



NATIONAL ASSOCIATION OF FRIENDSHIP CENTRES

39th ANNUAL GENERAL MEETING

July 13-16, 2010

HINTON FRIENDSHIP CENTRE
HINTON, ALBERTA

MEMO

To: All Friendship Centres
Provincial/Territorial Associations
NAFC Board of Directors
NAFC Senators & Life-time members
Aboriginal Youth Council

From: Mel Maracle, Office Manager, NAFC National Office

Date: February 17, 2010

Subject: NAFC 39th Annual General Meeting (AGM)

The NAFC's 39th AGM will be held at the Hinton Centre in Hinton, Alberta from Tuesday, July 13, 2010 through to Friday, July 16, 2010. The Hinton Friendship Centre will be our host for the 39th AGM.

The 21st Annual National Youth Forum will be held from July 11-13, 2010 at the Hinton Training Centre. Further information on this year's national Youth Forum will be distributed shortly to the membership.

Hinton Quick Facts:

- Is nestled in the heart of a recreational paradise on the eastern edge of Jasper National Park;
- It is located in Yellowhead County, in west-central Alberta, 81 km northeast of Jasper and about 284 km west of Alberta's capital city, Edmonton, at the intersection of Yellowhead and Bighorn Highway, in the Athabasca River Valley;
- Is known as the "Gateway to the Rockies";
- The town of Hinton was named for William D. Hinton, Vice-President and General Manager of the Grand Trunk Pacific Railway;
- The community was officially recognized in 1928;

- The population of the Town of Hinton according to its 2009 municipal census is 9,825;
- The exact location of the Town of Hinton has changed thirteen times in its history, its sites scattered along a line some twelve kilometres in length;
- The original location was along Hardisty Creek, where an Aboriginal group had set up camp at the mouth of the creek when they became ill with smallpox. By the time one member returned with help from the mission at Lac St. Anne, all had perished. The area was thus dubbed Cache Picote (Smallpox Camp) in 1870;
- Jack Gregg established a trading post at Prairie Creek in 1888 to serve travellers along the Jasper trail. The creek is now known as Muskuta Creek after an incorrect interpretation of the Cree name by white settlers.
- The construction of the railroad saw the establishment of a construction camp at Prairie Creek in 1908. The Canadian Northern Railway also established a station called Bliss, 8 km from Prairie Creek, in 1914. In 1915, Dalehurst became the postal station for Hinton. Entrance, another important centre to Hinton, served as its communication centre. Entrance was so named due to its location at the entrance to Jasper National Park;
- The population of Hinton experienced a boom during the 1930's, when American entrepreneur Frank Seabolt and two partners opened the Hinton Coal mine in 1931. Shortly thereafter, a recession caused the population to dwindle to fewer than 100 people, but the town rebounded in 1955 with the opening of a pulp mill;
- The mill brought rapid construction to Hinton and to the neighbouring village of Drinnan, and the two communities amalgamated in 1958 to form the present municipality of Hinton;
- As a flag stop, VIA Rail's "The Canadian" calls at the Hinton CN railway station three times per week in each direction;
- Notable residents include Dave Scatchard who played with the Vancouver Canucks, New York Islanders, Boston Bruins and Phoenix Coyotes and Bob Nystrom who played for the New York Islanders from 1973-1986 winning 4 Stanley Cups and scoring 4 playoff overtime winning goals including the Stanley Cup clinching goal in 1980 against the Philadelphia Flyers in Game 6;
- Hinton is one of two staging areas for expeditions in the Willmore Wilderness Park, the other being Grande Cache.

- Hinton is also home to the Wild Mountain Music Fest, a weekend long show hosted by the Entrance Ranch.

Enclosed with this memo you will find a copy of the Proposed Draft Agenda, Registration Form/Letter of Credentials and Proxy Form.

