

Qalipu First Nation  
Council Meeting  
September 25, 2021

Community Room  
1 Church Street, Corner Brook  
&  
Microsoft Teams

## Table of Contents

Welcome and Opening Prayer .....	4
Attendance .....	4
Absent .....	4
Review and Acceptance of the Agenda.....	4
Motion 19-21-22 – Adoption of the Agenda.....	4
Edits to the Agenda .....	5
Review and Acceptance of Minutes .....	5
Meeting Minutes - July 29, 2021 .....	5
Motion 20-21-22 – Adoption of the Minutes.....	5
Annual Operating Reports- 2021-2022- 1 <sup>st</sup> Quarter Activities.....	5
Motion 21-21-22 – Acceptance of Annual Operating Reports 2021-2022 (Q1) .....	6
Finance and Audit Standing Committee– Summary Report (Sept. 17, 2021).....	7
Motion 22-21-22 – Acceptance of FSC Recommendation 01-09-17-2021 .....	7
Motion 23-21-22 – Acceptance of FSC Recommendation 03-09-17-2021 to amend section 10 of the finance policy (Capital assets) .....	8
Motion 24-21-22 – Acceptance of BCR-03-21-22 .....	8
Motion 25-21-22 – Adopt Quarterly Financial Reports.....	8
Culture, Tourism, and Community Development Committee Update .....	8
Motion 26-21-22 – Make the Mi'kmaw language coordinator position permanent.....	9
Housing Committee Update.....	9
Motion 27-21-22 – Change housing committee to establish a Health and Housing Standing Committee ..	9
Motion 27-21-22 – Change the communications committee and establish an Operations and Communications Standing Committee .....	10
Motion 28-21-22 – To dissolve the special committee on housing and the special committee on communications.....	10
Youth Council Committee Update .....	10
Natural Resources Committee Report .....	10
Education and Training Committee Report.....	11
Motion 29-21-22 – Amend local post-secondary support guidelines. Recommendation that <i>eligible</i> PSSSP graduate students and Ph.D. students receive allowances.....	11
Motion 30-21-22 – Hiring of two (2) Early Childhood Education Outreach Officers .....	11
Motion 31-21-22 – Hiring of a Project coordinator.....	12
Executive Committee Report .....	12
Band Manager's Report.....	12

Council Remarks..... 12  
Next meeting..... 13  
Adjournment..... 13



## Welcome and Opening Prayer

The Council of Qalipu First Nation held its regular meeting of Chief and Council on Microsoft Teams and in the Community Room, 1 Church Street, Corner Brook. The meeting was live streamed for members of Qalipu. The official QFN meeting began at approximately 10:00 am. Councillor Odelle Pike smudged attendees and led the group in a prayer.

## Attendance

The following members of Council and Staff attended the meeting:

<b>Name:</b>	<b>Position:</b>
Mr. Brendan Mitchell	Chief
Mr. Keith Cormier	Western Vice-Chief
Mr. Randy Drover	Central Vice-Chief
Mr. Jasen Benwah	Councillor Port Au Port
Ms. Odelle Pike	Councillor Stephenville
Mr. Andy Barker	Councillor Exploits
Mr. Ivan White, SR	Councillor Flat Bay
Mr. Ivan J. White	Councillor St. George's
Mr. Calvin Francis	Councillor Gander Bay
Mr. Keith Goulding (Staff)	Band Manager
Mr. Andrew Simmons (Staff)	Director of Finance
Ms. Reisha Knott (Staff)	Manager of Communications
Ms. Paulette Brinston (Staff)	Executive Assistant
Mr. Ryan Matthews (Staff)	Computing Specialist – <b>Joined through Microsoft Teams</b>
Ms. Salome Barker	Youth Co-representative- <b>Joined through Microsoft Teams</b>

## Absent

Mr. Francis Skeard, Ward Councillor for Glenwood, was absent. Mr. Brian Dicks, Corner Brook Ward Councillor was also absent, housing committee update was presented by Ivan White in Mr. Dicks' absence. Sabrina Muise, Youth Representative was not in attendance, Salome Barker, presented on behalf of the youth council.

## Review and Acceptance of the Agenda

### Motion 19-21-22 – Adoption of the Agenda

The agenda was reviewed. Chief Mitchell read the items. A motion was made to accept the **agenda** without additions.

Moved by:	Jasen Benwah	Seconded by:	Ivan White Sr.
Motion Carried	All in Favour	Eight (8) for	Zero (0) Against

Agenda accepted.

### Edits to the Agenda

➤ No edits to the agenda were proposed.

