



**TA'AN KWÄCH'ÄN COUNCIL**  
**THE TERMS OF REFERENCE**  
**FOR THE EDUCATION COMMISSION**

**FEBRUARY 2009**

**TA'AN KWÄCH'ÄN COUNCIL**  
**THE TERMS OF REFERENCE**  
**FOR THE EDUCATION COMMISSION**

Duly accepted by the  
Board of Directors on this 09 day of February 2009

---

**Chief Ruth Massie**

**Authority**

1. The Education Commission (the "Commission") shall derive its authority from the Board of Directors (the "Board") Resolution 2009-03, "Establishment of the Ta'an Kwäch'än Council Education Commission", (Appendix 1), passed by consensus on 3 February 2009.

**Current Context**

2. Under its final and self-government agreements, the Ta'an Kwäch'än Council has the opportunity to negotiate the devolution and assumption of responsibility for the management, administration and delivery of certain education and training programs and services within the jurisdiction of the Ta'an Kwäch'än Council.
3. The Ta'an Kwäch'än Council currently
  - (a) administers the delivery of the Post-Secondary Student Support Program;
  - (b) delivers the Education Top-Up Program;
  - (c) administers the delivery of industry and trades training (Aboriginal Human Resource Development Strategy);
  - (d) provides the services of an Education Support Worker who is responsible for managing the education initiatives that relate specifically to Ta'an Kwäch'än citizens who are involved in the public school system from kindergarten to grade 12 as well as post-secondary students; and

may make such additions and changes to its education and training programs subject to its capacity and in the best interests of Ta'an Kwäch'än citizens.

**Mandate and Scope of Activities**

4. The Commission shall have authority over the Department of Education with regard to the educational and training needs of Ta'an Kwäch'än citizens and shall guide the educational and training programs and services provided by the Ta'an Kwäch'än Council.

Specifically, the Commission shall

- (a) carry out its duties and responsibilities in accordance with the
  - (i) Post-Secondary Student Support Program Policy,
  - (ii) the Education Top-Up Policy,
  - (iii) the Aboriginal Human Resource Development Strategy Policy, and
  - (iv) the Industry and Trades Policy (pending);
- (b) advise and assist, when requested, the Manager of the Department of Education;
- (c) make recommendations and report, when requested, to the Board; and
- (d) perform such other tasks that fall within the mandate and scope of activities of these terms of reference.

**Proceedings**

5. To achieve the tasks set out in section 4 of these terms of reference, the Commission shall, at its first meeting,
- (a) appoint a Chair of the Commission (the "Chair");
  - (b) review these terms of reference, including the appendices listed under section 22 of these terms of reference; and
  - (c) establish and make available to the Board a schedule of meetings of the Commission for a 6-month period and to be repeated annually.

**Reporting**

6. The Chair shall provide the Board with a quarterly summary report of the activities of the Commission.

**Budget**

7. The Commission shall submit its fiscal year work plan and operating budget for approval to the Board of Directors when required. The operating budget shall be monitored by the Department of Finance.

8. The work plan and operating budget for the Commission shall be reviewed for approval as part of the annual Ta'an Kwäch'än Council budgeting process.
9. The Chair shall monitor the work plan and operating budget for the Commission and shall prepare a work plan and budget report for the members of the Commission and for the Department of Education before the end of the 6-month period or when required.
10. Any amendments to the operating budget for the Commission shall be approved by the Board.

**Honouraria**

11. The members of the Commission shall receive an honourarium in accordance with paragraph 3(b) and subsections 4(4) and (5) of the *Honouraria Regulation* (Ta'an Kwäch'än Council).

**Value and Ethics Code and Oath of Secrecy**

12. Each member of the Commission, upon his or her appointment, shall sign the Value and Ethics Code and Oath of Secrecy of Committee Members.

**Membership**

13. The Commission shall be composed of five members appointed by the Board for a term of one year.
14. Commission members may be reappointed.
15. The Manager of the Department of Education shall be an ex-officio representative on the Commission.

**Quorum**

16. The quorum of the Commission shall be the majority of members.
17. The Commission will strive for consensus decision making.
18. The Chair shall cast a vote in order to break a tied vote of the Commission.

**Verification of Decisions**

19. All student approvals made by the Commission shall be communicated in writing to the students by the Manager of the Department of Education.

**Location of Meetings**

20. The meetings of the Commission shall be held in a location to be determined by the Chair.

**Review of Terms of Reference**

21. The Terms of Reference for the Commission shall be reviewed annually by the Board.

**List of Appendices**

22. In addition to the appendices listed under this section, the Commission may request of the Ta'an Kwäch'än Council any additional documentation and information it deems essential to perform its mandate and scope of activities.

Appendix 1	Board Resolution 2009–03, Establishment of the Education Commission
Appendix 2	Post-Secondary Student Support Program Policy
Appendix 3	Education Top-Up Policy
Appendix 4	Interim Aboriginal Human Resource Development Strategy Policy
Appendix 5	Industry and Trades Training Policy (pending)
Appendix 6	Education Appeal Process Policy (pending)
Appendix 7	Value and Ethics Code and Oath of Secrecy of Committee Members
Appendix 8	Aboriginal Human Resource Development Strategy Contribution Agreement
Appendix 9	Job Descriptions of Department of Education Staff