The following information should provide your Friendship Centre and Provincial/Territorial Association with an overview of logistics for the NAFC's AGM. A separate information package on the 21st Annual National Youth Forum will be distributed to the membership and made available on the AYC website at www.nafc.ca/AYC

NAFC 39th AGM: July 13-16, 2010

LOCATION: Hinton Centre
965 Switzer Drive
Hinton, AB
T7V 1X6

Telephone: (780) 865-5189
Fax: (780) 865-1756
Website:

ARRIVAL DATE: Monday, July 12, 2010 or Tuesday, July 13, 2010
(before 5 pm)

DEPARTURE DATE: Friday, July 16, 2010 or Saturday, July 17, 2010

AGM REGISTRATION: **Tuesday, July 13, 2010**
9:00 a.m. - 7:00 p.m.
Hinton Centre

Wednesday, July 14, 2010
8:00 a.m. - 12:00 p.m.
Hinton Centre

21st ANNUAL NATIONAL YOUTH FORUM: **July 11-13, 2010**
Hinton Training Centre
1176 Switzer Drive
Hinton, AB T7V 1V3

Telephone: (780) 865-8318
Fax: (780) 865-8266
Email: Hinton.Training@gov.ab.ca

**NAFC BOARD OF
DIRECTORS MEETING:**

Tuesday, July 13, 2010
Hinton Centre

NAFC SENATE MEETING:

Tuesday, July 13, 2010
Hinton Centre

**CONTACT @:
HINTON CENTRE**

Yvonne Oshanyk, Executive Director
Hinton Friendship Centre
965 Switzer Drive
Hinton, AB T7V 1X6

Tel: (780) 865-5189
Fax: (780) 865-1756
Email: yvonne@fchinton.com

CONTACT @ NAFC:

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Tel: (613) 563-4844, ext. 311
Toll Free: (877) 563-4844, ext. 311
Mobile: (613) 558-6680
Fax: (613) 594-3428
E-mail: melmaracle@nafc.ca

**YOUTH FORUM
CONTACT @ NAFC:**

Musqwaunquot Rice, Program Officer
Youth Intervenor, NAFC
Tel: (613) 563-4844, ext. 332
Toll Free: (877) 563-4844, ext. 332
Fax: (613) 594-3428
Email: mrice@nafc.ca

HOTEL ACCOMMODATIONS:

The town of Hinton has a variety of Hotels and Motels to choose from and you won't be disappointed with your options. Whether you want a waterslide or a mountain view, the choice is yours.

For a more personal touch, try one of Hinton's Bed and Breakfasts (B&B's) which are locally managed and owned by people who live in Hinton. You will also find them a wonderful resource for information on things to see and do in the area.

If you are interested in checking out a ranch, participating in a wilderness experience or bunking hostel-style – try a cozy cabin in the area.

RVers are welcome if you are planning on RVing the Bighorn (Hwy 40) or the Yellowhead Hwy (Hwy 16) to get to Hinton.

Hinton also has over 1000 campsites within an hour’s drive. Settle in for a weekend or even longer and enjoy the wilderness that surrounds your campground. Facilities range from full-service to rustic self-service campgrounds. Hinton offers in town camping at the Hinton Campground and is very convenient for families and quick visits.

Please refer to the following list of Hotels and Motels located in the Town of Hinton:

HOTELS & MOTELS

NAME	ADDRESS	PHONE NUMBER	WEBSITE/EMAIL
Athabasca Valley Inn & Suites	124 Athabasca Ave	780.865.2241	www.athabascavalleyinnandsuites.com
Best Canadian Motor Inn	386 Smith St	780.865.5099	www.bestcdn.com/hinton/hinton.htm
Best Western White Wolf Inn	828 Carmichael Lane	780.865.7777 1.800.220.7870	www.bestwestern.com
Big Horn Motel	485 Gregg Ave	780.865.1555	
Black Bear Inn	571 Gregg Ave	780.817.2000 1.888.817.2888	www.blackbearinnhinton.com jeffery@blackbearinnhinton.ca
Crestwood Hotel	678 Carmichael Lane	780.865.4001 1.800.661.7288	www.crestwoodhotel.com crestwd@oanet.com
Days Inn Hinton	358 Smith St	780.817.1960 1.800.329.7466	www.daysinnhinton.com reservations@DaysInnHinton.com
Folding Mountain Resort	20km West of Hinton on Hwy.16	780.866.2353 1-866-475-3737	www.foldingmountain.com gmfoldingmountain@live.ca
Hinton Highway Inn	257 Gregg Ave	780.865.2658	hintonhighwayinn@shaw.ca
Hinton Lodge	752 Carmichael	780-817-5050	www.hintonlodge.com