## Review and Acceptance of Minutes

### Meeting Minutes - July 29, 2021

A draft of the meeting minutes was distributed to Council prior to the meeting. A brief discussion occurred surrounding the special places and identifying the size, location, and potential scope of the sites. The expectation is to hold community consultations on how to handle special places once identified.

#### Motion 20-21-22 – Adoption of the Minutes

A motion was made to accept the **minutes of July 29, 2021**, with suggested edits.

Moved by:	Calvin Francis	Seconded by:	Ivan White Sr.
Motion Carried	All in Favour	Eight (8) for	Zero (0) Against

Minutes of July 29, 2021, were adopted.

## Annual Operating Reports- 2021-2022- 1<sup>st</sup> Quarter Activities

Prior to the Council meeting, Annual operating reports for all departments were submitted to councillors for review.

Education and training- Band manager Keith Goulding discussed additional funds allotted for allowances for this term. Eligible students in receipt of support through PSSSP and ITSEPS programs will receive monthly allowances of \$478.00 monthly while enrolled in study. This is a pilot program that is in keeping with national guidelines regarding allowances for eligible students.

Chief Brendan Mitchell discussed outreach activities at Kill Devil camp which has been inactive due to COVID. Odelle Pike, Councillor for Stephenville Ward and member of the Education and Training committee indicated the department has a goal of resuming external outreach activities by the spring of 2022, with a close eye on the evolving situation that COVID-19 has presented.

Andy Barker, Councillor for Exploits discussed the planned development of walking trails as a sign of remembrance of the children who lost their lives at residential schools.

Discussion moved on to Community development's AOP 1<sup>st</sup> quarter activities. Chief Mitchell discussed the success of the language program and the level of engagement from membership. Randy Drover discussed how happy he is to see cultural activities move forward.

There was a review of the OAP for health and community wellness. Keith Goulding discussed the establishment of a housing program to address the needs of membership surrounding housing. Housing officer is in place and hiring of a housing intern will occur soon.

Ivan J. White, Ward Councillor for St. George's, brought up that addressing health infrastructure concerns within communities should be a focus in health.

Chief Mitchell also addressed mental health services available to membership and increasing concerns around child welfare.

Andrew Barker discussed concerns around turnaround time for medical transportation claims, which is estimated around 6-8 weeks. He suggested he was concerned about the financial hardship imposed upon members who request reimbursement.

Keith Goulding indicated membership should avail of pre-booking of accommodation through Qalipu's medical transportation program to minimize financial hardship. Medical transportation staffing is currently at capacity; however, more staff is needed to fulfil demand and lower turnaround times.

Discussion turned to the natural resources department AOP; the department has less activity currently as they are mostly engaged in projects that currently in process. Their cycle is largely driven by the stages of their activities. Andy Barker, the Councillor for Exploits asked about the department's reliance on external funding programs and potential the research lacks depth due to involvement in a large number of projects. Vice Chief Keith Cormier discussed the change in the federal fishery portfolio and potential impact on the department's desire to seek fishery rights for membership.

Randy Drover, Central Vice-Chief discussed the staffing shortages in finance and the challenges it presents for the delivery of programs and services for membership.

Keith Goulding discussed how the department faced challenges with ensuring policy changes and maintaining compliant. Funding being allocated from one program or department cannot simply be moved to another program without ensuring the change fulfils requirements.

Randy Drover continues to discuss changes to finance processes, stating that increased financial autonomy for Qalipu First Nation to allow budgetary changes to be made without the challenges presented by the current administrative procedures.

Andy Barker, the Ward Councillor for Exploits asked about the term "ERP" used in the finance OAP. The Director of Finance, Andrew Simmons explained that the ERP program would allow processes to move along more efficiently, improving the processing of payments, and streamlining internal processes.

Andrew explained that adoption of the ERP system would allow for improvements to provision of services for members, it would allow for more efficient payment and processing of applications. The GINU membership portal would serve as a hub for members to access services and upload documents.

A motion was made to adopt the Annual Operating Plans 2021-2022 (Q1) as circulated.

#### Motion 21-21-22 – Acceptance of Annual Operating Reports 2021-2022 (Q1)

Moved by:	Odelle Pike	Seconded by:	Andy Barker
Motion Carried	All in Favour	Eight (8)	Zero (0) Against

Finance and Audit Standing Committee– Summary Report (Sept. 17, 2021)

Randy Drover, provided an update regarding the most recent meeting of the FASC, thanking new Director of finance, Andrew Simmons, manager of finance Karen Tiller and former Director of finance, Jodie Wells on their efforts to improve processes. He also thanked Lynn Kendall and Michelle Noseworthy, member representatives who serve on their committee for their commitment considering the challenges of the pandemic when it came to maintaining meetings.

