

First Nations Summit

TO: BC Bands and Tribal Councils
Chiefs, Chief Negotiators, Official Delegates

Please ensure your Official Delegate receives this notice.

FROM: First Nations Summit Office

DATE: January 8, 2018

SUBJ: Summit Meeting Dates and Location
[Accommodation information to be sent separately]

The next First Nations Summit meeting is scheduled for:

DATE:	February 7, 8, & 9, 2018 (Wed. to Fri.)
TIME:	9:00 AM TO 5:00 PM DAILY (Approximate times only)
PLACE:	MUSQUEAM COMMUNITY RECREATION CENTRE 6777 SALISH DRIVE VANCOUVER, BC

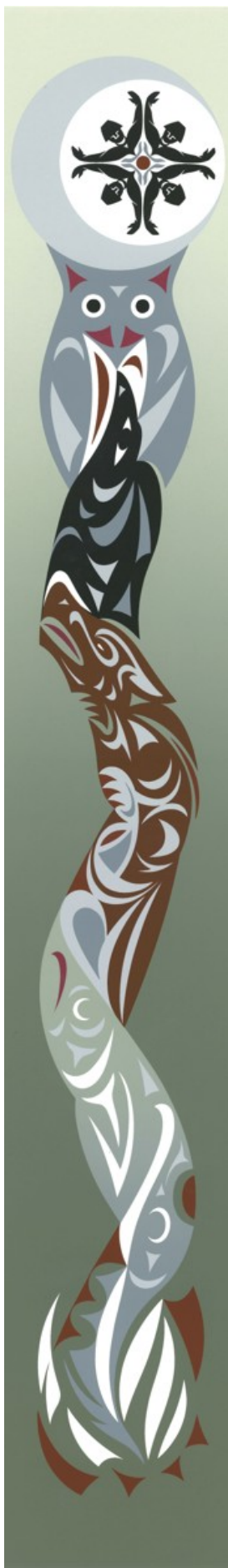
MEETING REGISTRATION

Delegates and observers are required to sign in each morning at the registration table. Pre-registration **IS NOT REQUIRED** for First Nation Summit meetings.

RESOLUTION SUBMISSIONS

Please be reminded that a new process for dealing with resolutions was adopted by the Chiefs in Assembly at the September 2010 First Nations Summit meeting. A copy of the revised resolutions process is posted on the Summit's website at www.fns.bc.ca. If this information cannot be accessed, please call our office (604.926.9903 or 1.866.990.9939) to have a copy faxed to you. Please submit your draft resolution and supporting documentation to resolutions@fns.bc.ca.

The resolution submission deadline for the February 2018 FNS meeting is Friday, January 12, 2018. A separate notice with this information has been prepared.



Page Two - First Nations Summit Meeting Notice

Late resolutions will still be accepted and be included in Package B Resolutions (“Late Resolutions”) and presented to the Chiefs and delegates on the final day of the meeting, where they will determine whether or not to consider any or all Package B Resolutions at the meeting or defer to another time.

AGENDA INFORMATION

All requests for agenda time at the First Nation Summit meetings must be made in writing at least one month in advance of scheduled First Nation Summit meeting dates. Please send your request to the First Nation Summit Executive Director Howard E. Grant via email to hegrant@fns.bc.ca or by fax to (604) 926.9923. **In your requests please include the following information: Subject matter; length of time requested; presenter/speaker; any audio/video requirements.**

First Nations Summit meeting agendas are developed at least two weeks prior to a Summit meeting date and it is difficult to allow late requests due to time constraints. Your cooperation in this regard is appreciated.

KIT INFORMATION

In order to maintain information control, your First Nation or Tribal Council representative will be required to sign in as your authorized delegate to receive a kit. Those First Nations who require more than one kit are requested to fax Karen Bolton at the Summit office (604.926.9923) with a list of names. To ensure that sufficient kits are available, please fax your list two weeks before meeting dates.

Have information for the Summit kits? Please forward the information to the Summit office by the deadline date of **January 26, 2018**. If you miss the deadline, please photocopy 125 copies for the meeting. Please see “Information Control” section below for the procedures for distribution of your information.

REQUESTS FOR KIT INFORMATION

For those delegates unable to attend the Summit meeting, you can request the information distributed at the Summit along with the kit by contacting Karen Bolton via email at kbolton@fns.bc.ca or fax to (604) 926.9923.

INFORMATION CONTROL

Information brought in for distribution at the Summit meetings, must be delivered to Summit staff for approval of the Chairpersons. Once approved the information is distributed by our staff.

WEBCAST

The Summit meeting can be viewed live on the First Nations Summit website www.fns.bc.ca. All Summit meetings are webcasted.

Page Three - First Nations Summit Meeting Notice

SIDE-ROOM MEETING SPACE DURING FIRST NATION SUMMIT MEETINGS

Limited meeting space may be available in side-rooms during First Nation Summit meetings, depending on the meeting venue. Please contact Karen Bolton in advance of meeting dates via email at kbolton@fns.bc.ca or fax to (604) 926.9923 to request meeting space during First Nation Summit meetings. At Summit meetings, Karen may be found at the Registration table.

IMPORTANT NOTICE ABOUT TRAVEL REIMBURSEMENTS

TRAVEL EXPENSES FOR **ONE DELEGATE** PER FIRST NATION AND PER TRIBAL GROUP WILL BE REIMBURSED. THE REQUIRED DAILY REGISTRATION IS PERTINENT AS REIMBURSEMENT IS CALCULATED ACCORDING TO THE DAYS SIGNED IN. IF A DELEGATE FAILS TO REGISTER DURING ONE OF THE MEETING DATES, THEN THAT DAY'S EXPENSES WILL BE DEDUCTED FROM TOTAL CLAIM.

IT IS ALSO IMPORTANT THAT THE **BAND AND TRIBAL COUNCIL'S "OFFICIAL" DELEGATE** REGISTERS IN THAT BAND & TRIBAL COUNCIL REGISTRY; OTHERS SHOULD REGISTER AS OBSERVERS.

PLEASE INFORM YOUR "OFFICIAL DELEGATE" THAT HE/SHE MUST RETAIN AND SUBMIT THEIR ORIGINAL BOARDING PASSES AND ORIGINAL RECEIPTS. THESE ITEMS ARE NECESSARY FOR REIMBURSEMENT PURPOSES. WITHOUT THE ORIGINAL RECEIPTS YOUR REIMBURSEMENT CLAIM WILL BE ADJUSTED ACCORDINGLY.