	Lane		
Holiday Inn Hinton	393 Gregg Ave	780.865.3321 1.800.HOLIDAY	www.hintonholidayinn.com hintonholidayinn@home.com
Holiday Inn Express	Smith St		
Johnson's Motel	726 Carmichael Lane	780.865.2374	johnsonsmotel@moradnet.ca
Lakeview Inns & Suites	500 Smith St	780.865.2575 1.877.355.3500	www.lakeviewhotels.com lvhinton@telus.net
McCracken Country Inn	146 Brookhart St	780.865.5662 1.888.865.5662	www.mccrackencountryinn.com info@mccrackencountryinn.com
Nova Inn	782 Carmichael Lane	780.865.5255 1.866.925.6682	www.novahotels.com val_k@novahotels.ca
Nova Lodge	149 Woodley Drive	780.865.6145 1.877.865.4755	www.novahotels.com
Overlander Mountain Lodge	Hwy 16, 20 mins west of Hinton	780.866.2330 1.877.866.2330	www.overlandermountainlodge.com overland@telusplanet.net
Pines Motel	709 Gregg Ave	780.865.2624	www.pines-motel.com pines.motel@shaw.ca
Super 8 Hinton	284 Smith St	780.817.2228 1.800.800.8000	www.super8hinton.com super8hinton@gmail.com
Tara Vista Inn	425 Gregg Ave	780.865.3391 1.800.661.7651	
Timberland Hotel	114 Park St	780.865.2231	
Twin Pine Inn & Suites	595 Gregg Ave	780.865.2281 1.800.232.9412	www.twinpineinnandsuites.com twinpine@telus.net
Willowbrook Bungalows	Hwy 16, 10 mins east of Hinton	780.865.4481	

The Hinton Friendship Centre has blocked off guest rooms in the following hotels:

Best Western White Wolf Inn - \$99-\$139 (15 rooms blocked off)

Holiday Inn Hinton - \$99 (30 rooms blocked off)

Holiday Inn Express \$119 (30 rooms blocked off)

Crestwood Hotel - \$99 (40 rooms blocked off)

Best Western Canadian Motor Inn (BCMI) – \$119 (30 rooms blocked off)

Lakeview Inns & Suites - \$89 (15 rooms blocked off)

Please say you are attending the NAFC AGM this July in Hinton to receive the hotel rates quoted above.

Hotel Accommodation Reservation Guarantee

Friendship Centres, PTAs and/or individuals should guarantee all room reservations for late arrival with a major credit card or advanced deposit. You are encouraged to reserve your guest rooms as quickly as you possibly can. It can get very busy in Hinton during the month of July with tourists embarking in the “Gateway to the Rockies”.

Each attendee, Friendship Centre and/or PTA, for both the Youth Forum and AGM, will be responsible for payment of room, applicable tax and any incidental charges. Payment will be accepted in the form of a major credit card, cash or debit card.

If for some reason, you are unable to secure hotel accommodations in Hinton, please contact the **Hinton Friendship Centre (780-865-5189)** and they will try to assist you with your accommodation needs.

TRAVEL: All travel arrangements (including bus, train, car rentals, taxi, ferries, etc.) that may be required to attend the 39th AGM and 21st Annual Youth Forum in Hinton, AB are the responsibility of the Friendship Centre and/or PTA.

EXPENSES: Friendship Centres and PTAs are fully responsible for **all** their delegates, youth and observer expenses for and during the Youth Forum and AGM (i.e. meals, hotel, transportation (airfare/taxis), incidental costs (i.e. deposit for use of telephone in hotel room, etc.).

