



National Association  
of Friendship Centres  
Association nationale  
des centres d'amitié

## **MEMO TO MEMBERSHIP**

**30<sup>TH</sup> ANNUAL YOUTH FORUM  
JULY 13-15, 2019**

**48<sup>TH</sup> ANNUAL MEETING  
JULY 16-19, 2019  
LETHBRIDGE, AB**

**TO:** All Friendship Centres  
Provincial/Territorial Associations  
NAFC Board of Directors  
NAFC Senators  
Aboriginal Youth Council

**FROM:** Jocelyn W. Formsma, Executive Director

**DATE:** April 10, 2019

**SUBJECT:** 30<sup>th</sup> Annual Youth Forum – July 13-15, 2019  
Pre-Annual Meeting Workshops – July 16, 2019  
NAFC 48<sup>th</sup> Annual Meeting – July 16-19, 2019

The NAFC's 48<sup>th</sup> Annual Meeting will be held at the Sandman Signature Lethbridge Lodge on the traditional territory of the Blackfoot Nation in Lethbridge, AB from Tuesday July 16, 2018 starting at 6:00 pm and extending through to Friday July 19, 2019. This year's Annual Meeting will follow the 30<sup>th</sup> National Annual Youth Forum which will be held from July 13-15, 2019 and the pre-annual meeting workshops on July 16, 2019.

Our host for the 30<sup>th</sup> Annual Youth Forum and 48<sup>th</sup> Annual Meeting is the Sik-Ooh-Kotoki Friendship Society. The Society will be celebrating their 50<sup>th</sup> Anniversary and it was the vision of the Society's past

President Roland Cotton to host the NAFC 2019 Annual Meeting in the Blackfoot Territory of Lethbridge, Alberta. Travis Plaited Hair is the Society's current Executive Director. The mission of the Sik-Ooh-Kotoki Friendship Society is to support and promote a self-determined activity which strengthens Indigenous cultural distinctiveness and their vision is to improve the quality of life (respect, dignity and equal opportunity) for Indigenous people in the urban community.

We are very excited to have the NAFC's Annual Meeting in Blackfoot Territory and look forward to working with the Sik-Ooh-Kotoki Friendship Society to ensure a successful Annual Meeting for the Friendship Centre Movement and join them in their 50<sup>th</sup> Anniversary celebrations.

The following is a snapshot of the 30<sup>th</sup> Annual Youth Forum, the Pre-Annual Meeting Workshops, and the NAFC's 48<sup>th</sup> Annual Meeting:

### **30<sup>th</sup> ANNUAL YOUTH FORUM, July 13-15, 2019**

- LOCATION:** Sandman Signature Lethbridge Lodge  
320 Scenic Drive S.  
Lethbridge, AB T1J 4B4  
Telephone: (403) 328-1123
- ARRIVAL DATE:** Friday, July 12, 2019 or Saturday, July 13, 2019 – Opening Ceremonies will commence at 10:00 am (MDT) on Saturday, July 13, 2019
- DEPARTURE DATE:** Monday, July 15, 2019 or Friday, July 19, 2019 if your Youth Forum delegate is attending the Pre-Annual Meeting Workshops and the Annual Meeting
- YOUTH FORUM REGISTRATION:** Saturday, July 13, 2019  
8:00 am – 5:00 pm (MDT)  
Sandman Signature Lethbridge Lodge  
Lethbridge, AB  
Email: [registration@nafc.ca](mailto:registration@nafc.ca)
- YOUTH FORUM CONTACT @ NAFC:** Natasha Hiltz-Commanda, Program Officer  
Tel: 613.563.4844, ext. 328  
Toll Free: 877.563.4844, ext. 328  
Mobile: 613.325.7621  
Fax: 613.594.3428  
Email: [nhiltz-commanda@nafc.ca](mailto:nhiltz-commanda@nafc.ca)

## PRE-ANNUAL MEETING WORKSHOPS, July 16, 2019

It is anticipated that delegates will participate in the workshops just prior to the Annual Meeting. Registration is NOT required to participate in the workshops.

