

INDIGENOUS EDUCATION COUNCIL TERMS OF REFERENCE

Effective Date:

Review Date: Every three years

OVERVIEW

The Indigenous Education Council (IEC, the Council) is mandated by the Ministry of Colleges and Universities' Indigenous Student Success Fund for Colleges and Universities (MCU)¹. The Indigenous Education Council was established in 2009.

PURPOSE

The Indigenous Education Council is a joint decision-making and advisory committee. The Indigenous Education Council serves as the decision-making body for Indigenous education, support services, Indigenous content in college events and other general topics as related to Indigenous peoples. This Indigenous-led forum provides space for the institution to discuss and consult on Indigenous related topics, strategies, and institutional directives for Indigenous staff and students at Conestoga College while upholding the principles of free, prior and informed consent.

The IEC also serves as a pathway/forum for Conestoga College to engage directly and meaningfully with members of various Indigenous (First Nations, Inuit and Metis) communities, students, staff and faculty.

VALUE STATEMENT

The IEC upholds the values of the four R's: respect, relevance, reciprocity and responsibility². The IEC will always strive for collaboration and inclusivity, fostering an environment where Indigenous worldviews, values, and ways of living are integral to the educational experience at Conestoga College.

KEY OBJECTIVES AND GUIDELINES

The IEC will work in partnership with the College in:

- Strengthening partnerships and collaboration in promoting Indigenous learners' access to and success in postsecondary education and training.
- Increasing the number of Indigenous learners accessing and participating in postsecondary education and training (e.g. enrolment and retention of students in colleges and universities).
- Increasing Indigenous learners' completion of postsecondary education and training programs resulting in degrees, diplomas, certificates, and/or apprenticeship registration/certification.

¹ [file:///Users/ravenmorand/Library/CloudStorage/OneDrive-ConestogaCollege/Documents - CC Office of Indigenous Initiatives/Indigenous Education Council/ISSF-CU 2022-23 Guidelines_EN \(1\).doc](file:///Users/ravenmorand/Library/CloudStorage/OneDrive-ConestogaCollege/Documents-CC/Office%20of%20Indigenous%20Initiatives/Indigenous%20Education%20Council/ISSF-CU%202022-23%20Guidelines_EN%20(1).doc)

² <chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.uaf.edu/ankn/publications/collective-works-of-ray-b/Four-Rs-2nd-Ed.pdf>

- Improving Indigenous learners' transitions from secondary to postsecondary education and supporting their pathways from postsecondary education and training into the workforce or continuing education.

RESPONSIBILITIES OF THE IEC

The responsibilities of the Council are as follows:

- Advise on recruitment and retention strategies for Indigenous students and staff.
- Review and advise on matters related to Indigenous Education, students, staff and faculty.
- Make recommendations on strategies for curriculum development.
- Discuss and review initiatives presented to the Council.
- Guide, encourage, promote and cultivate an atmosphere in which Indigenous histories, values, knowledge, and traditions are respected within Conestoga College.
- Support and inform the creation/building of awareness and knowledge of Indigenous perspectives.
- Offer insights and review for content related to Indigenous topics, strategies, and directives impacting student life and academics at the College.
- Provide information, advise and support College leadership.
- Advise Conestoga College on the development and revision of policies and programs that enhance the participation of Indigenous people (internal and external).

RESPONSIBILITIES OF THE COLLEGE

- Tracking and reporting on recommendations made by the IEC
- Reporting on Indigenous Student Success Strategy progress and success markers
- Be transparent and accountable for their decisions made impacting Indigenous students, staff and faculty
- Commit to Indigenous education and upholding the Indigenous Student Success Strategy
- Provide meaningful employment opportunities

ACCOUNTABILITY AND AUTHORITY

The Indigenous Education Council is mandated by the Ministry of Colleges and Universities as a requirement of the Indigenous Student Success Fund and is accountable to the Vice-President, Students. The IEC has the authority to vet decisions, provide recommendations, advise on any topics and initiatives that impact Indigenous student, staff, and faculty, particularly those that impact enrollment, student success, and enhancement of the student experience.

The Director of Indigenous Initiatives and Vice President, Students ensure that all decisions and recommendations from the IEC align with the Indigenous Student Success Strategy, the Colleges and Institutes Canada's Indigenous Education Protocol, and the Ministry of

Colleges and Universities guidelines and funding frameworks for the Indigenous Student Success Fund.

STRUCTURE/MEMBERSHIP

Membership is comprised of members from college administration, faculty, Indigenous students, alumni, local Indigenous organizations, and Elders. With the exception of the Chair/Co-Chair, members of the IEC are not permitted to hold more than one seat on the council.

