

Marotz, Nicola CD:EX

From: Van Leeuwen, Alayna CD:EX
Sent: Monday, January 4, 2010 11:07 AM
To: Marotz, Nicola CD:EX; Cox, Brad CD:EX
Subject: FW: Input on terms of reference, local government elections review
Attachments: jac-2579 duerksen elections review 0912.doc

Input from BCSTA via Education

From: Stewart, Terry J EDUC:EX
Sent: Monday, January 4, 2010 9:33 AM
To: Van Leeuwen, Alayna CD:EX
Cc: Duerksen, Dave EDUC:EX
Subject: FW: Input on terms of reference, local government elections review

Hello Alayna.

Attached are comments from Judith Clark, Legal Counsel for the BC School Trustees Association.

Terry Stewart
Senior Legislative Analyst
Governance and Legislation Branch
Ministry of Education
Phone: (250) 356-7554 Fax: (250) 356-1883

For the most current version of the Manual of School Law please see:
<http://www.bced.gov.bc.ca/legislation/schoollaw/>

From: Judith Clark [mailto:JClark@BCSTA.ORG]
Sent: Thursday, December 31, 2009 2:12 PM
To: Duerksen, Dave EDUC:EX; Stewart, Terry J EDUC:EX
Cc: Stephen Hansen
Subject: Input on terms of reference, local government elections review

I hope this will be helpful. I will be out of the office but monitoring my blackberry as best I can in the first half of January.
Happy New Year!

Judith

Judith A. Clark
General Counsel
BC School Trustees Association
4th floor - 1580 West Broadway
Vancouver, BC V6J 5K9
Tel: 604-734-2721 ext 104
Fax: 604-732-4559
Website: www.bcsta.org

Pages 2 through 6 redacted for the following reasons:

S.13

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Tuesday, January 5, 2010 1:44 PM
To: Wall, Dale CD:EX
Cc: Van Leeuwen, Alayna CD:EX; Furey, Mike CD:EX
Subject: Tomorrow's meeting with Minister re Elections Task Force

Dale:

As indicated, the intention is that tomorrow's meeting with the Minister focuses on a strategic discussion of the upcoming January 11 Task Force meeting (we are hoping that the complete agenda package including the substantive papers – on which we have been getting helpful feedback from the technical advisors such as Elections BC and LGMA, as well as UBCM – will be sent out by UBCM to all Task Force members no later than Friday a.m.)

To assist in tomorrow's discussion, attached is the proposed agenda for the January 11 Task Force meeting.



Agenda.docx

I was thinking that we could run through that agenda, flagging strategic issues that might come up –^{s.13}
s.13

s.13

s.13 As well, we should probably touch on the role of staff (is the Minister o.k. with staff leading presentation of the topics for discussion and the engagement paper). As agreed for the last meeting (i.e. the co-chairs taking turns), it is expected that Harry Nyce will take the lead in chairing this meeting, although UBCM staff still need to confirm that.

Let me know if you have any concerns or anything you want to add; if not, see you tomorrow.

Cheers

Nicola

LOCAL GOVERNMENT ELECTIONS TASK FORCE

January 11, 2010
9:30 a.m. – 3:30 p.m.
UBCM Offices, Richmond, B.C.

AGENDA

DECEMBER 3, 2009 MEETING

- record of decision – attached for information

TERMS OF REFERENCE

- review amendments arising from December 3 meeting
Direction required: approve final Terms of Reference

TOPICS FOR DISCUSSION

- overview of campaign financing – review and discuss paper
Context only
- campaign contribution limits – review and discuss paper
Direction required: whether to further investigate campaign contribution limits
- corporate vote – review and discuss paper
Direction required: whether to further investigate the corporate vote

APPROACH TO ENGAGEMENT WITH STAKEHOLDERS

- review and discuss paper
Direction required: determine elements of approach to engagement
- Smith/Stewart letter – attached for information

NEXT STEPS

- upcoming meetings
 - schedule – see attached
 - proposed topics for discussion – see attached

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Tuesday, January 5, 2010 1:49 PM
To: King, Wendy L CD:EX
Subject: List of attendees for January 11 Elections Task Force meeting

Wendy:

Happy New Year!

As you requested in our conversation between Christmas and New Year, the list of scheduled attendees for the January 11 meeting is:

Task Force members (Bennett; Nyce; Barnett; Horne; Steele; Sjostrom)
UBCM staff – Gary MacIsaac; Marie Crawford
Ministry staff – Dale Wall; Nicola Marotz; Alayna Van Leeuwen; Brad Cox

(and you would know better than I if Ian and/or Richard will be attending).

Cheers

Nicola

Marotz, Nicola CD:EX

From: Paget, Gary CD:EX
Sent: Tuesday, January 5, 2010 3:16 PM
To: Marotz, Nicola CD:EX
Subject: Web Site

I talked to don and he advises that Todd has no interest in setting up the web site because it would detract from what he sees as his core business. Hw wants to be the focal point of providing information but not the point for a policy debate.

I have checked with Michael and he advises that we should be able to set up a site fairly quickly by converting one of our existing sites.

Michael is implementing the e-mail address.

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Tuesday, January 5, 2010 2:36 PM
To: 'Gary MacIsaac'; McGeachy, Denise CD:EX
Cc: Van Leeuwen, Alayna CD:EX
Subject: Elections Task Force -- revised engagement paper and agenda

Gary/Marie:

It was great to talk to you earlier today – your comments and questions on the papers were very helpful.

Attached please find a revised version of the engagement paper as well as the agenda. I'll send over a complete version of all the documents all at once for your agenda package send out (as mentioned, we are aiming for Thursday p.m.), but I thought you might want to have another look at these two just to be sure that they work for you. Let me know if you have further changes.

Cheers

Nicola



EngagementPaper.docx



Agenda.docx

Pages 12 through 16 redacted for the following reasons:

S.13

Marotz, Nicola CD:EX

From: Van Leeuwen, Alayna CD:EX
Sent: Tuesday, January 5, 2010 8:55 AM
To: Marotz, Nicola CD:EX; Cox, Brad CD:EX
Subject: FW: For review - draft LGETF policy paper - campaign finance overview

FYI – comments from LGMA. Also received on the corporate vote paper, and I expect to get another set on the contributions limits paper shortly. Let me know if either of you want to see the ones on the corporate vote as well.

From: Lee-Ann Crane [mailto:lcrane@rdek.bc.ca]
Sent: Tuesday, January 5, 2010 8:45 AM
To: Van Leeuwen, Alayna CD:EX
Cc: Delena Patterson (Email); Kelly Ridley; Sheila Scholes
Subject: RE: For review - draft LGETF policy paper - campaign finance overview

CAMPAIGN FINANCE OVERVIEW – LGMA Elections Committee Comments

s.13

Lee-Ann Crane, Chair
LGMA Elections Committee

Marotz, Nicola CD:EX

From: Van Leeuwen, Alayna CD:EX
Sent: Tuesday, January 5, 2010 9:00 AM
To: Marotz, Nicola CD:EX
Subject: FW: For review - draft LGETF policy paper - corporate vote

LGMA comments re. corporate vote paper.

From: Lee-Ann Crane [mailto:lcrane@rdek.bc.ca]
Sent: Tuesday, January 5, 2010 8:28 AM
To: Van Leeuwen, Alayna CD:EX
Cc: Delena Patterson (Email); Kelly Ridley; Shella Scholes
Subject: RE: For review - draft LGETF policy paper - corporate vote

Good morning, Alayna. Following is the LGMA Elections Committee response to the Policy Paper regarding the Corporate Vote. My apologies for being late, but as mentioned in my voice mail, I have been ill for the past 5 days.

CORPORATE VOTE

s.13

Please let me know if you have any questions.

Lee-Ann Crane, Chair
LGMA Elections Committee

Marotz, Nicola CD:EX

From: Van Leeuwen, Alayna CD:EX
Sent: Tuesday, January 5, 2010 9:00 AM
To: Marotz, Nicola CD:EX; Cox, Brad CD:EX
Subject: FW: For review - draft LGETF policy paper - campaign contribution limits

LGMA comments re. the limits paper.

From: Lee-Ann Crane [mailto:lcrane@rdek.bc.ca]
Sent: Tuesday, January 5, 2010 8:56 AM
To: Van Leeuwen, Alayna CD:EX
Cc: Delena Patterson (Email); Kelly Ridley; Sheila Scholes
Subject: RE: For review - draft LGETF policy paper - campaign contribution limits

CAMPAIGN CONTRIBUTION LIMITS – LGMA Elections Committee Comments

s.13

Lee-Ann Crane, Chair
LGMA Elections Committee

Marotz, Nicola CD:EX

From: Iris Hesketh-Boles [iheskethboles@ubcm.ca]
Sent: Wednesday, January 6, 2010 1:27 PM
To: King, Wendy L CD:EX; Leyne, Andrew LASS:EX; Shotton, Ryan LASS:EX; Harry Nyce; Barbara Steele; Mary Sjostrom; Bennett, Bill CD:EX
Cc: Furey, Mike CD:EX; Paget, Gary CD:EX; Sutherland, Don CD:EX; Wall, Dale CD:EX; Wilson, Deldre J CD:EX; Gary MacIsaac; Marotz, Nicola CD:EX; Marie Crawford; richard.davis@gov.bc.ca
Subject: Agenda/Documentation - Jan 11, 2010 Elections Task Force Meeting

Dear Task Force Member:

Please be advised that the agenda/materials for the upcoming meeting are expected to be distributed no later than Friday, January 8.

As a reminder, the meeting is scheduled for:

Monday, January 11, 2010
9:30 am-3:30 pm
UBCM Richmond Office
60-10551 Shellbridge Way, Richmond

Iris Hesketh-Boles
Executive Coordinator/Office Manager
Local Government House
525 Government Street, Victoria BC V8V 0A8
EM: iheskethboles@ubcm.ca
Tel: 250-356-5122 Fax: 250-356-5119

Marotz, Nicola CD:EX

From: Van Leeuwen, Alayna CD:EX
Sent: Wednesday, January 6, 2010 3:00 PM
To: Marotz, Nicola CD:EX
Cc: Cox, Brad CD:EX; Zucconi, Lydia CD:EX
Subject: For review - revised campaign finance overview paper

Hi Nicola

The revised campaign finance overview paper is ready for you to look at.

I:\Loggov_dept_common\LGD_Shared\LGPRB\Projects\ElectionsTaskForce\campaign financing research\PolicyPaper_CampaignFinanceOverview_Draft_Jan4_IntegratingTechCmts~avl.docx

In the course of my editing and my efforts to remove repetition, I somewhat destroyed the "issue summary" up front, forgetting that it is meant to serve as an executive summary. I found paragraphs in the issue summary that were identical to paragraphs later in the paper and so deleted them in my zest for shortening the paper up. I've tried to restore the issue summary without being overly repetitious - it's tricky since the paper's an overview and accordingly does not have an argument per se. I guess the theme of the paper is really "*it's complicated*," and "*it's all interrelated*" so if the issue summary at least reinforces that point, it is perhaps sufficient. But please do let me know if you think I should put back some of the historical and comparative info that was formerly located in the issue summary (i.e. in the draft the technical people reviewed). Certainly no one objected to the issue summary itself, but I thought if I could make this a shorter read, that might be helpful to the TF.

Brad & Lydia, have a look too if you wish.

s.13

Alayna van Leeuwen
Senior Policy Analyst
Local Government Policy and Research Branch
Ministry of Community and Rural Development, British Columbia

Phone: (250) 356-7020
Fax: (250) 387-6212
Email: Alayna.vanLeeuwen@gov.bc.ca

Marotz, Nicola CD:EX

From: Furey, Mike CD:EX
Sent: Wednesday, January 6, 2010 5:15 PM
To: Cox, Brad CD:EX; Wall, Dale CD:EX
Cc: Marotz, Nicola CD:EX
Subject: RE: Elections task Force: Draft Contribution Limits Paper

Bard, paper looks good. Balanced consideration. There are a number of relevant references to the provincial system.
s.13

Mike

From: Cox, Brad CD:EX
Sent: Wednesday, January 6, 2010 3:15 PM
To: Wall, Dale CD:EX; Furey, Mike CD:EX
Subject: Elections task Force: Draft Contribution Limits Paper

Dale and Mike,

Here is another version of the Local Government Campaign Contribution Limits paper for your review. The intention was to change the overall tone and of course, insert a measure of balance that was perhaps lacking in the first draft. The substantive content remains essentially the same as in the first draft.

Any thoughts would be appreciated.

Brad

Link:

<\\\\Volcano\\S33003\\Loggov dept common\\LGD Shared\\LGPRB\\Projects\\ElectionsTaskForce\\campaign financing research\\Contributions Paper Draft 4.docx>

Or File:

<< File: Contributions Paper Draft 4.docx >>

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Wednesday, January 6, 2010 12:24 PM
To: 'Gary MacIsaac'; 'Marie Crawford'; 'Iris Hesketh Boles'
Cc: Van Leeuwen, Alayna CD:EX
Subject: Heads up for Elections Task Force members

Importance: High

Gary/Marie:

In the course of running our Minister through the agenda for Monday's meeting, he asked whether it would be possible to send out an e-mail today to Task Force members just giving them the heads up that the agenda/materials for the meeting should be coming out to them no later than Friday. Given the tight timeline and the importance of members having read the substantive papers for the meeting, he was concerned that members be given lots of warning. Do you think that you would be able to send out something like that today?

Also, could you please add a couple of e-mail addresses to your Task Force distribution list. In addition to Wendy King (who is on your list), could you please add Bill Bennett's direct e-mail (bill.bennett@gov.bc.ca) as well as that of Richard Davis (Minister's Executive Assistant) at richard.davis@gov.bc.ca

Thanks!

Nicola

Marotz, Nicola CD:EX

From: Furey, Mike CD:EX
Sent: Wednesday, January 6, 2010 4:41 PM
To: Van Leeuwen, Alayna CD:EX; Wall, Dale CD:EX
Cc: Marotz, Nicola CD:EX
Subject: RE: FYI - tech. review of draft LGETF policy papers - campaign finance

Alayna, Corporate vote paper looks good. s.13
s.13

In the event that any of the papers end up in the public domain in the coming weeks you should send copies to Marc Black so PAB folks can get familiar with the issues.

Mike

From: Van Leeuwen, Alayna CD:EX
Sent: Wednesday, January 6, 2010 9:00 AM
To: Wall, Dale CD:EX; Furey, Mike CD:EX
Subject: RE: FYI - tech. review of draft LGETF policy papers - campaign finance

Thank you very much, Dale and Mike.

Your comments on the contribution limits paper are already being addressed in the re-draft as some of our other elections experts assisting with the technical review of these papers (Elections BC, Ministry of Attorney General, etc.)^{s.13}
s.13

Are you okay with the corporate vote paper as well?

Thank you,

Alayna

From: Wall, Dale CD:EX
Sent: Wednesday, January 6, 2010 8:30 AM
To: Furey, Mike CD:EX; Van Leeuwen, Alayna CD:EX
Subject: RE: FYI - tech. review of draft LGETF policy papers - campaign finance

My comments mirror Mikes

From: Furey, Mike CD:EX
Sent: Wednesday, January 6, 2010 8:21 AM
To: Van Leeuwen, Alayna CD:EX; Wall, Dale CD:EX
Subject: RE: FYI - tech. review of draft LGETF policy papers - campaign finance

Alayna, these are good papers. s.13
s.13

Mike

From: Van Leeuwen, Alayna CD:EX
Sent: Friday, December 18, 2009 3:03 PM
To: Wall, Dale CD:EX; Furey, Mike CD:EX
Subject: FYI - tech. review of draft LGETF policy papers - campaign finance
Importance: Low

Hi Mike and Dale

For your information, the last two of the three elections issues policy papers for Local Government Elections Task Force review on January 11, 2010 were sent out for technical review by elections experts Thursday and today (Friday). These two provide an overview of campaign finance issues generally and a more in-depth look at contribution limits.

Comments will be returned to us by January 4, and we will make revisions as necessary before providing the finalized papers for your review prior to delivering them to Task Force members. You can expect to receive those January 4 or 5th. Our target for sending them to the Task Force members is January 7 or 8th at the latest.

See attached messages for draft copies of these papers if desired.

<< Message: For review - draft LGETF policy paper - campaign contribution limits >> << Message: For review - draft LGETF policy paper - campaign finance overview >>

Alayna

Alayna van Leeuwen
Senior Policy Analyst
Local Government Policy and Research Branch
Ministry of Community and Rural Development, British Columbia

Phone: (250) 356-7020
Fax: (250) 387-6212
Email: Alayna.vanLeeuwen@gov.bc.ca

Marotz, Nicola CD:EX

From: Van Leeuwen, Alayna CD:EX
Sent: Thursday, January 7, 2010 12:21 PM
To: Marotz, Nicola CD:EX
Subject: FW: LGETF letter from SFU profs
Attachments: LGETF Letter[1] Dec.16'09.doc

It's here, and I've also saved a copy as a PDF into the Meeting#2 folder -- entitled LGETF_Letter_SFU-Profes_Dec16'09 (the silly thing won't let me hyperlink & paste into this email for some reason).

From: Montfort, Suzanne CD:EX **On Behalf Of** Marotz, Nicola CD:EX
Sent: Thursday, December 17, 2009 12:48 PM
To: Van Leeuwen, Alayna CD:EX
Subject: FW: LGETF

Fyi on Nicola's behalf

Suzanne Montfort
Local Government Policy and Research
250-387-4050

From: Gary MacIsaac [mailto:gmacisaac@ubcm.ca]
Sent: Wednesday, December 16, 2009 3:46 PM
To: Marie Crawford; Marotz, Nicola CD:EX
Subject: FW: LGETF

----- Forwarded Message

From: Rose Hayes <rhayes@ubcm.ca>
Date: Wed, 16 Dec 2009 15:22:23 -0800
To: Gary MacIsaac <gmacisaac@ubcm.ca>
Subject: FW: LGETF

Kind Regards,

Rose Hayes
Administrative Assistant, Office & Member Services

Union of BC Municipalities
60 - 10551 Shellbridge Way
Richmond, BC
V6X 2W9

Phone: (604) 270-8226 (ext. 100)
Fax: (604) 270-9116

Email: rhayes@ubcm.ca
Website: www.ubcm.ca

**** Please note my new email address rhayes@ubcm.ca ****

----- Forwarded Message

From: Patrick Smith <psmith.sfu@gmail.com>

Date: Wed, 16 Dec 2009 15:01:08 -0800

To: <Bill.Bennett.mla@leg.bc.ca>

Cc: <ubcm@ubcm.ca>, Kennedy Stewart <kennedys@sfu.ca>

Subject: LGETF

To: Minister Bennett and President Nyce:

please see attached letter

----- End of Forwarded Message

----- End of Forwarded Message



SIMON FRASER UNIVERSITY
THINKING OF THE WORLD

Professor Patrick J. Smith
Director
Tel: (604) 291-1544
E-mail: psmith@sfu.ca
December-16-09

INSTITUTE OF GOVERNANCE STUDIES
8888 University Drive
Burnaby, British Columbia
Canada V5A 1S6
Tel: 778-782-8570
Fax: 778-782-4786
Web: www.sfu.ca/igs
E-mail: igs@sfu.ca

Honourable Bill Bennett, MLA
Minister of Community and Rural Development
Government of British Columbia
Bill.Bennett.mla@leg.bc.ca

Chief Harry Nyce, President
Union of British Columbia Municipalities
60-105551 Shellbridge Way, Richmond, BC V6X 2W9
ubcm@ubcm.ca

Dear Minister Bennett and President Nyce,

We write to congratulate you on your recent appointments as Co-Chairs of the Task Force on Local Government Elections and to put our expertise regarding these matters at your disposal during the duration of your work.

By way of background, in 1997 we were approached and then commissioned by then-Minister of Municipal Affairs Mike Farnworth to report upon the state of local governing and accountability in British Columbia. Our widely cited 1998 *Making Local Accountability Work* report makes a number of recommendations for municipal level electoral and non-electoral reform in this province, some of which are directly relevant for current taskforce work.

This 1998 report followed a good deal of prior work on local governing and local elections over the previous decade. In the decade since the report, we have continued to work on related local government and electoral matters and have served as advisors to bodies such as the BC Citizens' Assembly and provided expert witness testimony and advice for municipal, provincial and national governments, both in Canada and internationally, as well as with the United Nations.

In the lead up to the Task Force formation we had meetings with officials in your Ministry and a variety of locally elected officials across the province. We have also been asked to assist with preparing background materials for Ministry staff.

While we are happy to help in the work, a more formal attachment to the Task Force would be more easily internally recognized here at the university as Simon Fraser University

strongly encourages engagement of its academics in the broader public discourse. Formal appointments as academic advisors to the Task Force would be in line with assistance we have provided, for example, to the BC Citizens' Assembly and other bodies. Such appointments usually exclude monetary remuneration, but do provide recognition within the university review system.

Needless to say, we feel that the Task Force is involved in important work to improve the quality and accountability of local governments in BC. In recent years, any number of Canadian and comparative jurisdictions have done much in terms of electoral reform, particularly on electoral financing. In this, BC has recently lagged behind. The Task Force, with the Premier's support and encouragement, allows an opportunity to develop the most democratic local election legislation in the country. If we can play a role in advising on that work, we would be pleased to do so. And we would be grateful for brief acknowledgement of receipt of this letter.

collegially,



Patrick J. Smith, PhD
Director, Institute of Governance Studies
Professor, Department of Political Science
Simon Fraser University
psmith@sfu.ca

Kennedy Stewart

Kennedy Stewart, PhD
Visiting Senior Fellow, London School of Economics
Associate Professor, Graduate Public Policy Program
Simon Fraser University
kennedys@sfu.ca

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Thursday, January 7, 2010 2:20 PM
To: 'Gary MacIsaac'; 'Marie Crawford'
Cc: Van Leeuwen, Alayna CD:EX; Cox, Brad CD:EX; Wall, Dale CD:EX; Furey, Mike CD:EX
Subject: ELECTIONS TASK FORCE -- Materials for January 11 meeting

Importance: High

Gary/Marie:

Attached please find the 10 PDFs of the materials for the January 11 meeting, in order of the agenda items (I can't believe we made it!). Very much appreciate you sending out the agenda packages to Task Force members as soon as you can.

The papers now reflect our having gone through the full suite of comments received, internal and external – thanks again for your input.

Just wanted to let you know as well that we will be bringing binders over for Task Force members (something with an identifiable cover where they can keep all their materials in one place as they get them), and we have one for each of you as well.

If there is anything else or if there is anything in the materials that cause you concern, please let me know. If not, see you Monday!

Thanks!

Nicola



Agenda.pdf



recordofdecision_
mtg#1.pdf



TaskForce_Termso
fReference_rev...



PolicyPaper_Cam
paignFinanceOve...



Contributions
Paper_Final.pdf



PolicyPaper_Corp
orateVote_Task...



EngagementPape
r.pdf



LGETF_Letter_SFU
-Profs_Dec 16'...



Tentative
chedule of Task For



Tentative
chedule of Task For

LOCAL GOVERNMENT ELECTIONS TASK FORCE

January 11, 2010
9:30 a.m. – 3:30 p.m.
UBCM Offices, Richmond, B.C.

AGENDA

DECEMBER 3, 2009 MEETING

- record of decision – attached for information

TERMS OF REFERENCE

- review amendments arising from December 3 meeting
Direction required: approve final Terms of Reference

TOPICS FOR DISCUSSION

- **overview of campaign financing** – review and discuss paper
Context only
- **campaign contribution limits** – review and discuss paper
Direction required: whether to further investigate campaign contribution limits
- **corporate vote** – review and discuss paper
Direction required: whether to further investigate the corporate vote

APPROACH TO ENGAGEMENT WITH STAKEHOLDERS

- review and discuss paper
Direction required: determine elements of approach to engagement
- Smith/Stewart letter – attached for information

NEXT STEPS

- upcoming meetings
 - schedule – see attached
 - proposed topics for discussion – see attached

LOCAL GOVERNMENT ELECTIONS TASK FORCE

December 3, 2009

Record of Decisions

INTRODUCTION OF MEMBERS

Task Force members:

Chair Harry Nyce, President, Union of BC Municipalities (UBCM) (co-chair),
Bill Bennett, Minister of Community and Rural Development (MCD) (co-chair)
Councillor Barbara Steele, First Vice-President,
Mayor Mary Sjostrom, Third Vice-President,
Donna Barnett, MLA, Cariboo-Chilcotin,
Douglas Horne, MLA, Coquitlam-Burke Mountain

UBCM staff: Gary MacIsaac, Marie Crawford

Ministry staff: Dale Wall, Nicola Marotz, Deidre Wilson

Minister's Office staff: Ian Maclean, Richard Davis

TASK FORCE MANDATE

- ✓ Task Force mandate to be reflected in Terms of Reference

TASK FORCE TERMS OF REFERENCE

- ✓ Draft Terms of Reference to be modified and circulated among members for review, with finalization for next Task Force meeting
- ✓ Key elements of process
 - content of meetings
 - policy discussion of topics under review;
 - staff support from UBCM and MCD with technical expertise from others as needed in policy development process (e.g. Elections B.C.; Ministry of Education; Local Government Management Association);
 - conduct of meetings
 - face-to-face meetings encouraged, but given timeframe/need for flexibility, teleconferences and/or individual member attendance by phone will be used;
 - given flexibility of telephone attendance, prefer participation by Task Force members themselves; if alternate members considered essential, however, could be discussed further at next Task Force meeting
 - obtaining input/engagement from a variety of sources is critical but needs further information/discussion (at the next Task Force meeting), given timelines; there are various possible forms (e.g. web pages; face-to-face) and approaches (e.g. letter of invitation to local governments to provide written input)
- ✓ Record of decisions made and key points will be provided to members following each meeting

- ✓ Task Force review will consider specific issues under the following topics:
 - campaign finance, including contribution/spending disclosure and limits, and tax credits
 - enforcement processes and outcomes
 - role of the chief electoral officer (B.C.) in local government elections
 - election cycle (term of office)
 - corporate vote
 - other agreed upon matters (e.g. matters raised in UBCM resolutions, such as candidate eligibility of volunteers)

MEETING SCHEDULE

- ✓ Task Force members to confirm their availability for the next 4 meetings as soon as possible (based on *proposed* schedule of: Jan 11 (Richmond); week of Feb 1st (Richmond); week of March 8th (Victoria); week of March 28th (Victoria)); schedule to be confirmed at next Task Force meeting
- ✓ Further meetings will be scheduled at a later date
- ✓ Where possible, aim is not to schedule meetings for Mondays or Tuesdays, to avoid conflicts with local government meetings.

