



## REVISED RESOLUTIONS PROCESS FOR FIRST NATIONS SUMMIT MEETINGS AS OF SEPTEMBER 2010

**TO:** FIRST NATIONS SUMMIT CHIEFS AND TREATY TABLES  
FIRST NATIONS ORGANIZATIONS  
FIRST NATIONS IN BC  
TRIBAL COUNCILS

**FROM:** FIRST NATIONS SUMMIT OFFICE

**DATE:** October 19, 2010

**NUMBER OF PAGES (INCLUDING COVER):** 10

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Enclosed is a copy of First Nations Summit Resolution #0910.15 (Adoption of Revised First Nations Summit Resolutions Process – September 2010) and attachment which revises the Summit resolutions process, to help strengthen the First Nations Summit as an organization, and improve First Nations Summit meetings. The revised process will help to strengthen resolutions and, therefore, the mandate to the First Nations Summit Task Group.

The new resolutions process will take effect immediately.

The revised Resolutions process is substantially different than the former process. It has been developed based on direction from FNS delegates and requires more detailed information from resolutions proponents.

The revised process now requires:

- More detailed information to be provided with each resolution, in order to ensure that resolutions will address relevant issues of concern for First Nations with respect to their treaty negotiations; proponents of resolutions should be required to answer questions such as how their resolution pertains to treaty negotiations, and what impact (positive or negative) the resolution may have on other First Nations.
- That resolutions be identified by categories such as: treaty negotiation-related resolutions; non-treaty negotiation-related resolutions; support resolutions; and administrative resolutions.
- That resolutions provide some direction to the First Nations Summit Task Group on the

relative priority of resolutions, and the resources required to implement each resolution.

Resolutions proponents are required to submit a draft resolution and the fully completed briefing note form in accordance with the resolutions guide and template briefing note. This crucial information includes:

- The name and contact information for the resolution proponent / submitter
- The subject of the resolution submitted
- The category of resolution (treaty-related, non-treaty-related, support, administrative)
- The background to the resolution, and its intended purpose
- How the resolution should be implemented, and what resources are available to do so
- Whether the resolution was submitted by the deadline, and if not, why it is urgent

The form, as well as a copy of the complete resolutions process document is posted on the Summit's website at [www.fns.bc.ca](http://www.fns.bc.ca).

The deadline date for submitting resolutions for consideration at First Nations Summit meetings is 4 weeks in advance of First Nations Summit meeting dates.

Should you have any questions or concerns regarding this information, please contact the Summit office.



## FIRST NATIONS SUMMIT RESOLUTIONS PROCESS

Resolutions are the decision-making and mandating process of the First Nations Summit (FNS). By resolution, the FNS members: indicate their support for specific initiatives; establish positions on certain issues; make appointments as applicable to other bodies, committees or processes; and/or direct their elected Executive (with the assistance of FNS staff) to carry out activities on their behalf.

The following sets out the Resolutions Process for the FNS. It has been developed based on direction from FNS delegates that:

- Delegates must have an opportunity to review proposed resolutions and related materials in advance of FNS meetings in order to be prepared to engage in dialogue and informed decision-making.
- Flexibility be maintained to ensure that any emerging and important issues are addressed in the resolutions process.
- More detailed information be provided with each resolution, in order to ensure that resolutions will address relevant issues of concern for First Nations with respect to their treaty negotiations; proponents of resolutions should be required to answer questions such as how their resolution pertains to treaty negotiations, and what impact (positive or negative) the resolution may have on other First Nations.
- Resolutions be identified by categories such as: treaty negotiation-related resolutions; non-treaty negotiation-related resolutions; support resolutions; and administrative resolutions.
- The resolutions process should provide some direction to the First Nations Summit Task Group on the relative priority of resolutions, and the resources required to implement each resolution.

### RESPONSIBILITY

It is the responsibility of the staff of the FNS to manage the resolutions process and work with the proponents of resolutions to ensure that all submitted resolutions include required background information and are appropriately formatted. However, it is not the responsibility of the staff of FNS to draft resolutions on behalf of any individual or organization that wishes to submit a resolution. A resolution guide and template briefing note are appended to this document to assist resolutions proponents in drafting their own resolutions for submitting to the FNS office.

