



Qalipu First Nation

Special Council Meeting
February 20, 2026

Microsoft Teams

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Agenda

**Qalipu Mi'kmaq First Nation Band Council Meeting
Agenda
Qalipu Community Room
Friday February 20, 2026**

Welcome

Review and Acceptance of Agenda

- Motion to approve

Briefing Note: EA Positions

- Motion to approve

Briefing Note: Additional Duties – Retroactive Consideration

- Motion to approve

BCR 07-25-26 Request: MCF, Ulnooweg Business Services

- Motion to approve

Briefing Note: Additional Audit Services

- Motion to approve

Briefing Note: Professional Consultant Services

- Motion to approve

Briefing Note: IRA Designation

- Motion to approve

Briefing Note: Organizational Credit Card

- Motion to approve

Report back on previous BCR's

Member Services Agreement-In Camera

Adjournment

- Motion to adjourn.

Attendance

The following members of Council and Staff attended the meeting:

Name:	Position:
Jennifer (Jenny) Brake	Chief
Colleen Paul	Central Vice-Chief
Charlie White	Western Vice-Chief
Terri Greene	Councillor Benoit's Cove
Francis Skeard	Councillor Glenwood
Ernest Green	Councillor Corner Brook
Shianne Squires	Councillor Exploits
Lory Benoit-Jesso	Councillor Port Au Port
Calvin Francis	Councillor Gander Bay
Ivan J. White	Councillor Flat Bay
Holly Muise	Councillor St. George's
Miranda Osmond	Councillor Stephenville
Brad Evoy	CAO
Mr. Jonathan Walsh	CFO

Regrets and Departures:

Councillor Frank Skeard left the meeting at approximately 6:00 pm

Councillors Calvin Francis and Terri Greene left the meeting at approximately 6:10 pm

Acceptance of Agenda– Motion 55- 2025-2026

THAT the agenda is accepted as presented			
Moved by:	Calvin Francis	Seconded by:	Lory Benoit-Jesso
Motion Carried	All in favour	Eight (8)	One (1) Against

- Councillor Frank Skeard voted against the motion
- Councillor Terri Greene and Councillor Holly Muise were absent for the vote.
- Motion carried.

Briefing Note-EA Position – Motion 56- 2025-2026

<p>THAT QFN Council approve the following changes to the QFN organizational chart and direct the CAO and CFO to enact:</p> <p>3.1 Retitle the role of the EA, Chief’s Office as ‘Senior Executive Assistant’.</p> <p>3.2 Reclassify the ‘Senior EA’ position in the QFN organizational chart to reflect their role as mentor and best practices monitor for all EAs and Admin Assistants within QFN.</p> <p>3.3 Create and implement a new job description that reflects the Senior EAs role in evaluation and coaching of the organization’s Administrative Assistants.</p> <p>3.4 Increase both Senior EA and EA, CAO salary bands to reflect the revised KBRS salary review for both positions:</p> <p>3.4.1 Move the Senior EA from salary band 5A to salary band 7. This reflects an increase in salary by increasing the lower and upper bounds of the role’s salary band, with an immediate salary increase;</p> <p>3.4.2 Move the EA, CAO from salary band 5A to salary band 6. This reflects an increase in salary by increasing the lower and upper bounds of the role’s salary band, with an immediate salary increase; and,</p> <p>FURTHER THAT these changes take immediate effect and are reported back to QFN Council at the next available opportunity. As well, for the Senior EA role, the salary increase indicated above is intended to be retroactive to April 1, 2025, subject to Council approval.</p>			
Moved by:	Charlie White	Seconded by:	Miranda Osmond
Motion Carried	All in favour	Eleven (11)	Zero (0) Against

- CAO and CFO reviewed comparator salaries with KBRS and Higher Talent to determine where the Senior EA and EA are placed on the salary scale.
- Senior EA moved from salary band 5A to 7
- EA, CAO moved from salary band 5A to 6

- KBRS provided us with a tool to evaluate these and all of our staff positions.
- Motion Carried.

Briefing Note-Additional Duties-Retroactive Consideration– Motion 57- 2025-2026

THAT Chief and Council adjust salaries for affected employees, retroactive to November 22, 2025 – the date at which originally the briefing note was originally approved by Chief and Council			
Moved by:	Shianne Squires	Seconded by:	Ivan White
Motion Carried	All in favour	Ten (10)	One (1) Against

- In November 2025, Council approved paying employees at an increased rate of pay, during situations in which an employee is providing extended coverage (greater than two weeks) for another, higher-paid position.
- This motion set a retroactive pay day from the day of the passing of the original Briefing Note to the current day, as there has been some delay to enact the previous decision.
- Councillor Frank Skeard voted against the motion.
- Motion carried.