UBCM ELECTIONS RESOLUTIONS

- ✓ Elections resolutions submitted for the 2009 UBCM Convention received and are to be considered as part of the policy development/review process (i.e. as they fit under topics being reviewed)

NEWS RELEASE

- ✓ Information regarding appointment of members to be finalized for co-chair approval and publically released

NEXT STEPS

- ✓ Release news release and send out key points to Task Force members [note: done Dec 4]
- ✓ Finalize Terms of Reference and confirm at next meeting
- ✓ Task Force members to confirm their availability for proposed meetings as soon as possible; finalize dates for future meetings and confirm meeting schedule at next meeting
- ✓ Next meeting to include discussion of corporate vote, possible approaches for Task Force to engage/seek input, as well as other issues

December 9, 2009

Pages 35 through 74 redacted for the following reasons:

S. 13

S.13



SIMON FRASER UNIVERSITY
THINKING OF THE WORLD

Professor Patrick J. Smith
Director
Tel: (604) 291-1544
E-mail: psmith@sfu.ca
December-16-09

INSTITUTE OF GOVERNANCE STUDIES
8888 University Drive
Burnaby, British Columbia
Canada V5A 1S6
Tel: 778-782-8570
Fax: 778-782-4786
Web: www.sfu.ca/igs
E-mail: igs@sfu.ca

Honourable Bill Bennett, MLA
Minister of Community and Rural Development
Government of British Columbia
Bill.Bennett.mla@leg.bc.ca

Chief Harry Nyce, President
Union of British Columbia Municipalities
60-105551 Shellbridge Way, Richmond, BC V6X 2W9
ubcm@ubcm.ca

Dear Minister Bennett and President Nyce,

We write to congratulate you on your recent appointments as Co-Chairs of the Task Force on Local Government Elections and to put our expertise regarding these matters at your disposal during the duration of your work.

By way of background, in 1997 we were approached and then commissioned by then-Minister of Municipal Affairs Mike Farnworth to report upon the state of local governing and accountability in British Columbia. Our widely cited 1998 *Making Local Accountability Work* report makes a number of recommendations for municipal level electoral and non-electoral reform in this province, some of which are directly relevant for current taskforce work.

This 1998 report followed a good deal of prior work on local governing and local elections over the previous decade. In the decade since the report, we have continued to work on related local government and electoral matters and have served as advisors to bodies such as the BC Citizens' Assembly and provided expert witness testimony and advice for municipal, provincial and national governments, both in Canada and internationally, as well as with the United Nations.

In the lead up to the Task Force formation we had meetings with officials in your Ministry and a variety of locally elected officials across the province. We have also been asked to assist with preparing background materials for Ministry staff.

While we are happy to help in the work, a more formal attachment to the Task Force would be more easily internally recognized here at the university as Simon Fraser University

strongly encourages engagement of its academics in the broader public discourse. Formal appointments as academic advisors to the Task Force would be in line with assistance we have provided, for example, to the BC Citizens' Assembly and other bodies. Such appointments usually exclude monetary remuneration, but do provide recognition within the university review system.

Needless to say, we feel that the Task Force is involved in important work to improve the quality and accountability of local governments in BC. In recent years, any number of Canadian and comparative jurisdictions have done much in terms of electoral reform, particularly on electoral financing. In this, BC has recently lagged behind. The Task Force, with the Premier's support and encouragement, allows an opportunity to develop the most democratic local election legislation in the country. If we can play a role in advising on that work, we would be pleased to do so. And we would be grateful for brief acknowledgement of receipt of this letter.

collegially,



Patrick J. Smith, PhD
Director, Institute of Governance Studies
Professor, Department of Political Science
Simon Fraser University
psmith@sfu.ca

Kennedy Stewart

Kennedy Stewart, PhD
Visiting Senior Fellow, London School of Economics
Associate Professor, Graduate Public Policy Program
Simon Fraser University
kennedys@sfu.ca

Schedule of next Task Force Meetings

The following sets out dates/locations for the next four Task Force meetings. Specific times will be determined, but members should assume all-day meetings.

It is anticipated that the Task Force will need to hold additional meetings; scheduling for those will be discussed in the New Year. As well, Task Force decisions on face-to-face engagement will affect the number of meeting days (e.g. determine if 2-day meetings needed in all cases; affect number of meetings in April):

January 11, 2010

- 9:30 a.m.-3:30 p.m.
- Richmond (UBCM offices)

February 4 and 5

- Richmond (UBCM offices)

March 10 and 11

- Victoria (specific location TBD)

March 31 and April 1

- Victoria (specific location TBD)

December 9, 2009

Tentative topics for discussion at next Task Force meetings

The following sets out proposed main topics for discussion at upcoming Task Force meetings. Additionally, there will be process matters to discuss (e.g. further meetings). This schedule assumes that there will typically be 1 day of discussions on the topics noted (with room to continue those discussions at subsequent meetings); this assumption may be affected by the Task Force's decisions on face-to-face engagement.

| Meeting | Proposed Topics |
|-----------------------------|---|
| January 11 | <ul style="list-style-type: none"> • confirm Terms of Reference and Meeting Schedule • overview of campaign financing • campaign contribution limits • corporate vote • approaches to Task Force engagement • topics for discussion at next meetings |
| February 4 and 5 | <ul style="list-style-type: none"> • campaign finance disclosure • enforcement • tax credits for campaign contributions • report on input received to date • any additional discussion on topics from previous meeting |
| March 10 and 11 | <ul style="list-style-type: none"> • campaign expense limits • election cycle (term of office) • candidate eligibility for volunteers and local government employees • role of Elections BC • report on input received to date • any additional discussion on topics from previous meetings |
| March 31 and April 1 | <ul style="list-style-type: none"> • other campaign financing issues (e.g. disclosure by 3rd parties) • separate Act • education, training and best practices • report on input received to date • any additional discussion on topics previous meetings |

January 7, 2010

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Thursday, January 7, 2010 3:19 PM
To: Van den Brink, Grace CD:EX
Subject: RE: LGETF - Correspondence (Drafts)

Thanks Grace – I will take a look (but unfortunately won't be able to do it until tomorrow). As discussed, if they look close to me, I may make a few tweaks and then send them over to Gary M. tomorrow to get UBCM's perspective. Really appreciate your work on this (and enjoy your Friday off). I'll catch up with you after Monday next week. Cheers Nicola

From: Van den Brink, Grace CD:EX
Sent: Thursday, January 7, 2010 3:11 PM
To: Marotz, Nicola CD:EX
Subject: LGETF - Correspondence (Drafts)

Hello Nicola:

Here are two drafts as we discussed this morning for your review. I have tried to keep the messaging consistent while addressing the two different interests.

[I:\Loggov_dept_common\LGD_Shared\LGPRB\Projects\ElectionsTaskForce\Correspondence\Letter_Call_for_Submission_Local_Government_Draft_01.07.10.docx](#)

[I:\Loggov_dept_common\LGD_Shared\LGPRB\Projects\ElectionsTaskForce\Correspondence\Letter_Call_for_Submission_Non-Local_Government_Draft_01.07.10.docx](#)

Please let me know what you think.

Grace

Grace Van den Brink
A/Assistant Director
Local Government - First Nations Relations
Ministry of Community and Rural Development
Tel: 250 356-5673
Email: Grace.VandenBrink@gov.bc.ca

Marotz, Nicola CD:EX

From: Van Leeuwen, Alayna CD:EX
Sent: Thursday, January 7, 2010 3:44 PM
To: 'Delena Patterson'; Duerksen, Dave EDUC:EX; 'lcrane@rdek.bc.ca'; Neufeld, Harry R EBC:EX; Reimer, Neil AG:EX; Stewart, Terry J EDUC:EX; 'tpugh@civicinfo.bc.ca'
Cc: Marotz, Nicola CD:EX
Subject: FYI - LGETF policy papers for Jan. 11 meeting

Hello everyone

Thank you for your comments on the three policy papers for the Local Government Elections Task Force meeting on January 11, 2010. Attached for your reference are the revised versions that will be sent to Task Force members.



PolicyPaper_Cam
paignFinanceOve...



Contributions
Paper_Final.pdf



PolicyPaper_Corp
orateVote_Task...

We have tried to integrate everyone's perspectives, though for the sake of brevity, in some cases detailed comments have been condensed and/or will be conveyed verbally in the course of presentations to the Task Force. Subsequent papers on the matters to be discussed on Jan. 11 can be expected and will provide additional opportunity to convey anything we may have missed in these papers. For example, in addition to the contribution limits/restrictions paper for Jan. 11, papers on each of the remaining elements of campaign financing will be prepared and will go into greater detail than the overview paper. s.13

s.13

Future papers will also make a more concerted effort to address the concerns related to applicability of the legislation to boards of education elections, and to identify issues specific to them. This set of papers does not include stand-alone sections regarding school trustee elections as was recommended, but the tight timeframe for completing this set of papers meant our time for making revisions was compressed.

Please let us know if you have any concerns regarding how your perspectives and comments have been integrated. Again, thank you all for your comments. They were very constructive in all cases and improved the final products.

Alayna van Leeuwen
Senior Policy Analyst
Local Government Policy and Research Branch
Ministry of Community and Rural Development, British Columbia

Phone: (250) 356-7020
Fax: (250) 387-6212
Email: Alayna.vanLeeuwen@gov.bc.ca

Marotz, Nicola CD:EX

From: Iris Hesketh-Boles [iheskethboles@ubcm.ca]
Sent: Thursday, January 7, 2010 3:57 PM
To: King, Wendy L CD:EX; Leyne, Andrew LASS:EX; Shotton, Ryan LASS:EX; Harry Nyce; Barbara Steele; Mary Sjostrom; Bennett, Bill CD:EX
Cc: Furey, Mike CD:EX; Paget, Gary CD:EX; Sutherland, Don CD:EX; Wall, Dale CD:EX; Wilson, Deidre J CD:EX; Gary MacIsaac; Marotz, Nicola CD:EX; Marie Crawford; Davis, Richard CD:EX
Subject: Agenda and Documentation Package - Jan 11, 2011 Elections Task Force Meeting
Attachments: Complete Doc Pkg - Jan 11-2010.pdf

Attached is the complete documentation package for the meeting scheduled for:

Monday, January 11, 2010
9:30 am-3:30 pm
UBCM Richmond Office
60-10551 Shellbridge Way, Richmond

Note: Task Force members will receive binders at the meeting to maintain their meeting materials.

Iris Hesketh-Boles
Executive Coordinator/Office Manager
Local Government House
525 Government Street, Victoria BC V8V 0A8
EM: iheskethboles@ubcm.ca
Tel: 250-356-5122 Fax: 250-356-5119

Marotz, Nicola CD:EX

From: Brown, Tom G CD:EX
Sent: Thursday, January 7, 2010 10:19 AM
To: Ritchie, Leanne PAB:EX; Marotz, Nicola CD:EX
Subject: RE: Local Government Elections Task Force -- engagement paper

Thanks Leanne – I think this all looks good. s.13
s.13

Thanks again
Tom

From: Ritchie, Leanne PAB:EX
Sent: Thursday, January 7, 2010 10:07 AM
To: Marotz, Nicola CD:EX
Cc: Brown, Tom G CD:EX
Subject: RE: Local Government Elections Task Force -- engagement paper

Hi Nicola,
This looks good.

s.13

s.13

Cheers
Leanne

From: Marotz, Nicola CD:EX
Sent: Thursday, January 7, 2010 8:38 AM
To: Ritchie, Leanne PAB:EX
Subject: Local Government Elections Task Force -- engagement paper

Leanne:

FYI – here is the document that will be going to the Task Force’s next meeting (January 11) to help them figure out how they will engage with stakeholders. If you see anything in there that you want to discuss, let me know.

This paper should be going out in an agenda package to Task Force members hopefully by the end of today (if not, then first thing tomorrow). That package will include a number of policy papers on some of the topics the Task Force is reviewing (e.g. corporate vote).

We’ll provide Marc and you with a copy of the full agenda package when it goes out, to keep you in the loop.

Cheers

Nicola

<< File: EngagementPaper.docx >>

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Thursday, January 7, 2010 8:18 AM
To: Furey, Mike CD:EX
Cc: Wall, Dale CD:EX; Van Leeuwen, Alayna CD:EX; Cox, Brad CD:EX
Subject: RE: Elections Task Force -- Engagement paper

Thanks Mike – good comment. I will make a note to include some discussion of handling of the policy papers at some point in Monday's agenda (i.e. in discussing public materials on the Web pages). s.13

s.13

From: Furey, Mike CD:EX
Sent: Wednesday, January 6, 2010 5:00 PM
To: Marotz, Nicola CD:EX; Wall, Dale CD:EX
Cc: Van Leeuwen, Alayna CD:EX; Cox, Brad CD:EX
Subject: RE: Elections Task Force -- Engagement paper

Paper looks good. You may want think about clarification early on regarding how discussion papers get shared with Committee members and local government reps and what gets in the full public domain and posted on the web. s.13

Mike

From: Marotz, Nicola CD:EX
Sent: Wednesday, January 6, 2010 3:19 PM
To: Wall, Dale CD:EX; Furey, Mike CD:EX
Cc: Van Leeuwen, Alayna CD:EX; Cox, Brad CD:EX
Subject: Elections Task Force -- Engagement paper

Dale/Mike:

Following input from UBCM and some Internal comments, here is the latest version of the paper outlining a possible approach to the Task Force's engagement with stakeholders. If you have any last comments, we are still aiming to get the full final package of materials over to UBCM tomorrow afternoon.

Thanks

Nicola

<< File: EngagementPaper.docx >>

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Friday, January 8, 2010 5:11 PM
To: Marson, Michael CD:EX
Subject: RE: Local Government Elections Website Mock-up

Michael: FYI – I passed on to Marc my real concern about this looking too much like a government site (i.e. it's a joint Task Force, not ours – in fact in the Premier's speech, he said it was theirs!). I guess it will depend on what design changes they suggest – i.e. if it's just colours, o.k., but if it's colours, banners, etc, etc, then we could have challenges with UBCM. At any rate, I gave Gary M. the heads up that the design was a bit more in flux than I had thought when I sent him the mock up, so to stay tuned. I'll catch up with you next week after Monday's Task Force meeting. Thanks.
Nicola

From: Marson, Michael CD:EX
Sent: Friday, January 8, 2010 12:06 PM
To: Abbott, Sally CD:EX; Ritchie, Leanne PAB:EX; Black, Marc PAB:EX; Marotz, Nicola CD:EX; Paget, Gary CD:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX; Brown, Tom G CD:EX
Cc: Notenberg, Scott CD:EX
Subject: RE: Local Government Elections Website Mock-up

Hi there..

This is an unexpected turn of events - however we are in the process of trying to understand what design changes are needed in order for PAB HQ to sign off on the site.

Until that is known it is likely best to hold off on implementation of the current design - the server side, infrastructure work and content development needs to continue so we are in a position to launch when the revised design has been implemented.

Thanks for your patience I'll be in touch as things unfold...

Michael

From: Abbott, Sally CD:EX
Sent: Fri 08/01/2010 10:13 AM
To: Ritchie, Leanne PAB:EX; Black, Marc PAB:EX; Marotz, Nicola CD:EX; Paget, Gary CD:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX
Cc: Marson, Michael CD:EX; Notenberg, Scott CD:EX
Subject: RE: Local Government Elections Website Mock-up

Hi everyone,

We have a graphic designer in our unit (Ryan) but he will need clear direction as to how to proceed.

Question: Should Ryan stop the design work he is doing now until there is further information? Please advise.

We will proceed with the site setup and domain name request as originally discussed ...

Cheers, Sally

From: Ritchie, Leanne PAB:EX
Sent: Friday, January 8, 2010 9:55 AM
To: Abbott, Sally CD:EX; Black, Marc PAB:EX; Marotz, Nicola CD:EX; Paget, Gary CD:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX
Cc: Marson, Michael CD:EX; Notenberg, Scott CD:EX
Subject: RE: Local Government Elections Website Mock-up

Hi Sally,

Despite being a partnership with UBCM, Carolynn says still we need to bring it into provincial standards. She says it won't get signed off as is. She also said if we need some graphic design help to let Marc know and they can have a chat about requesting assistance from Pab Graphics.

Leanne

From: Abbott, Sally CD:EX
Sent: Friday, January 8, 2010 9:09 AM
To: Black, Marc PAB:EX; Ritchie, Leanne PAB:EX; Marotz, Nicola CD:EX; Paget, Gary CD:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX
Cc: Marson, Michael CD:EX; Notenberg, Scott CD:EX
Subject: RE: Local Government Elections Website Mock-up

We will go ahead with the domain name request asap. PAB HQ will see the name when they get the request in any case.

Cheers, Sally

From: Black, Marc PAB:EX
Sent: Friday, January 8, 2010 8:59 AM
To: Ritchie, Leanne PAB:EX; Marotz, Nicola CD:EX; Paget, Gary CD:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX
Cc: Marson, Michael CD:EX; Abbott, Sally CD:EX
Subject: RE: Local Government Elections Website Mock-up

Hi – I am fine with the name, we will get approval from PAB HQ asap.
thanks

From: Marson, Michael CD:EX
Sent: Friday, January 8, 2010 7:18 AM
To: Marotz, Nicola CD:EX; Paget, Gary CD:EX; Ritchie, Leanne PAB:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX
Subject: FW: Local Government Elections Website Mock-up
Importance: High

Hi there....

My apologies but the URL I sent late yesterday was incorrect..
the correct url will be: www.electiontaskforce.gov.bc.ca with the following e-mail address:
comments@electiontaskforce.gov.bc.ca

Thanks everyone..
Michael

From: Marson, Michael CD:EX
Sent: Thu 07/01/2010 4:51 PM
To: Marotz, Nicola CD:EX; Paget, Gary CD:EX

Marotz, Nicola CD:EX

From: Marson, Michael CD:EX
Sent: Friday, January 8, 2010 7:18 AM
To: Marotz, Nicola CD:EX; Paget, Gary CD:EX; Ritchie, Leanne PAB:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX
Subject: FW: Local Government Elections Website Mock-up
Attachments: Election Task Force Presentation_final.pdf
Importance: High

Hi there....

My apologies but the URL I sent late yesterday was incorrect...

the correct url will be: www.electiontaskforce.gov.bc.ca with the following e-mail address:
comments@electiontaskforce.gov.bc.ca

Thanks everyone..
Michael

From: Marson, Michael CD:EX
Sent: Thu 07/01/2010 4:51 PM
To: Marotz, Nicola CD:EX; Paget, Gary CD:EX
Cc: Sutherland, Don CD:EX; Rao, Sudie CD:EX; Cheung, Ryan CD:EX; Ritchie, Leanne PAB:EX; Web CD\TCA:EX; Abbott, Sally CD:EX
Subject: Local Government Elections Website Mock-up

Hi there...

Pleased find attached the "final" mock-up of the Local Government Elections website.

As discussed the URL will be www.localelectiontaskforce.gov.bc.ca

Nicola - I've incorporated most of your changes – my sense is there will be minor design or text changes along the way but hopefully this PDF is sufficient to get buy-in from UBCM.

Leanne – can you please confirm PAB HQ is ok with this URL – that will help expedite the process when ISB sends their request for it.

I'm not in tomorrow but Sudie and Ryan will be starting work on the site first thing tomorrow. I'm available by phone if needed and Sudie has my contact information.

My expectation is we will have a working version my mid-next week so if there is content you would like on the site please send it to me as soon as you can.

Thanks!

Michael

Michael Marson
Manager, Advisory Services

Advisory Services Branch
Ministry of Community & Rural Development
Tel: (250) 356-0230
Fax: (250) 387-7972

<<Election Task Force Presentation_final.pdf>>

Marotz, Nicola CD:EX

From: Marson, Michael CD:EX
Sent: Thursday, January 7, 2010 11:40 AM
To: Ritchie, Leanne PAB:EX
Cc: Marotz, Nicola CD:EX; Paget, Gary CD:EX; Brown, Tom G CD:EX; Rao, Sudie CD:EX
Subject: RE: Elections Task Force Site Mock Up

Hi Leanne...

As part of the process I would be in touch with Rob Gordon over at FIO – I've not called him yet because the feedback component is only one element of the site and I can work out any PIA issues with him while the build is underway. Please let me know how your chat with PAB HQ goes this afternoon...

Thanks
Michael

From: Ritchie, Leanne PAB:EX
Sent: Thursday, January 7, 2010 11:27 AM
To: Marson, Michael CD:EX
Cc: Marotz, Nicola CD:EX; Paget, Gary CD:EX; Brown, Tom G CD:EX; Rao, Sudie CD:EX
Subject: RE: Elections Task Force Site Mock Up

Hi Michael,

First question, have you touched base with Ministry's privacy group regarding the "submit your feedback" portion of the site?

I've got a chat with PAB HQ this afternoon.

Thanks
Leanne

From: Marson, Michael CD:EX
Sent: Thursday, January 7, 2010 10:11 AM
To: Ritchie, Leanne PAB:EX
Cc: Marotz, Nicola CD:EX; Paget, Gary CD:EX; Brown, Tom G CD:EX; Rao, Sudie CD:EX
Subject: Elections Task Force Site Mock Up
Importance: High

Hi Leanne,

As discussed here is the mock-up for the Elections Task Force website.

Nicola, Gary, and Tom are on board for this design – subject to finalizing some of the finer details and sign off by UBCM. If you could touch base with Marc and PAB Central and get the green light from their perspective that would be fantastic.

Thanks!
Michael

<< File: Election Task Force Presentation.pdf >>

Michael Marson
Manager, Advisory Services

Advisory Services Branch
Ministry of Community & Rural Development
Tel: (250) 356-0230
Fax: (250) 387-7972

Page 91 redacted for the following reason:

S. 13

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Friday, January 8, 2010 8:42 AM
To: Marson, Michael CD:EX
Subject: FW: Local Government Elections Task Force Website Mock-up

FYI – I'll catch up with you after Monday to let you know UBCM's impressions...

From: Marotz, Nicola CD:EX
Sent: Friday, January 8, 2010 8:41 AM
To: 'Gary MacIsaac'; 'Marie Crawford'
Subject: RE: Local Government Elections Task Force Website Mock-up

Thanks Gary – I understand. I'll see you on Monday at the meeting anyway, so if we get a chance we could chat about it further there. Cheers. Nicola

From: Gary MacIsaac [mailto:gmacisaac@ubcm.ca]
Sent: Friday, January 8, 2010 8:24 AM
To: Marotz, Nicola CD:EX
Cc: Marie Crawford
Subject: Re: Local Government Elections Task Force Website Mock-up

Hi Nicola. We will likely not get back to you today but will aim for early next week. Marie and I are in the throes of trying to get our January Executive agendas out the door this afternoon.

Thanks
Gary

On 08/01/10 7:13 AM, "Marotz, Nicola CD:EX" <Nicola.Marotz@gov.bc.ca> wrote:

Gary/Marie:

Attached for your consideration is a mock up of what the Local Government Elections Task Force website could look like. This is very much still a draft (e.g. in the text; in the list of sub-pages), but the idea is that if we can agree on the basic design, then Michael Marson and the other amazing folks here who actually understand these things could get it built so that we could have a working version to refine and start adding materials to next week.

So, let me know if you are o.k. with the basic idea and look. Then, specific design or technical comments that you or your staff have can be directed to Michael (since I am a techno-peasant!)

Thanks!

Nicola

<<Election Task Force Presentation_final.pdf>>

Page 93 redacted for the following reason:

s. 13

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Thursday, January 7, 2010 3:05 PM
To: Marson, Michael CD:EX
Subject: Re worked text for Elections Task Force web page

Michael: Further to the materials I left on your chair, here is the suggested text electronically. Thanks (and I'll try to catch up with you later today or tomorrow). Nicola

s.13

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Friday, January 8, 2010 7:13 AM
To: 'Gary MacIsaac'; 'Marie Crawford'
Cc: Marson, Michael CD:EX; Sutherland, Don CD:EX
Subject: Local Government Elections Task Force Website Mock-up

Importance: High

Gary/Marie:

Attached for your consideration is a mock up of what the Local Government Elections Task Force website could look like. This is very much still a draft (e.g. in the text; in the list of sub-pages), but the idea is that if we can agree on the basic design, then Michael Marson and the other amazing folks here who actually understand these things could get it built so that we could have a working version to refine and start adding materials to next week.

So, let me know if you are o.k. with the basic idea and look. Then, specific design or technical comments that you or your staff have can be directed to Michael (since I am a techno-peasant!)

Thanks!

Nicola



Election Task
Force Presentati...

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Wednesday, January 13, 2010 3:22 PM
To: 'Gary MacIsaac'; 'Marie Crawford'
Cc: Marson, Michael CD:EX; Sutherland, Don CD:EX
Subject: Elections Task Force -- Web site design

Importance: High

Gary/Marie:

Here is a mock up of the proposed design of the Local Government Elections Task Force web site.

