

BC Métis Federation Board Meeting  
Friday, March 4th, 2022  
BC Metis Federation Office  
Suite 390 – 3665 Kingsway  
Vancouver, BC

**Approved Minutes**

Attendees:

Board Members –

1. Keith Henry - President
2. Jacquie Swaisland – Board Member
3. Rene Therrien – Vice President
4. Earl Belcourt – Board Member
5. Louise Lambert – Board Member
6. Rosanne Forget – Board Member

Regrets: Cindy Wilgosh – Board Member

Operational Team –

1. Betty Fisher – Director of Finance
2. Drake Henry – Project Coordinator
3. Greg Mazur – Director of Industry Engagement
4. Taylor McLeod – Industry Procurement Coordinator
5. JJ Lavallee – Cultural and Community Coordinator
6. Jeanie Cardinal – Director of Michif Language
7. Brady Smith – Senior Strategic Policy Advisor
8. Brad Giroux – Industry Engagement Assistant
9. Kristina Souter – Finance Clerk
10. Cassandra Sisson – Director of Communications
11. Sherry Daniels – Office Manager
12. Craig Van der Merwe – Business Systems Strategist
13. Malcolm MacPherson-Legal Counsel

1. Welcome and Opening Remarks

10:00 AM

Opening Prayer: Betty Fisher

The Board and Operational Team members were welcomed to the meeting with round table introductions. There was a special welcome to the two new Board Members Louise Lambert and Rosanne Forget who will be officially voted in during the meeting.

A 30 second moment of silence was observed for the peaceful resolution to the war in Ukraine.

Board Member Earl Belcourt to step away from meeting for one hour.

2. Review/Acceptance of Agenda

**Motion 20220304-01 – To Approve/Accept the March 4<sup>h</sup>, 2022 Agenda**

**Moved by- Jacquie Swaisland**

**Seconded by – Rene Therrien**

**Carried**

3. Review/Approve Minutes

10:15 AM

a. December 17<sup>th</sup>, 2021

**Motion 20220304-02- To Approve/Accept the December 17<sup>th</sup>, 2021 Minutes**

**Moved by- Jacquie Swaisland**

**Seconded- by Rene Therrien**

**Carried**

4. Appointment of Two New BC Metis Federation Board  
Members

10:20 AM

President Keith Henry officially introduced the two new Board Members Louise Lambert and Rosanne Forget who were chosen after a lengthy and thorough application process. President Henry thanked the Board for their dedication throughout the application process.

Note: The two new Board Members did not vote on Motion 01 or 02.

**Motion 20220304-03- To Approve/Accept the Appointment of Louise Lambert and Rosanne Forget to the BC Metis Federation**

**Moved by-Rene Therrien**

**Seconded by-Jacquie Swaisland**

**Carried**

Note: The two new Board Members can now officially vote.

5. BC Metis Federation Reporting

10:30 AM

a. 2021-2022 Financial Report

i. YTD Overview

Director of Finance Betty Fisher presented the 2021-2022 Financial Report. There is \$249,000 in revenue sources to be reported that are unrealized.

**A short break was taken to resolve a technical issue with feedback noise with google meet attendees.**

President Keith Henry added comments to the report. Cash position and revenue is positive and the expenditure plan is going according to plan and is on track.

ii. Profit and Loss Report April 2021-January 2022

Director of Finance (DOF) Betty Fisher reviewed the Profit and Loss Statement. One journal entry in Accounts Receivable had been reconciled and the Net Income was adjusted to reflect this amount. The organization is in a strong position with some project funds yet to be realized. There are no unexpected expenses projected and carry overs from the previous year have been realized. The BC Metis Federation would like a surplus moving forward to the next fiscal year.

DOF Betty Fisher added that the BCMF will try to use existing reporting funds to offset other expenses. Additionally, the audit for the fiscal year is scheduled for the end of May, 2022. This should be a relatively smooth process as the organization is using the same firm, KPMG and all files and information was successfully transferred last year.

DOF Betty Fisher also updated the Board on the accounting software currently being used. It was determined that the BCMF will continue to use Quick Books and not transfer to ACPAC software. There will be some new training as the accounting department expands the capability of the Quick Books system.