BCR-07-25-26-Request: MCF, Ulnooweg Business Services-Motion 58-2025-2026

BE IT RESOLVED that at a duly convened meeting held on 20 February 2026, Chief and Council of Qalipu First Nation agree and support the application for Financing and/or Contribution with Ulnooweg Development Group Incorporated for the following project:			
THEREFORE , be it resolved, the Chief and Council agree to appoint as the Primary Contact Person whom is Charise Payne—Controller, QDC—authorized to discuss, negotiate and gather information on the project.			
AND , that Chief and Council have authorized Chief Jennifer (Jenny) Brake as the Authorized Representative to sign all Loan/Contribution documentation relevant to this Loan/Contribution request.			
Moved by:	Colleen Paul	Seconded by:	Holly Muise
Motion Carried	All in favour	Eleven (11)	Zero (0) Against

- A motion was put forth to Council reaffirming its support, by new Band Council Resolution, for the submission of the MCF business support services application to Ulnooweg Development Group Inc.
- Motion carried.

Briefing Note-Additional Audit Services

- Finance and Audit Committee did seek external clarification around the value of obtaining a forensic investigation. In discussions with external service providers (both audit and legal), it was determined that a Special Purpose Report was the more effective and economical route to take.
- Once the 2023-2024 audited financial statements are complete, we will be in a better position to evaluate the information in found in a subsequent Special Purpose Report and assess further actions to take.
- This Briefing Note was tabled to a later date.

In Camera Discussion of Item 5 (Above)

THAT the meeting goes <i>in camera</i>			
Moved by:	Shianne Squires	Seconded by:	Terri Greene
Motion Carried	All in favour	Eleven (11)	Zero (0) Against

- Councillor Shianne Squires called an In-Camera session at 5:21pm
- Decision to go in camera was unanimous.
- Councillors held a brief *in camera* session to discuss a confidential aspect of this item.
- No motions, resolutions, or binding decisions were made during the *in-camera* session.

In-Camera Session ended at approximately 5:45pm

THAT the meeting goes <i>ex camera</i>			
Moved by:	Lory Benoit Jesso	Seconded by:	Terri Greene
Motion Carried	All in favour	Eleven (11)	Zero (0) Against

Briefing Note-Professional Consultant Services -Motion 59 -2025-2026

THAT QFN Council authorize the procurement of professional services to supplement the work of our Finance Department during the transition period of current CFO’s start date with Qalipu Development Corporation until the end of onboarding with the incoming CFO.

FURTHER THAT costs for these procured services shall be determined by inviting quotes from qualified service providers, with a requirement that it not exceed \$24,999.00, in accordance with our procurement policy.

FURTHER THAT the period of these services not last more extend beyond March 31, 2026, at which time, any necessary extensions can be considered.			
Moved by:	Miranda Osmond	Seconded by:	Lory Benoit-Jesso
Motion Carried	All in favour	Eleven (11)	Zero (0) Against

- QFN Council authorized the procurement of professional services to supplement the work of our Finance Department during the transition period of current CFO's start date with Qalipu Development Corporation until the end of onboarding with the incoming CFO.
- The current CFO, Jon Walsh, stepped out during this discussion.
- Motion carried.

Briefing Note-IRA Designation -Motion 60-2025-2026

WHEREAS on 22 November 2025, Council approved a title change for the SCIS Clerk to become a second Indian Registration Administrator (IRA);			
WHEREAS additional training is required by Indigenous Services Canada (ISC) to fulfill this role and to access this training requires official designation by BCR;			
WHEREAS approval for this designation for our existing previously, has been authorized by BCR 07-19-20 for our current Indian Registration Administrator (IRA); and,			
WHEREAS this decision will grant access for the second Indian Registration Administrator to the Indian Registration System (IRS);			
THAT QFN Council enact its previous decision from 22 November 2025 and officially designate Betty Lou Hynes as our second Indian Registration Administrator (IRA) as per the requirements of ISC.			
Moved by:	Lory Benoit-Jesso	Seconded by:	Miranda Osmond
Motion Carried	All in favour	Nine (9)	Zero (0) Against

- Council approved a title change for the SCIS Clerk to become a second Indian Registration Administrator.
- The current CAO, Brad Evoy, stepped out during this discussion.
- Motion carried.

Briefing Note-Organizational Credit Card -Motion 61-2025-2026

THAT Council approve, as recommended by FAC, the Finance Department to contact RBC and initiate the process of acquiring organizational credit cards for each of the Vice Chiefs, with a \$2,500.00 charge limit;

FURTHER THAT all efforts to ensure the timely reconciliation of this initiative will be completed by the Senior Executive Assistant, and that position will be responsible to send all documentary information to the Finance Department, for system entry. This shall be completed in a manner consistent with the reconciliation of the Chief's credit card.

FURTHER THAT the broader credit card policy be updated to reflect these amendments.

Moved by:	Miranda Osmond	Seconded by:	Lory Benoit-Jesso
Motion Carried	All in favour	Seven (7)	Zero (0) Against

- Council approved the Finance Department will contact RBC and initiate the process of acquiring organizational credit cards for each of the Vice Chiefs.
- Vice Chief Colleen Paul and Vice Chef Charlie White abstained from voting for this motion.
- Motion carried.

Report back on previous BCR's

CAO gave a brief update on ongoing implementation of previous Band Council Resolutions, including those which needed action following the completion of the transition to a new CAO.