As I had mentioned to you, Gary, there are some design restrictions in place if government is hosting the site and those have just today been sorted out (i.e. I understand that the basic colours and layout of this mock up are pretty much fixed). Where there is certainly room for adjustment (and will be more work) is in what the sub-pages will be, the text (which is only filler at the moment), and of course other tweaks (such as adding the "s" to the end of Local Government Elections).

Our aim is to get the pages up and running by the end of next week. Our web designer types are hard at work on site building. So, if there is something in this basic design/layout that causes you real concern or something that we have overlooked, could you please let us know ASAP (tomorrow would be great if at all possible – sorry for the push). We'll keep you in the loop as the site hits the "test" stage with actual subpages and information being added.

I understand that the URL is most likely to be "localgovernmentelectiontaskforce" (although that is quite a mouthful). Other possibilities considered have been "electiontaskforce" or "localelectiontaskforce". If you have views on that, please also let us know.

Thanks!

Nicola



ELECTIONS_mock
up_logo2_white_S...

Page 97 redacted for the following reason:

S.13

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Wednesday, January 13, 2010 3:59 PM
To: 'Gary MacIsaac'; 'Marie Crawford'
Cc: Van Leeuwen, Alayna CD:EX; Sutherland, Don CD:EX
Subject: Elections task force -- materials for our Friday debrief

Gary/Marie:

In anticipation of our meeting on Friday morning, here are few items that came out of Monday's TF meeting that you might want to take a look at and then we can discuss on Friday (in addition, of course, to figuring out if we all heard the same things!):

- Drafts of the joint letters to local governments and to representative organizations
- Revised terms of reference (I accepted all the previous changes and have just redlined the changes that the Task Force directed on Monday, as well as a couple of other small tweaks that seemed to necessary to be consistent with that direction)

If I am able, I will try to send you a draft of the revised schedule of meetings/topics tomorrow (and if I am really lucky, perhaps a draft record of decision, but that may be pushing it!).

Thanks

Nicola

Letter to Local Governments:



Letter_Call for
Submission_Loc...

Letter to Non Local Government Organizations:



Letter_Call for
Submission_Non...



TaskForce_Termso
fReference_rev...

Pages 99 through 106 redacted for the following reasons:

S. 13

S.14

S13

Marotz, Nicola CD:EX

From: Marie Crawford [mcrawford@ubcm.ca]
Sent: Thursday, January 14, 2010 9:28 AM
To: Marotz, Nicola CD:EX; Gary MacIsaac
Cc: Marson, Michael CD:EX; Sutherland, Don CD:EX
Subject: Re: Elections Task Force -- Web site design

Importance: High

Hi all:
Just thought I would pass along a few comments with respect to the website.

- overall think the look of the webpage is appealing.
- Is it Task Force or Taskforce – web now has the latter?
- What is the purpose of the calendar on the bottom left, is it to highlight specific task force meeting dates and if so, will it be linked to anything? If so, what?
- our web techs in house have suggested reducing the number of options in left hand column to max of 6 or 7. She has said that a long list can deter people from further exploring site. I have a couple of suggestions that might achieve this:
 - Create an "ABOUT THE TASK FORCE" option and create drop down boxes from this where you would have Member Profiles / Terms of Reference / Topics Under Review / Calendar Schedule
 - Keep the following categories of: Background Material, News Releases, Relevant Links, Elections Legislation, Contact Us

(Is there a need for What's new? Would that not fall under News Releases or maybe change to LATEST NEWS to cover off both?)

- Would Background Material be where the discussion papers are posted?
- Like the Separate button for SUBMIT YOUR FEEDBACK as it gets people's attention.

Thanks for the opportunity to comment and talk to you tomorrow.
Marie

Marie Crawford
Associate Executive Director
UBCM
Suite 60 - 10551 Shellbridge Way
Richmond, BC
V6X 2W9

Ph: 604.270.8226 ext 104
Fax 604.270.9116

Please note my new email address is: mcrawford@ubcm.ca

From: "Marotz, Nicola CD:EX" <Nicola.Marotz@gov.bc.ca>
Date: Wed, 13 Jan 2010 15:21:38 -0800
To: Gary MacIsaac <gmacisaac@ubcm.ca>, Marie Crawford <mcrawford@ubcm.ca>
Cc: "Marson, Michael CD:EX" <Michael.Marson@gov.bc.ca>, "Sutherland, Don CD:EX" <Don.Sutherland@gov.bc.ca>
Conversation: Elections Task Force -- Web site design
Subject: Elections Task Force -- Web site design

Gary/Marie:

Here is a mock up of the proposed design of the Local Government Elections Task Force web site.

As I had mentioned to you, Gary, there are some design restrictions in place if government is hosting the site and those have just today been sorted out (i.e. I understand that the basic colours and layout of this mock up are pretty much fixed). Where there is certainly room for adjustment (and will be more work) is in what the sub-pages will be, the text (which is only filler at the moment), and of course other tweaks (such as adding the "s" to the end of Local Government Elections).

Our aim is to get the pages up and running by the end of next week. Our web designer types are hard at work on site building. So, if there is something in this basic design/layout that causes you real concern or something that we have overlooked, could you please let us know ASAP (tomorrow would be great if at all possible – sorry for the push). We'll keep you in the loop as the site hits the "test" stage with actual subpages and information being added.

I understand that the URL is most likely to be "localgovernmentelectionstaskforce" (although that is quite a mouthful). Other possibilities considered have been "electionstaskforce" or "localelectionstaskforce". If you have views on that, please also let us know.

Thanks!

Nicola

<<ELECTIONS_mockup_logo2_white_SR.pdf>>

Marotz, Nicola CD:EX

From: Marie Crawford [mrcrawford@ubcm.ca]
Sent: Thursday, January 14, 2010 9:30 AM
To: Marotz, Nicola CD:EX
Subject: Re: Elections Task Force -- Web site design

Importance: High

Also forgot to mention in my earlier email, agree with you, shorten URL to electiontaskforce OR localelectiontaskforce as it is quite long otherwise.
Marie

Marie Crawford
Associate Executive Director
UBCM
Suite 60 - 10551 Shellbridge Way
Richmond, BC
V6X 2W9

Ph. 604.270.8226 ext 104
Fax 604.270.9116

Please note my new email address is: mrcrawford@ubcm.ca

From: "Marotz, Nicola CD:EX" <Nicola.Marotz@gov.bc.ca>
Date: Wed, 13 Jan 2010 15:21:38 -0800
To: Gary MacIsaac <gmacisaac@ubcm.ca>, Marie Crawford <mrcrawford@ubcm.ca>
Cc: "Marson, Michael CD:EX" <Michael.Marson@gov.bc.ca>, "Sutherland, Don CD:EX" <Don.Sutherland@gov.bc.ca>
Conversation: Elections Task Force -- Web site design
Subject: Elections Task Force -- Web site design

Gary/Marie:

Here is a mock up of the proposed design of the Local Government Elections Task Force web site.

As I had mentioned to you, Gary, there are some design restrictions in place if government is hosting the site and those have just today been sorted out (i.e. I understand that the basic colours and layout of this mock up are pretty much fixed). Where there is certainly room for adjustment (and will be more work) is in what the sub-pages will be, the text (which is only filler at the moment), and of course other tweaks (such as adding the "s" to the end of Local Government Elections).

Our aim is to get the pages up and running by the end of next week. Our web designer types are hard at work on site building. So, if there is something in this basic design/layout that causes you real concern or something that we have overlooked, could you please let us know ASAP (tomorrow would be great if at all possible - sorry for the push). We'll keep you in the loop as the site hits the "test" stage with actual subpages and information being added.

I understand that the URL is most likely to be "localgovernmentelectiontaskforce" (although that is quite a mouthful). Other possibilities considered have been "electiontaskforce" or "localelectiontaskforce". If you have views on that, please also let us know.

Thanks!

Nicola

<<ELECTIONS_mockup_logo2_white_SR.pdf>>

Marotz, Nicola CD:EX

From: Marson, Michael CD:EX
Sent: Thursday, January 14, 2010 11:46 AM
To: Abbott, Sally CD:EX; Notenberg, Scott CD:EX
Cc: Marotz, Nicola CD:EX; Black, Marc PAB:EX; Paget, Gary CD:EX; Sutherland, Don CD:EX; Rao, Sudie CD:EX; Cheung, Ryan CD:EX
Subject: Elections Taskforce URL
Importance: High

Hello...

We now have confirmation of the ETF URL: www.localelectiontaskforce.gov.bc.ca

The e-mail we would like to be comments@localelectiontaskforce.gov.bc.ca

Thanks!

Michael

Michael Marson
Manager, Advisory Services
Advisory Services Branch
Ministry of Community & Rural Development
Tel: (250) 356-0230
Fax: (250) 387-7972

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Thursday, January 14, 2010 11:57 AM
To: Glickman, Marika PAB:EX
Cc: Van den Brink, Grace CD:EX; Sutherland, Don CD:EX; Marson, Michael CD:EX; Black, Marc PAB:EX; Van Leeuwen, Alayna CD:EX; Wilson, Deidre J CD:EX
Subject: RE: Inquiry re: Task Force

Marika:

Probably the best thing to say is that the Task Force welcomes **written** comments on the issues it is reviewing and if they are very keen to send in those comments right away, they can be directed to:

Local Government Elections Task Force
c/o Ministry of Community and Rural Development
PO Box 9839 Stn Prov Govt
Victoria BC V8W 9T1

Fax: 250-387-7972

If they want to hold off for just a short while, you can tell them that work is currently underway on a web site (which will describe the task force and the issues it is reviewing) and an e-mail address for sending written comments – and that we hope to have that available in the next week or so. Note to you – we will not be providing a phone number (we want written comments)

If they are keen to send off comments now, you might want to send them a copy of the Dec 4 News Release which would give them a sense of the issues the Task Force is reviewing (as our hope is that folks will focus their comments on those issues).

FYI – Grace will be our main point of contact for receiving written comments, as well as Don and his group's key role in directing/dealing with the connection between the Task Force and any general enquiries or regular correspondence that comes in. Michael and his folks as well as ISB are doing their magic on the web site.

Hope that helps – we can talk more about these types of things in our debrief of the Task Force meeting tomorrow.

Nicola

From: Glickman, Marika PAB:EX
Sent: Thursday, January 14, 2010 11:13 AM
To: Marotz, Nicola CD:EX
Cc: Black, Marc PAB:EX; Duffus, Robert J PAB:EX
Subject: Inquiry re: Task Force

Hi Nicola. I'm back in the office today and we just received a call from a member of the public who would like to know how he can provide input to the Task Force. Can you please Advise? Thanks so much, Marika

Marika Glickman
Public Affairs Officer
Ministry of Community and Rural Development
800 Johnson Street, 6th floor
250.387.8031

<< OLE Object: Picture (Device Independent Bitmap) >>
<http://yougottabehere.com/>

Following us on [Twitter](#) and [Facebook](#) yet?

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Thursday, January 14, 2010 4:52 PM
To: Van den Brink, Grace CD:EX; Sutherland, Don CD:EX
Subject: RE: LGETF - Web Auto reply

Just a few small suggested changes...

From: Van den Brink, Grace CD:EX
Sent: Thursday, January 14, 2010 4:41 PM
To: Marotz, Nicola CD:EX; Sutherland, Don CD:EX
Subject: LGETF - Web Auto reply

Hello:

For your review, a draft of the autoreply to be sent to those submitting via the web site:

Thank you for your interest in local government elections. Your comments have been received, and will assist the Local Government Elections Task Force in its review of local government election issues. Thank you again for taking the time to provide your views.
INSERT LGETF WEB SITE ADDRESS

Short and sweet.

Grace Van den Brink
A/Assistant Director
Local Government - First Nations Relations
Ministry of Community and Rural Development
Tel: 250 356-5673
Email: Grace.VandenBrink@gov.bc.ca

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Friday, January 15, 2010 7:10 AM
To: Marson, Michael CD:EX; Sutherland, Don CD:EX
Cc: Van Leeuwen, Alayna CD:EX; Wilson, Deidre J CD:EX
Subject: Elections Task Force Web Pages -- draft text -- REVISED

(Ignore the first e-mail; I made a few tweaks so this is the revised version. Talk to you this afternoon)

Michael/Don: For our discussion tomorrow, here is my attempt at providing text for the main page and the sub-pages for the web site, as well as commenting on Marie's comments, where noted. Hope this helps. Talk to you tomorrow.
Nicola

s.13

Pages 114 through 117 redacted for the following reasons:

S. 13

S.14

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Friday, January 15, 2010 10:31 AM
To: Marson, Michael CD:EX; Ritchie, Leanne PAB:EX; Black, Marc PAB:EX; Brown, Tom G CD:EX; Sutherland, Don CD:EX; Glickman, Marika PAB:EX
Subject: RE: Local Government Elections Website Mock-up

Leanne – As we are meeting this afternoon to debrief on Elections Task Force (with yourself and Marika and Tom and Don), that might be the best time to sort through any questions. I did send to Marika yesterday interim contact information (pre-web site) for people who can't wait to send in letters, so if needed that could be shared with the Minister's office. See you this afternoon. Nicola

From: Marson, Michael CD:EX
Sent: Friday, January 15, 2010 9:29 AM
To: Ritchie, Leanne PAB:EX; Abbott, Sally CD:EX; Black, Marc PAB:EX; Marotz, Nicola CD:EX; Paget, Gary CD:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX; Brown, Tom G CD:EX; Sutherland, Don CD:EX; Glickman, Marika PAB:EX
Subject: RE: Local Government Elections Website Mock-up

Hi...
We're quietly hoping for launch end of next week – I know from Tom B that we need to start directing people to the site.

One additional detail – we'll need to have the link (ideally a button) placed on the MCD home page. Much of our early correspondence on the task force directed people to the MCD website...
Can you tell me what we need to do to make that happen...and the dimension of the graphic?

Thanks
Michael

From: Ritchie, Leanne PAB:EX
Sent: Friday, January 15, 2010 9:23 AM
To: Marson, Michael CD:EX; Abbott, Sally CD:EX; Black, Marc PAB:EX; Marotz, Nicola CD:EX; Paget, Gary CD:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX; Brown, Tom G CD:EX; Sutherland, Don CD:EX; Glickman, Marika PAB:EX
Subject: RE: Local Government Elections Website Mock-up

So with luck, optimism and complete focus, we could say get this up and running with a news release out late next week?
(The Minister's office is now getting request for where to send input.)
Leanne

From: Marson, Michael CD:EX
Sent: Friday, January 15, 2010 9:17 AM
To: Ritchie, Leanne PAB:EX; Abbott, Sally CD:EX; Black, Marc PAB:EX; Marotz, Nicola CD:EX; Paget, Gary CD:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX; Brown, Tom G CD:EX; Sutherland, Don CD:EX
Subject: RE: Local Government Elections Website Mock-up

Good morning...
Yes we have – Marc was able to secure sign off from PAB HQ for a slightly revised design.

Ryan and Sudie are in the process of implementing the design, the server-side infrastructure is in place and we have decided upon the URL.

My hope the site template will be substantially complete early next week and ready to populate with content.

Nicola, Don and I have a meeting this afternoon to discuss preliminary content and update the page structure accordingly.

Nicola is likely your best source in terms of reviewing content in advance of it being on the site – however it will likely be early next week before we have near final text.

Thanks
Michael

From: Ritchie, Leanne PAB:EX
Sent: Friday, January 15, 2010 9:04 AM
To: Marson, Michael CD:EX; Abbott, Sally CD:EX; Black, Marc PAB:EX; Marotz, Nicola CD:EX; Paget, Gary CD:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX; Brown, Tom G CD:EX
Cc: Notenberg, Scott CD:EX
Subject: RE: Local Government Elections Website Mock-up

Michael,

I understand in my absence you were able to make some progress on the local government site. Just wondering if there's a timeline/ progress update so we can figure out when we need to be available to review content, get the news release prepped and wrap this into a communications plan for the Minister's office. Thanks for your help.

Leanne

From: Marson, Michael CD:EX
Sent: Friday, January 8, 2010 12:06 PM
To: Abbott, Sally CD:EX; Ritchie, Leanne PAB:EX; Black, Marc PAB:EX; Marotz, Nicola CD:EX; Paget, Gary CD:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX; Brown, Tom G CD:EX
Cc: Notenberg, Scott CD:EX
Subject: RE: Local Government Elections Website Mock-up

Hi there..

This is an unexpected turn of events - however we are in the process of trying to understand what design changes are needed in order for PAB HQ to sign off on the site.

Until that is known it is likely best to hold off on implementation of the current design - the server side, infrastructure work and content development needs to continue so we are in a position to launch when the revised design has been implemented.

Thanks for your patience I'll be in touch as things unfold...

Michael

From: Abbott, Sally CD:EX
Sent: Fri 08/01/2010 10:13 AM
To: Ritchie, Leanne PAB:EX; Black, Marc PAB:EX; Marotz, Nicola CD:EX; Paget, Gary CD:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX
Cc: Marson, Michael CD:EX; Notenberg, Scott CD:EX
Subject: RE: Local Government Elections Website Mock-up

Hi everyone,

We have a graphic designer in our unit (Ryan) but he will need clear direction as to how to proceed.

Question: Should Ryan stop the design work he is doing now until there is further information? Please advise.

We will proceed with the site setup and domain name request as originally discussed ...

Cheers, Sally

From: Ritchie, Leanne PAB:EX
Sent: Friday, January 8, 2010 9:55 AM
To: Abbott, Sally CD:EX; Black, Marc PAB:EX; Marotz, Nicola CD:EX; Paget, Gary CD:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX
Cc: Marson, Michael CD:EX; Notenberg, Scott CD:EX
Subject: RE: Local Government Elections Website Mock-up

Hi Sally,

Despite being a partnership with UBCM, Carolyn says still we need to bring it into provincial standards. She says it won't get signed off as is. She also said if we need some graphic design help to let Marc know and they can have a chat about requesting assistance from Pab Graphics.

Leanne

From: Abbott, Sally CD:EX
Sent: Friday, January 8, 2010 9:09 AM
To: Black, Marc PAB:EX; Ritchie, Leanne PAB:EX; Marotz, Nicola CD:EX; Paget, Gary CD:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX
Cc: Marson, Michael CD:EX; Notenberg, Scott CD:EX
Subject: RE: Local Government Elections Website Mock-up

We will go ahead with the domain name request asap. PAB HQ will see the name when they get the request in any case.

Cheers, Sally

From: Black, Marc PAB:EX
Sent: Friday, January 8, 2010 8:59 AM
To: Ritchie, Leanne PAB:EX; Marotz, Nicola CD:EX; Paget, Gary CD:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX
Cc: Marson, Michael CD:EX; Abbott, Sally CD:EX
Subject: RE: Local Government Elections Website Mock-up

Hi – I am fine with the name, we will get approval from PAB HQ asap.
thanks

From: Marson, Michael CD:EX
Sent: Friday, January 8, 2010 7:18 AM
To: Marotz, Nicola CD:EX; Paget, Gary CD:EX; Ritchie, Leanne PAB:EX; Cheung, Ryan CD:EX; Rao, Sudie CD:EX
Subject: FW: Local Government Elections Website Mock-up
Importance: High

Hi there....

My apologies but the URL I sent late yesterday was incorrect...

the correct url will be: www.electiontaskforce.gov.bc.ca with the following e-mail address:

comments@electiontaskforce.gov.bc.ca

Thanks everyone..
Michael

From: Marson, Michael CD:EX
Sent: Thu 07/01/2010 4:51 PM
To: Marotz, Nicola CD:EX; Paget, Gary CD:EX
Cc: Sutherland, Don CD:EX; Rao, Sudie CD:EX; Cheung, Ryan CD:EX; Ritchie, Leanne PAB:EX; Web CD\TCA:EX; Abbott, Sally CD:EX
Subject: Local Government Elections Website Mock-up

Hi there...

Pleased find attached the "final" mock-up of the Local Government Elections website.

As discussed the URL will be www.localelectiontaskforce.gov.bc.ca

Nicola - I've incorporated most of your changes – my sense is there will be minor design or text changes along the way but hopefully this PDF is sufficient to get buy-in from UBCM.

Leanne – can you please confirm PAB HQ is ok with this URL – that will help expedite the process when ISB sends their request for it.

I'm not in tomorrow but Sudie and Ryan will be starting work on the site first thing tomorrow. I'm available by phone if needed and Sudie has my contact information.

My expectation is we will have a working version my mid-next week so if there is content you would like on the site please send it to me as soon as you can.

Thanks!

Michael

Michael Marson
Manager, Advisory Services
Advisory Services Branch
Ministry of Community & Rural Development
Tel: (250) 356-0230
Fax: (250) 387-7972

<<Election Task Force Presentation_final.pdf>>

Marotz, Nicola CD:EX

From: Marson, Michael CD:EX
Sent: Friday, January 15, 2010 2:48 PM
To: Paget, Gary CD:EX
Cc: Abbott, Sally CD:EX; Marotz, Nicola CD:EX
Subject: FW: email address for Local Government Elections Task Force

Importance: High

Hi Gary...

Can you please approve as per Sally's not below when you get back next week?

Thanks

Michael

From: Abbott, Sally CD:EX
Sent: Friday, January 15, 2010 2:43 PM
To: Marson, Michael CD:EX
Cc: Notenberg, Scott CD:EX; Tosh, Rulen CD:EX; Asato, Ayano CD:EX; Cheung, Ryan CD:EX; Abbott, Sally CD:EX; Rao, Sudie CD:EX
Subject: email address for Local Government Elections Task Force

Michael,

I've amended and re-submitted ticket #5048 (which is actually Ryan's ticket) with the information below:

NOTE: Gary will need to "EA" this request again as it's been changed. He will NOT receive a notification that it's been re-submitted, therefore could you please ensure he approves this asap (also please have a quick look at the info below or the ticket itself to ensure it's okay).

=====

Rush request for the creation of the email address below and corresponding mailbox. Please give Grace Van den Brink access to the new mailbox. Thank you.

Email Address: localelectiontaskforce@gov.bc.ca

Display Name:
Local Elections Task Force CD:EX

Sally

=====

Sally Abbott
Web Team Lead
Information Systems Branch
Ministry of Community and Rural Development
Ministry of Tourism, Culture and the Arts
3rd Floor, 800 Johnson Street
PO Box 9802 Stn Prov Govt
Victoria, British Columbia V8W 9W1

Phone: 250 387-5650 Fax: 250 387-1590
Email: Sally.Abbott@gov.bc.ca

 *Please consider the environment before printing this e-mail*
=====

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Monday, January 18, 2010 6:58 AM
To: Van Leeuwen, Alayna CD:EX; Wilson, Deidre J CD:EX
Subject: UBCM Executive meeting note on Task Force

Importance: High

Alayna/Deidre: I went to review the note and provide some starting points for you, Alayna, when I realized that it probably made more sense to just go in and make the changes (given all the tasks everyone has on their plates at this point and the minimal importance of this note, it seemed the most efficient). So, here is the draft – please take a look and let me know if there is anything else that should be covered (i.e. are there other messages for the “provincial objective?”). If you could let me know this morning, then I can let Birgit know it’s done. Thanks Nicola

s.13

s.13



Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Tuesday, January 19, 2010 8:45 AM
To: Van den Brink, Grace CD:EX
Cc: Glickman, Marika PAB:EX; Ritchie, Leanne PAB:EX; Sutherland, Don CD:EX; Brown, Tom G CD:EX
Subject: RE: Draft Letters and NGO contact list

Grace:

Looking good! I have made just a few minor changes (track changes) in the 2 letters (as well, you need to check the e-mail address with Michael).

On the list of groups, I think that we decided that BCSTA was also getting a separate letter (to also cover off the invitation to present) and that Tom was doing a draft of that, along with the letter to the Opposition (please confirm with him).

Whenever you have received final input on the letters to local government/other groups, I find out from UBCM what they need for their approval process.

Thanks again for all your work on this.

Nicola

From: Van den Brink, Grace CD:EX
Sent: Monday, January 18, 2010 2:35 PM
To: Marotz, Nicola CD:EX; Brown, Tom G CD:EX
Cc: Glickman, Marika PAB:EX; Ritchie, Leanne PAB:EX; Sutherland, Don CD:EX
Subject: Draft Letters and NGO contact list

Hello:

I've incorporated the suggestions and am returning the letters for one more review. If the letters are correct, please forward for approvals: Nicola for UBCM approval and Tom for MCD approval.

For Local Governments:

I:\Locgov dept common\LGD Shared\LGPRB\Projects\ElectionsTaskForce\Correspondence\Letter Call for Submission Local Government Draft 01.18.10.docx

For Non-Local Governments:

I:\Locgov dept common\LGD Shared\LGPRB\Projects\ElectionsTaskForce\Correspondence\Letter Call for Submission Non-Local Government Draft 01.18.10.docx

The contact for non-government organizations can be found at (as discussed on Friday, Opposition letter to be handled by Tom):

I:\Locgov dept common\LGD Shared\LGPRB\Projects\ElectionsTaskForce\StakeholderEngagement\Listof RepresentativeGroupsforLetter.docx

Any questions/concerns, just let me know.

Thanks,
Grace

Grace Van den Brink
A/Assistant Director
Local Government - First Nations Relations
Ministry of Community and Rural Development
Tel: 250 356-5673
Email: Grace.VandenBrink@gov.bc.ca

Pages 128 through 134 redacted for the following reasons:

S.13

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Tuesday, January 19, 2010 3:24 PM
To: King, Wendy L CD:EX
Subject: RE: Elections Task Force -- Revised schedule of upcoming meetings

That's awesome, Wendy. Perhaps just to be safe, ,might be worth booking April 1 as an all-day meeting as well (until 4:30) (it's hard to know at this point precisely how much time since that's a ways away).

Thanks for all your work on this!