**LOCATION:** Sandman Signature Lethbridge Lodge  
320 Scenic Drive S.  
Lethbridge, AB T1J 4B4  
Telephone: (403) 328-1123

**ARRIVAL DATE:** Monday, July 15, 2019

**WORKSHOPS WILL BE HELD:** Tuesday, July 16, 2019 – 9:30 am – 4:30 pm (MDT)  
Workshops to be confirmed

## NAFC 48<sup>TH</sup> ANNUAL MEETING, July 16-19, 2019

**LOCATION:** Sandman Signature Lethbridge Lodge  
320 Scenic Drive S.  
Lethbridge, AB T1J 4B4  
Telephone: (403) 328-1123

**ARRIVAL DATE:** Monday July 15, 2019  
**DEPARTURE DATE:** Friday, July 19, 2019

**ANNUAL MEETING REGISTRATION:** Tuesday, July 16, 2019  
9:00 am – 7:00 pm (MDT)  
Sandman Signature Lethbridge Lodge  
Lethbridge, AB

Wednesday, July 17, 2019  
8:00 am - 12:00 pm (MDT)  
Sandman Signature Lethbridge Lodge  
Lethbridge, AB  
Email: [registration@nafc.ca](mailto:registration@nafc.ca)

**ANNUAL MEETING CONTACT @ NAFC:** Mel Maracle, Office Manager  
275 MacLaren Street  
Ottawa, Ontario K2P 0L9  
Tel: 613.563.4844 ext. 311  
Toll Free: 1.877.563.4844 ext. 311  
Mobile: 613.558.6680  
Fax: 613.594.3428  
E-mail: [melmaracle@nafc.ca](mailto:melmaracle@nafc.ca)

**HOST HOTEL:**

PTA and Friendship Centre delegates and observers are encouraged to reserve guestrooms at the Sandman Signature Lethbridge Lodge located at 320 Scenic Drive S. in Lethbridge, AB. We have been able to secure a total of 118 guestrooms at the Sandman Signature Lethbridge Lodge.

**GROUP ROOM RATES**

The Sandman Signature Lethbridge Lodge has confirmed the following group rates for the NAFC (net of all taxes):

Corporate Two Queen Beds:	\$154.00
Corporate King with Pullout:	\$154.00
Executive Queen Suite:	\$174.00
Standard King:	\$154.00

Rates include up to 2 breakfast buffets per room per night. Served daily from 6:30 am – 10:30 am  
Parking: complimentary; Telephone calls: No charge for local calls; High Speed Internet-Hard wired and wireless: No charge; Deposit Due: Credit card for guestroom guarantee is required

**Please quote the group confirmation number 55664 when calling in to book guestrooms. Reservations can be made by calling the hotel directly at 403-328-1123 or toll free at 1-800-SANDMAN (1-800-726-3626) or can be booked online, please see link below.**

[https://www.sandmanhotels.com/locations/alberta/lethbridge/hotels/signature-lethbridge-lodge-zlet?adults=2&children=0&dates=2019-07-12\\_2019-07-13&groupCode=55664&fromSearch=1](https://www.sandmanhotels.com/locations/alberta/lethbridge/hotels/signature-lethbridge-lodge-zlet?adults=2&children=0&dates=2019-07-12_2019-07-13&groupCode=55664&fromSearch=1)

Guest room accommodations for the NAFC Board of Directors, Senators and Aboriginal Youth Council will be reserved by the NAFC national office.

**GUARANTEED RESERVATIONS**

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit Card. The hotel will not hold any reservations unless secured by one of the above methods.

**CUT-OFF DATE**

Reservations by attendees must be received on or before **June 21, 2019**. (the “Cutoff Date”). At the Cutoff Date, the Hotel will review the reservation pickup for the Event, release the unreserved rooms for general sale, and determine whether it can accept reservations based on space and rate-available basis at the **National Association of Friendship Centres** group rate after this date.

**ADDITIONAL HOTEL ACCOMMODATIONS:**

As guestrooms are limited at the Sandman Signature Lethbridge Lodge, we have reserved 30 additional

guestrooms at the Holiday Inn Express & Suites located at 120 Stafford Drive South in Lethbridge. Please call 1-877-660-8550 or 1-403-394-9292 to reserve guestrooms.

The guestroom rate at the Holiday Inn Express & Suites is \$154.99 or a standard 2 Queen (15 rooms); Jr. Family Suite (10); Deluxe Family Suites (5). Breakfast is included, there is a pool, waterslide and hot tub, free wireless internet and microwave/mini fridge in all the guestrooms. Parking is complimentary. Check in: 3:00 pm Check out: 11:00 am. There is airport shuttle guaranteed with 24 hours advance booking. You will need to contact the front desk for availability.

There are also plenty of other hotels in the city close to the Sandman Signature Lethbridge Lodge. Please let us know if you have any problems in securing hotel guestrooms for any of your delegates attending this year's Youth Forum or Annual Meeting.