### TIMELINES

**Six weeks** prior to each FNS meeting, the FNS will circulate a reminder about the resolutions deadline to all FNS delegates through email, fax and on the FNS website.

**Four weeks** prior to each FNS meeting is the firm deadline for the submission of all resolutions by proponents to the FNS office.

FNS staff will then review all draft resolutions submitted and if needed, correspond with the resolution proponent about any further information required.

**One week** prior to each FNS meeting, all resolutions received by the deadline to the FNS office will be circulated to all FNS delegates, to allow them to review these documents, prepare for the discussion, and as needed, engage with their communities on the issues to be discussed.

**\*Note:** *Only those resolutions received by the deadline will be circulated to all delegates in advance of any FNS meeting. Resolutions submitted after the deadline will be placed in a separate package to be circulated at the FNS meeting, which FNS delegates will determine whether to consider or defer to the next FNS meeting.*

## PROCESS

1. FNS staff circulate reminder about the FNS resolutions deadline.
2. Resolutions proponents submit draft resolutions and briefing notes to the FNS office.
3. Submitted resolution packages will be reviewed by the Resolutions Coordinator for completeness (***\*note: resolutions proponents are required to submit both the draft resolution and a briefing note in accordance with the enclosed resolutions guide and template briefing note***). The Resolutions Coordinator may contact the Delegate for further information or clarification OR return the Resolution Package to the Delegate in order for the Delegate to provide a more complete package. Resolutions will be finalized with the Delegate's approval.
4. Completed Resolution Packages will be sent to the First Nations treaty tables in advance of the Summit meeting in order to allow Delegates an opportunity to prepare for discussion and consideration of the Resolutions at the Summit meeting.
5. Any individual or organization who wishes to submit a resolution after the deadline may do so (in accordance with the enclosed resolutions guide and template briefing note). However, these resolutions will not be circulated to FNS delegates in advance of the FNS meeting; they will instead be provided at the meeting, and FNS delegates will determine whether to consider the resolutions submitted after the deadline or defer them to the next FNS meeting.
6. FNS staff will include a copy of this resolutions process document at the beginning of each FNS meeting package. The FNS Co-Chairs will review this process with FNS delegates at the beginning of each FNS meeting.
7. Resolutions will be the sole agenda item for Day 3. ALL Resolutions will be addressed on Day 3 of the FNS meeting. FNS staff will circulate two resolutions packages to all FNS delegates on Day 3 of the FNS meeting, as follows:
  - a. Resolutions and briefing notes submitted by the deadline (Package A; in order of date submitted); and
  - b. Resolutions and briefing notes submitted after the deadline (Package B; in order of date submitted).
8. The resolutions contained in Package A will be discussed by the FNS delegates, amended if necessary, and voted upon or passed by consensus.
9. FNS delegates will consider a motion on whether to consider Package B (or certain resolutions from that Package):
  - a. If the motion is adopted, the resolutions contained in Package B will be discussed by the FNS delegates, amended if necessary, and voted upon or passed by consensus.
  - b. If the motion is not adopted, the resolutions contained in Package B will be deferred to the next FNS meeting.
10. Resolutions passed by FNS delegates will be formatted and finalized by the Resolutions Coordinator, signed by the FNS Task Group, and circulated to all FNS delegates in the weeks following the FNS meeting.

*If you have any questions about this process, please contact the First Nations Summit office at (604) 926-9903 or 1-866-990-9939.*

## FIRST NATIONS SUMMIT RESOLUTION GUIDE

This document provides general information to assist individuals and organizations in drafting resolutions and briefing notes to submit to the FNS office. **All resolutions proponents must submit BOTH a draft resolution and a briefing note in accordance with this guide.** Documents should be submitted in digital format, in Microsoft Word.

### RESOLUTIONS

Each resolution needs to include the following information: the subject, background information in “whereas” provisions; and decisions and next steps in “therefore be it resolved” provisions:

- Subject:

The subject is the topic or purpose of the resolution and serves as its title. These should be very short, and typically are well under 15 words long.

