

BC Métis Federation Board Meeting  
Saturday, March 4<sup>th</sup>, 2023  
BC Metis Federation Office  
Suite 390 – 3665 Kingsway  
Vancouver, BC

**Draft Minutes**

Attendees:

In Person:

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

Virtual:

6. Rosanne Forget – Board Member
7. Cindy Wilgosh – Board Member

Operational Team

In Person:

1. Drake Henry – Health Project Coordinator
2. Malcolm MacPherson – Legal Counsel

Virtual

3. Brady Smith – Senior Strategic Policy Advisor
4. Joe Desjarlais – Director of Research

1. Welcome and Opening Remarks 7: 30 PM

The Board and Operational Team members were welcomed to the meeting. President Keith Henry thanked everyone for their attendance. Vice President Renee Therrien commented on success of Heritage Day in Terrace and shared that the BCMF booth at this event was very well received.

2. Review/Acceptance of Agenda 7:35 PM

Note: Items 5d. Board Retreat Proposal, 8e. IAMC update and 8f. Appointment of Elder and Youth Representative were added to the Agenda.

**Motion 20230304-01 To Approve/Accept the March 4<sup>th</sup>, 2023 Agenda**

**Moved by- Earl Belcourt**

**Seconded by – Rene Therrien**

**Carried**

3. Review/Approve Minutes 7: 45 PM
  - a. December 10<sup>th</sup>, 2022

President Henry reviewed the minutes from December 10, 2022. The majority of the action items presented from the minutes have been implemented. Action item #5 is being implemented with the ongoing Town Hall community meetings. Action items 6,7, 8 and are being reviewed. A note that Item 6 needs a grammar edit.

**Motion 20230304-02 To Approve/Accept the December 10<sup>th</sup>, 2022 Minutes**

**Moved by -Earl Belcourt**

**Seconded – Louise Lambert**

**Carried**

4. BC Metis Federation 2022-2023 Budget

8:15 PM

a. Reporting April 1<sup>st</sup> – January 31st, 2023

President Keith Henry presented the budget report and explained that the report is a consolidated overall summary. BCMF is currently working on updating our accounting systems, transitioning from a desktop system to an online web-based format of quickbooks. Awards through procurement continue to be a large part of the revenue stream for BCMF. The awards are currently an estimated \$1.6M million and the revenue expectations are being realized. He added that there will be a small surplus forecasted by March 31<sup>st</sup>, 2023 (end of the current fiscal year) and the financial reporting to the end of January 2023 has been fully reconciled.

Additionally, the Board and Liability insurance coverage of \$5 million is adequate, however property insurance will need to be increased to protect the valuable artifacts that are now on display in the offices. Office Manager Sherry Daniels is currently in the process of obtaining quotes for this increased coverage and this will be presented to the board at a future meeting.

President Henry further added that the BCMF is on track as forecasted and more revenues have come in than originally forecasted in December. As previously reported, there will be a small surplus at year end.

**Motion 20230304-03 To Approve/Accept the BC Metis Federation 2022-2023 Budget Reporting April 1, 2022 – January 31<sup>st</sup>, 2023**

**Moved by- Earl Belcourt**

**Seconded by – Rosanne Forget**

**Carried**

5. BC Metis Federation Action Plan

9:05 PM

a. Proposed Key Performance Indicators

Senior Strategic Policy Advisor Brady Smith began with a summary of the Action Plan and an explanation of the proposed Key Performance Indicators. This report is a defined action plan for the organization based on a departmental approach.

President Henry went on to review the plan and noted Metis Resurgence has now been moved to the very beginning of the plan as this has now become the focal point for the organization. This will allow BCMF to focus on cultural events in coordination with our partner communities throughout the coming fiscal year. Funding has been allocated for each community partner to host these events.

President Henry reviewed the Capacity Building which focused on human resources, procurement, career services, coastal conservation, health and wellness and industry engagement. A new strategic plan will need to be initiated and a planning session will be organized for operational team members.

Health Project Coordinator Drake Henry briefly summarized the Health and Wellness initiative and reported that BCMF has applied for funding with both the Canadian Red Cross and United Way. These funding initiatives will go directly into Health and Wellness programs for BCMF Members.

b. Proposed Financial Plan

President Henry reviewed the proposed Financial Plan for the next fiscal year. The projected amount is \$4.29M with expenses forecasted to be approximately \$4.625M. These figures are a direct reflection of the growth of the organization.

Board Member Louise Lambert asked for further clarification on performance-based salaries and President Henry responded that salaries are based on specific projects with funds awarded applied to programs in each individual department. Each Operational Team member is responsible for submitting their own proposals and are accountable within the organization and the board based on the approved Key Performance Indicators.

Board Member Earl Belcourt added that many Board members are spending a significant amount of time using their personal cell phones for Board activities and asked about expensing a portion of these costs.

***Action Item #1– Each Director will be responsible for submitting their expense reports to Finance on a monthly basis for Board related cell phone usage to a maximum of \$100/month.***

Each Board Member was asked to comment on the \$24K surplus forecasted which acts as a contingency fund. The Board Members agreed but wanted this amount to be forecasted at \$100K and used specifically as an emergency fund for members in need.

