

INDIGENOUS EDUCATION COUNCIL TERMS OF REFERENCE

**Cariboo-Chilcotin Schools
School District 27 (Cariboo-Chilcotin)**

ROLE

Section 87.005 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:

1. the protocols, laws, customs and traditions of local First Nations must be respected;
2. the Indigenous Education Council must:
 - a) be guided by the need to support strong and effective relationships between the board and local First Nations,
 - b) 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
 - c) consider the distinctions and diversity of the Indigenous student population in advising the board.

RESPONSIBILITIES AND TASKS

The IEC will work in partnership with School District 27 (Cariboo-Chilcotin) regarding Indigenous education. IEC will:

1. Advise and consult on policies and procedures that affect Indigenous students and families.
2. Identify Indigenous education needs and gaps in services.
3. Develop and establish an orientation process for new members of the IEC.
4. Advise, consult and approve the annual budget for Indigenous Education:

- a) Ensure the allocation of targeted funding
 - b) An IEC budget working group will be determined in December of each school year
 - c) An IEC budget working group and District Principal of Indigenous Education will meet in January and February to develop a proposed annual budget
 - d) A final proposed budget will be presented to the IEC prior to Spring Staffing
 - a) Budget is a standing item on the IEC agenda
5. Participate in School District hiring decisions:
 - a) The IEC will appoint a representative to participate on the hiring panels for Senior Administration position and any position designated to work with children within the IEC member schools.
 6. Actively promote parental/guardian involvement in Indigenous education.
 7. Review and make recommendations for approval of School District 27 (Cariboo-Chilcotin) locally developed curriculum.
 8. Ensure there is a respect for and awareness of Indigenous peoples' cultures.
 9. Review and make recommendations from the Annual Report for Indigenous Education.

MEETING PROTOCOLS

1. Treat people with care. Share ideas. Bring strength and kindness:
 - a) Bring out concerns in a tactful way
 - b) Be considerate of others
 - c) Be respectful of others
2. Be respectful of all cultural beliefs and customs:
 - a) Have respect and honour for all Indigenous beliefs and customs
 - b) Act and speak with pride and dignity of Indigenous peoples
 - c) Honour the belief of supporting unity amongst all Indigenous peoples
3. Respect opposing points of view and work cooperatively towards a common goal:
 - a) Be tolerant of diversity, honest with their opinion, and respectful of others even though they may disagree
 - b) Be open minded to listen and learn from other points of view
 - c) Recognize that time and energy may be limited
4. Provide support for one another:
 - a) Work cooperatively with each other to solve problems and support mutual concerns
 - b) Honour and respect commitments to family, community and organizations
 - c) Support the work toward the ongoing development of the IEC

- d) Recognize that all individuals bring benefits and insight to the circle from their communities and their own diverse life experiences
 - e) Commit to information sharing, cultural reinforcement, lifelong learning and a holistic approach to child and family development
5. Make decisions in the best interest of all Indigenous students:
- a) Welcome information and the best available advice, but reserve the right to arrive at a decision based upon
 - b) your own judgments
 - c) Critique, when necessary, in a constructive way and suggest an alternative course
 - d) Endeavour to keep disagreements and controversies impersonal and to promote unity
 - e) Support all decisions made by the IEC
6. Meeting procedures:
- a) Attend meetings on time
 - b) During discussions members indicate to the Chair they would like to speak on topic by raising their hand
 - c) Speaking order is recognized by the Chair
7. Breach of protocols:
- a) Chair and Vice-Chair will meet with member to discuss the breach.
 - b) If the member is no longer determined to be eligible, based on the Terms of Reference, to participate on the IEC they will be informed by the Chair
 - c) A letter will be written to the First Nation/Agency to reappoint a representative will be invited to the council for the remainder of that term.

IEC Members

1. Members of an IEC are appointed in accordance with the Act and Ministerial Order.
2. Each member may designate one Alternate to attend an IEC meeting and participate on behalf of the member.
3. Voting Members consists of one representative or one alternate from each of the twelve bands (confirmed by Band Council Resolution or Letter of Support from Chief Administrative Officer to be stored with the Recording Secretary).
 - a) ?Esdilagh (Alexandria Band)
 - b) Tsideldel First Nation (Alexis Creek First Nation)
 - c) Esk'etemc (Alkali Lake Band)
 - d) Tl'etinqox Govt. (Anaham Band)
 - e) Tsq'escen' (Canim Lake Band)
 - f) Stswecem'c/Xgat'tem (Canoe Creek/Dog Creek Band)
 - g) Xení Gwet'in First Nation (Nemiah)
 - h) Xats'ull (Soda Creek Band)
 - i) Yunešit'in Government (Stone Band)
 - j) Tl'esqox (Toosey Band)

- k) Ulkatchot'en (Ulkatcho Band)
- l) T'exelc (Williams Lake First Nation)
- m) Cariboo-Chilcotin Métis Association.
- n) Cariboo Friendship Society

4. Non-Voting Members

- a) Director of Instruction, Education Services and District Principal, First Nations Education.
- b) A non-voting recording secretary.

Board Trustees and District Staff

1. The IEC will provide direction, to the District Principal of Indigenous Education on specific topics, including the planning, spending and reporting of Indigenous education targeted funds, and other grants supporting Indigenous students.
2. The IEC may, from time to time, invite or request school board trustees and district staff to attend meetings of the IEC.

