Act.
- d) Each non-local First Nation may designate one member who will then be appointed as per the Act.
- e) Based on student population, the Metis may designate one member who will then be appointed according to the Act.

- f) Based on the student population, the Conayt Friendship Centre may designate one member who will then be appointed according to the Act.
- g) First Nations choose whether they will participate in the IEC.
- h) Each appointed representative has one vote.

2. Board Trustees and District Staff

- a) The IEC has a standing invite for school board trustees and district staff to attend meetings of the IEC, but the IEC reserves the right to hold private meetings.

The invite extended to:

- I. Superintendent or designate
- II. One trustee or designate
- III. Secretary Treasurer or designate
- IV. Two school-based principals/vice-principals – one elementary and one secondary representative or designate

- b) Trustees and board employees may not be members of an IEC.

3. IEC Member Resignation

- a) Should an IEC member resign for any reason, that member will notify the Chair and the Secretariat in writing.

4. IEC Chair and Vice-Chair

- a) The Chair and Vice-Chair of the IEC must each be a voting member of the IEC.
- b) There will be an open public call for nominations for Chair. Members may decline or accept the nomination. In the event of more than one nomination, there will be an open public vote by show of hands. If there is only one accepted nomination, the member becomes Chair by acclamation. The same process will be repeated to fill the role of Vice Chair.
- c) The role of the Chair is to:
  - i. Chair meetings of the IEC,
  - ii. Work with the Secretariat to establish meeting agendas, identify materials for meetings of the IEC and prepare IEC meeting minutes,
  - iii. Review advice or recommendations to be submitted to the board to ensure it accurately reflects the advice of the IEC, or the members of the IEC who are providing the advice, as the case may be,
  - iv. With the support of the Secretariat, identify, receive, and share with the IEC all information relevant to the IEC's business and needed to fulfill its purposes, including from the Ministry and/or the board,
  - v. Serve as spokesperson for the IEC, as needed.
  - vi. The chair abstains from voting unless there is a tie in which case the chair would cast the deciding vote.

- d) In the absence of the Chair, the Vice-Chair will assume the role and carry out the duties of the Chair.
- e) A Chair may delegate tasks or duties to a member of the IEC or, where appropriate, may request assistance of a non-voting guest of the IEC.

5. Secretariat

- a) The IEC will work collaboratively with and provide direction to the Secretariat to liaise with the district on specific topics, including the planning, spending and reporting of Indigenous education targeted funds, and other grants supporting Indigenous students.
- b) The IEC will develop administrative processes with the Secretariat associated with IEC business, such as member travel, meeting costs, room costs, food and beverages, and stipends or honoraria for members or guests.
- c) Secretariat will consist of the Superintendent, Assistant Superintendent, District Principal of Indigenous Education, Executive Assistant to the Secretary Treasurer and Human Resources, and Secretary Treasurer.

6. IEC Meetings

- a) The Chair, with support from the Secretariat, will establish an IEC meeting schedule that aligns with any School Act mandated reporting deadlines to ensure the IEC is able to discuss issues and prepare advice, recommendations, or decisions to support the school board in a timely manner.
- b) The IEC will meet at least 4 times a year. Our meetings are hybrid, with the option to attend in person or virtually.
- c) The IEC schedules four (4) meeting dates per school year. Those dates are the second Tuesday of the following months: September, December, March, and June. The general purpose of these meetings will be:
  - i) The meeting at the beginning of the school year will be to establish the budget, review the yearly activities, outline the Ministry's directions, and, if necessary, be involved with the hiring/staffing.
  - ii) The meeting will provide an update and review of the programs, yearly activities and funding.
  - iii) The spring meeting will be an update and review of the programs, yearly activities and funding.
  - iv) End of school year meeting will consist of a year-end review of the current year and preliminary approval of the next year's budget.
- d) Special Meetings may be held if needed.
- e) In circumstances of states of emergency, communication with the IEC will be prioritized and managed to navigate impediments to both in-person and/or virtual meetings (as per the district emergency response plan).
- f) The Chair, with the support of the Secretariat, will establish meeting agendas in consultation with the IEC members.

- g) The IEC will provide direction to the Secretariat for communicating and sharing the dates, times, locations, agenda, and meeting materials to all IEC members at least 5 days prior to each meeting.
- h) The quorum for IEC meetings is 5 members
- i) The Chair, with the support of the Secretariat, will ensure meeting minutes are prepared and shared with all IEC members within a reasonable period of time following a meeting.

## 7. Decision Making Process

The IEC will establish a decision-making process, including a mechanism to address when consensus is not reached, or a vote is tied:

- a) Most matters will be decided through general discussion and consensus of the IEC.
- b) If the IEC cannot reach a consensus, the IEC will:
- c) In the case of a non-emergent issue, the decision will be tabled until the following meeting
- d) In the case of an emergent issue, the decision will be made by majority
- e) In the case of a tie, the chair will be designated to cast the deciding vote
- f) Only the local First Nation members of the IEC may advise on local First Nation languages, cultures, customs, protocols, traditions, practices, history, world views and perspectives.

## 8. Role of the Council

- a) To prepare and make recommendations to the School Board for approval of an annual budget for the Indigenous targeted dollars and/or additional funding.
- b) The Secretary – Treasurer will make a detailed presentation to the IEC on its preliminary budget at the June meeting.
- c) To recommend improvements to learning environments in the school system, so that students of Indigenous heritage gain maximum benefits from their formal education.
- d) To facilitate the development and implementation of local First Nations culture and language education programs.
- e) In accordance with the Ministry of Education's direction, assist in the development of programs that will increase the awareness and appreciation of all Indigenous people and culture within the School District, with the focus being on the local First Nations peoples' customs, traditions, art, knowledge, values and beliefs, and language.
- f) In accordance with the LEA, and other partner groups, be part of the hiring process including the development of job descriptions, roles, evaluation process, expectations, and review the activities of all positions funded by targeted dollars and/or additional dollars as it relates to Indigenous students.
- g) When necessary, community partners may be invited to attend the IEC to provide input and support to the programs being developed.

8. Dispute Resolution Processes

- a) If there is a dispute between the Parties with respect to any matter arising from this Agreement or relating to the interpretation and application of these terms or relating to the interpretation and application of these terms, the Parties agree to use their best efforts to resolve such disputes in a reasonable and timely manner and in good faith.
- b) Where there is a dispute between the Parties, the Parties agree they will attempt to use any and all face-to-face means to resolve the dispute at the point closest to which this dispute first arises and before referring the dispute to senior level representatives.
- c) The Parties agree to endeavour to resolve issues or disputes that may arise about this Agreement or its implementation in a manner that fosters an improved ongoing and respectful relationship between members of the IEC.

9. Conflict of Interest

- a) While a voting member of the IEC, the member shall not, unless approved by the IEC, directly or indirectly: a) participate as an individual, in any way, in the benefits if the fiscal transactions with the School District, its suppliers and vendors, including, without limitation, having a financial interest in the School Board's suppliers and vendors.
- b) Members will recuse themselves from any vote where they would realize a personal gain or advantage from a transaction.

10. Providing Advice to the Board

- a) Recommendations and advice of the IEC will be provided to the board in writing through the Chair.

The IEC shall undertake a review of its terms of reference every two years. The terms of reference may be amended at any time during the two years, based upon consensus of the IEC.