- b. Directory of Industry
  - i. TMX
    - 1. Employment
    - 2. Procurement

Director of Industry Greg Mazur reviewed the Activity Report from the Engagement Team of Karen Andrews, Brad Giroux and Taylor McLeod. There has been a large influx of job and training opportunities. Mailers have been distributed to select areas in Kelowna, Cranbrook and Dawson Creek. There has been a significant increase in call volume and enquiries as a result of the mailer.

Industry Engagement Assistant Brad Giroux added that over 100 people have found new employment as a result of these efforts. There are still 100 job postings on the website, plus 1 scholarship and 8 training opportunities available.

President Keith Henry encouraged all Board and Operational Team Members to share the website postings within their communities and networks.

DOI Greg Mazur provided an update on TMEP. Awarded contracts with partner companies within the past 18 months have totaled an estimated \$18,800,000. He explained that income awards are on a 'as used' basis. The expected revenue is difficult to immediately monetize and it is based on work completed which can take anywhere from 3-8 months.

President Keith Henry briefly explained the current process of Letters of Intent with partner companies and how current contracts and tendering are being managed. He emphasized that current relationships must be managed effectively so that funds can be realized.

- ii. Canadian Coast Guard

DOI Greg Mazur provided the Canadian Coast Guard update as Team Director Angel Fisher is away conducting community meetings on the Island. He stated that public engagement has been excellent. There is a group of participants that will be 'graduating' in the coming weeks and Angel Fisher will be overseeing the ceremony. This program is extremely valuable to BCMF and is currently worth over \$100,000

per year. The focus will be on community involvement in coastal areas such as Vancouver Island the Lower Mainland. BCMF is very pleased to announce that the program has been awarded a 2-year extension.

c. Director of Michif Language

Director of Michif Language, Jeannie Cardinal provided a review of the Michif language program. Work has been intense as the Michif language is considered a critically impacted language. The program lessons are available for free on the BCMF website and she encouraged all Board Members and Operational Team Members to utilize the kits available. All K- Grade 6 lessons and curriculum are available and this is a very powerful yet user friendly tool. There has been a noticeable increase in inquiries from teachers which may be a result of the outreach in the Thompson Okanagan School District.

d. Director of Research

Director of Research, Joe Desjarlais provided an update on the research programs to date. He thanked Dr. Bruce Shelvey and Tanner Timothy for their invaluable assistance. The process of ongoing community-based research is growing. He explained that he has had many diplomacy and networking opportunities within the community. This has provided the Research Team the chance to share the BCMF story with other indigenous and non-indigenous groups. The need for further research is needed to determine how all Metis people in BC are represented.

e. Director of Communication

Director of Communications, Cassandra Sison provided an update on all recently completed projects and upcoming projects. The recent PSA's have driven noticeable number of users to the BCMF website.

President Keith Henry commented on recent Facebook page comments which people may have confused with MNBC. There is ongoing confusion within the Metis community about the two separate organizations and he emphasized that this will need to be clarified moving forward. The ultimate goal has been to create awareness of BCMF and to help spread the word that Metis people in BC do not have to be restricted in representation - they have a choice.

Comms Director, Cassandra Sison spoke about the recent mailer program which consisted of a double-sided postcard which has been distributed in select Kelowna communities, Cranbrook, Prince Rupert and Dawson Creek. Greg Mazur's phone number has been used as a contact on the mailer.

Board Member Earl Belcourt asked if the Island could be added for future mailout programs.

President Keith Henry responded that the initial program is small and designed to determine what is actually working to reach grassroots members and can be expanded in the future. Additionally, the analytics of the PSA will be extremely valuable.

f. Office Update

Office Manager Sherry Daniels was pleased to share the news with the Board that a proposal from Central Park has been received for the expansion of the existing office space to the adjacent space which has been sitting unused for 3 years.

President Keith Henry added that the current set up with two divided working areas was a temporary fix and has not been ideal. The new space will finally allow BCMF to expand and add a much-needed Cultural Centre as many valuable artifacts which have been generously donated throughout the past few years will finally have a proper home. These artifacts are delicate and need a proper display area with a temperature-controlled environment to survive. The proposed adjacent Cultural Centre will provide a prominent space for these artifacts to be shared with the community. A long-term lease commitment will be required however no extra capital expenditure is required as BCMF awaits final approval on grant monies for this endeavor through Project Coming Home.