IEC Member Resignation

1. Should an IEC member resign for any reason, that member will notify the Chair and the Recording Secretary in writing.

IEC Chair and Vice-Chair

1. The Chair and Vice-Chair of the IEC must each be a voting member of the IEC.
 - a) Chair and Vice-Chair is voted in through election process by consensus
 - b) Term – 4 years
 - c) Decision to be made at the June meeting after term is complete.
 - d) Should the chair or vice-chair position become vacant, for any reason, elections will be held at the next convened meeting.
2. The role of the Chair is to:
 - a) Chair meetings of the IEC,
 - b) Work with the Recording Secretary to establish meeting agendas, identify materials for meetings of the IEC and disseminate meeting minutes in rough form with Chair & Vice-Chair, distribute draft meeting minutes to members,
 - c) 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,
 - d) With the support of the Recording Secretary, 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,
 - e) Chair will ensure that the Terms of Reference is upheld,
 - f) Serve as spokesperson for the IEC, as needed.

3. In the absence of the Chair, the Vice-Chair will assume the role and carry out the duties of the Chair.
4. 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.

Secretariat

1. The IEC will develop administrative processes with the Secretariat associated with IEC business, for example member travel, meeting costs, room costs, food and beverages, and stipends or honoraria for members or guests.
2. Work solely with the Chair to establish meeting agendas, identify materials for meetings of the IEC.
3. The Secretariat will work with the Indigenous Lead Portfolio from School District #27.

Recording Secretary

1. The IEC Recording Secretary will ensure member travel, meeting rooms booked, accommodation book as required, arrange food and beverages for meetings
2. Recording of meeting minutes and review with Chair/Vice Chair for distribution to IEC members within 5 working days following a meeting.

IEC Meetings

1. The Chair, with support of the Secretariat, will establish an IEC meeting schedule that aligns with any *School Act* mandated reporting deadlines to ensure the IEC is able to have discussions and prepare advice, recommendations, or make decisions, to support the IEC board in a timely manner.
2. The IEC will meet a minimum of 8 times a year.
3. The Chair, with support of the Recording Secretary, will establish meeting agendas in consultation with the IEC members.
4. The IEC will provide direction to the Recording Secretary for communicating and sharing the dates, times, locations, agenda, and meeting materials to all IEC members at least 7 working days prior to each meeting.
5. Quorum for IEC meetings is: 6 voting members.
 - a. One vote per community or organization representing Indigenous students that resides at the IEC table.

6. If one or more meetings is missed by both the member and the alternate, without notice, the IEC Chair will contact the member.
7. Meetings are held on first Monday of each month unless it falls on a Statutory Holiday. They start at 10:00 a.m. and run until 3:00 p.m. with a half hour catered lunch provided.
8. Meetings are held at the School District #27 Board Office or Columetza Meeting room.
9. The Chair, with support of the Recording Secretary, will ensure meeting minutes are prepared and shared with all IEC members within 5 working days following a meeting.
10. When required, IEC meetings can be convened to in-camera. In camera meaning IEC members only with the Chair or Vice Chair recording minutes.

Decision-making Process

1. All matters will be decided through general discussion and consensus of the IEC. If a decision is not met by consensus, those not in favor, agree to disagree.
2. If the IEC cannot reach consensus or voting is tied, the IEC will conduct a majority vote or table to request further information for clarification.
3. Only the Secwepemc, Tsilhqot'in, Dakelh members of the IEC may have a voice to advise on their languages, cultures, customs, protocols, traditions, practices, history, world views, and perspectives.
4. Under the advisement of the voting members, only the Chair and Vice-Chair can seek direction from outside agencies.

Dispute Resolution Processes

1. The dispute must be set out in writing and sent to the chair. The chair must acknowledge receipt of the document within two working days.
2. The chair will use his/her discretion to bring the issue to the next IEC meeting or call an extraordinary meeting.
3. When raised at the IEC meeting all people involved in the dispute will be given the right to speak.
4. The matter should be discussed with all IEC members present, unless they have advised the chair, preferably in writing, that they are aware there is a dispute resolution meeting being held and they are unable to attend.
5. The chair will call for a motion from the IEC, e.g. Appoint an independent assessor, seek mediation, or to dismiss the complaint.
6. Chair will respond in writing to the complainant, within two working days, with the decision of the dispute.

Conflict of Interest

1. The following are not within the mandate of the IEC
 - a. Personal and confidential information on students, parents, teachers, other employees and members of the school community
 - b. Performance or conduct of students and parents
 - c. IEC members speaking on behalf of the IEC

Disclosure:

Every IEC member who is in any way directly or indirectly interested in any existing or proposed contract, transaction or arrangement with School District No. 27 (Cariboo-Chilcotin) and the IEC, or who otherwise has a conflict of interest, will declare the interest fully at IEC meetings and shall leave the meeting until such time as the conflict matter has been dealt with. The IEC member may give a prepared statement regarding the conflict of interest but shall leave the meeting for the decision-making process. The IEC reserves the right to recall the member to answer questions that would provide further clarification.

Time of Declaration:

A member will disclose any conflict of interest to the Chair and/or Vice-Chair prior to meeting when the issue will be discussed.

Effect of Declaration:

If an IEC member has made a declaration of his or her conflict of interest and has refrained from discussion and decision-making, they are not accountable for the decision made by the IEC.

Non-Disclosure:

When there is a perception of a conflict of interest another member may request an agenda item to ask the member to declare the conflict. The IEC will decide whether the member is in conflict and record its decision.

Nepotism:

A member who unjustifiably promotes a family member's interests over the interest of others is considered to be in a conflict of interest.

With the Board of Education

A meeting will be arranged with the Chair of the Board, the IEC Chair, the District Principal of Indigenous Education and the Superintendent.

Providing Advice to the School District Board

1. Recommendation and advice of the IEC will be provided to the board in writing through the Chair.

The Terms of Reference will be reviewed on a quarterly basis and may be amended with the written mutual consent of the IEC and School District #27.