



SPECIAL CHIEFS ASSEMBLY AND NATIONAL CHIEF ELECTION

December 5-7, 2023 • Shaw Centre, 55 Colonel By Drive, Ottawa ON • Hybrid Event

REGISTRATION PACKAGE

INTRODUCTION

The Assembly of First Nations (AFN) Special Chiefs Assembly (SCA) will take place from December 5-7, 2023, in Ottawa, Ontario. The SCA will be held at the Shaw Centre, located at 55 Colonel By Drive, Ottawa, Ontario, K1N 9J2. The SCA will be hosted both in-person and online. Voting for National Chief will be conducted online using a digital ballot to accommodate Chiefs and proxies who will be attending virtually.

On July 11, 2023, First Nations-in-Assembly passed Resolution 34/2023, *Appointment of Chief Electoral Officer and Timing of the Election of the National Chief*, which set the timing of the next election for December 2023 during the upcoming Special Chiefs Assembly.

The Assembly of First Nations (AFN) is a national advocacy organization that works to advance the collective aspirations of First Nations. The AFN hosts at least two Assemblies each year, where mandates and directives for the organization are established through resolutions directed and supported by the First Nations-in-Assembly (elected Chiefs or proxies from member First Nations). The AFN is also guided by an Executive Committee consisting of an elected National Chief and Regional Chiefs from each province and territory.

2023 ELECTION OF THE NATIONAL CHIEF

In accordance with AFN Resolution 34/2023, *Appointment of a Chief Electoral Officer and the Timing of the Election of the National Chief*, Ron Laufer was appointed as the Chief Electoral Officer for the election of the National Chief through an Executive Committee motion passed on September 25, 2023. Ron brings over 20 years of elections experience to the role, including the previous AFN virtual election in 2021.

Individuals interested in becoming a Candidate for National Chief are invited to contact the Chief Electoral Officer with questions or to request a Candidate Nomination Package:

Ron Laufer
Chief Electoral Officer
Assembly of First Nations
55 Metcalfe Street, 16th Floor
Ottawa, ON K1P 6L5
Toll-Free: 1-833-236-8683
Email: elections2023@afn.ca

Additional information can be found here: <https://afn.ca/events/special-chiefs-assembly-national-chief-election/>.

Pre-registered Voting members (Virtual/In-person)

Chiefs and Proxies must upload a government-issued photo identification, such as a status card, driver's license, or passport, to verify their identity. In addition, proxies are required to upload a proxy letter signed by the Chief. Both Chiefs and proxies are required to submit a status card number (or equivalent) and an email address for access to the Simply Voting platform. Before the Special Chiefs Assembly (SCA), virtual voting members will receive a private Zoom link exclusively for Chiefs and Proxies. For security purposes, we ask that you DO NOT send photo identification via email. Please upload photo identification to the online registration system or reach out to registration@afn.ca for assistance.

Voting Members registering In-person

In-person voting members will follow the same registration process as pre-registered. However, registration staff will manually record the required information to provide access to the Simply Voting platform.

All voting members (Virtual/In-person) will be required to check-in with registration staff prior to the start of the election. Access to Simply Voting will be provided via email only after the check-in process is completed.



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REGISTRATION

Where does your registration fee go?

Chiefs from across the country generally come together twice a year to set strategic direction based on community needs and priorities. The Chiefs Assemblies provide the venue for First Nation leaders to direct the work of the Assembly of First Nations, the National Chief and National Executive through resolution. It is just one way First Nation leaders bring forward the concerns and priorities of First Nation members.

Registration fees help to offset the direct costs of organizing Chiefs Assemblies, including facility rentals, audio/visual equipment, interpretation services, webcasting, registration services, facilitators, translation, signage, Elder honorarium, and drum groups.

PRE-REGISTRATION BONUS

Avoid the registration line-ups! There will be separate line-ups and a separate registration process for those that pre-register and pre-pay in advance of the Assembly.

Registration Process

Photo identification will be requested at registration for Chiefs and Proxies. All participants and groups are encouraged to pre-register and pre-pay, even if your registration is complimentary. There will be separate line-ups at the event for those who pre-register and pre-pay in advance of the Assembly.

- **Register ONLINE** at www.afn.ca. You will receive a confirmation email once registered. VISA, MasterCard and American Express accepted.
- Complete the registration form included in this notice and **FAX** it to Tash Cote at 613-241-5808 or by email to registration@afn.ca.

Registration forms and payment must be received before entry into the Assembly. You may also register on-site with your payment.

Please note that registration fees are non-refundable after **November 24, 2023**. An administration fee of \$50 will apply for all cancellations.

Onsite pre-registration will be held on Monday, December 4, 2023, from 12:00 p.m. - 6:00 p.m. at the Shaw Centre, Level 3 in the Parliament Foyer. For planning purposes and to avoid line-ups, all delegates are encouraged to pick up badges on December 4, 2023.