Senior Strategic Policy Advisor Brady Smith added that the Project Coming Home Proposal BCMF has applied for through the 150 Time Immemorial Grant Program administered by Heritage BC to secure resources is still awaiting approval and is estimated at \$400,000.

- g. Community Report
  - i. Membership Update

President Keith Henry gave an update on the challenges with the membership files for the existing Membership Operational Team members. Information gathering has been labour intensive as the verification and document review process is time consuming and difficult. The current processing time for new members is approximately 3-7 weeks. A new membership system will be implemented with the addition of two new Committee members who will be joining the existing three members to form a Membership Oversight Committee. This will be a substantial upgrade to the existing membership process and will ultimately help other agencies view BCMF as a legitimate, viable organization with an appropriate and thorough application process. This will require substantial time and resources.

Legal Counsel Malcolm Macpherson added that updating the current By-Laws is the best way to shore-up the membership process with proper vetting and close any loop-holes. This will be an invaluable asset and benefit to the BCMF as they move forward with future advocacy issues.

President Keith Henry added that methods for solving the community acceptance requirements will be twofold: through membership applicants currently holding existing partner community membership cards and through the newly formed Membership Oversight Committee.

Business Systems Strategist Craig Van Der Merwe shared an update on the new internal google membership system which has been developed to replace the inefficient One Feather system.

***Action #1 – Communications Director Cassandra Sison to update the membership forms on the BCMF website***

**Motion 20220304-04 To Approve/Accept the 2021-2022 Financial Report as Presented  
Moved by-Rosanne Forget  
Seconded by-Earl Belcourt  
Carried**

- ii. Covid -19 – Phase 3b Report

Project Coordinator Drake Henry updated the board on the implementation of the COVID-19 Phase 3b project and is currently working on Phase 4. The process of contacting members in need has been running smoothly with support cheques for food relief be distributed to an estimated 350 members/families who continue to be significantly impacted by the impacts of COVID-19.

President Keith Henry added that additional funds of \$6000/community are being distributed to partner communities to use at their discretion. These funds need to be distributed by the end of March.

iii. Project Coming Home

Was discussed in 5f.

**Lunch Break**

**1-1:30PM**

6. 2022-2023 Proposed Business Plan

1:30 PM

Board Members only in attendance.

a. Draft 2022-2023 Budget Forecast

President Keith Henry updated the Board on the current strategy as we get ready for year 2 of the 3-year overall BC Metis Federation strategy starting April 1<sup>st</sup>, 2022. President Henry encouraged the Board to review the 2021-2024 Strategic Plan that was approved in 2021. President Henry reviewed the proposed Budget and cash flow projections.

b. Draft Action Plan

During the discussion regarding the draft Action Plan the board also reviewed another revenue business partnership and legal counsel presented their recommendations to the board by Legal Counsel Malcolm Macpherson.

The Board unanimously chose Option B as presented.

***Action #2 - Legal Counsel will assist President Henry in drafting and implementing the recommendations as chosen by the Board Members.***

**Motion 20220304-05 To approve the 2022-2023 BC Metis Federation Proposed Business Plan subject to available resources and conditional on no organizational debt in the new fiscal year.**

**Moved by-Earl Belcourt**

**Seconded by-Rosanne Forget**

**Carried**

***It was noted that management review the options to have the board members eligible for benefits. It was further asked if management can explore options to have members access a province wide benefits plan.***

**Break**

**3 – 3:15 PM**

7. IAMC Engagement

a. Letter from JFK Law Corporation – Metis Rep

Board Member and IAMC Representative Earl Belcourt shared a recent letter from the IAMC dated February 14<sup>th</sup>, 2022. The IAMC has engaged the JFK Law Corporation to oversee the selection process for the caucus. There is currently one space available for a Metis representative on the caucus and BCMF is hoping to finally get a seat.

***Action #3 – Cassandra Sison to follow up with JFK law regarding the status of BC Metis caucus selection.***

- b. IAMC Funding
- i. Committee Participation
  - ii. Socio Economic Project

President Keith Henry shared that this has been a challenging file for BCMF and we have had to re-submit the IAMC Application. The BCMF will continue to work its way through the file.

Legal Counsel Malcolm Macpherson gave an update on Nesika Services which is a newly formed Indigenous non-profit organization seeking an ownership stake in the Trans Mountain Pipeline. Nesika has identified 139 impacted communities. The timeline is two years to implement.