Results of external have been received, findings were positive. Some issues presented on certain documents with a second signature, most of the issues arose during COVID when most staff were working from home. One single cheque was sent out that did not contain a second signature, considering the volume of cheques that leave the office, this was not a concern.

There were also continuing discussions around the provision of credit cards to individual directors, which will be distributed by band manager Keith Goulding and finance manager Andrew Simmons can also assign limits. Waiting on RBC to provide credit cards so they can be distributed to directors.

Randy Drover continued discussion on ERP initiated during discussions of finance OAP. In his role as chair, improving efficiencies has been a big part of his interest. Examples include improving ability to apply for education funding through an online application process. Implementation of ERP will improve processes for members and staff.

Motion 22-21-22 – Acceptance of FSC Recommendation 01-09-17-2021

Set aside \$50,000.00 (fifty thousand) from the departmental budget, the sources of which shall be determined by the finance department to engage a consultant for the purpose of assessing the band’s needs/ requirements for an Enterprise Resource planning system.

Moved by:	Keith Cormier	Seconded by:	Calvin Francis
Motion Carried	All in Favour	Eight (8)	Zero (0) Against

In review of quarterly financial statements, there may be some programs where some funds carry forward from previous years having not been expended. Within the funding for education and training department there are two funding arrangements: ITSEPS (Consolidated revenue fund and EI) and Post-secondary education. ITSEPS- CRF has an extra \$971,716.00, ITSEPS- EI \$479,127.00 PSE \$3,295,071.00. The E & T department is looking at options to allocate these funds.

Councillor Barker discussed the promotion of re-training services for older membership looking to return to school, retrain or upgrade their education. Odelle Pike, member of the education and training committee explained that funding is available to students regardless of age. Band manager Keith Goulding discussed the programs through Indigenous Services Canada that would allow mature students to obtain summer employment and it would be beneficial to put an increased focus on these individuals.

Motion 23-21-22 – Acceptance of FSC Recommendation 03-09-17-2021 to amend section 10 of the finance policy (Capital assets)

The tracking and recording of tangible capital assets such as furniture and equipment is currently presenting an excessive administration burden on the finance department. Implementation of FSC recommendation 03-90-17-2021 would allow the finance and audit standing committee to implement a threshold value to capitalizing assets, focusing on larger cost capital assets and their associated depreciation. Any items purchased with a value less than \$5000.00 will not be recorded under capital assets. Processes for disposal of items at a value below the threshold should be disposed in consultation with council and the finance department.

A motion was made to amend section 10 of the finance policy as it relates to the capitalization of assets.

Moved by:	Randy Drover	Seconded by:	Calvin Francis
Motion Carried	All in Favour	Eight (8)	Zero (0) Against

Andrew Barker suggested that assets disposed of that are below the threshold should be made available to membership for purchase.

Motion 24-21-22 – Acceptance of BCR-03-21-22

A motion was made to accept the **Band Council resolution 03-21-22** to approve the submission of an application to Indigenous Services Canada- Community Opportunity Readiness Program (CORP) to provide funding for phase 2 of the development of corporate restructuring of the Qalipu Development Corporation.

BE IT RESOLVED that the Qalipu First Nation hereby officially state and give notice that Qalipu First Nation approves the submission of an application to the Indigenous Services Canada- Community Opportunity Readiness Program (CORP) to provide funding for Phase 2 of the development corporations restructuring.

Moved by:	Randy Drover	Seconded by:	Ivan White, Sr.
Motion Carried	All in Favour	Eight (8)	Zero (0) Against

Band Council resolution 03-21-22 to proceed with the CORP application process to proceed with phase 2 (two) of the corporate restructuring.

Motion 25-21-22 – Adopt Quarterly Financial Reports

A motion was made to accept the quarterly financial statements.

Moved by:	Randy Drover	Seconded by:	Calvin Francis
Motion Carried	All in Favour	Eight (8)	Zero (0) Against

Culture, Tourism, and Community Development Committee Update

Vice-Chief, Keith Cormier provided the update on current activities within the department. Angela Brockway has been hired to serve as Manager of Tourism and Community Development and Kellie Kerpan has assumed the position of Manager of Culture and Community Outreach.



Keith Cormier also presented a briefing note was submitted to council regarding an extension of the Mi'kmaw language program. Currently the language coordinator position is being completed on contractual basis, relying on renewals. The briefing note from the Director of tourism, culture and development, Tara Saunders, outlines her recommendation that retaining staff in that role with 3-month contracts is not sustainable. The department has secured funding for the next two years to support a language program that would allow the department to provide language programs that have already been approved. It was noted that the addition of this position will require an amendment to the organizational chart to include the permanent position of language coordinator.

