

# Provisional Council of the Métis Nation of Ontario (PCMNO) Role Profile

## Role Profile: Regional Councillor

### 1. Summary

Regional Councillors are elected representatives of the Métis Nation of Ontario (MNO) and serve as voting members of the Provincial Council (PCMNO). They work collaboratively within the PCMNO to make decisions that advance the best interests of MNO citizens and communities with those of the entire MNO. Regional Councillors also serve as Chairs of the Consultation Committee for their given region, facilitating engagement with their respective regions. They are also called on to attend and advise local Community Council meetings, contribute to policy development, support good governance, work plans and budgets as required, monitor programs, and evaluate Council performance. Regional Councillors play a crucial role in advocating for MNO citizens, shaping governance, and driving the strategic direction of the Métis Nation of Ontario. The Regional Councillor works collaboratively with Regional Managers to support the achievement of the broader strategic goals and objectives of the MNO as a whole. Responsibilities also includes providing mentorship and guidance to regional staff.

Regional Councillors are elected for a term of four (4) years by the citizens through a process established by the MNO Electoral Code Part A. and are full voting members of the PCMNO. PCMNO Members will be governed by and abide by the MNO Secretariat Bylaws in force.

PCMNO members work in collaboration with other PCMNO members, the MNO Leadership, Citizens, MNO Senior Staff and key advisors. Their relationship with all internal staff and external political members, entities, etc. is bound by MNO policies and governing documents and preserves the decision-making authority established to effectively govern the MNO.

### 2. Regional Differences (As at 2023)

Region	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Region 9
Number of Councils	4 Councils	3 Councils	4 Councils	2 Councils	3 Councils	3 Councils	4 Councils	3 Councils	4 Councils
Rights-Bearing	Yes	Yes	Yes	Yes	Yes		Yes		
Current Commitment level	Exclusive	Exclusive	Exclusive	Exclusive	Significant	Significant	Exclusive	Significant	Significant

Regional Councillor roles with an exclusive commitment, require a time commitment of (40+ hours or 5 days per week), with no other full or part-time employment possible.

Regional Councillor roles with a significant commitment, require a time commitment of (3-4 full days per week) with limited part-time or other contract employment possible.

External paid or volunteer [un-paid] work commitments may be permissible:

- 1) where there is no conflict of interest with respect to the essence of MNO’s mandate and the PCMNO representative’s role, **and**
- 2) where the external commitment is not impeding or interfering with one’s expected PCMNO level of effort.

Further, and in terms of good governance, all external paid or volunteer commitments must be disclosed and pre-approved based on prescribed criteria.

### 3. Key Responsibilities

The table below details the **5 to 6 key responsibilities** of the role. These responsibilities represent the **major areas** of work performed. This is not an exhaustive list of all tasks which the role is responsible for.