FEES

Chief/Proxy (<i>proxy letter required</i>)	Complimentary	Other Governments	\$800.00
First Nation Citizen	\$450.00	Senior Citizen (<i>age 65 and older</i>)	\$50.00
Grand Chief	\$450.00	Student (<i>valid student card required</i>)	\$50.00
Band Councillor	\$450.00	Veteran	Complimentary
Observer and Non-Government Organization	\$800.00	Elder	Complimentary



ASSEMBLY OF FIRST NATIONS
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Shaw Centre – Ottawa, Ontario

Ottawa is located on the unceded unsundered Territory of the Algonquin People.

ASSEMBLÉE DES PREMIÈRES NATIONS
Assemblée extraordinaire des Chefs

Du 5 au 7 décembre 2023 - Centre Shaw - Ottawa (Ontario)

Ottawa est située sur le territoire non cédé et non abandonné du peuple algonquin.



DELEGATE REGISTRATION FORM

CHIEFS AND PROXIES ONLY – A copy of Government Issued Photo ID (Status Card, Drivers license, Passport, etc.) will need to accompany this form to complete your registration.

Status Card # (or equivalent) required for voting access:

REGISTRATION FEES (includes GST):

- | | |
|---|--|
| <input type="radio"/> Chief Complimentary | <input type="radio"/> \$800 Other Governments |
| <input type="radio"/> Proxy (proxy letter required) Complimentary | <input type="radio"/> \$50 Senior Citizen (65+) |
| <input type="radio"/> \$450 First Nation Citizen | <input type="radio"/> \$50 Student (valid student card required) |
| <input type="radio"/> \$450 Grand Chief | <input type="radio"/> Veteran Complimentary |
| <input type="radio"/> \$450 Band Councillor | <input type="radio"/> Elder Complimentary |
| <input type="radio"/> \$800 Observer and Non-Government Org. | <input type="radio"/> Accredited Media Complimentary |

CONTACT INFORMATION (please print):

First Name: _____ Last Name: _____
Title: _____ First Nation/Organization/Company Name: _____
Street Address: _____ City/Town: _____
Province/Territory: _____ Postal Code: _____
E-mail address: _____
Tel: () _____ Fax: () _____

 **Will you be joining by:** In-Person Virtual

METHOD OF PAYMENT (please select one):

Organization Cheque (Enclosed) to be mailed will bring to SCA

Visa Master Card Amex



Card Number: _____ Expiry (MM/YY): _____ / _____ CVC (3-digit back of card): _____

Name on Card (please print): _____

Card Holder's Signature: _____ Authorized Amount: \$ _____

E-mail address for receipt: _____

The Assembly of First Nations Special Chiefs Assembly is a public event where photography, audio and video recording may occur. By attending the event, all delegates consent to the potential release and publication of photos and audio/video recordings from the event by the Assembly of First Nations.

All participants will be required to acknowledge the code of conduct to participate in the event.

GST # 13364 9848 RT001

Please make cheque payable to the National Indian Brotherhood. Fax or mail forms to Tash Cote by November 27, 2023. If your cheque will reach the AFN after this date, please bring payment on site. Fax: 613-241-5808 Mail: 50 O'Connor Street, Suite 200, Ottawa, Ontario K1P 6L2. Please note registration fees are non-refundable after November 24, 2023. An administration fee of \$50.00 will apply for all cancellations.



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(For use with Group Payments)

CHIEFS AND PROXIES ONLY – A copy of Government Issued Photo ID (Status Card, Drivers license, Passport, etc.) will need to accompany this form to complete your registration.

Status Card # (or equivalent) required for voting access:

GROUP REGISTRATION FEES (includes GST):

\$450	First Nation Citizen, Grand Chief, Band Councillor	x	<input type="text"/>	= \$	<input type="text"/>
\$800	Observer & Non-Government Organization / Other Governments	x	<input type="text"/>	= \$	<input type="text"/>
\$50	Senior Citizen (age 65+) / Student (valid student card required)	x	<input type="text"/>	= \$	<input type="text"/>

TOTAL FEES: \$

CONTACT INFORMATION (please print):

First Name: _____ Last Name: _____
 Title: _____ First Nation/Organization/Company Name: _____
 Street Address: _____ City/Town: _____
 Province/Territory: _____ Postal Code: _____
 E-mail address: _____
 Tel: () _____ Fax: () _____

METHOD OF PAYMENT (please select one):

Organization Cheque (Enclosed) to be mailed will bring to SCA

Visa Master Card Amex



Card Number: _____ **Expiry (MM/YY):** _____ / _____ **CVC (3-digit back of card):** _____

Name on Card (please print): _____

Card Holder's Signature: _____ **Authorized Amount: \$** _____

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DELEGATE REGISTRATION FORM

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1	Name of Delegate	First Nations/ Organization	Delegate's Email	Registration Type <i>Chief/Proxy; FN Citizen; Observer/NGO; Other Gov't; Senior (65 and older); Student with ID; Elder; Veteran; Media</i>	Will Attend by: <input type="radio"/> In-Person <input type="radio"/> Virtual