8. Other

4:00 PM

a. Dr. Bonnie Henry – Metis Health Policy

President Keith Henry reviewed the recent correspondence with Dr. Bonnie Henry. The BC Metis Federation has been seeking inclusion in the Provincial Health Report. The current Health Report discusses very broad Metis statistical data which does not include BCMF membership. President Henry feels that this is a major oversight from the department and is advocating that all Metis people in BC be included in the information gathering for statistical reporting. The BCMF is currently developing a response which addresses the specific needs of our membership across the Province. President Henry is optimistic that Dr. Bonnie Henry and the Provincial Health department will respond and address the specific needs and inclusion on BCMF Members in future policy decisions.

Drake Henry reviewed recent correspondence regarding vaccine rollout inclusion for BCMF Members.

b. 10 Year Celebration Kelowna April 2022

The Board discussed the proposed celebration for April and have determined that they would like to wait for further announcements regarding Provincial Health measures to be lifted to include all members who wish to attend. This would mean changing the proposed date to the 2<sup>nd</sup> or 3<sup>rd</sup> week of June. Office Manager Sherry Daniels has been working hard on securing a venue and Board Members and the Operational Team discussed the impacts of changing the dates to a busier time in the Kelowna area. There will be an increased cost to change the dates.

c. Community Pamphlet – MACO

Director of Industry Engagement, Greg Mazur provided an update on the response to the mailer and that it has been very positive. Two more community mailers are to be distributed in the next week.

d. Proposed Metis Cultural Protocol Policy

Cultural and Community Coordinator, JJ Lavalée gave an update on his recent round table discussions with the Board and Operational Team Members on acceptable gifts to be given that are a representation of Metis culture. A list of suitable gifts was compiled.

**Motion 20220304-06 To Accept/Approve the Cultural Protocol Policy**

**Moved by-Renee Therrien**

**Seconded by-Louise Lambert**

**Carried**

e. Finance Policies and Procedures

- i. Draft Expense Report
- ii. Draft Travel Request Form
- iii. Draft Time Off Request Form

Director of Finance Betty Fisher reviewed the new forms which have been proposed to assist the Finance Division with smoother accounting processes.

President Keith Henry acknowledged his wholehearted support for the new policy forms.

**Motion 20220304-07 To Accept/Approve the Draft Finance Policies and Procedures Forms**

**Moved by-Jacque Swaisland**

**Seconded by -Renee Therrien**

**Carried**

***Action #4 – Director of Finance Betty Fisher to update all staff on the new form implementation as soon as possible.***

f. Offshore Pipeline Regulation Review

- i. Motion to Approve President Keith Henry to sign contribution agreement with

**Motion 20220304-08 The BC Metis Federation Board of Directors authorize President Keith Henry to enter into a Contribution Agreement with the Impact Assessment Agency regarding the Offshore Pipeline Regulation (OPR) Review proposal for the Transport Canada Program to Advance Indigenous Reconciliation (PAIR)**

**We designate the duly authorized signatory to be Keith Henry, on behalf of the BC Metis Federation, for the purposes of signing the application for funding the Contribution Agreement or any other documents required under the Contribution Agreement.**



We authorize BC Metis Federation Director of Finance Betty Fisher and Finance Clerk Kristina Souter to manage the funds, the expense claim process and to receive the payment cheque in relation to the Contribution Agreement.

**Moved by-Rene Therrien  
Seconded by- Earl Belcourt  
Carried**

g. Metis Women's Circle

Director of Communications, Kassandra Sison reviewed research and information gathering from BCMF membership recently undertaken on the implementation of a Women's Circle. The Board was asked to weigh in on the idea and unanimously supported the proposal however further planning and discussion is required.

***Action #5 – Kassandra Sison to continue to develop the concept of a Women's Circle with support from the Board of Directors.***

9. Next Meeting 4:40 PM

The proposed next Board Meeting to take place on Friday May 20<sup>th</sup> from 10 AM -5 PM.

10. Adjournment 4:50 PM

Closing prayer by Betty Fisher.

**Motion20220304-09 To Adjourn the Meeting at 4:50 PM**

**Moved by- Rosanne Forget  
Seconded by Jacquie Swaisland  
Carried**

**Approved June 23<sup>rd</sup>, 2022 BC Metis Federation President  
BC Metis Federation Secretary**