	Key Responsibility
1	<p><b>Advocacy and Representation</b></p> <ul style="list-style-type: none"> <li>Represents the interests of Métis citizens in the designated region at regional, provincial and national meetings, conferences, and forums.</li> <li>Advocates for policies, programs, and initiatives that benefit the Métis regional Community and align with MNO's vision and values, including supporting new grant applications / requests.</li> <li>Participates in public events, media engagements, and community gatherings to address regional and broader MNO issues, activities and achievements.</li> <li>Builds relationships and actively participates in meetings with local communities, institutions, proponents,</li> <li>Attend and participate in Community Council events when asked or invited by the Community Council.</li> <li>Provides direction and ensures that direction is carried out within the financial means of the Métis Nation of Ontario as a voting member of the PCMNO.</li> <li>Actively engages in conflict resolution efforts within the PCMNO and the MNO, promoting harmony and effective decision-making.</li> </ul>
2	<p><b>Financial Responsibility</b></p> <ul style="list-style-type: none"> <li>Reviews documents, briefs, and reports related to financial matters submitted by the Secretariat ensuring transparent and prudent financial oversight in alignment with the fiscal capabilities of the Métis Nation of Ontario.</li> <li>Contributes to the financial planning, budgeting, negotiations, administration and reporting of Memorandums of Understanding, Third-Party Agreements, and resource allocation processes, etc., and advocacy for transparency and the responsible stewardship of financial resources to serve the regional community's and the broader MNO's best interests.</li> </ul>
3	<p><b>Community and Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>Establishes and maintains strong relationships with local Métis citizens, community leaders, proponents, and organizations. Encourages citizen participation with Métis Nation governance and Nation Building activities.</li> <li>Actively seeks feedback and input from community members to better understand their concerns and needs.</li> <li>Organizes and attends town hall meetings, community consultations, and other outreach activities to foster open communication and collaboration.</li> <li>Works towards creating an inclusive environment within the Métis Nation of Ontario that aligns with the Statement of Prime Purpose</li> <li>Encourages open and thoughtful discussions, facilitating the exchange of ideas, and welcomes the participation and expression of all citizens, communities, elected officials, and the Public Service.</li> <li>Contributes to creating a positive and productive relationship with other PCMNO elected members, Community Councils, and citizens.</li> </ul>
4	<p><b>Governance and Decision-making</b></p> <ul style="list-style-type: none"> <li>Participates in MNO regional council meetings, providing input on important matters, and making informed decisions that represent the best interests of the community.</li> <li>Collaborates with other councilors, executive members, and committees to develop and implement strategic plans and policies for the region.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Reviews documents, briefs, and reports submitted by the Secretariat, maintaining an active, involved, and informed role within the PCMNO.</li> <li>• Participates actively in PCMNO meetings and other committees of the MNO.</li> <li>• Actively takes part in committees (including chairing), where appointed by regional leadership, elected, or approved by PCMNO.</li> <li>• Represent MNO on Métis National Council Committees or other forums as required / appointed, including representing the MNO in legislative initiatives.</li> <li>• Provides direction and ensures that direction is carried out within the financial means of the Métis Nation of Ontario as a voting member of the PCMNO.</li> <li>• Accountable for the performance of other duties, functions, or tasks as occasionally directed by the PCMNO, Chair, or President.</li> </ul>
<b>5</b>	<p><b>Capacity Building and Support</b></p> <ul style="list-style-type: none"> <li>• Identifies and develops opportunities for capacity-building initiatives within the Métis community that foster leadership for self-governance (e.g., This could include enhancing education, employment, cultural preservation, economic development, nurturing the skills necessary for effective leadership, community management).</li> <li>• Supports community members in accessing MNO programs and services. (e.g., health, housing, education, social assistance).</li> <li>• Personifies the values of the MNO and acts in accordance with the Statement of Prime Purpose.</li> </ul>
<b>6</b>	<p><b>Reporting and Documentation</b></p> <ul style="list-style-type: none"> <li>• Maintains accurate records of regional activities, expenditures, and community engagement efforts.</li> <li>• Prepares detailed reports and updates based on survey findings for submission to the broader PCMNO ensuring a data-driven approach to tracking progress and outcomes.</li> </ul>

**4. Key Proficiencies**

The table below details the **expected level of requirements and skills needed** to complete the role as well as key proficiencies, certifications, or designations.

