

Form C: Sample Letter to Invite First Nations Participation in Council

“School Letterhead”

Date

Dear _____,

On behalf of Northwest School Division and _____ School, I invite you to select a representative from the _____ First Nation to become a member of the _____ School Community Council.

Representative Parent and Community Members of the School Community Council will be selected at an Annual Meeting planned for _____. First Nations parents with a child or children enrolled in _____ School are welcome to attend and become members of the council. In addition, to further ensure First Nations representation, provision is also made for an appointed member of the School Community Council to come from each First Nation with students attending our school.

In considering this invitation, please note that administrative procedures provide for the following process for selecting the First Nations Representative from each First Nation:

- The First Nation representative from each First Nation with students living on the reserve and attending the school shall be declared as a representative member for a two year term.
- Officials from the First Nation will be asked to advise the returning officer or principal regarding the appointed membership before the date of the Annual Meeting.
- Should a member not be appointed before the date of the Annual Meeting, the Superintendent of Schools may nominate a person to fill the position.

The role that council plays in the school is detailed in the note attached to this letter. Please accept this letter as your invitation to select a representative. Once a representative is selected, please contact the school principal or returning officer and advise them of your selection.

Thank you for your assistance in this important initiative.

Sincerely:

“Northwest School Division Designated Staff Member”

Northwest School Division No. 203