Nicola

From: King, Wendy L CD:EX
Sent: Tuesday, January 19, 2010 2:20 PM
To: Marotz, Nicola CD:EX
Subject: RE: Elections Task Force -- Revised schedule of upcoming meetings

Hi Nicola,

I have the Oak Room booked on the 10th starting at 8 am in case there is any need for set up until 4:30 (allowing time for any clean up of material); 11th from 8:30 – 1 pm (again a bit extra on each side for set up and clean up).

On March 31st the Oak Room is booked at 8:30 – 4:30 as above; and April 1st from 8:30 – 1 pm (as above).

Wendy

From: Marotz, Nicola CD:EX
Sent: Tuesday, January 19, 2010 10:47 AM
To: 'Gary MacIsaac'; 'mcrawford@ubcm.ca'
Cc: Wall, Dale CD:EX; MacLean, Ian CD:EX; King, Wendy L CD:EX; Van Leeuwen, Alayna CD:EX; Wilson, Deidre J CD:EX; Sutherland, Don CD:EX; Paget, Gary CD:EX; Furey, Mike CD:EX
Subject: Elections Task Force -- Revised schedule of upcoming meetings

Gary/Marie:

Attached is the revised schedule of upcoming meetings (including proposed topics for discussion) for send out to the Task Force members.

Note that our Minister is available for the March 12 event in Richmond, but not for the whole day (he needs to be on a 2:15 p.m. flight).

In sending out the schedule to Task Force members, it might be helpful to note in the e-mail:

- that the next meeting is February 4, 9:30-3:30 at UBCM offices in Richmond
- that that meeting will only last 1 day (so they no longer need to stay over for February 5)

- that the UBCM consultation workshop for local governments will be held in Richmond on March 12, so they should include that in their calendars (i.e. including needing to stay over between the March 10-11 meetings in Victoria and the March 12 meeting in Richmond)
- that the presentations noted in the schedule remain TBC (to be confirmed)

Note also that there will be the need to schedule a few further meetings in April and May, so if members should start advising of when they are not available those months.

Hope that works for you.

Whenever you are o.k. with the record of decision, I can finalize that and get it back to you for send out to Task Force members.

Cheers

Nicola

<< File: Schedule of Task Force Meetings_with Topics_Jan 19.pdf >>

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Wednesday, January 20, 2010 10:01 AM
To: King, Wendy L CD:EX
Cc: Valentine, Lee CD:EX
Subject: RE:

Wendy: Thanks for letting me know about this (I really appreciate you thinking of me and this process and the impact this would have on the MLAs). Good news is that UBCM appears to be o.k. with simply shifting the meeting from Feb 4 to Feb 5 (same times, same place in Richmond). That should work for all members, since they had been holding the 5th as a potential meeting date anyway. The schedule reflecting this should be sent out to Task Force members today. Thanks again! Nicola

-----Original Message-----

From: King, Wendy L CD:EX
Sent: Wednesday, January 20, 2010 9:49 AM
To: Marotz, Nicola CD:EX
Subject:

Hi Nicola,

It seems that there is a Caucus meeting on Feb. 4th from 10 - 2 in Vancouver. Is there any way to work around this.

Wendy

Wendy King
Administrative Coordinator to
The Honourable Bill Bennett
Minister of Community & Rural Development
(250)387-5226

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Wednesday, January 20, 2010 11:34 AM
To: 'Gary MacIsaac'; 'mcrawford@ubcm.ca'
Cc: Wall, Dale CD:EX; MacLean, Ian CD:EX; King, Wendy L CD:EX; Van Leeuwen, Alayna CD:EX; Wilson, Deidre J CD:EX; Sutherland, Don CD:EX; Paget, Gary CD:EX; Furey, Mike CD:EX; Van den Brink, Grace CD:EX
Subject: Elections Task Force -- Really Revised schedule of upcoming meetings, record of decision and other stuff
Importance: High

Gary/Marie:

Attached is the **revised schedule of upcoming meetings** (including proposed topics for discussion) as well as the **record of decision** from the January 11 meeting. If you could please have them both sent out to Task Force members today, that would be much appreciated.

Schedule:

For your information, please be advised that our Minister is available for the March 12 event in Richmond, but not for the whole day (he needs to be on a 2:15 p.m. flight).

In sending out the schedule to Task Force members, it might be helpful to note in the e-mail:

- that the next meeting is now **February 5**, 9:30-3:30 at UBCM offices in Richmond
- that there is no meeting on February 4
- that the UBCM consultation workshop for local governments will be held in Richmond on March 12, so they should include that in their calendars (i.e. including needing to stay over between the March 10-11 meetings in Victoria and the March 12 meeting in Richmond)
- that the presentations noted in the schedule remain "TBC" (to be confirmed)

You may also want to note that there will be the need to schedule a few further meetings in April and May, so if members should start advising of when they are not available those months.

Record of decision

In sending out the record of decision, it might be worth noting that Task Force members will have the opportunity to review/confirm the record of decision at the next (Feb 5) Task Force meeting.

Other stuff

You may also want to consider including in the e-mail note to Task Force members reminding them that if they are meeting with individuals and groups to hear their views on the elections issues under review, that they should be keeping track of those meetings. Members can advise us on an ongoing basis of who they are meeting and on which election issues -- by sending that information by e-mail to Grace.VandenBrink@gov.bc.ca and/or by reporting out on and providing a list at each Task Force meeting of who they met with and on what issues.

I have also attached a PDF version of the Terms of Reference (I heard of no further changes from this end so it looks to be the final version), for your Executive Committee meeting. As we discussed, don't think that this needs to be sent out to the members again; we'll just put it on the web site when that is up (which is still actively being worked on, and I'll be in touch when I have a better sense of when there is something to look at).

I think that is all for now!

Cheers

Nicola



Schedule of Task
Force Meeting...



recordofdecision_
mtg.pdf



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fReference_FIN...

Schedule of next Task Force Meetings with Tentative List of Topics/Activities for those Meetings

The following sets out proposed main topics for discussion at upcoming Task Force meetings, as well as some opportunities for the Task Force to receive specified input. This schedule will continue to be adjusted as the nature of additional discussion on topics from previous meetings is more clearly defined, and input/presentations confirmed. Some additional meetings will be needed (i.e. in April/May).

| Meeting | Proposed Topics/Activities |
|---|--|
| January 11 9:30 a.m. – 3:30 p.m. UBCM offices Richmond | <ul style="list-style-type: none"> ✓ confirm Terms of Reference and Dec 3 record of decision ✓ overview of campaign financing ✓ campaign contribution limits ✓ corporate vote ✓ approaches to Task Force engagement ✓ topics for discussion at next meetings and schedule |
| February 5 9:30 a.m. – 3:30 p.m. UBCM offices Richmond | <ul style="list-style-type: none"> • campaign finance disclosure • public financing for campaigns (e.g. tax credits) • election cycle (term of office) • report on input received to date • technical input from Patrick Smith/Kennedy Stewart [TBC] • additional discussion on topics from previous meeting (if needed) |
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| March 12 UBCM Consultation workshop TBD Richmond | <ul style="list-style-type: none"> • listen to input from local governments |
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| April 1* (likely 9:30 a.m. – 3:30 p.m.) Legislative Buildings Victoria | <ul style="list-style-type: none"> • corporate vote • report on input received to date • education, training and best practices • additional discussion on topics from previous meetings |

*There is flexibility as to which topics/activities would be March 31 and which would be April 1 (i.e. depending on scheduling of presentations).

LOCAL GOVERNMENT ELECTIONS TASK FORCE

January 11, 2010

Record of Decisions

ATTENDEES

Task Force members:

Chair Harry Nyce, President, Union of BC Municipalities (UBCM) (co-chair) (by phone),
Bill Bennett, Minister of Community and Rural Development (MCD) (co-chair)
Councillor Barbara Steele, First Vice-President,
Mayor Mary Sjostrom, Third Vice-President,
Donna Barnett, MLA, Cariboo-Chilcotin,
Douglas Horne, MLA, Coquitlam-Burke Mountain

UBCM staff: Gary MacIsaac, Marie Crawford

Ministry staff: Dale Wall, Nicola Marotz, Alayna Van Leeuwen, Brad Cox

Minister's Office staff: Ian Maclean

DECEMBER 3, 2009 MEETING

- ✓ Record of decision approved

TERMS OF REFERENCE

- ✓ Terms of Reference approved with minor amendments

APPROACH TO ENGAGEMENT WITH STAKEHOLDERS

- ✓ A Local Government Elections Task Force web site will be the key source of information about the Task Force and the issues under review. In general, papers and other materials considered by the Task Force should be posted on that site.
- ✓ Written comments will be the primary means by which the Task Force will receive input from local governments, representative groups and members of the public on the issues under review. To that end, a common Task Force e-mail address will be established, and a mailing address and fax number identified.
- ✓ The Task Force will raise awareness of the Task Force, the issues under review and the opportunity to provide written comments in a number of different ways, including letters to local governments and province-wide representative groups, and information to the media.
- ✓ Individual Task Force members will raise awareness of and hear input on the issues under review from interested local governments, other organizations and individuals with whom they meet in the course of their work duties or on request. Members will keep the Task Force apprised of such input.
- ✓ Given their unique position (i.e. representing the majority of those most directly subject to local government elections legislation), the Task Force intends to meet with representatives of the BC School Trustees Association (BCSTA), as well as with interested local governments. UBCM is to

determine the key forum for this engagement with local governments. The Leader of the Opposition/members of her Caucus will also be invited to meet with the Task Force.

- ✓ Technical input will continue to be provided through the policy development process by staff of Elections B.C., Local Government Management Association, Ministry of Education (including BCSTA) and Ministry of Attorney General. That input will be augmented by inviting input from interested academics (e.g. SFU's Patrick Smith and Kennedy Stewart), as well as other organizations as directed by the Task Force.

TOPICS FOR DISCUSSION

Task Force members considered papers on the following topics:

- **Corporate vote** – staff were directed to
 - ✓ undertake further work to understand the various elements of a corporate vote, including seeking technical input from Canadian Federation of Independent Business and BC Chamber of Commerce;
 - ✓ provide the Task Force with the resulting information at a meeting in March; and
 - ✓ include the discussion paper on the Task Force web site
- **Overview of campaign financing** – staff were directed to
 - ✓ include the overview paper on the Task Force web site
- **Campaign contribution limits** – staff were directed to
 - ✓ include the discussion paper on the Task Force web site

ADDITIONAL ITEMS

- ✓ Province and UBCM may appoint alternate Task Force members (i.e. for UBCM, a member of President's Committee) to be kept informed of Task Force work and to participate in the absence of other members

NEXT STEPS

- ✓ Meeting schedule and potential topics for scheduled meetings to be revised in light of Task Force discussions and decisions at this meeting; a revised schedule is to be sent out to Task Force members as soon as possible

January 18, 2010

Pages 143 through 145 redacted for the following reasons:

S.13

Marotz, Nicola CD:EX

From: Van Leeuwen, Alayna CD:EX
Sent: Wednesday, January 20, 2010 2:06 PM
To: 'Delena Patterson'; Duerksen, Dave EDUC:EX; Stewart, Terry J EDUC:EX; 'lcrane@rdek.bc.ca'; Neufeld, Harry R EBC:EX; Reimer, Neil AG:EX; 'tpugh@civicinfo.bc.ca'
Cc: Avery, Ainslie CD:EX; 'gmacisaac@ubcm.ca'; Marotz, Nicola CD:EX; 'mcrawford@ubcm.ca'; Paget, Gary CD:EX; Sutherland, Don CD:EX
Subject: FYI - update re. Local Gov't Elections Task Force - mtg & next steps

Hello everyone

Thank you all for your assistance in getting comments to us on our first round of policy papers for the Local Government Elections Task Force meeting that was held January 11, 2010.

We wanted to bring you up to date on some outcomes of the January 11 meeting and alert you to the upcoming round of policy papers being issued for your review and comment.

Policy papers

Task Force members reviewed the first round of policy papers and decided that they would generally like papers reviewed by the Task Force to be posted to the public website (currently under construction). The Task Force seemed very pleased with the quality of the papers and had good discussions about them. Your contributions provided before the meeting definitely helped in that regard, so thank you again for your quick and thoughtful responses to our last invitation for comments on those papers.

Engagement/consultation with stakeholders

The Task Force has decided that given the time constraints it is working under, a website and email address will be the primary method of communicating with the public/stakeholders and receiving written input from them. Awareness-building will be a critical strategy to ensure the website is effective in soliciting these written opinions. Letters to local governments and province-wide representative groups and information to the media will be distributed to assist in awareness-building. In their daily work, the Task Force members will also each individually undertake to build awareness of the Task Force's work and the opportunity to provide written comments.

The Task Force recognizes that there is broad interest in local elections issues, but that there is not enough time to have representatives from all potentially interested parties meet face-to-face. Technical advisors will have opportunity to give in-person advice to the Task Force on relevant topics (e.g. Elections BC, LGMA), and some early technical input will be sought from academics.

In addition, local governments and the BCSTA will have opportunities for face to face engagement with the Task Force in recognition of their direct interest in these issues.

Ministry and UBCM staff will follow up with you soon regarding scheduling possibilities.

Website & email

The LGETF website is expected to be live very soon. The address will be www.localelectiontaskforce.gov.bc.ca. Background information and discussion papers will be posted to this website, as will the Task Force's terms of reference once it is finalized. The email address for the public and stakeholders to submit written comments will be confirmed soon. We will notify you all once the site is operational.

Next steps

We expect to send the next group of policy papers for technical review by the elections experts by this week's end. We would once again appreciate your comments. The next papers will be on the topics of **public financing** for campaigns (e.g. tax credits/reimbursement of election expenses), **election cycle** (including term of office length) and **campaign finance disclosure**. These papers will be reviewed at the next Task Force meeting, scheduled for February 5, 2010; therefore comments back will be requested by January 26 if possible. We will once again be facing regrettably tight

turnaround times for your comments on the papers, so our apologies in advance for that. Some changes to the scheduling of topics for discussion were required after the Jan. 11 meeting, leading to having to move up some of the less developed papers.

Please contact myself, Nicola Marotz, Don Sutherland or Gary Paget with any questions you might have about the work of the Task Force to date or about next steps.

Thank you,

Alayna

Alayna van Leeuwen
Senior Policy Analyst
Local Government Policy and Research Branch
Ministry of Community and Rural Development, British Columbia

Phone: (250) 356-7020
Fax: (250) 387-6212
Email: Alayna.vanLeeuwen@gov.bc.ca

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Wednesday, January 20, 2010 5:32 PM
To: Van Leeuwen, Alayna CD:EX; Paget, Gary CD:EX
Subject: Re: FYI - Elections BC conversation

Alayna -- Really nicely handled, but I totally agree with you that the timeline is too tight. He has given us an opening, though (the "tell me if this causes unproductive heartburn" comment). Perhaps, Gary, you and Alayma could have a conversation about following up with Harry (perhaps it needs both of you on the phone with him?). Your call. Thanks. Nicola

From: Van Leeuwen, Alayna CD:EX
To: Marotz, Nicola CD:EX
Cc: Paget, Gary CD:EX
Sent: Wed Jan 20 16:56:26 2010
Subject: FW: FYI - Elections BC conversation

That's a pretty tight timeline for us to have a look at their paper. I did tell him I expected we'd have a slight breather (during which we might be able to look at his paper) between issuing the papers we are working on and waiting for comments back from the technical experts. But this would be a fairly demanding timeline, especially if they don't get it to us until Friday. He's allowing a pretty generous timeframe for the Task Force members to review their paper, so it might be possible to convince him to slide forward the date by which he'd like members to have it to give the rest of us more time for reviewing it, especially if it's as long as he said it was expected to be (pushing 40 pages w. Appendices)

Gary, just to bring you up to date, I did get Harry to agree to let us ministry people see the paper before the technical experts do. He very much wants to write the email/note that will accompany the paper draft when it's sent out for the technical experts' review, but did say he would like us to look at the note before anything's sent to this group.

He will most likely revisit with you the issue around how the paper is ultimately transmitted to the Task Force members themselves. He may have been fishing there a bit when he started asking me about protocol for that -- I told him I couldn't answer that for him!

From: Neufeld, Harry R EBC:EX
Sent: Wednesday, January 20, 2010 4:44 PM
To: Van Leeuwen, Alayna CD:EX
Subject: RE: FYI - update re. Local Gov't Elections Task Force - mtg & next steps

Hi, Alayna.

Thanks for making time for me and providing your insights on how to support the process we're all part of.

If everything goes to plan, you and your Ministry colleagues will see a version of my consultant's "models in other jurisdictions" paper tomorrow or the next day for a 'first cut' review by Monday, January 25th. I will then get the author to make changes to any obvious errors or omissions.

The subsequent version will go to all members of the 'Group of Technical Election Experts' (a.k.a 'The Gang') on January 27th or 28th -- with a request that all comments and edit suggestions are returned to me by end of the day on February 4th. The subsequent 'final' version will then go to the Task Force members on or about February 10th.

Let me know if any of the above introduces unproductive heartburn.

Cheers,

Harry Neufeld

Chief Electoral Officer
British Columbia

From: Van Leeuwen, Alayna CD:EX
Sent: January-20-10 3:56 PM
To: Neufeld, Harry R EBC:EX
Subject: RE: FYI - update re. Local Gov't Elections Task Force - mtg & next steps

Hi Harry

Yes, I am around this afternoon. I do not have your direct line, however, so you'll need to either call me at 356 7020, or else let me know how to reach you.

Thanks,

Alayna

From: Neufeld, Harry R EBC:EX
Sent: Wednesday, January 20, 2010 3:15 PM
To: Van Leeuwen, Alayna CD:EX
Subject: RE: FYI - update re. Local Gov't Elections Task Force - mtg & next steps

Thanks for the very informative update, Alayna.

I have a consultant working on a paper (which Gary Paget may have mentioned) on the different 'models' used in other Canadian jurisdictions where the provincial/territorial elections office has a role to play in local government elections.

That paper would undoubtedly benefit from some edit review and comments from the 'group'. Could I have a telephone chat with you about the protocol around this process, who has what positions in which organizations etc., setting expectations vis-a-vis Elections BC's 'independent' role in the overall Task Force process, etc.?

Would you have time later this afternoon?

Cheers,

Harry Neufeld

Chief Electoral Officer
British Columbia

From: Van Leeuwen, Alayna CD:EX

Sent: January-20-10 2:06 PM

To: 'Delena Patterson'; Duerksen, Dave EDUC:EX; Stewart, Terry J EDUC:EX; 'lcrane@rdek.bc.ca'; Neufeld, Harry R EBC:EX; Reimer, Neil AG:EX; 'tpugh@civicinfo.bc.ca'

Cc: Avery, Ainslie CD:EX; 'gmacisaac@ubcm.ca'; Marotz, Nicola CD:EX; 'mcrawford@ubcm.ca'; Paget, Gary CD:EX; Sutherland, Don CD:EX

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We wanted to bring you up to date on some outcomes of the January 11 meeting and alert you to the upcoming round of policy papers being issued for your review and comment.

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scheduling of topics for discussion were required after the Jan. 11 meeting, leading to having to move up some of the less developed papers.

Please contact myself, Nicola Marotz, Don Sutherland or Gary Paget with any questions you might have about the work of the Task Force to date or about next steps.

Thank you,

Alayna

Alayna van Leeuwen

Senior Policy Analyst

Local Government Policy and Research Branch

Ministry of Community and Rural Development, British Columbia

Phone: (250) 356-7020

Fax: (250) 387-6212

Email: Alayna.vanLeeuwen@gov.bc.ca

Marotz, Nicola CD:EX

From: Iris Hesketh-Boles [lheskethboles@ubcm.ca]
Sent: Thursday, January 21, 2010 9:30 AM
To: King, Wendy L CD:EX; Leyne, Andrew LASS:EX; Shotton, Ryan LASS:EX; Harry Nyce; Barbara Steele; Mary Sjostrom; Bennett, Bill CD:EX
Cc: Furey, Mike CD:EX; Paget, Gary CD:EX; Sutherland, Don CD:EX; Wall, Dale CD:EX; Wilson, Deidre J CD:EX; Gary MacIsaac; Marotz, Nicola CD:EX; Marie Crawford; Davis, Richard CD:EX
Subject: Elections Task Force: Revised Meeting Date, Update and Follow-up Documentation
Attachments: Schedule of Task Force Meetings_with Topics_Jan 20.pdf; recordofdecision_mtg.pdf; TaskForce_TermsofReference_FINAL.pdf

The following is being sent on behalf of Marie Crawford:

Dear Elections Task Force Members:

Attached please find three attachments in follow up to our January 11, 2010 meeting.

The first attachment is a **revised schedule of upcoming meetings** (including proposed topics for discussion). Please note that the next meeting date is **Friday February 5** in Richmond at the UBCM offices. We will not be meeting on February 4. Please note this change in your calendars and refer to the overall revised schedule included in this email. You will also see that Friday March 12 has been proposed as a date to hold a UBCM consultation workshop in Richmond, following our 1.5 day meeting in Victoria over March 10-11.

The second attachment is the **record of decision** from the January 11 meeting. Task Force members will have the opportunity to review/confirm the record of decision at the next Task Force meeting on February 5.

The third attachment is the final **terms of reference** that the Task Force approved at the January 11, 2010 meeting.

So, to conclude please note:

- that the next meeting is now **February 5**, 9:30-3:30 at UBCM offices in Richmond and that there is no meeting on February 4.
- that the UBCM consultation workshop for local governments is proposed for March 12, in Richmond, so please include this date in your calendars
(i.e. will need to stay over between the March 10-11 meetings in Victoria and the March 12 meeting in Richmond)
- that the presentations noted in the schedule of meetings remain "TBC" (to be confirmed)

As there will be a need to schedule a few further meetings in **April and May**, so if members can please begin advising of when they are not available over those months, it would be greatly appreciated.

And one final reminder, if you are meeting with individuals and groups to hear their views on the elections issues under review, please keep track of those meetings. Members can advise on an ongoing basis of who they are meeting with and on which election issues -- by sending that information by e-mail to Grace.VandenBrink@gov.bc.ca and/or by reporting out on and providing a list at each Task Force meeting.

Thank you.

Marie Crawford
Associate Executive Director
UBCM
Suite 60 - 10551 Shellbridge Way
Richmond, BC
V6X 2W9

Ph. 604.270.8226 ext 104
Fax 604.270.9116

Please note my new email address is: mcrawford@ubcm.ca

..

Iris Hesketh-Boles
Executive Coordinator/Office Manager
Local Government House
625 Government Street, Victoria BC V8V 0A8
EM: lheskethboles@ubcm.ca
Tel: 250-356-5122 Fax: 250-356-5119

Schedule of next Task Force Meetings with Tentative List of Topics/Activities for those Meetings

The following sets out proposed main topics for discussion at upcoming Task Force meetings, as well as some opportunities for the Task Force to receive specified input. This schedule will continue to be adjusted as the nature of additional discussion on topics from previous meetings is more clearly defined, and input/presentations confirmed. Some additional meetings will be needed (i.e. in April/May).

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*There is flexibility as to which topics/activities would be March 31 and which would be April 1 (i.e. depending on scheduling of presentations).

Pages 154 through 173 redacted for the following reasons:

S.13

Marotz, Nicola CD:EX

From: Zucconi, Lydia CD:EX
Sent: Thursday, January 21, 2010 3:38 PM
To: 'Delena Patterson'; Duerksen, Dave EDUC:EX; 'lcrane@rdek.bc.ca'; Neufeld, Harry R EBC:EX; Reimer, Neil AG:EX; Stewart, Terry J EDUC:EX; 'tpugh@civicinfo.bc.ca'
Cc: Avery, Ainslie CD:EX; 'gmacisaac@ubcm.ca'; Marotz, Nicola CD:EX; 'mcrawford@ubcm.ca'; Paget, Gary CD:EX; Sutherland, Don CD:EX; Wilson, Deidre J CD:EX; Van Leeuwen, Alayna CD:EX
Subject: For review - public financing - draft LGETF policy paper

Hello everyone,

Attached is the second of several policy papers intended for review by the Local Government Elections Task Force at their February 5, 2010 meeting. This paper deals with local government election cycles (i.e. advantages and disadvantages of a longer term of office for locally elected officials). One more paper on campaign finance disclosure rules will follow. The election cycle paper and the campaign finance disclosure paper to follow are *drafts* only.

Please return comments to Alayna Van Leeuwen by **January 27, 2010**. Feel free to return your comments bilaterally (i.e. without CC'ing the entire group), unless you feel your comments raise an issue that requires the entire group's input immediately. If your comments are significant or extensive, we would appreciate earlier return of the comments if possible to allow time for revisions prior to issuing the material to Task Force Members. As the Task Force will need time to review the material before the February 5 meeting, our timelines are tight and we very much appreciate your understanding.

Return your comments to Alayna.vanLeeuwen@gov.bc.ca and they will be distributed to our colleagues in the ministry (Don, Nicola, Gary, Ainslie, etc.)

As discussed previously, these draft policy papers are presently not intended for broad distribution beyond this group of elections experts, but do feel free to consult with close colleagues as necessary.

Some of you may find that the policy papers do not present particular issues for you or you do not consider your organization to have a particular interest in the topic area. Do not feel obligated to comment extensively if that is the case.

If you have any further questions about the process for technical input & review generally, contact Don Sutherland, Gary Paget, Nicola Marotz or Alayna Van Leeuwen.



Length of Term -
Election Cycl...