**Motion 26-21-22 – Make the Mi'kmaw language coordinator position permanent**

A motion was made to make the current contract position of language coordinator permanent.

Band manager, Keith Goulding, noted the change of this role to permanent would require an amendment to the organizational chart to include the position.

Councillor Andrew Barker asked about the status of the position as permanent since the funds are allotted for two years.

Keith Goulding explained that the department would need to apply for funding as all departments do to sustain the funding for most roles.

Moved by:	Keith Cormier	Seconded by:	Ivan White, Sr.
Motion Carried	All in Favour	Eight (8)	Zero (0) Against

The meeting was dismissed at 11:55 a.m. for lunch. The meeting was reconvened at 12:34 p.m.

**Housing Committee Update**

The update was presented by Ivan White, Councillor for Flat Bay. The application for funding under this program for \$250,000 was submitted to assist members with housing repairs and renovations targeting vulnerable populations including seniors, single parents, persons with disabilities, mental health related illness, and those at risk of homelessness.

The position of housing development officer was recently filled by Travis Hulan. The department is in the process of filling the vacancy of housing intern, co-funded by CMHC, Inuit youth program.

**Motion 27-21-22 – Change housing committee to establish a Health and Housing Standing Committee**

A motion was made to change the housing committee to a health and housing standing committee.

Moved by:	Randy Drover	Seconded by:	Ivan White Sr.
Motion Carried	All in Favour	Eight (8)	Zero (0) Against

## Motion 27-21-22 – Change the communications committee and establish an Operations and Communications Standing Committee

A motion was made to change the communications committee to an operations and communications committee.

Moved by:	Randy Drover	Seconded by:	Odelle Pike
Motion Carried	All in Favour	Eight (8)	Zero (0) Against

Motion passed.

## Motion 28-21-22 – To dissolve the special committee on housing and the special committee on communications

Moved by:	Randy Drover	Seconded by:	Calvin Francis
Motion Carried	All in Favour	Eight (8)	Zero (0) Against

Motion Passed.

## Youth Council Committee Update

Youth council update was provided by youth council's co-representative, Salome Barker. The newly formed youth council had its first meeting online to look at what their roles will be, their expectations, and conflict resolution procedures. Counsellor Randy Drover attended the event and prepared two presentations: Qalipu 101 and the Indian Act 101. The youth council also engaged in the lateral kindness workshops. The council also received funds they intend to use for youth workshops, guest speakers, and discuss Mi'kmaq identity.

Youth council will also hold their youth gathering soon in Central Newfoundland. The theme of this retreat will revolve around identity and kinship ties. The theme was selected due to recent online comments regarding the Qalipu First Nation band membership and identity.

Chief Mitchell comments on the theme of the retreat and commends Salome's involvement on the youth council. He also comments on the council's plan to continue to support youth membership.

Salome took a moment to say thank you for the current council for their support of the establishment of the youth council.

## Natural Resources Committee Report

Councillor Andy Barker presented the report for Natural Resources. Alyssa Hunter, Manager of Environment and Natural Resources, has initiated "green meetings" practices to reduce waste during meetings. Suggested looking at ways as a band to reduce waste.

## Education and Training Committee Report

Odelle Pike presented the committee report. Currently the education and training department is funding about 900 students to attend post-secondary programs. 3 students were successful in obtaining employment through the RCMP summer program. 57 students received funding through education and training's Youth Summer Employment Program. Healer's of tomorrow gathering started virtually on September 15<sup>th</sup> and will continue into October. The education and training department is partnering with Marathon Gold to deliver a two-week targeted training initiative to include certification courses that would be part of obtaining employment with Marathon Gold. Training will start in late October- early November and will be ongoing throughout the year.

The outdoor education program was suspended in 2020 due to COVID-19, the department hopes the program can resume in the spring of 2022. The cultural outreach program has been taking place virtually with a total of 39 virtual classrooms visits. The department will also be hiring two early childhood education outreach officers who will visit registered daycare centres in all wards to provide teachings and build connections to community. Lesson plans will be developed with knowledge keepers.

Post-Secondary students must be completing a minimum of three (3) courses to be eligible to receive allowances and must receive a letter from their educational institution confirming their status as full-time students and number of hours required weekly. Employment insurance eligible students and those who are working in excess of 20 hours per week will remain ineligible to receive allowances.

A motion was presented to amend the local post-secondary education guidelines.