The NAFC will reimburse each Friendship Centre and PTA for one **YOUTH** delegate’s air travel or mileage costs. Air travel will be based on Tango or Tango plus airfares only. The maximum amount of mileage available for reimbursement will also be based on the Tango/Tango plus airfare cost where applicable.

Annual General Meeting travel claims should be submitted no later than four (4) months after the meeting - **November 16, 2010**. An expense claim will be provided with the NAFC AGM meeting kit on the NAFC website.

NEED TRANSPORTATION FROM EDMONTON OR CALGARY TO HINTON?

Sundog Tours provides a regular shuttle from Edmonton to Jasper and can accommodate drop off in Hinton. The shuttle departs daily from Edmonton at the International Airport at 15:15 then West Edmonton Mall at 16:00, arriving in Hinton at 19:15. The return trip would be pick-up at 8:00 am from Hinton to Edmonton arriving at International Airport at 12:30. Guests should allow 1.5 hours before their flight departure. The cost for shuttle is \$89.25 each way. Guests are to book individually by calling 1-888-786-3641 or by e-mail res@sundogtours.com .

Please indicate that you are travelling with the National Friendship Centres (NAFC) AGM. All shuttle service can be cancelled up to 24 hours in advance for a full refund.

Sundog Tours can also offer a scenic route from Calgary to Banff – Jasper and on to Hinton. This trip would depart from the Calgary Airport on July 12 and return on July 18. A minimum of 7 passengers would be required to operate this service. Guests who book this shuttle should book as far in advance as they can so that we can inform other guests with lots of time if the option will no longer be available. The cost for this shuttle as well will be \$99.75 tax included each way. Book by calling 1-888-786-3641 and press 2 for a reservation agent.

For more information, please check out www.sundogtours.com.

Please have the following information ready when making reservations:

- Transfer date
- number of passengers
- pick up location
- drop off location
- flight details if necessary
- credit card for payment

YOUTH:

Friendship Centres and PTAs are entitled and encouraged to send youth, between the ages of 14-24 years of age, to attend the 21st Annual National Youth Forum. However, only two youth from each Friendship Centre and PTA can have voting privileges.

A voting youth delegate for the NAFC's 39th AGM must be between 18-24 years of age to be eligible to vote and must be in attendance at the AGM to have their travel expenses reimbursed by the NAFC.

Please note that reimbursement for youth delegate travel only must include them being a registered voting delegate at the NAFC AGM.

Your Friendship Centre or PTA will not be reimbursed for youth delegate travel to attend just the Youth Forum. Your youth delegate must be a registered voting youth delegate and in attendance at the AGM.

The youth will meet prior to the AGM on July 11-13, 2010 at the Hinton Training Centre. As with your AGM voting delegates - guestroom accommodations and all expenses must be provided by the Friendship Centre and/or PTA.

There is a form included with this memo to reserve accommodations for youth delegates at the Hinton Training Centre.

The cost for each day at the Hinton Training Centre is \$20.00 per night based on double occupancy and \$20.00 extra per day for meals plus 5% GST. There are a maximum of 134 beds available at the Hinton Training Centre. To secure a bed for your youth delegate, you must send a cheque or money order payable to the Hinton Friendship Centre. The sooner you secure your bed at the Hinton Training Centre, the better chance you will have at reasonably priced accommodations for your youth delegates. If you require more information, please contact the **Hinton Friendship Centre at (780) 856-1589 or Lisa Higgerty at lisa.higgerty@hfc-mcwp.com**. Further information will be provided in the mail out to the membership on the Youth Forum.

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

The following positions up for election this year at the Youth Forum: AYC President (2 year term) and AYC Secretary (2 year term).

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) Their Letter of Credentials.

Registration fees for the Youth Forum have been determined as follows:

Early Bird (**before May 14, 2010**) - \$25/person
Regular registration (**May 17-June 25, 2010**) - \$35/person
Late registration (**after June 25, 2010**) - \$40/person

These registration fees are utilized to offset the costs involved for the Youth Forum to take place.

