

Terms of Reference

Drafted 17 December 2024
Revised 19 January 2025

1. Purpose

The purpose of these Terms of Reference is to provide guidance on the Indigenous Strategic Plan Advisory Circle (ISPAC) as it carries out its development of an Indigenous Strategic Plan at Brock University.

2. Mandate

- a. The mandate of the Committee shall be as follows:
- b. Undertake a consultative process to develop a comprehensive Indigenous Strategic Plan (ISP) for the University to put in place over the next 5 years.
- c. The ISPAC will consult and share information with, and receive advice from, Indigenous¹ faculty, staff, students and community in the consultation process to ensure the ISP is aligned with Indigenous community needs.
- d. The ISPAC will prepare regular updates to Two Row Council, the Indigenous Education Council, as well as the Provost and the President.
- e. Promote awareness of Indigenization and Decolonization as it pertains to the development of the ISP.

3. Membership

- a. The Committee shall be composed of 18 members.
- b. The Committee shall be co-chaired by: 1) Vice-Provost of Indigenous Engagement, 2) Director, Indigenous Educational Studies, and 3) the Director, Hadiya'dagénhahs First Nations, Métis and Inuit Student Centre.
- c. Members from each of the following designated groups of (Indigenous faculty, student, staff/departments/managerial level) shall serve on the Committee:
- d. 4 Indigenous faculty
- e. 4 Indigenous staff
- f. 4 Indigenous students (honorariums will be provided)
- g. 1 Indigenous Education Council
- h. 1 Two Row Council
- i. 1 Elder/Traditional Knowledge Keeper (honorarium will be provided)

¹ Refers to First Nations, Métis and Inuit peoples

- j. Members shall serve for one year, with the option for renewal (if necessary)
- k. A general call will be completed outlining the role of the committee members as well as ISPAC expectations. Selection will be made by the co-chairs based on the general call.
- l. When a casual vacancy occurs on ISPAC, the co-Chairs will select a replacement after consultation with the Committee and recommend the replacement.

4. Meetings

- a. The ISPAC will prioritize in-person meetings.
- b. Meetings will occur bi-monthly, or more frequently, as the ISPAC decides.
- c. Decisions will be made by consensus.
- d. Quorum for meetings will be 50% of members.
- e. The ISPAC may invite non-members to attend meetings as needed for pro-development or other items that the ISPAC may require.
- f. ISPAC members are expected to confirm meeting attendance or send regrets.
- g. Normally, a member of the ISPAC who has not attended two (2) consecutive Committee meetings will be asked to resign from the ISPAC. The Committee expects all members to attend a majority of the regular meetings scheduled.

5. Reporting

- a. The co-chairs of the Committee shall report regularly to the Provost and President on the progress of the ISP.
- b. The target date of completion of the ISP will be January 2026.
- c. Administrative Support
 - i. Provided by the Office of the Vice-Provost, Indigenous Engagement and to include meeting coordination, agendas, Minutes, communications to Committee, etc.
- d. Minutes of the ISPAC meetings will be posted on <https://brocku.ca/indigenus/strategic-plan/>