2	Name of Delegate	First Nations/ Organization	Delegate's Email	Registration Type <i>Chief/Proxy; FN Citizen; Observer/NGO; Other Gov't; Senior (65 and older); Student with ID; Elder; Veteran; Media</i>	Will Attend by: <input type="radio"/> In-Person <input type="radio"/> Virtual

3	Name of Delegate	First Nations/ Organization	Delegate's Email	Registration Type <i>Chief/Proxy; FN Citizen; Observer/NGO; Other Gov't; Senior (65 and older); Student with ID; Elder; Veteran; Media</i>	Will Attend by: <input type="radio"/> In-Person <input type="radio"/> Virtual

4	Name of Delegate	First Nations/ Organization	Delegate's Email	Registration Type <i>Chief/Proxy; FN Citizen; Observer/NGO; Other Gov't; Senior (65 and older); Student with ID; Elder; Veteran; Media</i>	Will Attend by: <input type="radio"/> In-Person <input type="radio"/> Virtual

5	Name of Delegate	First Nations/ Organization	Delegate's Email	Registration Type <i>Chief/Proxy; FN Citizen; Observer/NGO; Other Gov't; Senior (65 and older); Student with ID; Elder; Veteran; Media</i>	Will Attend by: <input type="radio"/> In-Person <input type="radio"/> Virtual

6	Name of Delegate	First Nations/ Organization	Delegate's Email	Registration Type <i>Chief/Proxy; FN Citizen; Observer/NGO; Other Gov't; Senior (65 and older); Student with ID; Elder; Veteran; Media</i>	Will Attend by: <input type="radio"/> In-Person <input type="radio"/> Virtual



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CODE OF CONDUCT FOR AFN EVENT PARTICIPANTS

THE ASSEMBLY OF FIRST NATIONS CODE OF CONDUCT FOR EVENTS

1. The Assembly of First Nations (“AFN”) hosts meetings, gatherings, and Assemblies from time to time (“events”). The AFN is committed to providing a safe, respectful, inclusive, and welcoming environment where individuals are empowered to express their authentic selves and are heard.
2. The AFN has a zero-tolerance policy for actions or words that constitute harassment (including sexual), bullying, intimidation, discrimination, or violence.
3. This Code of Conduct identifies the standard of behaviour expected of all event participants, as well as the consequences of unacceptable behaviour. It applies to all AFN events and event related activities.
4. All event participants are expected to help the AFN maintain a safe space and positive event experience for everyone. Where a participant registers to attend an AFN event, the participant will be required to agree to this Code of Conduct by signing the “Acknowledgement Form” attached as Schedule A.

EXPECTED BEHAVIOUR OF EVENT PARTICIPANTS

5. By participating in any AFN event or activity, participants must always conduct themselves in a manner that is:
 - a. Considerate, respectful, and collaborative.
 - b. Mindful of your surroundings and of your fellow participants, and to alert event organizers if you witness unacceptable behaviour.
 - c. Refrain from any form of conduct which involves violence, discrimination, and harassment at the event including at social functions, during AFN event-related travel, on social media, over the telephone or via email and text messages.

UNACCEPTABLE BEHAVIOUR OF EVENT PARTICIPANTS

6. Examples of unacceptable behaviours at AFN events include but are not limited to:
 - a. Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning conduct.
 - b. Harassment, which includes any unwanted physical or verbal behaviour that offends or makes unwelcome remarks or jokes about one’s race, religion, sex, age, disability or any other of the grounds of discrimination.
 - c. Sexual harassment, which is considered any conduct, comment, gesture or contact of a sexual nature that is likely to cause offence or humiliation to any person or that might, on reasonable grounds, be perceived by that person as placing a condition of a sexual nature on a person.
 - d. Violence, defined as any action, conduct, threat, gesture of a person towards another person that can reasonably be expected to cause or threaten harm, injury or illness to that person.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

7. Participants who are asked to stop any inappropriate behaviour by any other participant or event organizer are expected to comply immediately.
8. Unacceptable behaviour will not be tolerated. Event organizers may take action they deem appropriate, including immediate removal from the event without refund and expulsion from future AFN events.



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REPORTING OF UNACCEPTABLE BEHAVIOUR

9. If you believe someone is violating the Code of Conduct and you wish to report it, please notify an event organizer immediately. Assistance will be provided to contact the appropriate officials within AFN and they will assist to safely escort you or others if required or they can provide additional assistance with the situation at hand. Your anonymity will be protected at all times.

Schedule "A"

Code of Conduct for AFN Event Participants

I, _____, an AFN Event Participant, declare that I have read, understood and agree to comply with the AFN Code of Conduct and other applicable rules and policies adopted by the event participants, and I will:

1. exercise the responsibilities and expected behaviours contained within this Code, at all times, with due diligence, care and skill in a reasonable and prudent manner;
2. respect and support the AFN's rules, policies, including this Code and decisions of the meeting Chair(s) and/or CEO;
3. conduct myself in a spirit of collegiality and respect for the other participants in attendance at the AFN Event.

Signature: _____ Date: _____

AFN Event Participant