Kind regards,

Lydia Zucconi
Policy Analyst
Local Government Policy and Research Branch
Ministry of Community and Rural Development
Phone: 250.356.9003 Fax: 250.387.6212
Email: Lydia.Zucconi@gov.bc.ca

Pages 175 through 188 redacted for the following reasons:

S.13

Marotz, Nicola CD:EX

From: Brown, Tom G CD:EX
Sent: Friday, January 22, 2010 9:55 AM
To: Marotz, Nicola CD:EX; Van den Brink, Grace CD:EX
Subject: Canadian Labour Congress

Hi Nicola and Grace – we just received this letter – should we add them to the list that will receive the NGO letter?

Thanks, Tom



Incoming_Log_13
4875.pdf



Canadian Labour Congress Congrès du travail du Canada

Kenneth V. Georgetti President / Président

Hassan Yussuff Secretary-Treasurer / Secrétaire-trésorier

Barbara Byers Executive Vice-President / Vice-présidente exécutive

Marie Clarke Walker Executive Vice-President / Vice-présidente exécutive

January 15, 2010

Hon. Bill Bennett,
Minister of Community and Rural Development
PO Box 9056 Stn. Prov Gov't
Victoria, BC V8W 9E2

Dear Hon. Bill Bennett;

The Local Government Elections Task Force was announced by Premier Campbell at the most recent Union of British Columbia Municipalities Convention last September. On December 4, 2009, the Task Force stated that is getting underway and will be seeking feedback from a "diverse range of stakeholders and will invite input from local governments, representative groups and the public on topics under review."

The Canadian Labour Congress and the BC Federation of Labour are very interested in participating in the outreach that the Task Force has promised. Local government elections are a very important aspect of citizen engagement and democracy in our Province.

It would be very helpful if you could outline the public consultation process you plan to undertake and any other opportunities that our organizations would have to participate in the Task Force.

Since the Task Force has been mandated to present recommendations no later than May 30, 2010, we would hope that your consultation timetable and outreach efforts would be available very shortly.

Sincerely,

Ron Stipp
Representative
CLC-Pacific Region

cc: Donna Barnett, MLA
Douglas Horne, MLA
Scott Fraser, MLA
Vicki Huntington, MLA
Mayor Mary Sjostrom
Councillor Barbara Steele

ll/cope225

c:\Documents and Settings\Wangan\My Documents\Ron Stipp\Election Task Force letter.doc

MINISTRY OF COMMUNITY AND RURAL DEVELOPMENT
MINISTER'S OFFICE
RECEIVED
JAN 19 2010
ROUTE TO: 134875
CC _____
DRAFT REPLY ☐ FNA ☒ FYI ☐
REPLY DIRECT ☐ FILE ☐ DM ☐

CORRESPONDENCE
BRANCH
Received
JAN 19 2010
Sent
JAN 19 2010
ASSIGN TO:
L.G.D. (Torn)
☐ INFO/FILE
☐ COM. MENTS/ADVICE
☒ NECESSARY ACTION
☐ REPLY DIRECT
☐ PREM. BULLETS
☐ MIN. RESPONSE
☐ DM. RESPONSE

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Friday, January 22, 2010 9:57 AM
To: Brown, Tom G CD:EX; Van den Brink, Grace CD:EX
Subject: RE: Canadian Labour Congress

I think that makes sense

From: Brown, Tom G CD:EX
Sent: Friday, January 22, 2010 9:55 AM
To: Marotz, Nicola CD:EX; Van den Brink, Grace CD:EX
Subject: Canadian Labour Congress

Hi Nicola and Grace – we just received this letter – should we add them to the list that will receive the NGO letter?

Thanks, Tom

<< File: Incoming_Log_134875.pdf >>

Marotz, Nicola CD:EX

From: Neufeld, Harry R EBC:EX
Sent: Friday, January 22, 2010 10:14 AM
To: Zucconi, Lydia CD:EX; Avery, Ainslie CD:EX; Marotz, Nicola CD:EX; Paget, Gary CD:EX; Sutherland, Don CD:EX; Wilson, Deidre J CD:EX; Van Leeuwen, Alayna CD:EX
Subject: DRAFT Discussion Paper re: central election oversight

Greetings,

I realize that each of you is quite deeply immersed in the production of discussion papers for use by the Task Force on local government election rules.

However, I would appreciate if you could take a little bit of time to do a quick overview of some related writing done completely outside of your environment.

With the intent of providing some solid background material to members of the Task Force, I commissioned a former Chief Electoral Officer (Lorne Gibson) to write a discussion paper on the topic of central election oversight of local government elections and the various models used in Canada. A draft of his paper is attached.



L Gibson

Discussion Paper.doc

I would like to solicit input on this paper from the entire 'group of technical election experts' that has reviewed (and is currently reviewing) discussion papers generated by the Ministry. However, before sending it to them I would appreciate if you could provide a quick first round of edits and insert comments for any obvious errors, inadvertent oversights or other concerns that stakeholders in the UBCM, LGMA, CivicInfo BC, School Trustees or the Attorney General's office might have. Please send the edited document back to me by the end of day next Tuesday, January 26th.

The next version of this paper will be distributed to all members of the 'group', and you will have an opportunity for more reflective input at that time. The timeframe for that input will likely be from January 28th to February 4th.

Thanks in advance for your efforts in making this paper as complete and clear as possible.

Happy reading!

Cheers,

Harry Neufeld
Chief Electoral Officer
Elections British Columbia
Phone: 250-387-5305
Toll-free: 1-800-661-8683 / TTY 1-888-456-5448
Fax: 250-387-3578
Location: 333 Quebec Street, Victoria
Email: harry.neufeld@elections.bc.ca
Website: www.elections.bc.ca

Pages 194 through 231 redacted for the following reasons:

S.13

Marotz, Nicola CD:EX

From: Zucconi, Lydia CD:EX
Sent: Friday, January 22, 2010 4:19 PM
To: 'Delena Patterson'; Duerksen, Dave EDUC:EX; 'lcrane@rdek.bc.ca'; Neufeld, Harry R EBC:EX; Reimer, Neil AG:EX; Stewart, Terry J EDUC:EX; 'tpugh@civicinfo.bc.ca'
Cc: Avery, Ainslie CD:EX; 'gmacisaac@ubcm.ca'; Marotz, Nicola CD:EX; 'mcrawford@ubcm.ca'; Paget, Gary CD:EX; Sutherland, Don CD:EX; Wilson, Deidre J CD:EX; Van Leeuwen, Alayna CD:EX
Subject: For review - campaign finance disclosure - draft LGETF policy paper

Hello everyone,

Attached is the last of the policy papers intended for review by the Local Government Elections Task Force at their February 5, 2010 meeting. This paper deals with campaign finance disclosure rules. As with the first two papers, this campaign finance disclosure paper is a *draft* only. However, it is a less developed draft than the others and will likely require more significant input.

Please return comments to Alayna Van Leeuwen by **January 27, 2010**. Feel free to return your comments bilaterally (i.e. without CC'ing the entire group), unless you feel your comments raise an issue that requires the entire group's input immediately. If your comments are significant or extensive, we would appreciate earlier return of the comments if possible to allow time for revisions prior to issuing the material to Task Force Members. As the Task Force will need time to review the material before the February 5 meeting, our timelines are tight and we very much appreciate your understanding.

Return your comments to Alayna.vanLeeuwen@gov.bc.ca and we will distribute them to our colleagues in the ministry (Don, Nicola, Gary, Ainslie, etc.)

As discussed previously, these draft policy papers are presently not intended for broad distribution beyond this group of elections experts, but do feel free to consult with close colleagues as necessary.

Some of you may find that the policy papers do not present particular issues for you or you do not consider your organization to have a particular interest in the topic area. Do not feel obligated to comment extensively if that is the case.

If you have any further questions about the process for technical input & review generally, contact Don Sutherland, Gary Paget, Nicola Marotz or Alayna Van Leeuwen.



Policy
ier_Disclosure_dra

Kind regards,

Lydia Zucconi
Policy Analyst
Local Government Policy and Research Branch
Ministry of Community and Rural Development
Phone: 250.356.9003 Fax: 250.387.6212
Email: Lydia.Zucconi@gov.bc.ca

Pages 233 through 242 redacted for the following reasons:

S.13

Marotz, Nicola CD:EX

From: Neufeld, Harry R EBC:EX
Sent: Monday, January 25, 2010 10:55 AM
To: Paget, Gary CD:EX
Cc: Marotz, Nicola CD:EX; Wilson, Deidre J CD:EX
Subject: RE: Gibson report

Thanks, Gary - conversations this week will need to be virtual, as I am on the road. However, I'm connected. . .

Cheers,
Harry

From: Paget, Gary CD:EX
Sent: Mon 25/01/2010 10:24 AM
To: Neufeld, Harry R EBC:EX
Cc: Marotz, Nicola CD:EX; Wilson, Deidre J CD:EX
Subject: Gibson report

Thank you for the opportunity to review this report. It provides good background on other provinces. This connects very closely with enforcement and will be scheduled for the March 11 meeting. We need to give it a careful review in terms of its accuracy in describing the current BC situation, noting that it will be made public on our web site.

We also need to think carefully how this paper fits with our other papers, in particular campaign financing and enforcement, and how the March 10 meeting is going to be managed. We will need a few more days to think this through. It would also be able useful to have a conversation with you later this week on how our respective efforts can be dovetailed to our mutual benefit.

Marotz, Nicola CD:EX

From: Van Leeuwen, Alayna CD:EX
Sent: Monday, January 25, 2010 9:40 AM
To: Marotz, Nicola CD:EX; Wilson, Deidre J CD:EX
Subject: FW: LGETF (Paddy questions)

Good news, we've heard from Paddy. He's got a few questions I need help from you two to answer...

From: Patrick Smith [mailto:psmith.sfu@gmail.com]
Sent: Saturday, January 23, 2010 1:21 PM
To: Van Leeuwen, Alayna CD:EX
Subject: LGETF

Hi Alayna:

I am back from a chilly, powerless Gulf Island cabin. Hydro power just re-hooked up and some new firewood chainsawed. - Telus til Feb!!!??

Hi's also and hope Kate settling in. I know you'll provide her with a good Ministry home for your new BC Leg Intern.

We are delighted to consider Minister Bennett's invitation to provide expert advice to the Local Government Election Task Force on February 5th, 2010 and are looking forward to receiving it soon. In order to properly prepare we were hoping you could provide a bit more detail on the following queries regarding the Task Force's needs.

- 1) Does task force want us to present for the full hour or allow some of this hour for Q and A? EG half or more?
- 2) The Premier's announcement included a number of key reform values: including improving election fairness, dealing with election expenses, accountability, transparency and public participation. This leaves a huge amount of territory to cover in an hour or less. Are there specifics aspects of reform on which the Task Force would prefer us to present? For example, has the task force yet decided whether it is going to deal with limiting how much money is raised or spent during local elections? Is there a consultation document or web page which we can consult for guidance as to the exact scope of its work?
- 3) Might we anticipate being involved at any subsequent stages of the Task Force work or is this a one off? If we are to present again, could we have some idea what the Task force might ask us to consider later in the process, when this might be and in what topics they would be interested?
- 4) Is Feb 5th a public meeting? If so, can we present using powerpoint or would handouts suffice? If the latter, could you let us know how many?

We look forward to hearing from Minister Bennett and to responses to these queries. And hope by Tiger Year this important local governing work is well underway.

Paddy + for Kennedy

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Monday, January 25, 2010 12:52 PM
To: Ritchie, Leanne PAB:EX
Subject: RE: NR and comm plan for local government elections task force

That is exactly the argument – while the essence of what that topic is may well morph to be “business vote”, for now we need to be consistent with the terms of reference. If we aren’t consistent, then it could also look as if the Task Force has already made some type of decision

From: Ritchie, Leanne PAB:EX
Sent: Monday, January 25, 2010 12:27 PM
To: Marotz, Nicola CD:EX
Subject: FW: NR and comm plan for local government elections task force

Hi Nicola,

I’m wondering if the counter argument for Dale’s suggestion would be that this is the wording used in the terms of reference, please see below to confirm.

Thanks

Leanne

From: Wall, Dale CD:EX
Sent: Monday, January 25, 2010 12:02 PM
To: Ritchie, Leanne PAB:EX
Cc: Valentine, Lee CD:EX
Subject: RE: NR and comm plan for local government elections task force

Looks fine. My one comment would be a suggestion that we refer to the Corporate vote as the business vote, unless there is good counter argument.

From: Ritchie, Leanne PAB:EX
Sent: Monday, January 25, 2010 10:44 AM
To: Wall, Dale CD:EX
Cc: Valentine, Lee CD:EX
Subject: NR and comm plan for local government elections task force
Importance: High

Hello,

Attached are the news release and communications plan for the local government elections task force, signed off by Nicola, Mike and Don, for your review. << File: CP_Local Government Elections task force.doc >> << File: nr_website launchDRAFT.doc >>

Leanne Ritchie
Public Affairs Officer
Ministry of Community and Rural Development
Phone: (250) 356-0979
Cell: (250) 213-8075
Email: Leanne.Ritchie@gov.bc.ca

Marotz, Nicola CD:EX

From: Marson, Michael CD:EX
Sent: Monday, January 25, 2010 3:15 PM
To: 'Marie Crawford'
Cc: Marotz, Nicola CD:EX
Subject: RE: Elections Task Force Website

Hi Marie..

Ok..thanks for letting me know...we have the latest version nearly ready...hopefully later today or early tomorrow am..still trying to work a few of the technical details out.

Nicola is co-ordinating content changes...once you and Gary have a look likely best to get in touch with her directly...

Will let you know when the site is viewable...

Michael

From: Marie Crawford [mailto:mcrawford@ubcm.ca]
Sent: Monday, January 25, 2010 3:08 PM
To: Marson, Michael CD:EX
Subject: Re: Elections Task Force Website

Hi Michael

I now have reactivated my BCid but have looked on the site and do not see how I can get Gary one. So, when you have the test site ready can you just let me know and I can try and log in when Gary and I are in same office this week and we can check the site out. Thanks
Marie

Marie Crawford
Associate Executive Director
UBCM
Suite 60 - 10551 Shellbridge Way
Richmond, BC
V6X 2W9

Ph. 604.270.8226 ext 104
Fax 604.270.9116

Please note my new email address is: mcrawford@ubcm.ca

From: "Marson, Michael CD:EX" <Michael.Marson@gov.bc.ca>
Date: Thu, 21 Jan 2010 07:52:50 -0800
To: <mcrawford@ubcm.ca>
Cc: "Marotz, Nicola CD:EX" <Nicola.Marotz@gov.bc.ca>, "Tosh, Rulen CD:EX" <Rulen.Tosh@gov.bc.ca>, "Notenberg, Scott CD:EX" <Scott.Notenberg@gov.bc.ca>
Conversation: Elections Task Force Website
Subject: Elections Task Force Website

Good morning Marie...

We're making significant progress on the site and I've been talking to our ISB about how to enable you and Gary to see the site on our test servers:

It's my understanding that each of you will need a BCid in order to see the site – and I believe you have one already but that Gary M does not.

This is an excerpt from an e-mail from our ISB folks...

s.15

If you are able to create Gary's BCid please send it along to me so I can get it to our ISB folks and set up access to the test site...

Thanks....and feel free to call me if you have any questions or trouble setting up the ID.

Michael

Michael Marson
Manager, Advisory Services
Advisory Services Branch
Ministry of Community & Rural Development
Tel: (250) 356-0230
Fax: (250) 387-7972

Marotz, Nicola CD:EX

From: Van Leeuwen, Alayna CD:EX
Sent: Tuesday, January 26, 2010 12:25 PM
To: Faulkner, Erin AG:EX
Cc: Marotz, Nicola CD:EX
Subject: For review - questions re. corporate vote in local elections

Hi Erin

How's this look? If you think this message makes sense, go ahead and forward it on to the admin/constitutional law group. If you think they need improvement, please do let me know and we can re-work these together.

Thanks!

s.14

As background, the discussion paper presented to the Task Force is attached.



PolicyPaper_Corp
orateVote_Task...

Please let us know if you need further information. We would be happy to meet to discuss this issue and our questions, should you require it.

Thank you,

Alayna van Leeuwen
Senior Policy Analyst
Local Government Policy and Research Branch
Ministry of Community and Rural Development, British Columbia

Phone: (250) 356-7020

Fax: (250) 387-6212

Email: Alayna.vanLeeuwen@gov.bc.ca

Marotz, Nicola CD:EX

From: Van Leeuwen, Alayna CD:EX
Sent: Wednesday, January 27, 2010 7:48 AM
To: Rohrick, Jason CD:EX
Cc: Marotz, Nicola CD:EX; Wilson, Deidre J CD:EX
Subject: FW: For review - campaign finance disclosure - draft LGETF policy paper
Attachments: Policy Paper_Disclosure_draft_ForTechReview_x007E_Jan22_ebc_edits.docx

From: Neufeld, Harry R EBC:EX
Sent: Wednesday, January 27, 2010 4:53 AM
To: Van Leeuwen, Alayna CD:EX
Cc: Western, Nola EBC:EX; Paget, Gary CD:EX
Subject: RE: For review - campaign finance disclosure - draft LGETF policy paper

Hello for the third time this morning, Alayna.

Attached please find Elections BC's proposed edits and comments on the last of the three paper that were sent to the review team last week - this one on campaign finance disclosure.

Again, as I am in Toronto attending meetings, please contact Nola Western, my Executive Director of Electoral Finance and Corporate Administration, if you have specific questions with regard to our input on this paper.

Cheers,
Harry Neufeld
Chief Electoral Officer
British Columbia

From: Zucconi, Lydia CD:EX
Sent: Fri 22/01/2010 4:18 PM
To: 'Delena Patterson'; Duerksen, Dave EDUC:EX; 'lcrane@rdek.bc.ca'; Neufeld, Harry R EBC:EX; Reimer, Neil AG:EX; Stewart, Terry J EDUC:EX; 'tpugh@civicinfo.bc.ca'
Cc: Avery, Ainslie CD:EX; 'gmacisaac@ubcm.ca'; Marotz, Nicola CD:EX; 'mcrawford@ubcm.ca'; Paget, Gary CD:EX; Sutherland, Don CD:EX; Wilson, Deidre J CD:EX; Van Leeuwen, Alayna CD:EX
Subject: For review - campaign finance disclosure - draft LGETF policy paper

Hello everyone,

Attached is the last of the policy papers intended for review by the Local Government Elections Task Force at their February 5, 2010 meeting. This paper deals with campaign finance disclosure rules. As with the first two papers, this campaign finance disclosure paper is a *draft* only. However, it is a less developed draft than the others and will likely require more significant input.

Please return comments to Alayna Van Leeuwen by **January 27, 2010**. Feel free to return your comments bilaterally (i.e. without CC'ing the entire group), unless you feel your comments raise an issue that requires the entire group's input immediately. If your comments are significant or extensive, we would appreciate earlier return of the comments if possible to allow time for revisions prior to issuing the material to Task Force Members. As the Task Force will need time to review the material before the February 5 meeting, our timelines are tight and we very much appreciate your understanding.

Return your comments to Alayna.vanLeeuwen@gov.bc.ca and we will distribute them to our colleagues in the ministry (Don, Nicola, Gary, Ainslie, etc.)

As discussed previously, these draft policy papers are presently not intended for broad distribution beyond this group of elections experts, but do feel free to consult with close colleagues as necessary.

Some of you may find that the policy papers do not present particular issues for you or you do not consider your organization to have a particular interest in the topic area. Do not feel obligated to comment extensively if that is the case.

If you have any further questions about the process for technical input & review generally, contact Don Sutherland, Gary Paget, Nicola Marotz or Alayna Van Leeuwen.

<<Policy Paper_Disclosure_draft_ForTechReview~Jan22.docx>>

Kind regards,

Lydia Zucconi

Policy Analyst

Local Government Policy and Research Branch

Ministry of Community and Rural Development

Phone: 250.356.9003 Fax: 250.387.6212

Email: Lydia.Zucconi@gov.bc.ca

Pages 252 through 262 redacted for the following reasons:

S.13

Marotz, Nicola CD:EX

From: Van Leeuwen, Alayna CD:EX
Sent: Wednesday, January 27, 2010 7:48 AM
To: McGeachy, Denise CD:EX
Cc: Wilson, Deidre J CD:EX; Marotz, Nicola CD:EX
Subject: FW: Policy Paper - Elections Cycle (Term of Office)

From: Lee-Ann Crane [mailto:lcrane@rdek.bc.ca]
Sent: Tuesday, January 26, 2010 5:29 PM
To: Van Leeuwen, Alayna CD:EX
Cc: Delena Patterson (Email); Kelly Ridley; Sheila Scholes
Subject: Policy Paper - Elections Cycle (Term of Office)

s.13

Thank you for the opportunity to comment. Please let me know if you have any questions about the statements made above.

Lee-Ann Crane, Chair

LGMA Elections Committee

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Wednesday, January 27, 2010 9:00 AM
To: Jones, Krista SSBC:EX
Cc: Montfort, Suzanne CD:EX
Subject: RE: FOI Request MCD-2010-00005 -

Krista:

No, we haven't sent them yet, so if you can pick them up, that would be super. We'll have them here in Policy and Research on the 6th floor (Suzanne Montfort has them at her desk)

Here are the electronic versions of the forms.



FOIreDec3meetin_g_CallforRecord... FOIreDec3meetin_g_Feeestimate.d...

Nicola

From: Jones, Krista SSBC:EX
Sent: Wednesday, January 27, 2010 8:55 AM
To: Marotz, Nicola CD:EX
Subject: RE: FOI Request MCD-2010-00005 -

Hi Nicola,

I will be over at 800 Johnson this morning, so I can come and get the records from you if you have not already sent them. If you could please forward me the forms you filled out electronically that would be great. And, yes once we have reviewed the records we will forward a "sign-off package" to the ministry for review before any documents are released.

Thank you

Krista Jones
Junior Analyst
Information Access Operations
Operations

Shared Services BC
Ministry of Citizens' Services
(250)953-3622
Krista.Jones@gov.bc.ca

Providing Services to:
Ministry of Community & Rural Development
Ministry of Tourism, Culture and the Arts
Ministry of Small Business, Technology and Economic Development

From: Marotz, Nicola CD:EX
Sent: Wednesday, January 27, 2010 8:49 AM
To: Jones, Krista SSBC:EX
Cc: Pearson, Barbera CD:EX; Brouwer, Shauna CD:EX; Valentine, Lee CD:EX; Furey, Mike CD:EX
Subject: RE: FOI Request MCD-2010-00005 -

Krista: The materials are being couriered to you this morning. I took a stab at filling out the forms, but let me know if I did them correctly (I can send you the forms electronically if that helps). I understand from Lee that you will deal with getting the approvals from here once your folks have reviewed the materials. Thanks Nicola

From: Jones, Krista SSBC:EX
Sent: Friday, January 22, 2010 8:43 AM
To: Marotz, Nicola CD:EX
Cc: Pearson, Barbera CD:EX; Brouwer, Shauna CD:EX; Valentine, Lee CD:EX
Subject: FOI Request MCD-2010-00005 -

Hello,

Information Access Operations has received a request for:

records (including but not limited to: any factual material, public opinion polls, statistical surveys, appraisals, economic forecasts, environmental impact statements, final reports or audits, consumer test reports, feasibility or technical studies, reports on the results of field research, reports of a task force, committee, council or similar body, a plan or proposal to establish or change a program, information cited publicly by the head of a public body, or information for which the purpose is to present background explanations or analysis to Executive Council) prepared for the December 3rd meeting of the Elections Task Force.

In addition, the applicant also requests the agenda for the meeting and any minutes recorded.

For your information, Information Access Operations has been involved in a business transformation and best practices review in order to develop and implement consistent FOI processes across government. As per Richard Poutney's email of December 3rd (copy attached) these processes are now being rolled out across government. They are intended to improve the quality, accuracy and timeliness of FOI request responses.

Also attached is Call for Records Form and Guidelines and Fee Estimates Calculation Form as mentioned in Richard Poutney's e-mail. **Both completed forms should be returned to me with the responsive records.** Please call or email me if you have any questions or concerns.