- **Committee Chair/Co-Chair**
- **Academics (2): Indigenous Faculty Members**
- **Indigenous Support Staff (2):**
- **Student Union (3): President Conestoga Students Inc., CSI Indigenous Relations Coordinator, and CSI Indigenous Board Member**
- **Indigenous Initiatives Staff (2):**
- **Indigenous Student Services (3): All ISS staff members**
- **Indigenous-focused Community Organizations (2):**
- **Elder/Knowledge Carrier (1):**
- **President or Designate Conestoga College (1):**
- **Vice President, Students**
- **Indigenous Alumni (1):**
- **Indigenous Student (1):**
- **Secretary (1):**
- **School Board (3):**
- **Wilfrid Laurier University (1):**
- **University of Waterloo (1):**

Examples of possible Indigenous Education & Services and community council members:

- External Indigenous Services Agency
- Indigenous Education Protocol Signing Partners
 - Mississauga's of the Credit
 - Metis Nation of Ontario
 - Southern Ontario Inuit Education Group
 - Chippewas of the Thames
 - Indigenous Student Recruiter/Marketing, Conestoga College
 - Manager, Indigenous Services, Conestoga College
 - Waterloo Region District School Board
 - Waterloo Catholic District School Board
 - French Language School Board
 - Post-Secondary Institutions

NEW MEMBERSHIP RECOMMENDATIONS

New Membership Appointment Process

1. **Nomination:** When a vacancy or vacancies in membership occur, a current council member nominates a candidate for membership. The nomination includes a letter of intent, declaration of membership and member responsibilities.
2. **Review:** The nomination is reviewed by the IEC Recruitment Sub Committee, which assesses the candidate's suitability based on predefined criteria. The subcommittee will review the nominee's letter of intent and declaration of membership.
3. **Recommendation:** The **IEC Recruitment Sub Committee** presents its recommendation to the full council. This recommendation includes a summary of the candidate's qualifications and the committee's rationale for supporting their membership.
4. **Voting:** During a council meeting, the members discuss the candidate's nomination, and a vote will take place. If the candidate is approved by a majority vote, they are formally invited to join the IEC. The invitation includes details about their roles and responsibilities, as well as information about upcoming meetings and orientation sessions.
5. **Onboarding:** New members attend an orientation session to familiarize themselves with the council's mission, objectives, and procedures.

COMMITTEES

- Indigenous Academics Subcommittee
- Indigenous Substantiation Subcommittee
- Recruitment Subcommittee

TERM OF MEMBERSHIP

The chair/co-chair positions are filled by a current member every two years and decided by a quorum vote. Other committee member roles are reviewed every three years with no limit to renewal. The IEC reserves the right to include subject matter experts at the meetings as needed.

RESPONSIBILITIES OF THE CHAIR/CO-CHAIR

- Establish agendas for each meeting
- Chair each meeting or designate a Chair in absentia
- Ensure meetings run on time to complete agenda
- Ensure action points are addressed
- Follow up with (or direct secretary to follow up with) absent members to determine their desire to remain on the council
- Review Terms of Reference every two years to ensure effective operation

The Co-Chairs will serve as facilitators of the meeting, concentrating on maintaining the flow and encouraging active participation from all attendees.

RESPONSIBILITIES OF THE SECRETARY

- Book the meetings and meeting room
- Solicit agenda items from members prior to meetings
- Distribute meeting materials in advance
 - Including parking passes for non-Conestoga members
- Record and distribute minutes
- Upload minutes to the website
- Record attendance of all members
- Inform the Chair or Co-Chair of any members who are absent without providing written notice. This will enable follow up with the absent member(s) to ascertain their intention to remain on the committee.
- Inform members of the IEC, in advance, of any votes set to take place with a minimum of one week's notice

ELDER RESPONSIBILITIES

- Opening/Closing remarks
- Ceremonial practices
- Traditional knowledge and guidance

MEMBER RESPONSIBILITIES

- Inform secretary of attendance prior to meetings
- Attend meetings to provide input and recommendations
- Report relevant IEC updates back to their respective departments (for internal members)
- *Code of Conduct + Conflict Resolution*

MEETINGS

Meetings are held quarterly between September and June, in-person or online at the Chair's discretion.

REPORTING

Reporting to the Ministry of College and Universities is required on an annual and interim basis. Reports on Indigenous Services will also be provided to Academic Forum and the Academic Student Affairs Subcommittee to the Board of Governors bi-annually.

- Interim Financial Report due by October 31
- Year-End Performance and Financial Report due by May 31
- It will be a standing agenda item that the MCU report will be shared with the IEC

QUORUM & VOTING MEMBERS

A quorum shall consist of 50% of the council members in attendance, with a balanced representation of both community and college members. Community members are those who represent the interests and perspectives of the local community, while college members are those affiliated with the educational institution. The IEC will always strive to

reach decisions by consensus. When consensus cannot be achieved, a vote will take place, ensuring that both community and college members are fairly represented. A member's vote cannot be delegated.

Voting members will consists of the Indigenous seat holders on the IEC whereas non-Indigenous seat holders and guests are not considered to be voting members. Advanced notice of voting will be provided to IEC members via the agenda. All voting shall be conducted using Robert's Rules of Order³.

COMMUNICATION & ATTENDANCE

To keep the council active and moving forward, it's important for everyone to attend regularly. If a member misses two consecutive meetings without providing written notice to one of the Co-Chairs, or if they don't communicate with the Council for more than ninety (90) days (despite efforts to reach out), it will be assumed they have decided to step down from the IEC.

TERMS OF REFERENCE REVIEW

The Terms of Reference are reviewed and approved every two years by the Council as required. Amendments or modifications are made after consultation and approval by the membership.

REMUNERATION

External council members receive an honorarium of \$200 plus parking (a parking code will be provided each meeting) for their participation, provided they are not compensated by their organization during meeting times. Requests for remuneration should be provided to the secretary.

³ [chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf](https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf)