Qalipu
FIRST NATION

Qalipu First Nation

Council Meeting
March 28, 2026

Qalipu Community Room
& Microsoft Teams

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Agenda

Qalipu Mi'kmaq First Nation Band Council Meeting
Agenda
Qalipu Community Room
Saturday March 28, 2026

Traditional Opening

Welcome

Roll Call

Acceptance of Agenda
- ✓ Motion to Accept

Acceptance of Minutes
- ✓ Motion to Accept January 31, 2026, Minutes
- ✓ Motion to Accept February 20, 2026, Minutes

Business Arising from the Minutes
- ✓ Action Items

Briefing Note-Jordan's Principle Manager
- ✓ Motion to Accept

Briefing Note-Housing Programs Manager
- ✓ Motion to Accept

2026 Organizational Chart – First Quarter Amendments
- ✓ Motion to Accept

AOP'S
- ✓ Education & Training
- ✓ Environment and Natural Resources
- ✓ Health
- ✓ Operations
- ✓ Executive

Briefing Note-Council Procedures
- ✓ Motion to Accept

Briefing Note-Member Services Standards

- ✓ Motion to Accept

Briefing Note-Organizational Review - Transformation Committee

- ✓ Motion to Accept

Briefing Note-Additional Special Committees

- ✓ Motion to Accept

Briefing Note-Post-Secondary Memoranda of Understanding (CNA, Yorkville U)

- ✓ Motion to Accept

Briefing Note-Information Technology Testing and Security

- ✓ Motion to Accept

Committee Reports

Senior Staff Reports

Council Remarks

Next Meeting

- ✓ Regular Meeting, Saturday, May 30, 2026.

Adjournment

- ✓ Motion to Accept

In-Camera

Attendance

The following members of Council and Staff attended the meeting:

Name:	Position:
Jennifer (Jenny) Brake	Chief
Colleen Paul (Virtual)	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 (Virtual)	Councillor Exploits
Lory Benoit-Jesso	Councillor Port Au Port
Ivan J. White	Councillor Flat Bay
Holly Muise (Virtual)	Councillor St. George's
Miranda Osmond	Councillor Stephenville
Brad Evoy	CAO
Mr. Jonathan Walsh	CFO
Mrs. Natasha White	Senior Executive Assistant
Ms. Amanda Gaudett	Executive Assistant

Guests

The following guests and members of the public attended the meeting:

- Wanda Power
- Mitch Blanchard

Regrets and Departures:

Councillor Calvin Francis sent his regrets.

Acceptance of Agenda– Motion 64- 2025-2026

Moved by:	Miranda Osmond	Seconded by:	Charlie White
Motion Carried	All in favour	Ten (10)	Zero (0) Against

- **Amendment-**Add motions to Minutes
- Motion Carried

Acceptance of Minutes January 31, 2026 – Motion 65- 2025-2026

Moved by:	Colleen Paul	Seconded by:	Lory Benoit-Jesso
Motion Carried	All in favour	Ten (10)	Zero (0) Against

- **Amendment-**Add motions to Minutes
- Motion Carried.

Acceptance of Minutes February 20, 2026 – Motion 66- 2025-2026

Moved by:	Ernest Greene	Seconded by:	Charlie White
Motion Carried	All in favour	Ten (10)	Zero (0) Against

- Motion carried.

Action Item: Council agreed that motions and recommendations must be explicitly included in meeting minutes, not just referenced in briefing notes.

Review of Ongoing Action Items

Three items were up for review during this month's Council Meeting:

Ensure that the agenda is attached to all future meeting minutes.

The agenda has been attached to all future minutes, and additional updates to the formatting and process will be made as needed.

CFO to reach out to auditors to inquire about recommendations to change the way cell bills are submitted

The CFO consulted with the auditors regarding potential changes to the submission process for employee cell phone bills. Auditors advised that paying a flat monthly amount without supporting invoices would be considered a taxable allowance under CRA rules rather than a reimbursement, which could create future tax implications for employees. After reviewing the administrative burden with Finance staff and determining it to be manageable, it was agreed to maintain the current reimbursement process requiring invoices.

Contact FMB to schedule financial training as soon as possible.

FMB was contacted to schedule financial training, and stage one of the process has been completed. FMB staff have already delivered several training sessions, including sessions on conflict of interest, which have been well received by participants. Additional financial training with FMD will be scheduled in conjunction with the upcoming Council retreat.

Review & Investigate Heat Pump Program.

Heat pump program uptake was significantly low in Central Newfoundland, raising concerns about equity of access.

Identified barriers: application complexity, internet reliance, transportation, and lack of community spaces.

Outreach needs to be regional, proactive, and non-digital, including flyers, door-to-door solutions, and community champions.

Briefing Note-Jordans Principal Manager -Motion 67-2025-2026

Remuneration for Additional Duties (Motion 38-2025-2026), it is recommended that the title Jordan's Principle Service Coordinator be formally changed to Jordan's Principle Manager, and that the full suite of managerial compensation benefits take effect beginning January 2026.

Moved by:	Ernest Green	Seconded by:	Miranda Osmond
Motion Carried	All in favour	Ten (10)	Zero (0) Against

- **Amendment:** Council directed that the word "remuneration" be removed from the briefing note.
- Title changed from "Jordan's Principle Service Coordinator" → "Jordan's Principle Manager".
- Change reflects existing management duties and authority.
- No salary increases, but management-level benefits and signing authority apply.
- Briefing note language amended for clarity.
- Motion Carried.

Briefing Note-Housing Programs Manager -Motion 68-2025-2026

Remuneration for Additional Duties (Motion 38-2025-2026), it is recommended that the title Housing Project Facilitator be formally changed to Housing Program Manager, and that the full suite of managerial compensation benefits take effect beginning January 2026.

Moved by:	Charlie White	Seconded by:	Miranda Osmond
Motion Carried	All in favour	Ten (10)	Zero (0) Against

- **Amendment:** Council directed that the word "remuneration" be removed from the briefing note. Council further noted that the duration of the position is unknown, as it is contingent on external funding; should funding be discontinued, the position will be discontinued accordingly
- Title changed from "Housing Project Facilitator" → "Housing Project Manager."
- Aligns authority, signing power, and benefits with actual responsibilities.
- No base pay change, only minor benefit adjustments.
- Approved as a project-based management role.
- Motion Carried.

2026 Organizational Chart-First Quarter Amendments

Updated org charts approved with amendments:

- Clear divisions and reporting lines
- Color coding by role level
- Directional arrows where appropriate
- Inclusion of AGMs, committees, QDC relationship

No new permanent positions approved changes reflect restructuring and clarity.

Action Item: Administration to prepare and provide Council with an organizational chart that includes employee names associated with each position, for Council reference purposes.

Action Item: Administration to update the organizational chart to include colour coding to identify new or revised positions and to add directional arrows to clearly illustrate reporting relationships and lines of authority.

AOP'S

Annual Operating Plans were tabled to a special meeting due to time constraints.

Briefing Note-Council Procedures -Motion 69-2025-2026

QFN Council approve the Council Procedures as amended and presented and that these Procedures are effective immediately.

CAO and Executive Committee report back on the operational guideline for organizational minutes.

CAO and Executive Committee report back on the updated BCR template to be used at future QFN meetings.

Moved by:	Miranda Osmond	Seconded by:	Ernest Green
Motion Carried	All in favour	Ten (10)	Zero (0) Against

- Revised Council Procedures adopted effective immediately.
- All binding decisions now require a Band Council Resolution (BCR) using an updated QFN template.
- Motion Carried.

Action Item: CAO to sit with Council to go over current policies

Action Item: The Chief and Chief Administrative Officer (CAO) to meet with Council via online meeting to address and respond to any questions or clarifications requested by Council.

Briefing Note-Member Services Standards -Motion 70-2025-2026

QFN approve the 2026 Revised Member Service Standards and that it is entered into effect, immediately.