**TRAVEL INFORMATION:**

All travel arrangements (air, bus, train, car rentals, taxi, airport shuttle) that may be required to attend the NAFC's Annual Youth Forum or Annual Meeting are the responsibility of the Friendship Centre and/or PTA.

**AIR SERVICE**

**AIR CANADA**

Phone: 1.888.247.2262

Website: [www.aircanada.com](http://www.aircanada.com)

Promotion Code: **DPBRU2V1**

**WESTJET**

Phone WestJet Groups Department at 1.888.493.7853

Westjet is currently offer direct flights to Lethbridge from most destinations.

**Travel from: July 11 – 25, 2019**

Coupon code: <small>*Guest web/Travel Agent web</small>	<b>G65PW51</b>
Promo code: <small>*Travel Agent GDS only</small>	<b>WWW36</b>

**GREYHOUND BUS LINES**

Greyhound Bus Lines

Phone: 1.800.661.8747

Website: [www.greyhound.ca](http://www.greyhound.ca)

## **RENTAL CARS AT CALGARY INTERNATIONAL AIRPORT (YYC)**

There are car rental companies located at the Calgary International Airport if you choose to drive from Calgary to Lethbridge.

Again, given the time of the year and it is Calgary Stampede week, advance car rental reservations are strongly encouraged.

The rental car centre is located on the Departures level across the roadway from the Domestic Terminal. It can also be accessed by the elevator lobby across the Arrivals Roadway. The on-airport car rental companies operate out of the Rental Car Centre and include Avis, Budget, Dollar, Thrifty, Enterprise, Hertz, National and Alamo.

The off-airport car rental companies provide courtesy shuttle service to their rental locations and include: Discount, Routes, Driving Force, NU Car Rental, U Drive Car Rental and Economy. Shuttle pick-up is located in Bus Bay #33 on the Arrivals Roadway. Prior arrangements should be made for pick-up by contacting the car rental company in advance.

## **RENTAL CARS AT LETHBRIDGE AIRPORT**

The only car rental company onsite at the Lethbridge airport (YQL) is National Car Rental.

There are rental car locations throughout the City of Lethbridge. Some of the car rental companies include Enterprise, Budget, Dollar, Avis and Thrifty.

Advance reservations are strongly recommended as July is a very busy time of the year for car rentals.

## **EXPENSES:**

Friendship Centres and PTAs are fully responsible for all their delegates, youth and observer expenses for and during the Youth Forum, Pre-Annual Meeting Workshops and Annual Meeting (i.e. meals, hotel, transportation, including Airfare, taxis, shuttle and incidental costs (i.e. deposit for use of any services in hotel guestroom, etc.).

The NAFC will reimburse each Friendship Centre and PTA for **ONE** youth delegate's travel only to attend the Annual Meeting. The youth delegate must be a registered voting delegate for the Annual Meeting, must be between 18-24 years of age and must attend the Annual Meeting.

Expense claims for the travel reimbursement will be available in the Annual Meeting kits and need to be submitted within four (4) months following the Annual Meeting (**by November 19, 2019**).

## **30<sup>th</sup> ANNUAL YOUTH FORUM**

Every year the NAFC, in conjunction with the Aboriginal Youth Council (AYC) hosts an annual Youth Forum for the Youth members of the Friendship Centre Movement. With input and feedback from the

youth membership, the Aboriginal Youth Council (AYC) identifies workshops for the Forum. Social and fundraising activities are organized by the host Centre, AYC and the NAFC. The host Friendship Centre this year is the Sik-Ooh-Kotoki Friendship Society in Lethbridge, AB

The 30<sup>th</sup> Annual Youth Forum will be held July 13-15, 2019 at the Sandman Signature Lethbridge Lodge. Friendship Centres and PTAs are encouraged to send youth (between 14 and 24 years of age) to attend the 30<sup>th</sup> Annual Youth Forum held just prior to the NAFC Annual Meeting on July 16-19, 2019.

As per the AYC Policies and Procedures document **two** youth from each Friendship Centre and PTA can have voting privileges.

The same applies as to the Annual Meeting voting delegates and/or participants - guest room accommodations and all expenses must be covered by the Friendship Centre and/or PTA.

The Friendship Centre Youth Movement continues to grow and its strength can be attributed to the participation of youth within local Friendship Centres and their respective regions.