Motion 29-21-22 – Amend local post-secondary support guidelines. Recommendation that *eligible* PSSSP graduate students and Ph.D. students receive allowances

Moved by:	Odelle Pike	Seconded by:	Calvin Francis
Motion Carried	All in Favour	Eight (8)	Zero (0) Against

Motion passed.

These guideline amendments are in keeping with national comparable programs.

A second briefing note for education and training with presented by band Manager Keith Goulding for the hiring of two early childhood education outreach officers. These individuals would visit early childhood facilities to Indigenize their curriculum. The positions would be filled in October and continue until 2023.

Motion 30-21-22 – Hiring of two (2) Early Childhood Education Outreach Officers

Moved by:	Odelle Pike	Seconded by:	Jasen Benwah
Motion Carried	All in Favour	Eight (8)	Zero (0) Against

Motion passed.

The second component of this project submitted through the "I am ready for Higher Studies Project" is part of the Canada Learning Bond Grant, focus to transition youth into post-secondary and help youth from low-income families to access post-secondary education. This would require a project coordinator to educate members of the benefits of an RESP and to help members open a RESP and then apply for the bond offered

through the program. Eligible individuals completing the program may receive a \$500 completion bonus for opening an RESP through participation.

Motion 31-21-22 – Hiring of a Project coordinator

Moved by:	Odelle Pike	Seconded by:	Jasen Benwah
Motion Carried	All in Favour	Eight (8)	Zero (0) Against

### Executive Committee Report

Discussion of the Kippens gravesite, which was brought to the band’s attention by member Frank Russell. In looking at special places, it is important to have community collaboration. There is a plan in place to create markers for the Kippens gravesite.

The band continues to monitor the enrolment concerns of veterans and members of the RCMP, experiencing delays.

Chief Mitchell also suggested that he hopes individuals with enrolment concerns will join the walk on September 30<sup>th</sup> to mark the 1<sup>st</sup> National Day for Truth and Reconciliation. The provincial government have provided a letter of support to the federal government to address enrolment concerns.

Chief Mitchell discussed the COVID-19 relief funds that have been offered to membership and is hopeful that additional resources will be available to assist membership.

### Band Manager’s Report

The band manager and Manager of Communications are engaged in discussions regarding the School Messenger Program. PowerSchool is the current method used by schools to communicate with students and parents. Meetings with the school boards are ongoing and developments of these discussions will be brought forth at the next meeting of council scheduled for November 27, 2021.

### Council Remarks

Vice-Chief Keith Cormier- Discussed the Sunrise ceremony to acknowledge the band’s recognition by the federal government. He also took a moment to mention that this meeting of council coincides with the birthday of Benoit’s Cove Ward councillor, Bern White, who passed away in the summer. He also encouraged that band continue to move forward and expressed gratitude for their hard work.

Councillor Andy Barker- Asked for an opportunity to discuss episode 192 of Mi’kmaq Matters in which someone had commented on the livestream that councillor Barker had given him the middle finger, something he wanted to go on record as stating was not true. He also discussed criticisms of a lack of transparency in council, which he refuted since the meeting of council was live streamed to membership, giving a broader reach than the local community.

Randy Drover- Wished good luck to incumbents and challengers. We are at a different time in society, politics and social media amplifies this. He discussed his visit to the Mary March Museum and the Indigenous programming offered there, they are hoping to restore cultural activities and programs.

Ivan White Jr.- Working with Grenfell campus to create a space for Indigenous students.



Councillor Calvin Francis- Thanks current council for their service. Job creation is an important consideration.

Councillor Ivan White, Sr.- Discussed getting more involved in the community. Government is holding us back He also discussed the 10<sup>th</sup> (tenth) anniversary celebrations that had taken place in the communities, with events happening throughout the day.

Councillor Jasen Benwah- Discussed changes to life since COVID-19, travelling less often. Mentions job creation and more support for elders including home improvement programs. He expressed concerns about telephone and online voting for some individuals. Encourages members to help each other address these challenges.

Councillor Odelle Pike- Thanks everyone on council. She said enjoyed her time, community interested in developing partnerships, good relationship in place with the town of Stephenville. Diamond group of companies coming into the community. Discussed a vision of good things happening and all working together as opposed to working in silos.

**Next meeting**

The next meeting is tentatively scheduled for Friday, November 26, 2021, the swearing-in ceremony for the newly elected council. Next meeting of council is scheduled for Saturday, November 27, 2021.

**Adjournment**

Keith Cormier made a motion to adjourn the meeting. The meeting adjourned at 2:45 pm.

**Minutes Submitted By: Paulette Brinston**



Approved By: Chief Brendan Mitchell



Certified By: Paulette Brinston