Moved by:	Ernest Green	Seconded by:	Ivan White
Motion Carried	All in favour	Ten (10)	Zero (0) Against

- **Amendment:** Add a bullet that Council affirmed the importance of building an inclusive Nation that serves all members and emphasized that the Nation is committed to supporting members who have historically been underserved or faced barriers to access.
- Motion Carried.

Briefing Note-Organizational Review-Transformation Committee -Motion 71-2025-2026

QFN Council strike a Special Committee of Council called "Kiwaskitayk" or "We Are

Changing";

Council adopts the following terms of reference for the Committee:

- That the Committee is empowered to propose to Council changes to its organizational chart and related policy structures; and,
- That the Committee is empowered to expand on these policy structures to make recommendations for governance and operational best practices; and,
- That the Committee is made up of:
    - The Chief Administrative Officer, as Chair;
    - 2 Members of QFN Council;
    - 2 Non-Management Staff Members of QFN; and,
    - 2 QFN Members, who have not served on QFN Council or as Staff in the past ten (10) years and who have significant experience in organizational transformation, governance, and related processes.

Moved by:	Charlie White	Seconded by:	Miranda Osmond
Motion Carried	All in favour	Ten (10)	Zero (0) Against

- Motion Carried.

Briefing Note-Additional Special Committees -Motion 72-2025-2026

QFN Council strike five additional Special Committee of Council focused on:

- Events and Commemorations
- Emergency Response Planning
- Youth
- Elders and Seniors
- 2SLGBTQ Mi'kmaq Communities
- Disabled Mi'kmaq Communities

Council adopts the following terms of reference for the Events and Commemorations Committee:

- That the Committee is empowered to provide guidance, coordination, and support to the wider QFN Administration around events and commemorations of the Nation; and,
- That the Committee is made up of:
    - Lead Cultural Outreach Officer, as Chair;
    - 2 Members of QFN Council;
    - At least 1 Staff Member of QFN from each Department; and,
    - At least 2 QFN Members.

Council adopts the following terms of reference for the Emergency Response Planning Committee:

- That the Committee is empowered to provide guidance, coordination, and support to the wider QFN Administration around emergency response planning across the Nation;
- That the Committee is the body of governance in the Nation to advise on the Nation's Emergency Response Plan; and,
- That the Committee is made up of:
  - A Designated Councillor, as Chair;
  - 2 Members of QFN Council;
  - Director of Operations or designate, non-voting;
  - Director of Health and Wellness or designate, non-voting;
  - A QFN Employee Health and Safety Representative, and,
  - At least 2 QFN Members.

Council adopts the following terms of reference for the each respective Committee for Youth, Elders and Seniors, 2SLGBTQ Mi'kmaq Communities, and Disabled Mi'kmaq Communities:

- That each Committee is empowered to provide guidance and support to Council and the wider QFN Administration around the area of their lived experience; and,
- That each Committee is empowered to make recommendations to Council on areas of their wider concern; and,
- That the Committee is made up of:
  - A Member of that Lived Experience Group Designated by the Executive Committee, as Chair;
  - Lead Cultural Outreach Officer or designate, non-voting;
  - Chief Administrative Officer or designate, non-voting; and,
  - Any Member of the Respective Community who wishes to attend;

FURTHER THAT while there is not a substantive budget available to support extensive consultation, currently that the Committee seek to carry out this work in as cost-effective and meaningful a manner possible;

FURTHER THAT the term of these Committees will be for one (1) calendar year; and,

FURTHER THAT at the end of this term, policy recommendations will be brought to Council to incorporate these or other committees that expand member engagement and advisement as Standing Committees of Council.

Moved by:		Ivan White	Seconded by:	Charlie White

Motion Carried	All in favour	Ten (10)	Zero (0) Against

- Each committee should include an Elder to provide cultural guidance.
- Each committee should include at least one member of Council.
- Committees may be established on a one-year trial basis, with the option to evolve into a steering committee subject to review.
- The Director of Natural Resources should participate on relevant committees.
- Any Qalipu First Nation member may participate as a non-voting member; and
- Each committee must have a Co-Chair structure to support shared leadership.
- Motion Carried.