<< Message: FOI Operations - Communications >> << File: Call Rec.docx >> << File: fee estimate calculation standards.docx >>

Thank you,
Krista

Krista Jones
Junior Analyst
Information Access Operations
Operations

Shared Services BC
Ministry of Citizens' Services
☎ (250)953-3622
✉ Krista.Jones@gov.bc.ca

Providing Services to:

Information Access Operations Call for Records

Section 7 of the Freedom of Information and Protection of Privacy Act (the Act) places a duty on public bodies to respond to formal requests without delay and imposes a time limit of 30 working days from the date the FOI request is received by the public bodies. The purpose of this form is to assist Ministries and agencies with the record gathering process. Staff are encouraged to contact Information Access Operations (IAO) with concerns or questions.

| IAO is responsible to complete the following: | |
|---|--|
| FOI Request File Number: X Govt Number (if applicable) | MCD-2010-005 |
| Requester Type: | Political Party |
| Description of Request: | records (including but not limited to: any factual material, public opinion polls, statistical surveys, appraisals, economic forecasts, environmental impact statements, final reports or audits, consumer test reports, feasibility or technical studies, reports on the results of field research, reports of a task force, committee, council or similar body, a plan or proposal to establish or change a program, information cited publicly by the head of a public body, or information for which the purpose is to present background explanations or analysis to Executive Council) prepared for the December 3 rd meeting of the Elections Task Force. In addition, the applicant also requests the agenda for the meeting and any minutes recorded. |
| Request Received Date: | January 20, 2010 |
| Request Due Date: | March 3, 2010 |
| IAO Analyst/Team: Contact Information: | Krista Jones ✉ Krista.Jones@gov.bc.ca ☎ (250) 953-3622 |
| IAO Comments: | |
| The Ministry is responsible to complete the following: | |
| Ministry Search for Records: <ul style="list-style-type: none"> • Please describe your search for records including what records were searched (i.e. Files, email, databases, TRIM files, off-site records, etc) • please indicate duration of search time • please indicate who conducted the search for records | <ul style="list-style-type: none"> • Searched electronic Word files, hard copy files and binder of Task Force materials • Discussed search with colleagues who might have relevant records • Search time: 1 hour • Nicola Marotz, A/Executive Director, Local Government Policy and Research Branch |

| | |
|---|---|
| <p>Ministry Program Area</p> <p>Recommendations– Document potential harms¹ that could result from disclosure of records gathered and provide disclosure recommendations.</p> | <p>No particular harms identified, therefore disclosure recommended. The documents (with one exception – the record of decisions) are the agenda package of materials provided to the Local Government Elections Task Force, a joint task force of the province and UBCM. The documents provided are:</p> <ul style="list-style-type: none"> • Transmittal e-mail • Agenda • Local Government Elections backgrounder -- this document will be published on the Task Force web site, expected to be launched January 28 • Calendar -- a colour version of the same calendar has also been provided, as it is easier to read • Draft terms of reference – this document was amended as a result of discussion at the meeting (that was the reason it was on the agenda for discussion). The final version will be published on the Task Force web site, expected to be launched January 28. However, the record of decisions makes it clear that the terms of reference were being amended • UBCM Resolutions – these are selected resolutions (elections related) put forward at the 2009 UBCM Convention (the full Resolutions book is publicly available on UBCM's web site) • Tentative Schedule of Task Force meetings – this meeting schedule has also subsequently been revised, but it is clearly noted here as being “tentative” • Record of decisions <p>Note that the “news release” mentioned in the agenda and record of decision was a transitory draft version (don't have a copy); the final news release was issued December 4, 2009 and is publicly available</p> |
| <p>Ministry Record Location(s) – If you are aware of any other Ministry, agency, offices or locations that may have records responsive to this request, please indicate here.</p> | <p>UBCM would have the same agenda package</p> |

¹ **Harms** – Disclosure of the records would significantly harm the Ministry's position, or a third party interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. Issues associated with the possible disclosure through the FOI process that are unrelated to the harms assessment, should be communicated to your ministry executive and/or Public Affairs Bureau.

| | |
|--|-------|
| Ministry Director/Manager Name and Signature: Name (Printed): Signature: | Date: |
|--|-------|

Records are to be forwarded to IAO office within the following timelines:

| | | |
|---|------------------------------------|---------------------------------------|
| Call for Record Date: | | January 22, 2010 |
| Fee Estimate Due Date: | | January 29, 2010 |
| If fees do not apply, records are due to IAO by 4:00pm on: If fees apply your analyst will advise of your new due date once a deposit is received.) | | February 5, 2010 |
| General Request: 8-12 days | Personal Request: 4-10 Days | Cross Govt Request: 10-20 Days |

Ministry Support Guidelines for GENERAL FOI Requests

Preliminary Record Search and Assessment of Fees:

- If records do not exist within Ministry/Agency, **please advise IAO immediately**. Request will be closed or redirected by IAO.
- If some/all records reside within another public body, **please advise IAO immediately** specifying other public body, ministry, branch and/or region.
- If search and retrieval time is anticipated to exceed 3 hours and/or the volume of records exceeds 200 pages, **please advise IAO immediately**.
 - Advise of search time/record volume and estimate fees using attached fee calculation table.
 - If fee is estimated, do not proceed with records search or retrieval until IAO confirms fee with applicant.
 - Once fee has been confirmed with applicant and payment is received by IAO the following steps occur:
 1. IAO notifies the ministry.
 2. Ministry/Agency proceeds to retrieve and scan/photocopy responsive records.
 3. IAO provides ministry with the revised due date for record submission.
 4. Ministry submits records to IAO.

Record Gathering Process:

- Review records to ensure they address scope of the request.
- To ensure IAO has a complete understanding of the records provided and their context, IAO requests that the ministry identify any areas of concern regarding their disclosure. This assists IAO analysts in assessing any harm contemplated by the FOIPPA, and consider any applicable exceptions to disclosure.
- Please ensure your Ministry Public Affairs office is notified of any issues associated with the request for internal communication business purposes.

Providing Responsive Records:

- If volume permits, Ministry/Agency is required to scan records and send electronically to IAO analyst. If volume is prohibitive for electronic submission, package or disc with scanned documents should be mailed to:
Information Access Operations
Ministry of Citizens Services
PO Box 9569 Stn Prov Govt, Victoria BC, V8W 9K1
- Please ensure information package has been reviewed and approved by applicable program area.

Ministry Support Guidelines for PERSONAL FOI Requests

Preliminary Record Search:

- If records do not exist within Ministry, **please advise IAO immediately**. Request will be closed by IAO Intake.
- If there is significant volume of records, **please advise IAO immediately**.
- If some/all records reside within another public body, **please advise IAO immediately** specifying other public body, ministry, branch and/or region.

Record Gathering Process:

- Review records to ensure they address scope of the request.
- Please identify any **Health and Safety issues** related to disclosure of the information and advise IAO of the program contact to further discuss these issues.
- If volume permits, Ministry is required to scan records and send electronically to IAO

Providing Responsive Records:

- If volume permits, Ministry/Agency is required to scan records and send electronically to IAO analyst. If volume is prohibitive for electronic submission, package should be mailed to IAO at the address above
- Please ensure information package has been reviewed and approved by applicable program area (see process for generals).

Information Access Operations

Fee Estimate Calculation Standards

The following instructions are being provided to Ministries to ensure consistent government practice when estimating fees for FOI requests.

Once the ministry estimate is complete, please advise FOI Analyst before gathering records. FOI will communicate the fee estimate to the applicant. Once fee estimate has been confirmed with the applicant and payment received as required under the Act, FOI will advise the ministry program area to proceed with retrieval, preparation and copying of records for submission to FOI.

| | |
|---|--|
| Ministry: | Ministry of Community and Rural Development |
| Ministry Program Area: (Please indicate location/region) | Local Government Policy and Research Branch |
| Estimate Completed By: | Nicola Marotz, A/Executive Director, Local Government Policy and Research Branch |
| Date: | January 27, 2010 |
| FOI Analyst: | Krista Jones |

Please estimate costs associated with the following tasks and submit the estimate to LAO.

| 1. Locate & Retrieve Records | | | |
|--|------------------------|---|--|
| Task | Effort in Hours | Cost Estimate (Effort hours – 3 hrs) x \$30/hr | Actual Costs (Effort hours – 3 hrs) x \$30/hr |
| • Consult with staff regarding content of specific boxes or files | 15 minutes | n/a | n/a |
| • Removing paper files from cabinets and/or files | 5 minutes | n/a | n/a |
| • Read through contents of files to determine whether records are responsive to request | 15 minutes | n/a | n/a |
| • Search email records, databases, TRIM folders, etc & if necessary print responsive records (estimate time for all applicable staff involved in task) | 15 minutes | n/a | n/a |
| • Review files lists & off-site lists | n/a | | |
| • Recall boxes from off-site | n/a | | |
| • Other tasks involved in locating & retrieving records | n/a | | |

Information Access Operations - Fee Estimate Calculation Standards

| | | | |
|---|--|---|---|
| Note: First 3 hours of search time are not recoverable. Estimate & actual costs are not to include costs of retrieving/returning boxes from/to off-site storage. | | | |
| 2. Produce Records | | | |
| Task | Effort in Hours | Cost Estimate <i>Estimate x \$30/hr</i> | Actual Costs <i>Estimate x \$30/hr</i> |
| • Prepare records for photocopying (remove staples, etc) | 5 minutes | n/a | n/a |
| 3. Preparing Records for Disclosure | | | |
| Task | Effort in Hours | Cost Estimate | Actual Costs |
| • Package preparation includes time required to assemble & prepare records for submission to IAO | 5 minutes | n/a | n/a |
| 4. Copy Costs | | | |
| • Photocopying | Cost Estimate (Letter size = # of pages x \$.25/page) (Legal size = # of pages x \$.30/page) | Actual Costs (Letter size = # of pages x \$.25/page) (Legal size = # of pages x \$.30/page) | |
| • Calculate copy costs | Letter: 12 pages X \$.25 -\$3.00 Legal: Total: 12 pages X \$.25 -\$3.00 | Letter: 12 pages X \$.25 -\$3.00 Legal: Total: 12 pages X \$.25 -\$3.00 | |
| 5. Miscellaneous Costs | | | |
| • Calculate miscellaneous costs (i.e. CD's, reproducing large documents, etc) | Cost Estimate n/a | Actual Costs n/a | |
| 6. Total Fee to Applicant | | | |
| Task | Cost Estimate | Actual Costs | |
| • Locate & Retrieve | | | |
| • Produce Records | | | |
| • Prepare Records | | | |
| • Copy Costs | | | |
| • Miscellaneous costs | | | |
| • Shipping Costs | | | |
| | TOTAL: n/a | TOTAL: n/a | |

General Calculation Information:

- Average file folder = 1" & holds approximately 200 pages (single-sided)
- 1 Standard Records Centre Services Box (1 cubic foot):
 - if in legal sized folders - 1,800 pages
 - if in letter sized folders - 2,200 pages

Pages 273 through 274 redacted for the following reasons:

S.14

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Wednesday, January 27, 2010 5:00 PM
To: Wall, Dale CD:EX
Subject: RE: Elections Task Force -- draft agenda etc

thanks

From: Wall, Dale CD:EX
Sent: Wednesday, January 27, 2010 4:53 PM
To: Marotz, Nicola CD:EX
Cc: Furey, Mike CD:EX
Subject: RE: Elections Task Force -- draft agenda etc

Looks good

Dale

From: Marotz, Nicola CD:EX
Sent: Wednesday, January 27, 2010 6:41 AM
To: Wall, Dale CD:EX
Cc: Furey, Mike CD:EX
Subject: FW: Elections Task Force -- draft agenda etc
Importance: High

Dale:

Here is the draft agenda – let me know if there are any changes you want (I am waiting to hear from UBCM). I will also send it to Ian.

When I get in touch with Ian, would you like me to request some telephone briefing time with the Minister for next week to walk through the agenda?

Cheers

Nicola

From: Marotz, Nicola CD:EX
Sent: Tuesday, January 26, 2010 4:24 PM
To: 'Gary MacIsaac'; 'mcrawford@ubcm.ca'
Subject: Elections Task Force -- draft agenda
Importance: High

Gary/Marie: Here is my cut at an agenda for the Feb 5 meeting. Note that we are aiming to have the presentation at around 1:00 p.m. (and so have ordered the topics for discussion to give the best "fit" around that). Please let me know if this works for you. Thanks Nicola

<< File: Agenda.docx >>

Marotz, Nicola CD:EX

From: Paget, Gary CD:EX
Sent: Wednesday, January 27, 2010 11:22 AM
To: Neufeld, Harry R EBC:EX
Cc: Marotz, Nicola CD:EX; Van Leeuwen, Alayna CD:EX
Subject: Elections Task Force Website

Good afternoon Harry.

This is a "heads-up" that we anticipate that the web site will go live tomorrow. You may want to look for it at localelectiontaskforce@gov.bc.ca. I think you will be impressed with its breadth and inclusiveness.

We are continuing to review Lorne Gibson's report and hope to have comments in the next day or so. We will focus on how the document might be perceived by the intended audience.

We would like to sit to sit down with you late next week to discuss the organization of the March 10th meeting and the content of a policy paper which will set the context for a Task Force discussion of the role of Elections BC in local government elections at that meeting.

Best wishes and wishing you a safe trip home.

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Wednesday, January 27, 2010 1:24 PM
To: Glickman, Marika PAB:EX
Subject: Elections Task Force -- messages

Marika:

As promised, here are some random thoughts re key points for the messages for the Task Force members for when the website is launched/news release goes out (not written in the right words for messages, but just trying to get at the substance:

- Obviously, the basic factual information – web site address; e-mail address; mailing address; fax number (as well as the topics that the Task Force is reviewing)
- In addition to background and information about the members, the web site includes overview and discussion documents on the topics under review – so folks who are interested have the chance to reflect on the kinds of information the Task Force has and the issues it is considering, and to provide their comments.
- Task Force wants to get comments from as many different folks as possible on the issues it is reviewing before it makes its recommendations May 30 – so that's why it is asking for written comments
- And that's why it is reaching out to local governments and representative groups to specifically draw their attention to the web site and the opportunity to make comments – and asking those groups to please make the opportunity to provide written comments known in their communities and among those involved with their organizations
- UBCM is organizing a consultation opportunity for local governments (likely March 12), to give local governments a chance to discuss/share their thoughts on the topics under review
- As well, individual Task Force members are very interested in hearing the views of individuals, local government members and other interests whom they meet in their communities and in their work throughout BC
- Task Force members are there to receive input (not engage in debate)
- Task Force meetings are for Task Force members to discuss and reflect on the topics under review, the issues they raise and the feedback they have received about those topics on an ongoing until they make their recommendations
- Recommendations will be delivered to the provincial government and UBCM by May 30, 2010.

Hope this helps

Nicola

Marotz, Nicola CD:EX

From: Neufeld, Harry R EBC:EX
Sent: Wednesday, January 27, 2010 2:36 PM
To: Paget, Gary CD:EX
Cc: Marotz, Nicola CD:EX; Van Leeuwen, Alayna CD:EX
Subject: RE: Elections Task Force Website

Hi, Gary.

Look forward to seeing the website in it's glorious detail tomorrow. Another milestone!

Would be happy to meet next week to discuss the best way to approach the March 10th meeting - and I look forward to receiving your comments regarding Lorne's paper.

The paper is currently being reworked to make it more accurate and less prescriptive. But further input will be welcome. I will hold off on any further distribution until I hear backk from you. . .

Cheers,
Harry

From: Paget, Gary CD:EX
Sent: Wed 27/01/2010 11:22 AM
To: Neufeld, Harry R EBC:EX
Cc: Marotz, Nicola CD:EX; Van Leeuwen, Alayna CD:EX
Subject: Elections Task Force Website

Good afternoon Harry.

This is a "heads-up" that we anticipate that the web site will go live tomorrow. You may want to look for it at localelectiontaskforce@gov.bc.ca. I think you will be impressed with its breadth and inclusiveness.

We are continuing to review Lorne Gibson's report and hope to have comments in the next day or so. We will focus on how the document might be perceived by the intended audience.

We would like to sit to sit down with you late next week to discuss the organization of the March 10th meeting and the content of a policy paper which will set the context for a Task Force discussion of the role of Elections BC in local government elections at that meeting.

Best wishes and wishing you a safe trip home.

Marotz, Nicola CD:EX

From: Iris Hesketh-Boles [iheskethboles@ubcm.ca]
Sent: Wednesday, January 27, 2010 2:25 PM
To: King, Wendy L CD:EX; Leyne, Andrew LASS:EX; Shotton, Ryan LASS:EX; Harry Nyce; Barbara Steele; Mary Sjostrom; Bennett, Bill CD:EX; XT:Hobson, Robert TRAN:IN
Cc: Furey, Mike CD:EX; Paget, Gary CD:EX; Sutherland, Don CD:EX; Wall, Dale CD:EX; Wilson, Deidre J CD:EX; Gary MacIsaac; Marotz, Nicola CD:EX; Marie Crawford; Davis, Richard CD:EX; dmdeurbrouck@surrey.ca
Subject: Timeline for Distribution of Agenda & Documentation for Feb 5, 2010 Meeting

Please expect to receive the agenda and documentation this Friday, January 29 for the upcoming meeting of the Elections Task Force.

As a reminder, the next meeting is scheduled for:

9:30-3:30 pm
Friday, February 5, 2010
UBCM Richmond Office
60-10551 Shellbridge Way, Richmond

Iris Hesketh-Boles
Executive Coordinator/Office Manager
Local Government House
525 Government Street, Victoria BC V8V 0A8
EM: iheskethboles@ubcm.ca
Tel: 250-356-5122 Fax: 250-356-5119

Pages 281 through 291 redacted for the following reasons:

S.13

Marotz, Nicola CD:EX

From: Glickman, Marika PAB:EX
Sent: Thursday, January 28, 2010 11:42 AM
To: Marotz, Nicola CD:EX
Subject: FW: Final NR and Key Messages to be distributed to task force members
Attachments: 2010CD0004-000104.docx; 2010CD0004-000104.pdf; 2010CD0004-000104.txt; KM_Elections Task Force_website launch.docx; image003.jpg; image001.jpg

Importance: High

FYI

Marika Glickman
Public Affairs Officer
Ministry of Community and Rural Development
800 Johnson Street, 6th floor
250.387.8031



British Columbia Canada

<http://yougottabehere.com/>

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From: Glickman, Marika PAB:EX
Sent: Thursday, January 28, 2010 11:41 AM
To: 'Paul Taylor'
Subject: Final NR and Key Messages to be distributed to task force members
Importance: High

Hi Paul. This NR will be going out provincewide at 2 p.m. today (to coincide with the timing of the website going live). I have also attached the final version of the key messages. Can you please send the documents to all the task force members? Iris has the email list for all members. Thx, Marika

Marika Glickman
Public Affairs Officer
Ministry of Community and Rural Development
800 Johnson Street, 6th floor
250.387.8031



British Columbia Canada

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NEWS RELEASE

For Immediate Release
2010CD0004-000104
Jan. 28, 2010

Ministry of Community and Rural Development
Union of British Columbia Municipalities

ELECTIONS TASK FORCE LAUNCHES CONSULTATION WEBSITE

VICTORIA – The task force dedicated to reviewing issues related to B.C.'s local government electoral process has a new website to provide information on the existing system and collect written comments from the public.

Co-chairs Bill Bennett, Minister of Community and Rural Development, and Harry Nyce, president of the Union of British Columbia Municipalities (UBCM), announced the launch of the Local Government Elections Task Force website, www.localelectiontaskforce.gov.bc.ca, as a key component of its consultation process.

"This website provides valuable information on the issues under review and gives every citizen in every part of our province a way to voice their opinion," said Bennett. "Local government is an important part of our democratic system; it shapes every community and impacts every taxpayer. We want to hear people's ideas for improving the way local government and school trustee elections take place."

"The task force invites input from local governments, citizens, community groups and other organizations," said Nyce. "Given the timeline we are working under, the feedback provided through the website will play a vital role in the deliberations of the task force."

On Oct. 2, 2009, Premier Gordon Campbell announced the special joint task force, co-chaired by Bennett and Nyce, to make recommendations for changes to local government elections legislation. Other task force members are Surrey Councillor Barbara Steele, first vice-president, UBCM; Quesnel Mayor Mary Sjostrom, third vice-president, UBCM; Donna Barnett, Cariboo-Chilcotin MLA; and Douglas Horne, Coquitlam-Burke Mountain MLA.

The task force is reviewing specific issues related to various local government elections topics:

- Campaign finance, including contribution/spending disclosure and limits, and tax credits.
- Enforcement processes and outcomes.
- The role of B.C.'s chief electoral officer in local government elections.
- The election cycle (term of office).
- Corporate vote.
- Other agreed upon matters (for example, matters raised in UBCM resolutions such as candidate eligibility of volunteers).

-more-

Written input is sought as soon as possible, preferably by April 15, 2010.

The recommendations of the task force are to be presented to the Province and UBCM no later than May 30, 2010, in time for approved legislative changes to be implemented for the 2011 local government elections.

Comments can be provided:

Online at www.localelectiontaskforce.gov.bc.ca.

By email to localelectiontaskforce@gov.bc.ca.

By fax to 250 387-7972

By mail to:

Local Government Elections Task Force
c/o Ministry of Community and Rural Development
PO Box 9839 Stn Prov Govt.
Victoria BC V8W 9T1

-30-

Media
Contact:

Public Affairs Bureau
Ministry of Community and
Rural Development
250 387-4089

Paul Taylor
Relationships and Communications
Advisor UBCM
250 356-2938

For more information on government services or to subscribe to the Province's news feeds using RSS, visit the Province's website at www.gov.bc.ca.

KEY MESSAGES

LOCAL GOVERNMENT ELECTIONS TASK FORCE WEBSITE LAUNCH

- The Task Force has launched a new website to provide information on the existing system and collect written comments from the public. The website is a key component of our consultation process and includes overview and discussion documents on the topics under review.
- This gives every citizen in every part of our province a way to voice their opinion.
- We want to hear people's ideas for improving the way local government and school trustee elections take place.
- We recognize the importance of seeking opinions of a diverse range of stakeholders and are inviting input from local governments, citizens, community groups and other organizations.
- As we want to hear from as many people as possible, we are asking for comments to be submitted in writing.
- The Task Force is reviewing specific issues related to various local government elections topics:
 - Campaign finance, including contribution/spending disclosure and limits, and tax credits;
 - Enforcement processes and outcomes
 - The role of B.C.'s chief electoral officer in local government elections;
 - The election cycle (term of office);
 - Corporate vote; and,
 - Other agreed upon matters (for example, matters raised in UBCM resolutions such as candidate eligibility of volunteers.)
- Written input is sought as soon as possible, preferably by April 15, 2010. The recommendations of the task force will be presented to the Province and UBCM by May 30, 2010, in time for approved legislative changes to be implemented for the 2011 local government elections.
- Comments can be provided at www.localelectiontaskforce.gov.bc.ca, by email to localelectiontaskforce@gov.bc.ca, by fax to 250 387-7972 or by mail to:

Local Government Elections Task Force
c/o Ministry of Community and Rural Development
PO Box 9839 Stn Prov Govt.
Victoria BC V8W 9T1

If asked about other forms of consultation:

- The Task Force is sending out letters to local governments and representative organizations to seek their written comments, and also to ask them to share the invitation to provide feedback with other members of their communities or affiliated organizations.
- UBCM is holding a workshop for local governments (likely mid-March) to give them a chance to discuss/share their thoughts on the topics under review. Details about the workshop are forthcoming.

If asked about website launch timing:

- Since the Premier's announcement, there has been extensive preparation and policy review required to get us to this point.
- Members were appointed in December, and the Task Force is already in full swing.
- The Task Force has already received a number of comments for review.
- Individuals have approximately 10 weeks to submit their comments to the Task Force for review.

If asked about public meetings:

- In order to reach the most people possible in the most efficient way possible, the Task Force concluded that written feedback would be the most effective way to receive comments.
- As well, individual Task Force members are very interested in hearing the views of individuals, local government members and other stakeholders whom they meet in their communities and in their work throughout B.C.
- Members will be engaging in face-to-face interactions with individuals and stakeholders throughout the normal course of their work duties and will gladly receive input related to the topics under review.
- Task Force meetings are for Task Force members to discuss and reflect on the topics under review, the issues they raise and the feedback they have received about those topics on an ongoing until they make their recommendations.

Marotz, Nicola CD:EX

From: Iris Hesketh-Boles [iheskethboles@ubcm.ca]
Sent: Thursday, January 28, 2010 12:50 PM
To: King, Wendy L CD:EX; Leyne, Andrew LASS:EX; Shotton, Ryan LASS:EX; Harry Nyce; Barbara Steele; Mary Sjoström; Bennett, Bill CD:EX; XT:Hobson, Robert TRAN:IN
Cc: Furey, Mike CD:EX; Paget, Gary CD:EX; Sutherland, Don CD:EX; Wall, Dale CD:EX; Wilson, Deidre J CD:EX; Gary MacIsaac; Marotz, Nicola CD:EX; Marie Crawford; Davis, Richard CD:EX; Deurbrouck, Diane
Subject: Final Draft Elections Task Force News Release, Key Messages
Attachments: Key Messages_Elections Task Force_website launch.pdf; nr_website launchDRAFT.pdf
Importance: High

The following is being sent out on the request of Gary MacIsaac:

Attached is the final draft of a news release that will be distributed at 2:00 PM today. The province has confirmed that the website will go live at 1:45. Also are attached are some holding lines in case you receive calls from local media.

Regards,

Paul Taylor
Relationships and Communications Advisor
Union of British Columbia Municipalities
phone: (250) 356 2938
fax: (250) 356 5119

Iris Hesketh-Boles
Executive Coordinator/Office Manager
Local Government House
525 Government Street, Victoria BC V8V 0A8
EM: iheskethboles@ubcm.ca
Tel: 250-356-5122 Fax: 250-356-5119

Page 298 redacted for the following reason:

S.13

Comments can be provided at www.localelectiontaskforce.gov.bc.ca, by email to localelectiontaskforce@gov.bc.ca, by fax to 250 387-7972 or by mail to:

Local Government Elections Task Force
c/o Ministry of Community and Rural Development
PO Box 9839 Stn Prov Govt.
Victoria BC V8W 9T1

-30-

Media
Contact:

Public Affairs Bureau
Ministry of Community and Rural
Development
250 387-4089

Paul Taylor
Relationships and Communications
Advisor UBCM
250 356-2938

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Thursday, January 28, 2010 1:36 PM
To: Glickman, Marika PAB:EX; Abbott, Sally CD:EX; Notenberg, Scott CD:EX; Marson, Michael CD:EX; Black, Marc PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Rao, Sudie CD:EX; Fritz, Debbie CD:EX; Collins, Lori M CD:EX; Wall, Dale CD:EX; Furey, Mike CD:EX
Subject: RE: External Network Test: Local Govt Elections task force launch schedule
Attachments: image001.jpg

Thanks so much to ALL of you – a truly amazing group effort!!

From: Glickman, Marika PAB:EX
Sent: Thursday, January 28, 2010 1:35 PM
To: Abbott, Sally CD:EX; Notenberg, Scott CD:EX; Marotz, Nicola CD:EX; Marson, Michael CD:EX; Black, Marc PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Rao, Sudie CD:EX; Fritz, Debbie CD:EX; Collins, Lori M CD:EX
Subject: RE: External Network Test: Local Govt Elections task force launch schedule

That's fantastic! Thanks so much for making it happen...

