

These IEC Terms of Reference are provided as a template and are expected to be used as the minimum standard Terms of Reference for an IEC.

Sections of the template must be amended/filled out prior to use, **highlighted in green text.**

## **INDIGENOUS EDUCATION COUNCIL TERMS OF REFERENCE**

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:

- (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.

### **2. Board Trustees and District Staff**

- a) The IEC may, from time to time, invite or request school board trustees and district staff to attend meetings of the IEC.
- b) Trustees and board employees may not be members on 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**

**\*\*IEC will establish a process to select the Chair and Vice-Chair\*\*.**

- a) The Chair and Vice-Chair of the IEC must each be a voting member of the IEC.
- b) 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. **\*\*ANY ADDITIONAL ROLE(S) OF A CHAIR\*\***
- c) In the absence of the Chair, the Vice-Chair will assume the role and carry out the duties of the Chair.
  - d) 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.

## 6. IEC Meetings

**\*\*An IEC must establish its quorum threshold\*\*.**

- a) 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 board in a timely manner.
- b) The IEC will meet at least \_\_\_ times a year (and at least \_\_\_ will be in person).
- c) The Chair, with support of the Secretariat, will establish meeting agendas in consultation with the IEC members.
- d) 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 \_\_\_ days prior to each meeting.
- e) **\*\*Quorum for IEC meetings is: \_\_\_\_\_\*\*.**
- f) The Chair, with 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 consensus or voting is tied, the IEC will \_\_\_\_\_
- c) 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. Dispute Resolution Processes**

**\*\*An IEC may wish to establish a dispute resolution process\*\*.**

#### **9. Conflict of Interest**

**\*\*An IEC may wish to establish conflict of interest procedures\*\*.**

#### **10. Providing Advice to the Board**

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