Examples:

- “Support for X First Nation in its Land Use Planning Negotiations”
- “Support for the BC First Nations Economic Development Action Plan”
- “Kemess North Joint Review Panel Report and Sustainable Mining in BC”

- Whereas Provisions

Whereas provisions provide all of the necessary background information explaining the purpose of the resolution – the “why”. The number of whereas provisions largely depends on the complexity of the issue and its history; typically there are anywhere from 3-10 sentences or short paragraphs providing this background information.

Examples:

- “X First Nation entered into land use planning negotiations with the Province of BC in May 2006”
- “The BC First Nations Economic Development Action Plan was produced based on feedback provided by First Nations in a series of regional sessions held throughout the province in the fall of 2007”.
- “At this point in First Nations-Crown history in British Columbia, a more respectful and less exploitive way of sharing the wealth from our lands and resources must be found, including an equitable distribution of benefits and risks.”

- Therefore Be It Resolved Provisions:

As applicable (according to the topic of the resolutions), these provisions set out the decision of the FNS delegates and/or action plan for the FNS Executive to carry out; this captures the “who”, “what”, “how” and “when”.

Examples:

- “That the First Nations Summit Chiefs in Assembly support the X First Nation in its efforts to finalize land use planning negotiations”
- “That the First Nations Summit Chiefs in Assembly endorse the attached BC First Nations Economic Development Action Plan”
- “That the First Nations Summit Chiefs in Assembly call on both governments to take this opportunity to forge a new pathway for sustainable mining in British Columbia that is consistent with the principles of the *New Relationship*, the *Transformative Change Accord*, and the *United Nations Declaration on the Rights of Indigenous Peoples*.”

Please see the enclosed “First Nations Summit Resolutions Format” for how to compile this information into an appropriate format.

## **BRIEFING NOTES**

Each resolution must be accompanied by a briefing note that provides crucial background information for FNS delegates in considering the resolution, and for the FNS Executive in implementing the resolution. This crucial information includes:

- The name and contact information for the resolution proponent / submitter
- The subject of the resolution submitted
- The category of resolution (treaty-related, non-treaty-related, support, administrative)
- The background to the resolution, and its intended purpose
- How the resolution should be implemented, and what resources are available to do so
- Whether the resolution was submitted by the deadline, and if not, why it is urgent

Please see or use the enclosed “First Nations Summit Briefing Note Form” to provide this support information for your draft resolution.

## FNS RESOLUTION FORMAT

**SUBJECT:** \_\_\_\_\_

**WHEREAS:**

- A.
- B.
- C.

**THEREFORE BE IT RESOLVED:**

- 1.
- 2.
- 3.

# FIRST NATIONS SUMMIT RESOLUTION BRIEFING NOTE FORM

Name and Contact Information of Submitter: \_\_\_\_\_

Subject of Resolution: \_\_\_\_\_



## SECTION A: CATEGORY OF RESOLUTION

Please indicate the category of your resolution:

- Treaty negotiations-related
- Non-treaty negotiations-related
- Support
- Administrative

Please explain why your resolution fits into the above category:

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## SECTION B: BACKGROUND AND PURPOSE TO RESOLUTION

Please provide a description of the issue included in your resolution, including any actions already taken on the issue.

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Please provide an explanation of the need for a resolution and action required.

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Will this resolution have any impact on other First Nations, and if so, what impact?

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**SECTION C: IMPLEMENTATION OF RESOLUTION**

What are the timelines for the implementation of this resolution?

- Immediate
- Medium-term
- Long-term
- Ongoing

What are your desired next steps for the FNS Executive to take in the implementation of this resolution?

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Please advise of any specific timelines that must be met in the implementation of this resolution:

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What resources may be required to implement this resolution?

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**SECTION D: TIMELINES**

Was this resolution submitted by the deadline:

- Yes
- No

If no, please provide an explanation for why the resolution was not submitted by the deadline:

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# FIRST NATIONS SUMMIT RESOLUTIONS PROCESS