Scheduled *In Camera* Session

In-Camera began via a motion at approximately 6:10pm

THAT the meeting goes <i>in camera</i>			
Moved by:	Holly Muise	Seconded by:	Charlie White
Motion Carried	All in favour	Eight (8)	Zero (0) Against

- Councillors held a brief in camera session to discuss a confidential item, the Service Members Agreement.
- No motions, resolutions, or binding decisions were made during the *in-camera* session.
- A motion was raised following the conclusion of the *in camera* session.

In-Camera Session ended via a motion at approximately 6:30pm

THAT the meeting goes <i>ex camera</i>			
Moved by:	Holly Muisse	Seconded by:	Charlie White
Motion Carried	All in favour	Eight (8)	Zero (0) Against

[BCR-08-25-26-Service Members Agreement-Motion 62-2025-2026](#)

Councillors raised and affirmed the following motion:

<p>WHEREAS:</p> <ol style="list-style-type: none"> 1. The Qalipu First Nation (QFN), the Federation of Newfoundland Indians (FNI), and Canada entered into the 2023 Qalipu Service Member Agreement to address applications for Founding Membership by eligible Service Members; 2. A total of 858 Service Member applications were received and, by October 2023, preliminary assessments of all applicants were completed by the Enrollment Committee; 3. Of those assessments, 583 applicants (68%) were recommended for approval as Founding Members, 231 applicants (27%) were recommended for denial, and 44 applications (5%) remained pending finalization by the Enrolment Committee; 4. On December 15, 2025, Canada presented a proposal to complete the remaining implementation steps of the 2023 Qalipu Service Member Agreement, including reconvening the Enrollment Committee, completing outstanding assessments, conducting an appeal process, and advancing the required regulatory steps; 5. Throughout February 2025, Canada has clarified errors and misunderstandings in its position regarding the structure and rights to appoint committee members of all parties; and 6. QFN is committed to the timely, fair, and lawful completion of the Service Member Agreement so that long outstanding applications may be finally resolved. <p>NOW THEREFORE BE IT RESOLVED:</p> <p>THAT QFN supports Canada’s proposed implementation plan to complete the 2023 Qalipu Service Member Agreement, including the proposed steps for remaining enrolment processing, appeals processing, and the regulatory process, subject to the terms of this Resolution;</p> <p>THAT, consistent with the 2023 Qalipu Service Member Agreement, QFN affirms its right to appoint representatives to the Implementation and Enrollment Committees, jointly with FNI, in parity with Canada;</p>

THAT QFN agrees to maintain, for reasons of expediency and continuity, the existing membership of the Enrollment Committee;

THAT QFN suggests to the other parties that membership on the implementation committee should be varying from the agreement to provide for equal representation of all parties to avoid unnecessary conflict;

THAT QFN hereby appoints Chief Jennifer (Jenny) Brake and Western Vice Chief Charlie White as its representative to the Implementation Committee for the purpose of completing the implementation of the 2023 Qalipu Service Member Agreement;

THAT QFN agrees, for reasons of expediency and continuity, to continue the use of McInnes Cooper as Appeal Master for the appeals arising from the Service Member Agreement;

THAT Chief is hereby mandated to convene a meeting between QFN, FNI, and Canada as soon as possible to:

- Confirm all Parties' commitment to completing implementation of the Service Member Agreement;
- Confirm Implementation Committee appointments by each Party;
- Establish timing for the reconvening of both Committees and any refresher training required; and
- Discuss and coordinate a proposed joint public communiqué regarding next steps.

THAT QFN affirms its commitment to working cooperatively with FNI and Canada to complete the final steps of implementation as expeditiously as possible, recognizing the length of time Service Member applicants have awaited final resolution.

Moved by:	Miranda Osmond	Seconded by:	Colleen Paul
Motion Carried	All in favour	Eight (8)	Zero (0) Against

- As noted in the motion text, Qalipu First Nation affirms its commitment to working cooperatively with FNI and Canada to complete the final steps of implementation as expeditiously as possible, recognizing the length of time Service Member applicants have awaited final resolution.
- Motion carried.

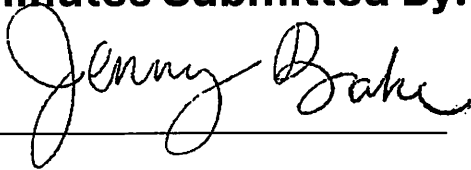
Motion to Adjourn-Motion 63-2025-2026

THAT the meeting is adjourned			
Moved by:	Colleen Paul	Seconded by:	Lory Benoit-Jesso
Motion Carried	All in favour	Eight (8)	Zero (0) Against

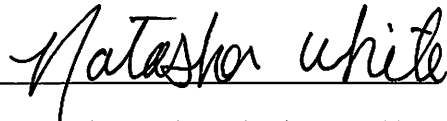
- Motion carried.

The council meeting ended at approximately 6:45 pm

Minutes Submitted By:



Approved By: Chief Jennifer Brake



Certified By: Natasha Lavers-White