The Aboriginal Youth Council (AYC) utilizes the Youth Forum to discuss ideas at a national level and hold their elections. The Youth Forum is an opportunity for the Friendship Centre Movement (FCM) youth to connect with each other and build solid relationships that may not be possible via telephone or email.

The FCM youth and the AYC get to experience their own form of an Annual Meeting and can feel like their voice is heard.

The Annual Youth Forum provides the opportunity for the youth to be involved and give direction to the initiatives of the Aboriginal Youth Council (AYC). In addition, the Annual Youth Forum:

- Provides a national youth voice to the NAFC;
- Generates ideas for youth programs;
- Creates unity;
- Promotes and facilitates communication and information sharing;
- Fosters education and leadership training;
- Provides youth with skills and knowledge to increase their employability;
- Provides a place for decision making that affects youth;
- Promotes volunteerism;
- Identifies current youth issues on a community level and nationally;
- Promotes social conscience and responsibility on several relevant issues; and,
- Assists local youth in finding a place within the Friendship Centre Movement, including both cultural identity and general identity as a young person

The following positions are up for election this year at the Youth Forum:

### **AYC President and AYC Secretary**

Note: Because the current AYC Vice-President and AYC Treasurer, are from the Atlantic and Newfoundland/Labrador; these regions are NOT eligible to put forth a candidate this year. This is because any one region cannot have more than one member on the AYC Executive Committee.

All youth delegates running for AYC Executive positions must have the following three (3) items:

- 1) A letter of support from their local Friendship Centre and/or PTA, supporting their nomination to run for an AYC Executive position(s);
- 2) A letter of intent to run for position(s), and;
- 3) A Letter of Credentials

Chaperones are not available through the Aboriginal Youth Council (AYC) or the NAFC national office. An adult should accompany all delegates under the age of 18 years during the Youth Forum and evening social activities. The chaperone could be a delegate who is 18 years of age or older from your Friendship Centre or another Friendship Centre within your region if possible.

The AYC is also requesting the Friendship Centre Movement to generously donate to the Youth Forum. Items such as promotional articles to be distributed as prizes and giveaways, a monetary contribution or items for the Annual Silent Auction would be greatly appreciated to help make the annual event a success.

An information package regarding the 30<sup>th</sup> Annual National Youth Forum will be distributed once more details are confirmed and will be posted on the NAFC website. For information on the 2019 Annual Youth Forum and activities, please contact Natasha Hiltz-Commanda, Program Officer at the NAFC at 613.563.4844 extension 328 / toll free at 1.877.563.4844 / email [nhiltz-commanda@nafc.ca](mailto:nhiltz-commanda@nafc.ca)

## **REGISTRATION FOR ANNUAL MEETING AND YOUTH FORUM**

All delegates/observers can register online. The NAFC has contracted the services of Smudge Web Services Inc. an Ottawa-based, Indigenous owned business who provide event registration services. For the online registration, please use the following URL <http://meetings.smudging.ca/NAFC>. This online registration will be available until **July 12, 2019**.

**After July 12, 2019**, the on-line registration will no longer be available and you will need to register any delegates on-site at the Sandman Signature Lethbridge Lodge. If you have any questions or require any assistance with registration, please contact the NAFC's Registration Coordinator by email at [registration@nafc.ca](mailto:registration@nafc.ca) or telephone 1.877.563.4844.

If you are not able to register online, please complete the Annual Meeting/Youth Forum registration forms attached to this memo. When completed, you can send the registration form by fax or email to [registration@nafc.ca](mailto:registration@nafc.ca) or mail to the NAFC national office once your delegates for both the Annual Meeting and Youth Forum have been confirmed on or **before July 12, 2019**.

## **TRANSLATION**

Simultaneous translation in both Official Languages will be provided at the Annual Meeting and during the Annual Youth Forum and Workshops (if required). Delegates will be required to present



identification to pick up a receiver for use during these meetings. Receivers must be returned to the technician at the end of the meetings. There is a charge if receivers are not returned to the technician's booth.

## **RECORDING OF PROCEEDINGS**

Annual Meeting proceedings will be recorded. The recordings will be held by the NAFC as an official record for a period of three (3) years.

## **ELDERS**

Elders will be invited to be a part of the Youth Forum, Pre-Annual Meeting Workshops and the Annual Meeting. Friendship Centres and PTAs are welcome to bring Elders, traditional people, knowledge keepers as they see fit. Please note that the costs to bring Elders to the Annual Meeting are at the expense of your Friendship Centre and or PTA.