Briefing Note-Post -Secondary Memoranda of Understanding (CAN, Yorkville U) - Motion 73-2025-2026

Moved by:	Miranda Osmond	Seconded by:	Ivan White
Motion Carried	All in favour	Nine (9)	Zero (0) Against

- The following relates recommendations to adopting two new Memoranda of Understanding with private post-secondary institutions, Yorkville University/Toronto Film School (YU/TFS) and Academy Canada
- Council discussed the Memoranda of Understanding (MOUs) and affirmed that collaboration with partner organizations must be grounded in respect for Qalipu First Nation's current and future cultural and ethical protocols. This includes, but is not limited to:
- Data sovereignty and data governance.
- Respectful, culturally grounded engagement with Elders and Knowledge Holders; and
- Stewardship, protection, and respectful use of lands.
- Council noted that the introductory language of the MOUs has been strengthened, including an improved description of Qalipu First Nation as a Mi'kmaq First Nation established under the Indian Act, reflecting the wider Mi'kmaq communities who have resided on these lands since time immemorial.
- Council recommended the adoption of a Band Council Resolution (BCR) to: Approve and accept both MOUs; and
- Authorize the Chief and administration to seek amendments and to enter into additional agreements with existing MOU partners, as required, to ensure that all collaboration continues to respect Qalipu First Nation's current and future cultural, ethical, and governance protocols.
- Motion carried.

Briefing Note-Information Technology Testing & Security -Motion 74-2025-2026

QFN Council repeals all previous motions and resolutions regarding IT Maturity Testing.

QFN staff team is empowered to launch an RFP process for a wide current state analysis of QFN's IT/IM system of a value up to thirty-five thousand dollars ($35,000), the value allotted in previous decisions.

FURTHER THAT, in consultation with Operations Committee and IT Staff, the scope of the wide current state analysis of QFN's IT/IM system will be defined through detailed review of current types of security and other analyses of our IT/IM systems available in the market.

FURTHER THAT the CAO is directed to seek additional funding to support a secure membership database transition.

FURTHER THAT, once funding has been sought and achieved, the QFN staff is empowered to launch an RFP process for a replacement for and transition from KINU.

FURTHER THAT regular reports are made by IT staff and the CAO to the Operations Committee of QFN on their respective areas of concern on this matter.

Moved by:	Ernest Green	Seconded by:	Charlie White
Motion Carried	All in favour	Nine (9)	Zero (0) Against

- Council discussed the need for immediate corrective action in two priority areas:
- IT Security Testing:
  Council agreed with staff that a focused and practical approach to IT security testing is required, rather than broader IT maturity testing. A targeted security test is viewed as a necessary first step to assess system vulnerabilities and strengthen overall security.
- KINU Membership Database:
  Council noted significant concerns with the current KINU membership database, including lack of vendor support, security limitations, and risks related to long-term data integrity. Council acknowledged the urgency of transitioning to a secure, supported membership database solution.
- Council further discussed recommendations from the Executive Committee, including the repeal of previous motions related to IT maturity testing, authorizing staff to initiate procurement processes for IT security testing, and directing administration to seek funding for a future membership database transition.
- Council also noted an administrative recommendation to adopt the term "IT Security Testing" in place of specific testing terminology, to allow flexibility in procurement and ensure competitive and comprehensive proposals.
- Motion Carried.

Motion to Adjourn-Motion 75-2025-2026

Moved by:	Colleen Paul	Seconded by:	Miranda Osmond
Motion Carried	All in favour	Nine (9)	Zero (0) Against

The council meeting ended at approximately 2:30 pm

Next regular Council meeting date is tentatively scheduled for **May 30, 2026**

Minutes Submitted By:

Jenny Brake

Approved By: Chief Jennifer Brake

Natasha Lavers-White

Certified By: Natasha Lavers-White