

SCHOOL DISTRICT NO. 19 (REVELSTOKE)

Indigenous Education
Council Special Meeting
Monday, December 1st, 2025
9:00 am – 11:00 am

Minutes

We would like to respectfully honour the four nations on whose land we live and learn: The Sinixt, the Secwépemc, the Ktunxa, and the Syilx Okanagan.

1) **CALL TO ORDER** – 9:00 am

2) **APPROVAL OF THE AGENDA**

The agenda was adopted as presented.

3) **OLD BUSINESS**

a) Draft Terms of Reference

1) Changes to the draft

- 1 b) Each Nation may designate one alternate to attend an IEC meeting and participate on behalf of a member.
- 4 d) Chair or vice-chair will attend Board meetings virtually.
- 6 e) To meet Quorum, at least two representatives from a First Nation must be present. First Nations members. Cannot be outnumbered by non-First Nations voting members.
- 8 a) It is not felt that a dispute resolution process is required at this time.

2) Action Item: Review the attached Terms of Reference and email Jodi Wallach with your vote to approve or not approve.

3) Note: At the last meeting we removed the Land Acknowledgement from the Terms of Reference until the IEC makes a recommendation to the Board.

b) IEC Capacity Funding

1) See attached spreadsheet of spending from 24/25 and 25/26, funding categories, and other spending brainstormed.

2) Discussion about using the funding to recognize the time spent by Secretariat and IEC voting members, as this work is important and takes time.

- 3) Action Item: Voting members will check with Nations/Societies/Associations to make a recommendation to the IEC for an Honorarium amount. Discussion was \$50/hour, \$200 for partial day, \$400 for full day. Members will also confirm payment process.
 - 4) Approval for 24/25 spending.
 - 5) Tabled 25/26 IEC Capacity funding approval. Jodi will send out a proposed budget for 25/26 based on discussion. A special meeting will be called in January to finalize IEC Capacity Fund spending.
 - 6) Action Item: Jodi will contact SD 8 and SD 83 to discuss sharing costs for Nerissa and Brenna when travelling when they represent multiple districts.
 - 7) Action Item: Jodi will send 24/25 Year-end Financial Report and 24/25 IEC Reporting documents to Eric and Kristi for signatures and will forward to Ministry once signed.
- c) Jodi will send potential dates for a special meeting in January. Please send preferred days and times of the week.

4) ADJOURNMENT – 11:00 am

Oct 10 - Splatsin meeting	
6 hotel rooms	\$758.64
breakfast	\$118.28
lunch	\$245.86
travel costs	\$1,027
Total	\$2,149.38

Funding	
24/25	\$70,187.00
25/26	\$78,588.00
26/27	
Total	\$148,775.00

Year-end Financial reporting sections
Secretariat support
Meeting costs
Travel for IEC mtgs - district staff
Travel for IEC mtgs - IEC members
Professional Development for IEC members - including provincial meetings
IEC member stipends/ honoraria

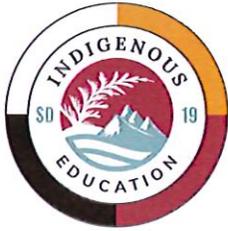
Oct 20 - IEC meeting	
1 hotel room	\$127.64
lunch	\$64.10
travel costs	\$197.60
Total	\$389.34

24/25 Discussion	
Jodi travel to ʔakisq̓nuk	\$652.30
Secretariat support	\$21,847.70
Total	\$22,500.00

Ideas from other districts
honoraria for meetings outside of the work day
retreat
swag to build community

Nov 18-19 IEC Regional Gathering	
4 hotel rooms	\$1,427.57
meals	\$218.00
travel costs	\$1,411.20
conference costs	
Share in Nerissa/Brenna?	
Total	\$3,056.77

Other ideas/ wonderings
FNESC regional and provincial - covered?, share costs?,
JCam - Chair
Secretariat support
Honoraria and travel costs - \$15000-\$20000 to cover IEC meetings, Board Meetings, travel costs for members. Special meetings will need IEC approval for spending above this



SCHOOL DISTRICT NO. 19 (REVELSTOKE)

REVELSTOKE INDIGENOUS EDUCATION COUNCIL TERMS OF REFERENCE



School District 19
(Revelstoke)

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:
 - (i) The Splatshin and Ktunaxa First Nations communities will designate two persons
 - (ii) The Salmon Arm Metis Association may designate one person
 - (iii) The Revelstoke Friendship Society may designate one person
 - (iv) All designated members must be done through a formal letter or process (BCR)
- b) Each Nation may designate one Alternate to attend an IEC meeting and participate on behalf of the member.
- c) To be considered for membership on the IEC, a group must represent an established Indigenous population and have an elected Board or governing body.

2. Board Trustees and District Staff

- a) The IEC will be attended by regular, non-voting members.
 - (i) District Principal of Indigenous Education and K-12 Well-Being (acting as Secretariat)
 - (ii) The Superintendent of School District 19
 - (iii) A Trustee

- b) The Trustee participates in the meetings as an observer only and does not speak on behalf of the Board. The Trustee does report back to the Board on agenda items covered in the meetings that concern the Board.
- c) The Superintendent and the District Principal of Indigenous Education will ensure that all local collective agreements, Ministry of Education and Childcare directions, district policies and administrative procedures that impact Indigenous students, are brought to the IEC table for discussion.

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) The Chair and Vice-Chair of the IEC must represent different communities.
- c) The Chair and Vice-Chair of the IEC will be selected by nomination from the IEC table and chosen by consensus.
- d) The Chair and Vice-Chair will serve in their roles for two full school years, beginning in September.
- e) The selection of the Chair and Vice-Chair will occur in January of the school year before the term ends to allow for shadowing at agenda setting and IEC meetings.
- f) Chair or vice-chair will attend Board meetings virtually
- g) 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.
- h) In the absence of the Chair, the Vice-Chair will assume the role and carry out the duties of the Chair.
- i) 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 District Principal of Indigenous Education will act as the Secretariat and is primarily responsible for organizing the work of the IEC.
- b) 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.
- c) 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

- 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 four (4) times a year. Meetings in October and May will be in-person, full day meetings, with two virtual meetings during the year. Special meetings may be added as needed.
- 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 seven (7) days prior to each meeting.
- e) To meet Quorum, at least two representatives from a First Nation must be present. First Nations members cannot be outnumbered by non-First Nations voting members.
- f) The Secretariat, with support from the Chair, 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

- 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 request additional information from the Secretariat and will table the matter until the next meeting.
- 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

- a) It is not felt that a dispute resolution process is required at this time.

9. Conflict of Interest

- a) Members of the IEC must declare a conflict of interest when they may not be able to make decisions impartially.
- b) Conflict of Interest may include:
 - (i) Family member involvement
 - (ii) Financial benefit

10. Roles and Responsibilities of the IEC

- a) Recommendations and advice of the IEC will be provided to the board in writing through the Chair or designate on:
 - (i) How Indigenous Education Targeted Funding (IETF) will be used, within parameters attached to this funding by the Ministry of Education and Childcare (academic, cultural, and social-emotional). The IEC will work as a partner toward ensuring that each Indigenous student will benefit from the programs and services offered through the School District.
 - (ii) Policies and administrative procedures as they relate to Indigenous learners and recommends appropriate changes.
- b) The IEC promotes cultural awareness, understanding, and sensitivity within the employee groups of the School District.
- c) The IEC works with local communities (First Nations, Metis, and Inuit) to identify cultural resource people to recommend to be included on the Knowledge Holders list.