## **NAFC BUSINESS OFFICE**

There will be an NAFC Business Office on site at the Sandman Signature Lethbridge Lodge where delegates, attendees, and observers can direct all questions or utilize as required. The office is there to assist delegates, attendees, and observers during the Youth Forum and Annual Meeting.

## **CAUCUS/BREAKOUT ROOMS:**

While meeting space capacity is limited this year, there will be caucus/breakout rooms available on at the Sandman Signature Lethbridge Lodge during the Youth Forum and Annual Meeting for Friendship Centres, PTAs, Senate, the AYC to meet.

## **MEMBERSHIP FEES:**

It is that time of year, once again, when membership renewals are due.

Being a member of the NAFC is essential to ensuring the collective and united voice of the Friendship Centre Movement remains strong. As Friendship Centre service providers, advocates, educators and overall supporters of urban Indigenous people, you have a unique view of the world we live in. For over six decades, the Friendship Centre Movement has brought to the Canadian forefront the voice of the communities that we serve.

Additionally, membership offers several benefits including but not limited to:

- Access to funding that is administered by the NAFC including but not limited to the UPIP;
- Guide the development and delivery of national programs including the UPIP;
- Participate in NAFC's democratic processes including:
  - Appointing two adult voting delegates and one youth voting delegate to attend the Annual Meeting each year;
  - Ratify the appointment of members of the Board of Directors and Senate;

- Nominating individuals for election to NAFC's Executive Committee; and
- Contributing to the decision-making process by tabling and voting on resolutions that are aimed at establishing and maintaining NAFC's strategic direction;
- Access to NAFC staff support upon request;
- Network with fellow members for the purpose of supporting one another and sharing ideas and wise practices;
- Guide national policy and advocacy strategies aimed at supporting Friendship Centres to develop and deliver programs and services to the urban Indigenous population;
- Participate in national projects and initiatives including but not limited to, labour market development, Indigenous languages, economic development, research and violence prevention;
- Ensure that the unique and diverse perspectives of Friendship Centres and PTAs are included in NAFC's strategies and initiatives;
- Participate in national committee processes;
- Receipt of NAFC's quarterly newsletters along with information about national funding opportunities; and
- Benefit from NAFC's national advocacy activities.

In addition to the above benefits, membership also provides several exciting opportunities for Friendship Centre youth including but not limited to:

- Attend the Annual National Youth Forum as a voting delegate;
- Participate in NAFC's Annual Meeting as a voting delegate;
- Stand for election to the National Youth Executive and NAFC Board of Directors
- Contribute to the collective voice of urban Indigenous youth nationally;
- Guide the NAFC in the development of policy and research through participation on a variety of national committees;
- Represent the NAFC at conferences and other meetings and external committees;
- Shape the development of youth programming and services;
- Create unity among youth across the Movement;
- Promote and facilitate communication and information sharing;
- Build and enhance leadership skills;
- Develop skills and knowledge that increase youth employability;
- Participate in decision-making processes about issues that affect youth;
- Engage in volunteerism;
- Bring forth issues and concerns affecting urban Indigenous youth at the provincial and local levels;
- Increase social consciousness and responsibility;
- Be part of a national grassroots movement that supports urban Indigenous youth to develop positive Indigenous identities; and,
- Support youth to find their place within the Friendship Centre Movement.

Please note that the NAFC Finance team will send invoices to Friendship Centres and PTAs for membership fees which are due and payable no later than May 31<sup>st</sup>, 2019. If membership fees are not paid in full, your voting delegates are not eligible to vote during the Annual Meeting.

All Friendship Centres and Provincial/Territorial Associations are reminded, if you have not already done so, to forward your 2019-2020 membership fee of three hundred dollars (\$300) to the NAFC National Office.

#### **REGISTRATION:**

Pre-registration for delegates and observers is strongly recommended. For delegates not able to pre-register, registration will be taking place at the Sandman Signature Lethbridge Lodge for the Annual Youth Forum and Annual Meeting.

**Registration for the Annual Meeting will be closed on Wednesday, July 17, 2019 at 12:00 p.m. noon Mountain Daylight Time – (MDT).** At that time, all Annual Meeting voting delegates must be registered and have submitted their registration and/or proxy form for eligibility to vote or carry a proxy vote.

#### **PROXY FORM:**

Please be advised that according to the NAFC Constitution and By-Laws, *Article VI, Voting at the Meetings of Members of the Association*, delegates exercising proxy votes shall be entitled to hold no more than four (4) proxy votes at one time.