The Annual Volleyball Tournament will be held on Monday, July 12, 2010 at the Hinton Training Centre or other location to be confirmed.

A separate information package will be sent to Friendship Centres and PTAs regarding the 21st Annual National Youth Forum.

For information on the 2010 National Youth Forum and activities, please contact Musqwaunquot Rice, Program Officer, at the NAFC national office **(613) 563-4844, extension 332 or toll free at 1-877-563-4844 or email mrice@nafc.ca**

TRANSLATION: Simultaneous translation in French and English is provided in the AGM assembly room and during the National Youth Forum. For this reason, delegates are requested to present identification in order 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 for any lost or receivers not returned to the technician's booth.

TAPING OF

PROCEEDINGS: Proceedings will be taped. The taped record of the AGM proceedings will be held by the NAFC national office as official record for a period of three (3) years.

ELDERS: Elders will be invited by the Hinton Friendship Centre to be a part of the Youth Forum and AGM. Again, Friendship Centres and PTAs are welcome to bring Elders and/or traditional peoples as they see fit. Please note that the costs to bring Elders to the AGM 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 Hinton Centre where delegates/observers can direct all questions. The office is there to assist delegates/observers during the AGM and National Youth Forum. The office will be complete with computers, printers, telephone, fax and photocopiers.

Telephone and fax numbers will be released to your PTA and on the NAFC website when they become available.

CAUCUS ROOMS: PTA caucus rooms will be very limited at the Hinton Centre but we will try our best to accommodate caucus facilities for the various Provinces/Territories during the AGM.

**MEMBERSHIP
FEES:**

All Friendship Centres and Provincial/Territorial Associations are reminded, if you have not already done so, to forward your 2010-2011 membership fee of three hundred dollars (\$300) to the NAFC National Office.

As per the NAFC Constitution and By-Laws, membership fees (\$300) are due and payable not later than the 31st day of May in each year, and if the said fees are not paid by that date, the member in default shall automatically be expelled from the Association until such time as the arrears are paid to date.

If membership fees are not paid in full, your voting delegates are not eligible to vote during the Annual General Meeting.

REGISTRATION: Pre-registration for delegates, youth delegates and observers is strongly recommended and encouraged. For those delegates not able to pre-register, registration will take place on **Tuesday, July 13, 2010 from 9:00 a.m. - 7:00 p.m. at the Hinton Centre.**

All Friendship Centres and PTAs are requested to complete the registration form included with this memorandum. Please complete, fax and/or mail back to the NAFC national office once your delegates have been confirmed on or **before July 5, 2010.**

Registration will be closed on Wednesday, July 14, 2010 at 12:00 p.m. (noon). At that time, all voting delegates must be registered and have submitted their registration form and/or proxy form for eligibility to vote or carry a proxy vote.

All Friendship Centres and PTAs are requested to forward the attached Registration Form to the NAFC national office along with your cheque for membership fees (\$300).

The AGM Registration Form has been revised to make registering for the AGM smoother for everyone involved. Delegates will no longer be required to have two authorized signatures on the registration form.

PROXY FORM: Please be advised that according to the NAFC Constitution and By-Laws, 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 AGM. Such assignment must be made in writing and must be deposited with the Secretary of the Association, or the Credentials Committee, if any, at the time the delegate who wishes to exercise the proxy registers and the assignment must set out when the proxy takes effect.

This means that only registered delegates can be assigned to hold a proxy.

Observers cannot be assigned a proxy vote.

Only youth delegates may be assigned youth proxy votes.

Regular voting delegates may not be assigned youth proxy votes. However, youth delegates may proxy both delegate and youth proxy votes.

Proxies must be submitted before required deadline or at registration. A Proxy Form Letter is provided with this memorandum.

AGM KITS: The AGM materials will be prepared at the NAFC national office and will be posted on the NAFC website at www.nafc.ca for the membership to view or download during the week of **June 21-25, 2010**.