<b>Key Proficiencies for the Role:</b>	<ul style="list-style-type: none"> <li>• Experience in developing initiatives to support and work directly with local communities and conducting needs analysis to advocate for effective solutions.</li> <li>• Prior experience in an elected role in the Métis Nation of Ontario showcases a familiarity with the organization's governance and protocols.</li> <li>• Several years of work/volunteer experience in the public, private, or not-for-profit sector brings valuable expertise to the role.</li> <li>• Must be an active and registered Métis citizen with the Métis Nation of Ontario and must be a resident of Ontario (in the region they are seeking to represent).</li> <li>• Demonstrated knowledge and understanding of Métis history, culture, and contemporary issues.</li> <li>• Deep understanding of the regional history they will represent as a PCMNO member.</li> <li>• Demonstrated knowledge of Métis rights, constitutional law, Aboriginal case law, and the MNO's Métis Self-Government Agreements.</li> <li>• Experience in community engagement, relationship-building and consensus building.</li> <li>• Understanding of governance structures and decision-making processes including MNO Bylaws and governance documents, Métis federal and provincial governments and governance processes.</li> <li>• Commitment to MNO ethical/professional conduct, financial and operational accountability, and transparency policies.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ability to work flexible hours, and travel within the region and occasionally outside for meetings and scheduled events.</li> </ul> <p><b>It will be helpful to have:</b></p> <ul style="list-style-type: none"> <li>• High degree of digital literacy and adaptability to new technologies, enabling efficient use of standard office tools and platforms for communication and information management.</li> <li>• Effective organizational skills and a demonstrated ability to work collaboratively in a fast paced, multi-issue environment, serving a wide range of varied internal and external interests.</li> <li>• Demonstrated experience in developing and implementing policy, and working in partnership with government and other stakeholders to build capacity and serve community needs.</li> <li>• Demonstrated experience in building consensus and making decisions on complex and challenging issues and problems.</li> <li>• Willingness to undergo or provide a current background check, including a Vulnerable Sector Verification.</li> </ul>
<p><b>Language(s)</b></p>	<ul style="list-style-type: none"> <li>• English</li> <li>• Michif (an asset)</li> <li>• French (an asset)</li> <li>• Other Indigenous languages commonly used in Ontario (an asset)</li> </ul>
<p><b>Competencies to be successful</b></p>	<ul style="list-style-type: none"> <li>• <b>Negotiation, Public Speaking &amp; Presentation, and Consultation:</b> The candidate should be adept at negotiating, confidently presenting ideas, and engaging in meaningful consultations with stakeholders.</li> <li>• <b>Leadership &amp; Astuteness:</b> The candidate should have demonstrated leadership, astuteness, and consensus-building skills which are essential to effectively represent the interests of Métis citizens in the region.</li> <li>• <b>Mediation &amp; Conflict Resolution:</b> Strong problem solving, communication, and relationship-building skills are necessary to mediate and address conflicts within the PCMNO and the MNO, promoting harmony and effective decision-making.</li> <li>• <b>Project Management:</b> The candidate should possess strong project management skills to successfully oversee and implement regional initiatives.</li> <li>• <b>Persuasion, Collaboration, and Influence Skills:</b> The candidate should have persuasive abilities to advocate for policies, programs, and initiatives that benefit the Métis community.</li> <li>• <b>Excellent De-escalation Skills and Time Management:</b> The ability to handle escalated situations and effectively manage time to meet responsibilities is crucial.</li> <li>• <b>Knowledge of Microsoft Office Suite:</b> Proficiency in the Microsoft Office Suite facilitates efficiency in administrative tasks.</li> </ul>

## 5. Efforts and Working Conditions

The table below captures any working conditions and efforts beyond a normal office environment, including the **type of condition** (e.g., lifting, restricted movement, travel) and the **frequency** experienced.

Note: The MNO commits to providing accommodation for needs related to the groups of the Ontario Human Rights Code unless to do so would cause undue hardship.

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<b>Physical Efforts</b>	<ul style="list-style-type: none"><li>• Normal or frequent minor physical effort required for day-to-day activity in the workplace. May involve standing, sitting, walking, climbing stairs and lifting/moving/using objects or equipment up to 5 kg/11 lbs.</li></ul>
<b>Sensory Efforts</b>	<ul style="list-style-type: none"><li>• Normal or frequent minor sensory effort required. Performing repetitive tasks with some capability to control pace of work and interruptions such as entering or tabulating data, proofreading. Virtual and in-person meetings, conferences, and assemblies require 25% to 75% of your time (reading, participating, listening) in this role.</li></ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"><li>• Travel required can be between 25% to 75% of your time commitment with exposure to moderate disagreeable working conditions (e.g., impatient, angry, or emotionally charged interactions with citizens, external stakeholders, or colleagues).</li></ul>

### 6. Effective Date of Profile

Final documents have been approved through Resolution No. PC240123-02 by PCMNO (updated role profiles adopted on Jan 23rd).

#### **I M P O R T A N T   N O T E**

The PCMNO reserves the right to change, amend or disuse this role description at any time. This document is intended to provide an overview of the key responsibilities and qualifications. Role profiles will be reviewed every two years.