A delegate who is not able to attend a meeting or a delegate who must leave a meeting early may assign his or her vote to any other delegate in attendance at the Annual Meeting. Such assignment must be made **in writing** and must be deposited with the Secretary of the Board of Directors, or the Credentials Committee, if any. A Proxy Form Letter is attached to this memorandum.

- Only registered delegates can hold a proxy. Observers cannot be given a proxy vote;
- Only youth delegates hold youth proxy votes;
- Regular voting delegates may NOT hold youth proxy votes. However, youth delegates may proxy for both delegates and youth proxy votes.
- Proxies must be submitted before required deadline of **Wednesday, July 17, 2019 at 12 noon Mountain Daylight Time (MDT).**

Delegates who are unable to attend and want to proxy their vote will still be required to complete the attached registration and proxy form and send by mail or email to the **NAFC before July 12, 2019** ([registration@nafc.ca](mailto:registration@nafc.ca)). The online registration system does not allow for delegates to proxy their votes. However, a voting delegate will still need to register online and then submit the proxy form indicating who they are going to proxy their vote too. The proxy form can be submitted by email to [registration@nafc.ca](mailto:registration@nafc.ca) or by fax to the NAFC national office (613) 594-3428.

#### **NAFC BOARD OF DIRECTORS NOMINATION AND ELECTION PROCESS**

Please be advised that the Board of Directors nomination and election process for the upcoming 48<sup>th</sup> Annual Meeting is as follows:

Request for nominations to the NAFC Board of Directors will be distributed to the Provincial/ Territorial Associations (PTAs), and Friendship Centres without a PTA;

Each region will nominate one (1) individual to be elected as Board Director of the NAFC. The AYC shall nominate one (1) individual to be elected as a Board Director of the NAFC, who shall be the National Youth Representative to the Board of Directors; Each region and the AYC must identify their nominee by way of a "Letter of Credentials". A template letter will be distributed to the PTAs and the Friendship Centres without a PTA along with the notice request shortly.

The Letter of Credentials shall be directed to the Secretary of the Association, Ms. Edith Cloutier at least 21 days prior to the Annual Meeting (by June 24, 2019);

The Secretary of the Association shall prepare a slate (list) consisting of the 12 nominees put forward by the regions along with nominations for the Executive Committee, if any.

Nominations for the Board of Directors will NOT be allowable on the floor of the Annual Meeting.

Nominations for the Executive Committee available positions are allowable on the floor of the Annual Meeting.

Nominations and Election of Executive Committee positions will follow past practice, i.e., nominations are accepted from the floor and managed by the Annual Meeting Elections Committee elected at the Annual Meeting;

1. Voting (show of vote cards) for the Board of Directors will be managed at the Annual Meeting by the Annual Meeting Elections Committee. Voting for any member of the Executive Committee will take place by secret ballot.
2. All Board of Directors will serve for one year from the NAFC Annual Meeting to the next Annual Meeting until their successors are elected, unless removed sooner. The Executive Committee will serve two (2) year staggered terms.
3. This year the Executive Committee positions available for election are as follows:
  - a. President (2 year);
  - b. Secretary (2 year);
  - c. Youth Executive (2 year)

#### **RESOLUTIONS:**

Resolutions are the essential mechanism by which delegates in attendance at NAFC Annual Meetings provide specific mandates and direction for the Friendship Centre Movement. The resolutions process serves to effectively foster and capture consensus among our membership during the Annual Meeting.

Resolutions must be submitted by a registered voting delegate or duly mandated proxy of a Friendship Centre or Provincial/Territorial Association and must include the name of the mover and seconder and

their affiliated organizations. Both the mover and seconder of a resolution must be present in the meeting room when the resolution is tabled and be prepared to speak to it.

The Resolutions Committee appointed at the Annual Meeting will undertake the management and administrative tasks related to ensuring that all resolutions are appropriately formatted and translated in the order that they are received.

Resolutions can be submitted using the Annual Meeting Resolution template attached to this memo. Other documents pertaining to the resolutions process can be found on the NAFC website at [www.nafc.ca](http://www.nafc.ca). While we encourage delegates to submit their draft resolutions electronically or by fax in advance of the Annual Meeting the formal deadline for submission is **July 17, 2019 at 5:00 pm Mountain Daylight Time (MDT)**. Please note that those who wish to submit draft resolutions at the Annual Meeting may be required to make themselves available to the Resolutions Committee to ensure that the draft resolution is finalized prior to being translated.

