



Office of the President

June 11, 2025

Sarah Wolfe
Otipemisiwak Métis Government
Citizens' Council Representative
Provincial Secretary

Re: Mandate Letter for Secretary of Records

Dear Secretary Wolfe,

It is my pleasure to appoint you as a Provincial Secretary to the Cabinet of the Otipemisiwak Métis Government, holding the portfolio of Secretary of Records.

As a Provincial Secretary and member of Cabinet, you hold a critical role in advancing our Nation's priorities and serving Métis Citizens across Alberta. Your leadership, alongside your colleagues, will help drive progress on key initiatives, including the negotiation of a modern Treaty to secure and protect our rights and self-determination; a historic opportunity to benefit current and future generations. At a time of shifting political landscapes both federally and provincially, your work must be strategic, adaptable, and rooted in our Constitution's vision of fairness, accountability, and the advancement of Métis self-government in Alberta. Together, we will uphold these principles while ensuring our laws and policies reflect the needs of Citizens in all five Métis Territories and 22 Districts.

The Otipemisiwak Métis Government is committed to strengthening our Nation-to-Nation and government-to-government relationships, asserting our jurisdiction, and delivering programs that improve the lives of Métis families and communities. As both an ambassador and key part of the executive branch of this government, as well as in a renewed focus on developing our governance framework here at home, your portfolio will play a vital role in shaping our future. As outlined in the Self-Government Act, you will collaborate with the Citizens' Council, engage meaningfully with Citizens, and ensure transparent decision-making that aligns with our collective goals. The path to a modern Treaty requires unity, persistence, and bold leadership; qualities I know you will bring to this role.

I am confident that your dedication will help us meet these challenges and seize the opportunities ahead. By working with integrity and purpose, you contribute to a stronger, more self-sufficient Métis government that honours our past while building a brighter future. Thank you for stepping forward in service to our people, and I look forward to achieving meaningful progress together.

With respect to your portfolio area, over the next 12 months, you are empowered with the following mandate:

1. **Maintain and Modernize the Public Registry** by ensuring all laws, treaties, and records of the Otipemisiwak Métis Government are accurately recorded by Administration and easily accessible to Citizens in both digital and physical formats.
2. **Increase Meeting Efficiency** in collaboration with Administration by developing review and recording standards for meeting minutes and records, which ensure accuracy and transparency, in an effort to avoid unnecessary procedural delays in during Council proceedings.
3. **Enhance Transparency Systems** by collaborating with Administration to publicize Citizens' Council meetings, ensure meeting recordings are accessible, and to develop a Regulation which supports and regulates the livestreaming and video recording of Citizens' Council meetings for the benefit of all Citizens.
4. **Safeguard Government Archives** by collaborating with Administration to preserve historical documents and personnel files, in secure, organized systems.
5. **Streamline Information Sharing** by supporting the creation of standardized procedures for cross-departmental record management that comply with the Self-Government Act and Constitution.
6. **Serve as Signing Authority** when delegated, act as one of two required signatories for official government documents, ensuring proper authorization processes are followed as set out in the Self-Government Act.
7. **Represent the Otipemisiwak Métis Government Executive** as an appointed member on the Board of Directors the Métis Education Foundation
8. **Develop Regulation** in collaboration with Administration that recognizes and regulates the official marks of the Otipemisiwak Métis Government and Métis Nation within Alberta for approval by Cabinet.

In your role, you will have support from and liaise with the Office of the President, and the Youth, Health, and Intergovernmental Relations Departments through their associated Directors and/or Department heads.

As you move forward in this vital role, remember that your leadership is part of a greater journey; one shaped by the resilience of our ancestors and the dreams of future generations. The work ahead will demand courage, creativity, and unwavering commitment to our Nation, our Citizens, and our Government; but it is through this collective effort that we will secure true self-determination, protect our rights, and build a thriving Métis Nation within Alberta. I have every confidence in your ability to rise to this challenge with integrity and heart. Together, let us honor our past, serve our people, and forge a legacy of strength and unity. *Marsee*, thank you, for answering this call to leadership.

Sincerely,



Andrea Sandmaier

President

Otipemisiwak Métis Government