Marika Glickman
Public Affairs Officer
Ministry of Community and Rural Development
800 Johnson Street, 6th floor
250.387.8031



British Columbia Canada

<http://yougottabehere.com/>

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From: Abbott, Sally CD:EX
Sent: Thursday, January 28, 2010 1:34 PM
To: Abbott, Sally CD:EX; Notenberg, Scott CD:EX; Marotz, Nicola CD:EX; Marson, Michael CD:EX; Black, Marc PAB:EX; Glickman, Marika PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Rao, Sudie CD:EX; Fritz, Debbie CD:EX; Collins, Lori M CD:EX
Subject: RE: External Network Test: Local Govt Elections task force launch schedule

Hi everyone,

The site is now live. Thanks, everyone ... I

<http://www.localelectiontaskforce.gov.bc.ca>

Cheers, Sally

From: Abbott, Sally CD:EX
Sent: Thursday, January 28, 2010 1:19 PM
To: Notenberg, Scott CD:EX; Marotz, Nicola CD:EX; Marson, Michael CD:EX; Black, Marc PAB:EX; Glickman, Marika

PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Rao, Sudie CD:EX
Subject: RE: External Network Test: Local Govt Elections task force launch schedule

Hi everyone,

Marika has confirmed that we're ready for liftoff and can launch the site any time. We have tested all functionality and everything looks good.

Stay tuned and we'll let you know when the site is live.

Then the remaining tasks will click in:

- 2) News release released announcing site – 2 p.m.
- 3) Promote "test" News release page to prod – with link to NR once it's live (PAB has pre-approved)
- 4) Task Force link added to MCD home page (PAB)
- 5) Add link to LGD index page (linking to site ... as per usual web publishing procedure w. approval from PAB ... Sudie)
- 6) Force index site request (PAB)
- 7) Set up Web Trends (Scott)

Scott ... I will come and see you!

Cheers, Sally

From: Notenberg, Scott CD:EX
Sent: Thursday, January 28, 2010 12:47 PM
To: Marotz, Nicola CD:EX; Abbott, Sally CD:EX; Marson, Michael CD:EX; Black, Marc PAB:EX; Glickman, Marika PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Rao, Sudie CD:EX; Notenberg, Scott CD:EX
Subject: External Network Test: Local Govt Elections task force launch schedule

I'm testing from a BC Government workstation that has been unplugged from any physical network and is using a 3G aircard (cellular data network). Therefore there is NO way I can come in from government and I'm coming in over the Telus cellular network (IP address = 96.1.9.75 for the weblog check). It's 3.1Gb in speed, and I'm happy with what I'm seeing.. -- Scott

- No prompting for credentials (unlike DEV and TEST should have)
- Menus work
- calendar works
- PDFs are downloadable and visible
- Text Resizer works
- Feedback works from submit button and inline href

From: Marotz, Nicola CD:EX
Sent: Thursday, January 28, 2010 11:58 AM
To: Abbott, Sally CD:EX; Marson, Michael CD:EX; Black, Marc PAB:EX; Glickman, Marika PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Notenberg, Scott CD:EX; Rao, Sudie CD:EX
Subject: RE: Local Govt Elections task force launch schedule

Content looks good to me...!

From: Abbott, Sally CD:EX
Sent: Thursday, January 28, 2010 11:29 AM
To: Abbott, Sally CD:EX; Marson, Michael CD:EX; Marotz, Nicola CD:EX; Black, Marc PAB:EX; Glickman, Marika PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Notenberg, Scott CD:EX; Rao, Sudie CD:EX
Subject: RE: Local Govt Elections task force launch schedule

Sorry everyone,

I neglected to completed the subject line in the previous message!

S

From: Abbott, Sally CD:EX
Sent: Thursday, January 28, 2010 11:28 AM
To: Abbott, Sally CD:EX; Marson, Michael CD:EX; Marotz, Nicola CD:EX; Black, Marc PAB:EX; Glickman, Marika PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Notenberg, Scott CD:EX; Rao, Sudie CD:EX
Subject: Loc

Hi again,

The site is now in "pseudo prod".

<http://www.prod.localelectiontaskforce.gov.bc.ca>

Could everyone please test as outlined below (I've added one item) and report back when you have done so:

- 3) TEST in prod environment and confirm all is working as expected – document all issues:
 - a. Test site from outside gov/t network (Michael ... are you able to do this pelase?? Sudie, can you contact Michael re this?)
 - b. Form (Sudie fill out form and send to Grace ... ensure she receives form and that you receive a confirmation – document any issues)
 - c. Calendar (Ryan / Sudie)
 - d. Menu navigation (Ryan / Sudie / Sally)
 - e. Content (PAB / all)
 - f. Broken link check (Sally)

Once confirmation is received that all is working as it should, we will make the site "live" around 1:30 – 1:45 p.m., shortly before the news release goes out at 2 p.m.

Cheers, Sally

From: Abbott, Sally CD:EX
Sent: Thursday, January 28, 2010 11:04 AM
To: Marson, Michael CD:EX; Marotz, Nicola CD:EX; Black, Marc PAB:EX; Glickman, Marika PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Notenberg, Scott CD:EX; Rao, Sudie CD:EX
Subject: RE: calendar

Hi everyone,

I understand from Marika that the site is to go live this afternoon at 2 p.m.

We will put the wheels in motion to get the site into "pseudo prod" asap and let you know when it's there and ready to be tested.

Sally

From: Marson, Michael CD:EX
Sent: Wednesday, January 27, 2010 4:47 PM
To: Abbott, Sally CD:EX; Marotz, Nicola CD:EX; Black, Marc PAB:EX; Glickman, Marika PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Notenberg, Scott CD:EX; Rao, Sudie CD:EX
Subject: RE: calendar
Importance: High

Sally,
Thank you very much for capturing our pre-launch steps. I believe you've covered everything.

I've just spoken with Marc and it does not look like we will be in a positions (in terms of approvals/news release) until later in the day tomorrow.

I've asked Scott to lock down prod.localelections.gov.bc.ca to ensure no one can see the site - we will still need outside testers to look at the site and test the form/e-mail functions but it will have to be a small window sometime tomorrow morning.

Steps remain the same...the timeline shifts a bit. We will wait on Marc's go to promote the site to pseudo-prod for testing.

MARC - please give us enough time to do this prior to final changes and posting to the real production server. You can see the steps that need to follow that initial "go to pseudo prod"....and that will take some time to co-ordinate.

As I mentioned - I'm off site until mid-late afternoon but will be in early until about 8:30. I can always be reached on my cell at S.22 tomorrow if need be.

thanks everyone!

Michael

From: Abbott, Sally CD:EX
Sent: Wed 27/01/2010 4:14 PM
To: Marson, Michael CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX
Subject: RE: calendar

Hi Michael,

Here is a step-by-step list to get the site into prod - when you send this out to the group, would you please exhort them to read carefully to ensure nothing is missed!

Proposed time - Wednesday p.m. / Thursday a.m.

- 1) ***Pending approval from PAB (Marc / Marika): Migrate site to "pseudo prod":
<http://www.prod.localelectiontaskforce.gov.bc.ca> - open to the "world" (anon on) - (web team)
- 2) Test access from outside govt (Michael this afternoon)

- 3) TEST in prod environment and confirm all is working as expected – document all issues:
 - a. Form (Sudie fill out form and send to Grace ... ensure she receives form and that you receive a confirmation – document any issues)
 - b. Calendar (Ryan / Sudie)
 - c. Menu navigation (Ryan / Sudie / Sally)
 - d. Content (PAB / all)
 - e. Broken link check (Sally)
- 4) As required, make changes to content on dev / test (pending review from minister's office etc) – (Michael / Sudie)
- 5) PAB review all new changes and approve (Marika)
- 6) Promote changes to pseudo prod as needed (Ryan)

Thursday – prior to 10 a.m?

- 1) Migrate any final changes from test to pseudo prod (Ryan)
- 2) Approval by email from PAB to everyone that we are okay to launch (Marika)

Thursday 10 a.m?

- 1) Pending green light from PAB: Turn on site (Scott) – the URL is now <http://www.localelectiontaskforce.gov.bc.ca>
- 2) News release released announcing site (Marika ... can we – i.e. Sudie -- get the URL of the News release now?)—also will you let the OCO know when to make the NR live or is it the other way around??
- 3) Sudie add link to NR from “latest news” page (<http://www.localelectiontaskforce.gov.bc.ca/news.html>)
- 4) Promote News release page to prod (Sudie / Ryan as per usual web publishing procedure – approval from PAB)
- 5) Task Force link added to MCD home page (PAB)
- 6) Add link to LGD index page (linking to site ... as per usual web publishing procedure w. approval from PAB ... Sudie)
- 7) Force index site request (PAB)
- 8) Set up Web Trends (Scott)

From: Marson, Michael CD:EX

Sent: Wednesday, January 27, 2010 3:13 PM

To: Cheung, Ryan CD:EX; Rao, Sudie CD:EX; Asato, Ayano CD:EX; Notenberg, Scott CD:EX; Tosh, Rulen CD:EX; Abbott, Sally CD:EX; Glickman, Marika PAB:EX

Subject: RE: calendar

Importance: High

Hi Everyone...

It looks like we are still tracking for launch tomorrow – although that may change between now and then we still need to be ready to go for 10:00

What is need to get the site into prod and ready to go for tomorrow?

Also can we test the site from outside govt to make sure it looks right in prod?

Let me know..

Thanks

Michael

From: Cheung, Ryan CD:EX

Sent: Wednesday, January 27, 2010 8:58 AM

To: Marson, Michael CD:EX; Rao, Sudie CD:EX; Asato, Ayano CD:EX; Notenberg, Scott CD:EX; Tosh, Rulen CD:EX; Abbott, Sally CD:EX; Glickman, Marika PAB:EX
Subject: RE: calendar

You're welcome. I have implemented the calendar on all the pages now on dev.

Ryan

From: Marson, Michael CD:EX
Sent: Wednesday, January 27, 2010 7:08 AM
To: Rao, Sudie CD:EX; Cheung, Ryan CD:EX; Asato, Ayano CD:EX; Notenberg, Scott CD:EX; Tosh, Rulen CD:EX; Abbott, Sally CD:EX; Glickman, Marika PAB:EX
Subject: RE: calendar

Ryan./Sudie...

This looks great! Really like it and how it functions....very pleased...thank you for all of the work on this!

Michael

From: Rao, Sudie CD:EX
Sent: Tuesday, January 26, 2010 8:59 PM
To: Cheung, Ryan CD:EX; Marson, Michael CD:EX; Asato, Ayano CD:EX; Notenberg, Scott CD:EX; Tosh, Rulen CD:EX; Abbott, Sally CD:EX; Glickman, Marika PAB:EX
Subject: RE: calendar

Good evening,

- I've uploaded 6 months into the side-bar menu calendar via Ryan's fabulous code.
 - The mini legend is forthcoming.
 - I will remove the **leading zeros**, I placed in the calendar to align the numbers
- I've added December 2009 to the calendar as a month-of-interest into the code and on the html page:

<http://www.dev.localelectiontaskforce.gov.bc.ca/testcalendar2.html>

Ciao,

Sudhakar "Sudie" Rao
Advisory Services Analyst | Advisory Services Branch
Governance and Structure Division | Local Government Department
Ministry of Community and Rural Development
T: 250.387.0587 | F: 250.387.7972 | E: Sudie.Rao@gov.bc.ca

From: Cheung, Ryan CD:EX
Sent: Tuesday, January 26, 2010 3:41 PM
To: Marson, Michael CD:EX; Asato, Ayano CD:EX; Notenberg, Scott CD:EX; Tosh, Rulen CD:EX; Abbott, Sally CD:EX; Rao, Sudie CD:EX; Glickman, Marika PAB:EX
Subject: calendar

Fyi, I've managed to get the calendar working. It is on this test page:

<http://www.dev.localelectiontaskforce.gov.bc.ca/testcalendar2.html>

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Thursday, January 28, 2010 3:32 PM
To: Marson, Michael CD:EX
Subject: RE: External Network Test: Local Govt Elections task force launch schedule
Attachments: image001.jpg

Something I can think about next week...

From: Marson, Michael CD:EX
Sent: Thursday, January 28, 2010 3:23 PM
To: Abbott, Sally CD:EX
Cc: Marotz, Nicola CD:EX
Subject: RE: External Network Test: Local Govt Elections task force launch schedule

Hi Sally...

Yes this is something we need to do.

Perhaps Nicola you could have one of your team go through and identify the keywords on each page of the site. We would then upload them to the live site...

Let me know...if your resources are tight this is something I could do...

Michael

From: Abbott, Sally CD:EX
Sent: Thursday, January 28, 2010 2:01 PM
To: Marson, Michael CD:EX
Subject: FW: External Network Test: Local Govt Elections task force launch schedule

For the future ...

I don't think the HTML meta tags have been completed so the search engine results could be improved upon ... something to look at in the next few days?

S

From: Abbott, Sally CD:EX
Sent: Thursday, January 28, 2010 1:58 PM
To: Glickman, Marika PAB:EX; Notenberg, Scott CD:EX; Marotz, Nicola CD:EX; Marson, Michael CD:EX; Black, Marc PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Rao, Sudie CD:EX; Fritz, Debbie CD:EX; Collins, Lori M CD:EX
Subject: RE: External Network Test: Local Govt Elections task force launch schedule

Just tested the search and it's looking fine ...

From: Glickman, Marika PAB:EX
Sent: Thursday, January 28, 2010 1:56 PM
To: Abbott, Sally CD:EX; Notenberg, Scott CD:EX; Marotz, Nicola CD:EX; Marson, Michael CD:EX; Black, Marc PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Rao, Sudie CD:EX; Fritz, Debbie CD:EX; Collins, Lori M CD:EX
Subject: RE: External Network Test: Local Govt Elections task force launch schedule

FYI –the force-indexing is now complete.

Marika Glickman
Public Affairs Officer
Ministry of Community and Rural Development
800 Johnson Street, 6th floor
250.387.8031



British Columbia Canada

<http://yougottabehere.com/>

Following us on [Twitter](#) and [Facebook](#) yet?

From: Abbott, Sally CD:EX
Sent: Thursday, January 28, 2010 1:49 PM
To: Glickman, Marika PAB:EX; Notenberg, Scott CD:EX; Marotz, Nicola CD:EX; Marson, Michael CD:EX; Black, Marc PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Rao, Sudie CD:EX; Fritz, Debbie CD:EX; Collins, Lori M CD:EX
Subject: RE: External Network Test: Local Govt Elections task force launch schedule

Yep ... we'll keep watching and won't do #2 below until the NR is live ..

S

From: Glickman, Marika PAB:EX
Sent: Thursday, January 28, 2010 1:43 PM
To: Abbott, Sally CD:EX; Notenberg, Scott CD:EX; Marotz, Nicola CD:EX; Marson, Michael CD:EX; Black, Marc PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Rao, Sudie CD:EX; Fritz, Debbie CD:EX; Collins, Lori M CD:EX
Subject: RE: External Network Test: Local Govt Elections task force launch schedule

Just as an FYI, the NR is going out at 2 p.m., so the link won't work until then. Cheers, Marika

Marika Glickman
Public Affairs Officer
Ministry of Community and Rural Development
800 Johnson Street, 6th floor
250.387.8031



British Columbia Canada

<http://yougottabehere.com/>

Following us on [Twitter](#) and [Facebook](#) yet?

From: Abbott, Sally CD:EX
Sent: Thursday, January 28, 2010 1:34 PM
To: Abbott, Sally CD:EX; Notenberg, Scott CD:EX; Marotz, Nicola CD:EX; Marson, Michael CD:EX; Black, Marc PAB:EX; Glickman, Marika PAB:EX; Brown, Tom G CD:EX

Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Rao, Sudie CD:EX; Fritz, Debbie CD:EX; Collins, Lori M CD:EX
Subject: RE: External Network Test: Local Govt Elections task force launch schedule

Hi everyone,

The site is now live. Thanks, everyone ... !

<http://www.localelectionstaskforce.gov.bc.ca>

Cheers, Sally

From: Abbott, Sally CD:EX

Sent: Thursday, January 28, 2010 1:19 PM

To: Notenberg, Scott CD:EX; Marotz, Nicola CD:EX; Marson, Michael CD:EX; Black, Marc PAB:EX; Glickman, Marika PAB:EX; Brown, Tom G CD:EX

Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Rao, Sudie CD:EX

Subject: RE: External Network Test: Local Govt Elections task force launch schedule

Hi everyone,

Marika has confirmed that we're ready for liftoff and can launch the site any time. We have tested all functionality and everything looks good.

Stay tuned and we'll let you know when the site is live.

Then the remaining tasks will click in:

- 2) News release released announcing site – 2 p.m.
- 3) Promote "test" News release page to prod – with link to NR once it's live (PAB has pre-approved)
- 4) Task Force link added to MCD home page (PAB)
- 5) Add link to LGD index page (linking to site ... as per usual web publishing procedure w. approval from PAB ... Sudie)
- 6) Force index site request (PAB)
- 7) Set up Web Trends (Scott)

Scott ... I will come and see you!

Cheers, Sally

From: Notenberg, Scott CD:EX

Sent: Thursday, January 28, 2010 12:47 PM

To: Marotz, Nicola CD:EX; Abbott, Sally CD:EX; Marson, Michael CD:EX; Black, Marc PAB:EX; Glickman, Marika PAB:EX; Brown, Tom G CD:EX

Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Rao, Sudie CD:EX; Notenberg, Scott CD:EX

Subject: External Network Test: Local Govt Elections task force launch schedule

I'm testing from a BC Government workstation that has been unplugged from any physical network and is using a 3G aircard (cellular data network). Therefore there is NO way I can come in from government and I'm coming in over the Telus cellular network (IP address = 96.1.9.75 for the weblog check). It's 3.1Gb in speed, and I'm happy with what I'm seeing.. -- Scott

- No prompting for credentials (unlike DEV and TEST should have)
- Menus work
- calendar works

- PDFs are downloadable and visible
- Text Resizer works
- Feedback works from submit button and inline href

From: Marotz, Nicola CD:EX
Sent: Thursday, January 28, 2010 11:58 AM
To: Abbott, Sally CD:EX; Marson, Michael CD:EX; Black, Marc PAB:EX; Glickman, Marika PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Notenberg, Scott CD:EX; Rao, Sudie CD:EX
Subject: RE: Local Govt Elections task force launch schedule

Content looks good to me...!

From: Abbott, Sally CD:EX
Sent: Thursday, January 28, 2010 11:29 AM
To: Abbott, Sally CD:EX; Marson, Michael CD:EX; Marotz, Nicola CD:EX; Black, Marc PAB:EX; Glickman, Marika PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Notenberg, Scott CD:EX; Rao, Sudie CD:EX
Subject: RE: Local Govt Elections task force launch schedule

Sorry everyone,

I neglected to completed the subject line in the previous message!

S

From: Abbott, Sally CD:EX
Sent: Thursday, January 28, 2010 11:28 AM
To: Abbott, Sally CD:EX; Marson, Michael CD:EX; Marotz, Nicola CD:EX; Black, Marc PAB:EX; Glickman, Marika PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Notenberg, Scott CD:EX; Rao, Sudie CD:EX
Subject: Loc

Hi again,

The site is now in "pseudo prod".

<http://www.prod.localelectionstaskforce.gov.bc.ca>

Could everyone please test as outlined below (I've added one item) and report back when you have done so:

- 3) TEST in prod environment and confirm all is working as expected – document all issues:
 - a. Test site from outside gov/t network (Michael ... are you able to do this please?? Sudie, can you contact Michael re this?)
 - b. Form (Sudie fill out form and send to Grace ... ensure she receives form and that you receive a confirmation – document any issues)
 - c. Calendar (Ryan / Sudie)
 - d. Menu navigation (Ryan / Sudie / Sally)
 - e. Content (PAB / all)
 - f. Broken link check (Sally)

Once confirmation is received that all is working as it should, we will make the site "live" around 1:30 – 1:45 p.m., shortly before the news release goes out at 2 p.m.

Cheers, Sally

From: Abbott, Sally CD:EX
Sent: Thursday, January 28, 2010 11:04 AM
To: Marson, Michael CD:EX; Marotz, Nicola CD:EX; Black, Marc PAB:EX; Glickman, Marika PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Notenberg, Scott CD:EX; Rao, Sudie CD:EX
Subject: RE: calendar

Hi everyone,

I understand from Marika that the site is to go live this afternoon at 2 p.m.

We will put the wheels in motion to get the site into "pseudo prod" asap and let you know when it's there and ready to be tested.

Sally

From: Marson, Michael CD:EX
Sent: Wednesday, January 27, 2010 4:47 PM
To: Abbott, Sally CD:EX; Marotz, Nicola CD:EX; Black, Marc PAB:EX; Glickman, Marika PAB:EX; Brown, Tom G CD:EX
Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX; Notenberg, Scott CD:EX; Rao, Sudie CD:EX
Subject: RE: calendar
Importance: High

Sally,
Thank you very much for capturing our pre-launch steps. I believe you've covered everything.

I've just spoken with Marc and it does not look like we will be in a positions (in terms of approvals/news release) until later in the day tomorrow.

I've asked Scott to lock down prod.localelections.gov.bc.ca to ensure no one can see the site - we will still need outside testers to look at the site and test the form/e-mail functions but it will have to be a small window sometime tomorrow morning.

Steps remain the same...the timeline shifts a bit. We will wait on Marc's go to promote the site to pseudo-prod for testing.

MARC - please give us enough time to do this prior to final changes and posting to the real production server. You can see the steps that need to follow that initial "go to pseudo prod"....and that will take some time to co-ordinate.

As I mentioned - I'm off site until mid-late afternoon but will be in early until about 8:30. I can always be reached on my cell at s.22 tomorrow if need be.

thanks everyone!

Michael

From: Abbott, Sally CD:EX
Sent: Wed 27/01/2010 4:14 PM
To: Marson, Michael CD:EX

Cc: Cheung, Ryan CD:EX; Tosh, Rulen CD:EX
Subject: RE: calendar

Hi Michael,

Here is a step-by-step list to get the site into prod – when you send this out to the group, would you please exhort them to read carefully to ensure nothing is missed!

Proposed time - Wednesday p.m. / Thursday a.m.

- 1) ***Pending approval from PAB (Marc / Marika): Migrate site to “pseudo prod”:
<http://www.prod.localelectionstaskforce.gov.bc.ca> – open to the “world” (anon on) – (web team)
- 2) Test access from outside govt (Michael this afternoon)
- 3) TEST in prod environment and confirm all is working as expected – document all issues:
 - a. Form (Sudie fill out form and send to Grace ... ensure she receives form and that you receive a confirmation – document any issues)
 - b. Calendar (Ryan / Sudie)
 - c. Menu navigation (Ryan / Sudie / Sally)
 - d. Content (PAB / all)
 - e. Broken link check (Sally)
- 4) As required, make changes to content on dev / test (pending review from minister’s office etc) – (Michael / Sudie)
- 5) PAB review all new changes and approve (Marika)
- 6) Promote changes to pseudo prod as needed (Ryan)

Thursday – prior to 10 a.m?

- 1) Migrate any final changes from test to pseudo prod (Ryan)
- 2) Approval by email from PAB to everyone that we are okay to launch (Marika)

Thursday 10 a.m?

- 1) Pending green light from PAB: Turn on site (Scott) – the URL is now
<http://www.localelectionstaskforce.gov.bc.ca>
- 2) News release released announcing site (Marika ... can we – i.e. Sudie -- get the URL of the News release now?)—also will you let the OCO know when to make the NR live or is it the other way around??
- 3) Sudie add link to NR from “latest news” page (<http://www.localelectionstaskforce.gov.bc.ca/news.html>)
- 4) Promote News release page to prod (Sudie / Ryan as per usual web publishing procedure – approval from PAB)
- 5) Task Force link added to MCD home page (PAB)
- 6) Add link to LGD index page (linking to site ... as per usual web publishing procedure w. approval from PAB ... Sudie)
- 7) Force index site request (PAB)
- 8) Set up Web Trends (Scott)

From: Marson, Michael CD:EX

Sent: Wednesday, January 27, 2010 3:13 PM

To: Cheung, Ryan CD:EX; Rao, Sudie CD:EX; Asato, Ayano CD:EX; Notenberg, Scott CD:EX; Tosh, Rulen CD:EX; Abbott, Sally CD:EX; Glickman, Marika PAB:EX

Subject: RE: calendar

Importance: High

Hi Everyone...

It looks like we are still tracking for launch tomorrow – although that may change between now and then we still need to be ready to go for 10:00

What is need to get the site into prod and ready to go for tomorrow?

Also can we test the site from outside govt to make sure it looks right in prod?

Let me know..

Thanks

Michael

From: Cheung, Ryan CD:EX

Sent: Wednesday, January 27, 2010 8:58 AM

To: Marson, Michael CD:EX; Rao, Sudie CD:EX; Asato, Ayano CD:EX; Notenberg, Scott CD:EX; Tosh, Rulen CD:EX; Abbott, Sally CD:EX; Glickman, Marika PAB:EX

Subject: RE: calendar

You're welcome. I have implemented the calendar on all the pages now on dev.

Ryan

From: Marson, Michael CD:EX

Sent: Wednesday, January 27, 2010 7:08 AM

To: Rao, Sudie CD:EX; Cheung, Ryan CD:EX; Asato, Ayano CD:EX; Notenberg, Scott CD:EX; Tosh, Rulen CD:EX; Abbott, Sally CD:EX; Glickman, Marika PAB:EX

Subject: RE: calendar

Ryan./Sudie...

This looks great! Really like it and how it functions....very pleased...thank you for all of the work on this!