Submission in electronic format (email) format is preferred and should be sent to **Carey Calder, Partnerships & Stakeholder Engagement Manger at [ccalder@nafc.ca](mailto:ccalder@nafc.ca)**. If it is not possible to send the draft resolution in electronic format, a copy may be faxed to the NAFC National Office, 275 MacLaren Street, Ottawa, ON K2P 0L9 Fax: (613) 594-3428. If you have any questions or require additional information, please contact **Carey Calder by email at [ccalder@nafc](mailto:ccalder@nafc.ca) or telephone toll free – 1-877-563-4844, ext 314**.

## **PROPOSED PRE-ANNUAL MEETING WORKSHOPS**

As stated earlier in this memorandum the NAFC, with some of our partners, will be offering a series of pre-Annual Meeting workshops prior to commencement of the NAFC's 48<sup>th</sup> Annual Meeting. These workshops will provide an opportunity for delegates to network and engage in discussions of mutual interest.

The workshops will take place at the Sandman Signature Lethbridge Lodge on Tuesday, July 16, 2019 starting at 9:30 am to 4:30 pm MDT. All delegates and observers are encouraged to attend.

The First Time Attendees preparatory information session held annually will provide a brief overview to first time delegates/observers and attendees about the NAFC, the Friendship Centre Movement and what they can expect during the Annual Meeting.

**If any Friendship Centre or PTA has a wise practice or innovation to share and is interested in holding an information session/workshop that would be beneficial to participants attending our Annual Meeting, please submit a workshop abstract today and be a part of the pre-annual meeting workshops. Workshop abstracts can be submitted to Carey Calder, Partnerships & Stakeholders Engagement Manager at the NAFC national office by email at [ccalder@nafc.ca](mailto:ccalder@nafc.ca)**

## **ANNUAL MEETING DOCUMENTS:**

Annual Meeting documents will be posted on the NAFC portal at [www.nafc.ca](http://www.nafc.ca) for the Membership to view or download during the week of June 17-21, 2019. Please ensure the Annual Meeting documents are printed from the NAFC membership portal (**email and password is required**) and your delegates/observers bring copies with them to the meeting.

## **ANNUAL MEETING AT A GLANCE:**

The first draft of the Annual Meeting Agenda is attached to this memo for your review. Please note that this is a first draft of the Annual Meeting Proposed Agenda and it is subject to change.

Guest speakers and dignitaries will be invited by the NAFC and our host Friendship Centre to speak and welcome delegates to Lethbridge, AB on Tuesday, July 16, 2019 during Opening Ceremonies or at some other time on the agenda.

## **FINAL DETAILS:**

Please feel free to contact Mel Maracle at the NAFC national office by email [melmaracle@nafc.ca](mailto:melmaracle@nafc.ca) or call toll free 1.877.563.4844, ext. 311 should you require additional information or clarification.

It would be greatly appreciated if your Friendship Centre and/or PTA could forward the membership fee and proxy form (if required) to the NAFC before the deadline of **July 12, 2019**. Please remember to register your delegates online at <http://meetings.smudging.ca/NAFC>.

Annual Meeting Registration/Letter of Credentials and proxy forms will be accepted during registration on **Tuesday, July 16, 2019 and Wednesday, July 17, 2019 until 12:00 pm MDT**. However, it will make registration more efficient for everyone if you take care of all the registration requirements ahead of time for your delegates, including your Youth delegates.

Please ensure your delegate(s) arrive in Lethbridge, AB with their Annual Meeting documents, their hotel, meals and other expenses in order.

Again, the formal deadline for submission of resolutions is **July 17, 2019 at 5:00 pm MDT**. If you require additional information on submitting an Annual Meeting resolution, please contact Carey Calder, Partnerships & Stakeholder Engagement Manager by email at [ccalder@nafc.ca](mailto:ccalder@nafc.ca) or by telephone Toll Free at 1-877-563-4844, ext 314.

This is your Annual Meeting and we welcome any suggestions or comments you might have to ensure your Annual Meeting is as successful and productive as possible.

The NAFC, the Alberta Native Friendship Centres Association (ANFCA) and the Sik-Ooh-Kotoki Friendship Society welcomes the Friendship Centre Movement to the traditional territory of the Blackfoot Nation.