Please ensure the AGM kits are printed from our website and your delegates/observers bring an AGM kit with them to Hinton, Alberta.

Please ensure your **youth delegates** to the NAFC AGM are provided with a copy of the AGM kit. There will be no AGM kits distributed during registration or at the AGM.

FIRST TIME ATTENDEES WORKSHOP:

This year, the NAFC will be offering **One** First-Time Attendee Workshop on Tuesday, July 13, 2010 at the Hinton Centre.

First-Time Attendees are encouraged to attend this workshop.

We are hoping to confirm other workshops and if anyone is interested in holding a workshop that would be beneficial to participants attending our AGM, please contact us.

AGM PROPOSED AGENDA:

The first draft of the AGM Proposed Agenda is also included with this AGM information package for your review.

OTHER:

Guest speakers and dignitaries will be invited by the NAFC and the Hinton Friendship Centre to speak and welcome delegates to Hinton, Alberta on Tuesday, July 13, 2010 during Opening Ceremonies or at some other time on the agenda.

The AGM in Hinton, Alberta this year will be slightly different perhaps from past AGMs because of the location of the Town of Hinton and our ability to travel there or to get around. It is a three

hour drive from the Edmonton International Airport to Hinton. Friendship Centre delegates will need to be reminded of this when booking travel arrangements. Delegates will need to drive, rent cars at the Edmonton International Airport; within the Edmonton area or reserve transportation through Sundog Tours to travel to Hinton if you are flying into Edmonton by aircraft.

Every effort will be made to assist and accommodate everyone as best we can and to make your visit to Hinton and the AGM or Youth Forum a memorable experience.

As there are no restaurants within walking distance of the Hinton Centre where the AGM will be taking place, the Hinton Friendship Centre will be providing lunch throughout the week at cost to delegates (approximately \$10 per person). They will also have a canteen open on the premises each and every day to sell drinks, snacks, etc to delegates.

Arrangements to transport delegates from the various hotels, motels, Hinton Training Centre, etc to the Hinton Centre have not been finalized but the Hinton Friendship Centre is currently searching out options to provide this service. Further notice and information will be distributed to the membership when it becomes available.

CONCLUSION:

We have enclosed with this memorandum, a copy of the State of the Friendship Centre Family Workshop Report. This workshop was held at the 38th Annual General Meeting last year in Niagara Falls, Ontario. The report has been shared, reviewed and discussed by the PTA Presidents & Executive Directors at their meeting held on November 15-16, 2009 in Ottawa, ON.

We are also enclosing a copy of the Friendship Centre/PTA information exchange and suggested Check List for this year. This information exchange is an opportunity to share programs, policies, cultural knowledge, governance, management ideas with your matched Friendship Centre/PTA partner.

In closing, we hope this memorandum has answered some questions you may have regarding the NAFC's 39th Annual General Meeting to be held July 13-16, 2010 at the Hinton Centre in Hinton, Alberta.

Please feel free to contact Mel Maracle at the NAFC national office 1-877- 563-4844, ext. 311 or Yvonne Oshanyk, Executive Director, Hinton Friendship Centre 1-780-865-5189 if you require additional information or clarification.

It would be greatly appreciated if your Centre and/or PTA could send in the membership fee and registration/proxy form to the NAFC national office before the deadline of **July 5, 2010**.

Registration/Letter of Credentials and proxy forms will be accepted during registration on **Tuesday, July 13, 2010**. 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 the Youth delegates.

Please ensure your delegate(s) arrive in Hinton, Alberta with their AGM kit, their hotel, meals and other expenses in order.

This is your Annual General Meeting and we welcome any further suggestions or comments to ensure your AGM is a successful and productive meeting.

We look forward to seeing you all in Hinton, Alberta – the Gateway to the Rockies!

Enclosures:

- Proposed Draft Agenda**
- Registration Form/Letter of Credentials**
- Proxy Form**
- Youth Forum Accommodation Form**
- Friendship Centre/PTA Information Exchange & Check List**
- State of the Friendship Centre Family Workshop Report**