**Motion 20230304-04 To Approve/Accept the BC Metis Federation Action Plan Key Performance Indicators Proposed Financial Plan as amended**

**Moved by - Earl Belcourt**

**Seconded by – Rosanne Forget**

**Carried**

c. Proposed HR Plan

President Henry reviewed the proposed HR plan. There will be new positions posted in the next fiscal year. The only change to the plan was to add the role of Membership Coordinator to the report which was missing.

d. Board Retreat

Director Earl Belcourt proposed a team building Board Retreat to coincide with the next Board Meeting which has been tentatively set for May 27<sup>th</sup>, 2023. Possible locations discussed include Victoria and will take place on May 26<sup>th</sup>, 2023 in Victoria, BC.

6. Town Hall Community Update

10:15 PM

President Henry was pleased to report that first Town Hall community meeting that was held with community partner, the Metis Association of Central Okanagan was a success. The next community meetings have been set for Surrey, Clearwater, Terrace and Fort Nelson and will all take place before the end of March.

7. Legal Declaration Case Update

10:30 PM

a. Clark Wilson LLP Update

Legal Counsel Malcolm McPherson summarized the upcoming Section 35 Legal Declaration Case and reported that the Notice of Civil Claim is being prepared for late April or early May, 2023. He updated the Board of Directors on current legal cases between other Provincial Metis organizations and the Federal Government.

Mr. McPherson strongly encouraged the BCMF to continue to pursue cases of discrimination against our Members. He emphasized the importance of the online survey and asked Board Members to reach out to their community members who have not yet come forward.

President Keith Henry added that this case is extremely important and strongly feels that it must go forward for the benefit of the Membership and future.

8. Other

10:50 PM

a. Youth Employment Support Strategy

President Keith Henry reviewed the Youth Employment Strategy. Funds have been allocated for the pilot project in Prince George and Kelowna and plans are well underway subject to review of the final agreement terms and conditions.

b. Research Update

Director of Research Joe Desjarlais updated the Board on recent Research Department Activities. The Research Team recently met with the Catholic Archdiocese and has a forthcoming meeting with the United Church and the BC Royal Museum. The research gathered is crucial in the support of the many ways BCMF Metis members identify themselves. He continues this important work with Dr. Bruce Shelvey and the Research team. They are currently working with the ICCE on a funding proposal.

President Henry emphasized that the Research teams' work is extremely important to the BCMF and thanked him for his team's hard work and dedication

c. Industry

i. Enbridge – Sunrise Project

President Henry briefly discussed the Enbridge – Sunrise Project. The initial capacity support proposal was rejected and a new proposal of funding for \$75K has been offered. President Henry has recommended the Board of Directors approve the new capacity support.

**Motion 20230304-05 To Approve/Accept the Proposed Enbridge Project Agreement as Presented**  
**Moved by- Earl Belcourt**  
**Seconded by – Louise Lambert**  
**Carried**

ii. Canadian Energy Regulator Forum Edmonton, Feb., 2023

Director of Industry Engagement Greg Mazur and Industry and Procurement Coordinator Taylor Mcleod recently attended the Forum as BCMF representatives in February. It is Important to note that the BCMF was recognized as an official Metis organization at this event.

d. Membership

President Keith Henry briefly updated the Board as Membership continues to grow. There are approximately 30-40 applications being processed every 6 weeks and processing time remains 4-6 weeks. The largest growth areas are the Lower Mainland and Okanagan. The Membership Acceptance Committee (MAC) met on March 4<sup>th</sup> in person at the BCMF office and discussed several outstanding Membership applications and have agreed to meet in person on a monthly basis. Additionally, some improvements to the online application portal are being planned.

e. IAMC Update

Director Earl Belcourt gave a summary of the activities of the IAMC and will continue to represent BCMF in his capacity as an IAMC representative. President Henry thanked Earl Belcourt for his ongoing efforts.

f. Elder and Youth Representative Appointment

President Keith Henry proposed adding an Elder and Youth Representative to the Board. The Elder appointment will be a Full Member over the age of 55 with strong cultural knowledge and the Youth representative would be between 18-25 years old. BCMF Elder Elizabeth Pearce was nominated. The Youth position will be sought in the near future.

**Motion 20230304-06 To Nominate/Appoint Elizabeth Pearce as the Elder Representative to Board of Directors**  
**Moved by- Earl Belcourt**  
**Seconded by – Rene Therrien**  
**Carried**

*Action Item #2 – The board to identify potential Youth Representatives between the age of 18-25 for discussion at the next Board of Directors meeting in May.*

9. Next Meeting

11:10 PM

The next Board Meeting is scheduled to take place on May 27<sup>th</sup> in Victoria, BC in conjunction with the proposed Board of Directors retreat on May 26<sup>th</sup>.

*Action# 3 - Start planning for the two-day retreat and meeting event.*

10. Adjournment

11:15 PM

**Motion 20230304-07 To Adjourn the Meeting**

**Moved by- Louise Lambert**

**Seconded by – Rosanne Forget**

**Carried**

**Meeting adjourned at 10:45 PM.**

DRAFT