**Enclosures:**

- Annual Meeting Draft Agenda**
- Annual Meeting Registration Form/Letter of Credentials**
- Annual Meeting Proxy Form**
- Annual Meeting Resolution Form**
- Youth Forum Registration Form**
- Youth Forum Letter of Credentials**
- Youth Forum Draft Agenda**
- Youth Forum Nelson Mayer Leadership Application**

### **Interesting Facts about Lethbridge, Alberta:**

Lethbridge is situated in the Blackfoot Territory. The territory is home to the Kainai (Blood Tribe), Piikani (Peigan), Siksika (Blackfoot), and Aamskapiikani (North Peigan) in Montana, USA.

It is Alberta's fourth-largest city by population after Calgary, Edmonton and Red Deer, and the third-largest by land area after Calgary and Edmonton. The nearby Canadian Rockies contribute to the city's warm summers, mild winters, and windy climate. Lethbridge lies southeast of Calgary on the Oldman River and is on the traditional territory of the Kanai and Blood First Nations.

The city is divided by the [Oldman River](#); its valley has been turned into one of the largest [urban park systems](#) in North America at 16 square kilometres (4,000 acres) of protected land and is split into three geographical areas: north, south and west. The Oldman River separates West Lethbridge from the other two while [Crowsnest Trail](#) and the [Canadian Pacific Railway](#) rail line separate North and South Lethbridge. The newest of the three areas, [West Lethbridge](#) is home to the [University of Lethbridge](#), opened at that site in 1971, but the first housing was not completed until 1974 and the prime Whoop-Up Drive access opened only in 1975. Much of the city's recent growth has been on the west side, and it has the youngest median age of the three. The north side was originally populated by workers from local coal mines. It has the oldest population of the three areas, is home to multiple industrial parks and includes the former Hamlet of [Hardieville](#), which was annexed by Lethbridge in 1978. South Lethbridge is the commercial heart of the city. It contains the [downtown core](#), the bulk of retail and hospitality establishments and the [Lethbridge College](#).

The population of the City of Lethbridge according to its [2017 municipal census](#) is 98,198, a change of 1.4% from its [2016 municipal census](#) population of 96,828.

Lethbridge serves as a hub for commercial activity in the region by providing services and amenities. Many [transport](#) services, including [Greyhound](#) buses, [four provincial highways](#), [rail service](#) and an [airport](#), are concentrated in or near the city. In 2004, the police services of Lethbridge and [Coaldale](#) combined to form the [Lethbridge Police Service](#).

Lethbridge has a [public library](#) and three major museum/galleries. The [Southern Alberta Art Gallery](#) is a contemporary gallery; the community arts centre Casa, administered by the Allied Arts Council; and the University of Lethbridge Art Gallery produces contemporary exhibitions including works from its extensive collection of Canadian, American and European art.

The city, which began as a frontier town, has several historical attractions. The [Lethbridge Viaduct](#), commonly known as the High Level Bridge, is the longest and highest steel trestle bridge in North America. It was completed in 1909 on what was then the city's western edge. [Indian Battle Park](#), in the [coulees](#) of the [Oldman River](#), commemorates the last battle between the [Cree](#) and the [Blackfoot First Nations](#) in 1870.

Originally known as Fort Hamilton, [Fort Whoop-Up](#) was a centre of illegal activities during the late 19th century. It was first built in 1869 by J.J. Healy and A.B. Hamilton as a whiskey post and was destroyed by fire a year later. A second, sturdier structure later replaced the fort.

Several structures such as the post office are prominent on the skyline of Lethbridge. Less well-known than the High Level Bridge, the post office is one of the most distinctive buildings in Lethbridge. Built in 1912, the four-storey structure is crowned by a functioning clock tower.

Many [transport](#) services, including [Greyhound](#) buses, [four provincial highways](#) (3, 4, 5 and 25 run through or terminate in Lethbridge), [rail service](#) and an [airport](#), are concentrated in or near the city.

The airport provides commercial flights to Calgary, as well as private and charter flights elsewhere. The airport provides customs services for flights arriving from the United States.

Lethbridge has two major newspapers: the daily [Lethbridge Herald](#) and the weekly [Lethbridge Sun Times](#).

Located in Fort McLeod, AB, a short distance from Lethbridge, Head-Smashed-In Buffalo Jump Interpretive Centre is a UNESCO-designated World Heritage Site that preserves and interprets over 6,000 years of Plains Buffalo culture. Delegates can learn about the cultural significance of this cliff to the Plains people through vast landscapes, exhibits and diverse programming at the Interpretive Centre.