

# First Nations Summit

## NOTICE

### OPPORTUNITY FOR SECTOR COUNCILS AND ORGANIZATIONS TO PROVIDE A WRITTEN REPORT AT THE OCTOBER 2023 FIRST NATIONS SUMMIT MEETING

**TO:** FIRST NATIONS SECTORAL ORGANIZATIONS AND COUNCILS  
**FROM:** FIRST NATIONS SUMMIT OFFICE  
**DATE:** September 14, 2023

---

The First Nations Summit (FNS) would like to provide First Nations Sector Councils and organizations the opportunity to provide a written update report at the October 18 - 19, 2023 in-person First Nations Summit meeting taking place at the Songhees Wellness Centre in Victoria, BC.

We do recognize that several Councils provide written updates from time to time – this initiative endeavors to regularize the Councils/organizations' communication efforts with the FNS Chiefs and delegates.

These written reports will be compiled and included in a specific Sectoral Updates section in the meeting package provided to Chiefs and delegates at the October 2023 FNS meeting.

**These written reports are another opportunity, in addition to your normal communications activities, for your Council/organization to apprise First Nations of your activities, initiatives, and accomplishments. As well, the reports could highlight areas where specific political advocacy may be required, including organizations' funding requests.**

Attached is a standardized report template that should be used in crafting the report for submission.

**The submission deadline for the written reports to be included in the meeting package for the October 2023 First Nations Summit meeting is Friday, October 6, 2023.**

Should you have any questions or concerns regarding this information, please contact Colin Braker ([cbraker@fns.bc.ca](mailto:cbraker@fns.bc.ca)) or Marilyn Teneese ([mteneese@fns.bc.ca](mailto:mteneese@fns.bc.ca)) at the FNS office.

\*\*\*\*\*

**STANDARD REPORT TEMPLATE  
FOR SECTOR COUNCILS AND ORGANIZATIONS  
WRITTEN REPORTS AT FIRST NATIONS SUMMIT MEETINGS**

**THE FOLLOWING FORMAT SHOULD BE USED FOR EACH ISSUE BEING  
REPORTED ON**

**To:** First Nations Summit Chiefs in Assembly  
**From:** [insert Council/organization name]  
**Date:** [insert date]

---

**PURPOSE**

1-2 sentences (25-60 words)

**BACKGROUND**

1/4-1 pg. (150-350 words)

**CURRENT STATUS**

1/4-1 pg. (150-350 words)

**ANALYSIS**

1/2-1 pg. (150-350 words)

**PROJECTED NEXT STEPS**

- 1.
- 2.