Michael

From: Rao, Sudie CD:EX

Sent: Tuesday, January 26, 2010 8:59 PM

To: Cheung, Ryan CD:EX; Marson, Michael CD:EX; Asato, Ayano CD:EX; Notenberg, Scott CD:EX; Tosh, Rulen CD:EX; Abbott, Sally CD:EX; Glickman, Marika PAB:EX

Subject: RE: calendar

Good evening,

- I've uploaded 6 months into the side-bar menu calendar via Ryan's fabulous code.
 - The mini legend is forthcoming.
 - I will remove the **leading zeros**, I placed in the calendar to align the numbers
- I've added December 2009 to the calendar as a month-of-interest into the code and on the html page:

<http://www.dev.localelectiontaskforce.gov.bc.ca/testcalendar2.html>

Ciao,

Sudhakar "Sudie" Rao

Advisory Services Analyst | Advisory Services Branch
Governance and Structure Division | Local Government Department
Ministry of Community and Rural Development
P: 250.387.0587 | F: 250.387.7972 | E: Sudie.Rao@gov.bc.ca

From: Cheung, Ryan CD:EX

Sent: Tuesday, January 26, 2010 3:41 PM

To: Marson, Michael CD:EX; Asato, Ayano CD:EX; Notenberg, Scott CD:EX; Tosh, Rulen CD:EX; Abbott, Sally CD:EX; Rao, Sudie CD:EX; Glickman, Marika PAB:EX

Subject: calendar

Fyi, I've managed to get the calendar working. It is on this test page:

<http://www.dev.localelectiontaskforce.gov.bc.ca/testcalendar2.html>

Marotz, Nicola CD:EX

From: Iris Hesketh-Boles [iheskethboles@ubcm.ca]
Sent: Thursday, January 28, 2010 3:40 PM
To: King, Wendy L CD:EX; Leyne, Andrew LASS:EX; Shotton, Ryan LASS:EX; Harry Nyce; Barbara Steele; Mary Sjostrom; Bennett, Bill CD:EX; XT:Hobson, Robert TRAN:IN
Cc: Furey, Mike CD:EX; Paget, Gary CD:EX; Sutherland, Don CD:EX; Wall, Dale CD:EX; Wilson, Deidre J CD:EX; Gary MacIsaac; Marotz, Nicola CD:EX; Marie Crawford; Davis, Richard CD:EX; Deurbrouck, Diane
Subject: UBCM Alternate on Elections Task Force
Attachments: Memo re UBCM Alternate.pdf

Please see the attached memo.

--

Iris Hesketh-Boles
Executive Coordinator/Office Manager
Local Government House
525 Government Street, Victoria BC V8V 0A8
EM: iheskethboles@ubcm.ca
Tel: 250-356-5122 Fax: 250-356-5119

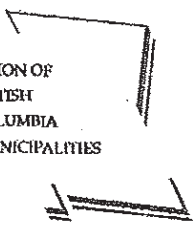
MEMORANDUM

FROM: Chair Harry Nyce
UBCM President

TO: Local Government Elections Task Force
Members

DATE: January 28, 2010

RE: UBCM ALTERNATE TO TASK FORCE



UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

Suite 60
10551 Shellbridge Way
Richmond
British Columbia
Canada V6X 2W9
604.270.8226
Fax 604.270.9116
ubcm@ubcm.ca

At the January 11, 2010 meeting of the Task Force, it was agreed that UBCM could appoint an alternate to this group.

Our Executive discussed this matter at our recent meeting on January 22, 2010 and I am pleased to advise that Past President Robert Hobson has agreed to serve in this capacity.

We understand fully the need for the Alternate to be up to speed on discussions of the Task Force. Robert will receive all past and future Task Force documents and will be in attendance at future meetings beginning in March.

Marotz, Nicola CD:EX

From: Van Leeuwen, Alayna CD:EX
Sent: Thursday, January 28, 2010 3:42 PM
To: CD Local Government Department
Subject: FYI - Local Government Elections Task Force website live

Hi everyone

As most members of the Local Government Department are likely aware, a Local Government Elections Task Force was announced by the Premier at the Fall 2009 UBCM convention. The work of the joint provincial-UBCM Task Force is underway, and we're pleased to announce that the Task Force website is now live.

See www.localelectiontaskforce.gov.bc.ca.

Background information on the Task Force's creation and on elections issues generally, the Task Force terms of reference, and discussion papers on the elections issues under review by the Task Force are posted here. Written comments can also be submitted via this website's feedback form or directly emailed to localelectiontaskforce@gov.bc.ca.

Thank you to everyone who worked so hard to get this website operational.

Alayna

Alayna van Leeuwen
Senior Policy Analyst
Local Government Policy and Research Branch
Ministry of Community and Rural Development, British Columbia

Phone: (250) 356-7020
Fax: (250) 387-6212
Email: Alayna.vanLeeuwen@gov.bc.ca

Marotz, Nicola CD:EX

From: Marson, Michael CD:EX
Sent: Thursday, January 28, 2010 4:22 PM
To: Marotz, Nicola CD:EX
Cc: Van den Brink, Grace CD:EX; Avery, Ainslie CD:EX; Sutherland, Don CD:EX; Abbott, Sally CD:EX; Notenberg, Scott CD:EX
Subject: FW: Local Elections Task Force - website PIA?

Hi there...

Just a reminder that for FOIPP reasons we must be very judicious with the information we are collecting from the feedback form and e-mail address.

As Rob notes below we must restrict access on a "need to know" basis.

Thanks!
Michael

From: Gordon, Robert A SSBC:EX
Sent: Thursday, January 28, 2010 4:15 PM
To: Marson, Michael CD:EX
Subject: RE: Local Elections Task Force - website PIA?

Thanks again Michael.

From: Marson, Michael CD:EX
Sent: Thursday, January 28, 2010 4:14 PM
To: Gordon, Robert A SSBC:EX
Subject: RE: Local Elections Task Force - website PIA?

Thanks...

I've communicated that to the appropriate people...but will still send out a reminder to that effect...

Michael

From: Gordon, Robert A SSBC:EX
Sent: Thursday, January 28, 2010 3:38 PM
To: Marson, Michael CD:EX
Subject: RE: Local Elections Task Force - website PIA?

Hi Michael,

The feedback form includes the FOIPPA section 27(2) notice so we are good. When responses start coming in, please take appropriate steps to restrict access to only those with a "need to know" requirement.

Rob

From: Marson, Michael CD:EX
Sent: Thursday, January 28, 2010 3:27 PM
To: Gordon, Robert A SSBC:EX
Subject: FW: Local Elections Task Force - website PIA?
Importance: High

Hi Rob...

Sorry...my oversight in now asking you to look at the form earlier...too many last minute changes and I lost track of this...

Any issues – we can make the changes quickly if needed

Michael

From: Tosh, Rulen CD:EX
Sent: Thursday, January 28, 2010 2:53 PM
To: Gordon, Robert A SSBC:EX
Cc: Marson, Michael CD:EX; Abbott, Sally CD:EX
Subject: RE: Local Elections Task Force - website PIA?

Hi Rob,

The Local elections task force website is now live, if you would like to take a look.

<http://www.localelectiontaskforce.gov.bc.ca>

Cheers,

Rulen Tosh | Client Business Consultant | Information Systems Branch
Ministry of Community and Rural Development | Ministry of Tourism, Culture and the Arts

Direct: 250-356-9623 | BB: 250-588-0650 | Fax: 250-387-1590
3rd Floor, 800 Johnson Street, PO Box 9802 Stn Prov Govt, Victoria, BC V8W 9W1

<< OLE Object: Picture (Device Independent Bitmap) >>

The information transmitted herein is intended only for the named recipient above and may contain information that is privileged or confidential. If you have received this message in error, or are not the named recipient, please immediately notify the sender at (250) 356-9623 or by reply to this communication and delete this message from any computer. Thank you.

From: Gordon, Robert A SSBC:EX
Sent: Friday, January 22, 2010 9:18 AM
To: Marson, Michael CD:EX; Tosh, Rulen CD:EX
Subject: RE: Local Elections Task Force - website PIA?

Thanks for the refresher Michael. You're right about our discussion. A PIA won't be necessary and when the site goes live I'll take a look at it.

Rob

From: Marson, Michael CD:EX

Sent: Friday, January 22, 2010 9:08 AM
To: Gordon, Robert A SSBC:EX; Tosh, Rulen CD:EX
Subject: RE: Local Elections Task Force - website PIA?

Hey Rob...

If I recall correctly...we discussed the form..in the context of what we were hoping to achieve and my sense from our discussion was we didn't need a PIA.

If upon reflection that's changed...let us know so we can get started on one.

The site should be ready for viewing later today...and you can see how the form was implemented.

Cheers

Michael

From: Gordon, Robert A SSBC:EX
Sent: Friday, January 22, 2010 8:34 AM
To: Tosh, Rulen CD:EX
Cc: Marson, Michael CD:EX
Subject: RE: Local Elections Task Force - website PIA?

Hi Rulen,

I worked with Michael on a statement, but I have so much going on right now I can't remember if it was for the Local Elections Task Force website. I also can't remember if I advised Michael on the need for a PIA.

Michael, can you remind me please what my advice was?

Thank you,

Rob

From: Tosh, Rulen CD:EX
Sent: Thursday, January 21, 2010 2:30 PM
To: Gordon, Robert A SSBC:EX
Cc: Marson, Michael CD:EX
Subject: Local Elections Task Force - website PIA?

Hi Rob,

I know you have been working with Michael Marson on this website - For our records - did you feel we needed a PIA for the website or feedback form - or did we just need to ensure we had the FOI statement on the form that you had specified - and no PIA is required.

Rulen Tosh | Client Business Consultant | Information Systems Branch
Ministry of Community and Rural Development | Ministry of Tourism, Culture and the Arts

Direct: 250-356-9623 | BB: 250-588-0650 | Fax: 250-387-1590
3rd Floor, 800 Johnson Street, PO Box 9802 Stn Prov Govt, Victoria, BC V8W 9W1

<< OLE Object: Picture (Device Independent Bitmap) >>

The information transmitted herein is intended only for the named recipient above and may contain information that is privileged or confidential. If you have received this message in error, or are not the named recipient, please immediately notify the sender at (250) 356-9623 or by reply to this communication and delete this message from any computer. Thank you.

Marotz, Nicola CD:EX

From: Van Leeuwen, Alayna CD:EX
Sent: Thursday, January 28, 2010 10:19 AM
To: Wall, Dale CD:EX; Furey, Mike CD:EX
Cc: Marotz, Nicola CD:EX; Wilson, Deidre J CD:EX
Subject: For review by Jan 29 - LGETF discussion papers for Feb 5 mtg

Importance: High

Hi Mike and Dale

(FYI, Deidre & Nicola)

Attached as hyperlinks are the discussion papers for the Task Force's February 5 meeting. These papers are still under revision – comments from our technical working group (Elections BC, Attorney General, EDUC/BCSTA, LGMA) are currently being integrated into these papers, and comments from a couple people on the campaign finance disclosure paper are still pending.

We are aiming to have these papers finalized and out the door for UBCM to distribute to Task Force members on Friday, January 29.

Feel free to have a look (understanding that further changes suggested by our elections experts & UBCM are being integrated today, in addition to any that you might suggest).

Term of office length/election cycle:

I:\Loggov_dept_common\LGD_Shared\LGPRB\Projects\ElectionsTaskForce\Election Cycles\Length of Term - Election Cycles v.4.docx

Public financing (i.e. tax credits for campaigns)

I:\Loggov_dept_common\LGD_Shared\LGPRB\Projects\ElectionsTaskForce\Public Financing\PolicyPaper_public_financing_draft_IntegratingTechCmnts.docx

Campaign finance disclosure:

I:\Loggov_dept_common\LGD_Shared\LGPRB\Projects\ElectionsTaskForce\Disclosure\Policy Paper-Disclosure post-distrib edits.docx

Apologies for the quick turnaround time, but we are hoping for comments from you by tomorrow.

Thanks,

Alayna van Leeuwen
Senior Policy Analyst
Local Government Policy and Research Branch
Ministry of Community and Rural Development, British Columbia

Phone: (250) 356-7020
Fax: (250) 387-6212
Email: Alayna.vanLeeuwen@gov.bc.ca

Marotz, Nicola CD:EX

From: Van Leeuwen, Alayna CD:EX
Sent: Friday, January 29, 2010 1:07 PM
To: Neufeld, Harry R.EBC:EX
Cc: Marotz, Nicola CD:EX; Wilson, Deidre J CD:EX; Paget, Gary CD:EX
Subject: RE: Gibson report - MCD comments
Attachments: DRAFT L Gibson Discussion Paper-January 28~MCDcmts.docx

Hi Harry

Thank you for the opportunity to review this paper. Thank you as well for the updated, January 28th version. We had a very quick skim of this version and found that some of our comments on the earlier version have been addressed to a degree – for example, changing 'would be/will be' statements to 'could be.' We have some general comments, though, that we think still apply to this more recent paper version. Our general comments are basically limited to trying to provide assistance in terms of how the document might be received by its intended audience (first of the technical elections experts, and ultimately the Task Force and the public). I hope these are useful to you and not too difficult to address. And again, apologies for the late arrival of these comments.

s.13

s.13

Also attached is a copy of this January 28 version of Mr. Gibson's paper with a few minor factual points (e.g. name of a regional district) highlighted directly in the document using MS Word's track changes function.

Please let us know if you need clarification of any of the above, and thanks again for this opportunity.

Alayna

From: Paget, Gary CD:EX
Sent: Friday, January 29, 2010 8:18 AM
To: Van Leeuwen, Alayna CD:EX
Subject: FW: Gibson report

The latest.

From: Neufeld, Harry R EBC:EX
Sent: Thursday, January 28, 2010 7:27 PM
To: Paget, Gary CD:EX
Cc: Marotz, Nicola CD:EX; Wilson, Deidre J CD:EX
Subject: RE: Gibson report

Hi, Gary.

Attached is a new iteration of Lorne Gibson's report. Hopefully some of the edits you would have wanted to see will be contained.

I welcome input on this version, and won't send the document out to others in the 'experts' group until that has happened.

Best regards,
Harry Neufeld

From: Paget, Gary CD:EX
Sent: Mon 25/01/2010 10:24 AM
To: Neufeld, Harry R EBC:EX
Cc: Marotz, Nicola CD:EX; Wilson, Deidre J CD:EX
Subject: Gibson report

Thank you for the opportunity to review this report. It provides good background on other provinces. This connects very closely with enforcement and will be scheduled for the March 11 meeting. We need to give it a careful review in terms of its accuracy in describing the current BC situation, noting that it will be made public on our web site.

We also need to think carefully how this paper fits with our other papers, in particular campaign financing and enforcement, and how the March 10 meeting is going to be managed. We will need a few more days to think this through. It would also be able useful to have a conversation with you later this week on how our respective efforts can be dovetailed to our mutual benefit.

Pages 324 through 360 redacted for the following reasons:

S.13

Marotz, Nicola CD:EX

From: Iris Hesketh-Boles [iheskethboles@ubcm.ca]
Sent: Friday, January 29, 2010 3:49 PM
To: King, Wendy L CD:EX; Leyne, Andrew LASS:EX; Shotton, Ryan LASS:EX; Harry Nyce; Barbara Steele; Mary Sjostrom; Bennett, Bill CD:EX; XT:Hobson, Robert TRAN:IN
Cc: Furey, Mike CD:EX; Paget, Gary CD:EX; Sutherland, Don CD:EX; Wall, Dale CD:EX; Wilson, Deidre J CD:EX; Gary MacIsaac; Marotz, Nicola CD:EX; Marie Crawford; Davis, Richard CD:EX; Deurbrouck, Diane
Subject: Documentation Package: Friday February 5 Elections Task Force Meeting
Attachments: LGETF February 5 2010 Meeting Materials.pdf

Attached is the complete documentation package for the Local Government Elections Task Force meeting scheduled for Friday February 5, 2010.

Liz Andersen
On behalf of:
--

Iris Hesketh-Boles
Executive Coordinator/Office Manager
Local Government House
525 Government Street, Victoria BC V8V 0A8
EM: iheskethboles@ubcm.ca
Tel: 250-356-5122 Fax: 250-356-5119

LOCAL GOVERNMENT ELECTIONS TASK FORCE

February 5, 2010
9:30 a.m. – 3:30 p.m.
UBCM Offices, Richmond, B.C.

AGENDA

JANUARY 11, 2010 MEETING

- record of decision
Direction required: approve record of decision

FEEDBACK

- update on website
Information only
- comments received
 - report on written comments -- review
 - engagement by Task Force members – members present update, as requiredDirection required: whether the report on written comments is sufficient

TOPICS FOR DISCUSSION

- election cycle (term of office) – review and discuss paper
Direction required: whether to further investigate term of office extension
- campaign finance disclosure
 - overview of current rules
 - review and discuss paperDirection required: whether to further investigate issues in campaign finance disclosure

PRESENTATION (1:00 p.m.)

- Professor Patrick Smith, PhD, Department of Political Science, SFU – listen to presentation
Information only

TOPIC FOR DISCUSSION

- public financing for campaigns (e.g. tax credits) – review and discuss paper
Direction required: whether to further investigate public financing for campaigns

NEXT STEPS

- scheduling upcoming meetings (April/May)
- next meetings/topics for discussion

Pages 363 through 364 redacted for the following reasons:

S.13

Local Government Election Task Force - Submissions
as of: January 27 2010

Submissions received: 14

From:

| | |
|-----------------------|---|
| Local Government | 4 |
| Representative Groups | 4 |
| Individuals | 6 |

Topics:

| | |
|-------------------|----|
| Campaign Finance | 5 |
| Enforcement | 0 |
| Electoral Officer | 0 |
| Election Cycle | 2 |
| Corporate Vote | 2 |
| UBCM Resolution | 1 |
| Other | 10 |

Submissions to date were received prior to the web site launch.

The majority (7) of "Other" topics include information requests on the Task Force, e.g. how to participate and offers of assistance.

Local Government Election Task Force - Submissions
As of: 2010-01-28

| Date | Name | Title | Local Govt. | Organization | Individual | To | Campaign Finance | Enforcement | Election Cycle | Corporate Vote | UBCM Resolution | Other | Comment |
|---------------|-----------------|--------------|---------------------|------------------------------------|------------|--|------------------|-------------|----------------|----------------|-----------------|-------|--|
| May 18, 2009 | S.22 | | | | 1 | Premier / letter | 1 | | | | | | Financial contributions limits; voters contribute to a candidate; groups contribute to all-candidate pool; \$5 income tax credit for voters. |
| Sept 20, 2009 | | | | | 1 | UBCM / letter | 1 | | 1 | | | 3 | Term limits; political signs; campaign contributions; employment positions; recall referendums. |
| Oct 19, 2009 | S.16 | | | | | Min. Bennett / email | | | | | | 1 | Offer of volunteer help. |
| Oct 19, 2009 | Joanne Monaghan | Mayor | Kilimac (District) | | | UBCM / letter | | | 1 | | | | Property owners within industrial assessment class and tax appropriation authority by local governments; urge TF to consult widely with UBCM members especially in small towns. |
| Oct 20, 2009 | Connie Denosluk | President | | BCSTA | | Min. Bennett / letter | | | | | | 1 | Request for BCSTA representation on Task Force. |
| Nov. 10, 2009 | S.22 | | | | 1 | Min. Bennett / email | | | | | | 1 | Offer of help. |
| Nov. 27, 2009 | Anthony Hodgson | President | | Fair Voting BC | | Min. Bennett / email | | | | | | 1 | Request to participate and task force schedule. |
| Dec. 3, 2009 | Prod Gilling | Treasurer | | Surrey Civic Coalition | | Min. Bennett / letter | | | | | | 1 | Request to make a submission. |
| Dec. 15, 2009 | S.16 | | | | | Mayor Sprostrom / email | 1 | | | | | | As independent candidate, campaign funds kept by city until next election; expenses declared in the year prior to the election and no time frame to revenue; annual fundraisers. |
| Dec. 15, 2009 | | | | | | Mayor Sprostrom / email | 1 | | | | | | Due to situation in previous email, revenues and expenses seen as "wildly excessive". |
| Dec. 16, 2009 | S.22 | | | | 1 | Premier, Min. Bennett / letter | 1 | | | | | 1 | Task force members; mention of Gibson's mayor, financial contributions. |
| Jan. 4, 2010 | | | | | 1 | TF Co-chairs / letter | | | 1 | 1 | | 1 | Non-resident property owner, business owner votes; two year terms; candidates reside in jurisdiction; disqualification of mayor/council. |
| Jan. 4, 2010 | Dawn Attorp | Corp. Admin. | Central Kootenay RD | | | Pros. Nyco, UBCM / letter | | | | | 1 | | Board resolution re: volunteer firefighters and elections |
| Jan. 18, 2010 | S.22 | | | | 1 | Public Affairs Bureau / call | | | | | | 1 | "How to provide input" to TF. |
| Jan. 22, 2010 | Ron Stipp | Rep. | | Canadian Labour Congress - Pacific | | Min. Bennett, cc: TF, MLA S, Fraser / letter | | | | | | 1 | Request to participate; duplicate letter addressed to Pros. Nyco. |
| Jan. 22, 2010 | Ron Stipp | Rep. | | Canadian Labour Congress - Pacific | | Pros. Nyco, cc: TF, MLA S, Fraser / letter | | | | | | 1 | Request to participate; duplicate letter addressed to Min. Bennett. |
| | | | | | | Total | 5 | 0 | 0 | 2 | 2 | 1 | 13 |

Pages 367 through 425 redacted for the following reasons:

S.13

Schedule of next Task Force Meetings with Tentative List of Topics/Activities for those Meetings

The following sets out proposed main topics for discussion at upcoming Task Force meetings, as well as some opportunities for the Task Force to receive specified input. This schedule will continue to be adjusted as the nature of additional discussion on topics from previous meetings is more clearly defined, and input/presentations confirmed. Some additional meetings will be needed (i.e. in April/May).

| Meeting | Proposed Topics/Activities |
|---|--|
| January 11 9:30 a.m. – 3:30 p.m. UBCM offices Richmond | <ul style="list-style-type: none"> ✓ confirm Terms of Reference and Dec 3 record of decision ✓ overview of campaign financing ✓ campaign contribution limits ✓ corporate vote ✓ approaches to Task Force engagement ✓ topics for discussion at next meetings and schedule |
| February 5 9:30 a.m. – 3:30 p.m. UBCM offices Richmond | <ul style="list-style-type: none"> • campaign finance disclosure • public financing for campaigns (e.g. tax credits) • election cycle (term of office) • report on input received to date • technical input from Patrick Smith/Kennedy Stewart [TBC] • additional discussion on topics from previous meeting (if needed) |
| March 10 9:30 a.m. – 3:30 p.m. Legislative Buildings Victoria | <ul style="list-style-type: none"> • campaign expense limits • enforcement • role of Elections BC • technical input from LGMA and Elections BC, focused on these topics [TBC] |
| March 11 (likely just 9:30 a.m. - noon) Legislative Buildings Victoria | <ul style="list-style-type: none"> • candidate eligibility for local government volunteers/employees • report on input received to date • additional discussion on topics from previous meetings |
| March 12 UBCM Consultation workshop TBD Richmond | <ul style="list-style-type: none"> • listen to input from local governments |
| March 31* (likely 9:30 a.m. – 3:30 p.m.) Legislative Buildings Victoria | <ul style="list-style-type: none"> • presentation by Opposition Caucus [TBC] • presentation by BCSTA [TBC] • other campaign finance issues (e.g. disclosure by 3rd parties; application to “other voting”) • separate Act • additional discussion on topics from previous meetings |
| April 1* (likely 9:30 a.m. – 3:30 p.m.) Legislative Buildings Victoria | <ul style="list-style-type: none"> • corporate vote • report on input received to date • education, training and best practices • additional discussion on topics from previous meetings |

*There is flexibility as to which topics/activities would be March 31 and which would be April 1 (i.e. depending on scheduling of presentations).

Marotz, Nicola CD:EX

From: Jones, Krista SSBC:EX
Sent: Friday, January 29, 2010 3:35 PM
To: MacLean, Ian CD:EX; Marotz, Nicola CD:EX
Cc: Brouwer, Shauna CD:EX; Pearson, Barbera CD:EX
Subject: FW: MCD-2009-00007

Hello,

Information Access Operations has received a request for:

"All correspondence (including emails) sent or received by the Minister of Community and Rural Development's Office (Minister and Staff) regarding the membership of the Local Elections Task Force. The time frame for this request is from Sept 15/09 to Dec 3/09."

For your information, Information Access Operations has been involved in a business transformation and best practices review in order to develop and implement consistent FOI processes across government. As per Richard Poutney's email of December 3rd (copy attached) these processes are now being rolled out across government. They are intended to improve the quality, accuracy and timeliness of FOI request responses.

Also attached is Call for Records Form and Guidelines and Fee Estimates Calculation Form as mentioned in Richard Poutney's e-mail. Both completed forms should be returned to me with the responsive records. Please call or email me if you have any questions or concerns.

Thank you,



FOI Operations -
Communication...



Call Rec - Call for Fees - Fee
Records.do... stimate Calculatio.

Krista Jones
Junior Analyst
Information Access Operations
Operations

Shared Services BC
Ministry of Citizens' Services
☎ (250)953-3622
✉ Krista.Jones@gov.bc.ca

Providing Services to:
Ministry of Community & Rural Development
Ministry of Tourism, Culture and the Arts
Ministry of Small Business, Technology and Economic Development

Information Access Operations

Call for Records

Section 7 of the Freedom of Information and Protection of Privacy Act (the Act) places a duty on public bodies to respond to formal requests without delay and imposes a time limit of 30 working days from the date the FOI request is received by the public bodies. The purpose of this form is to assist Ministries and agencies with the record gathering process. Staff are encouraged to contact Information Access Operations (IAO) with concerns or questions.

| IAO is responsible to complete the following: | |
|---|---|
| FOI Request File Number: X Govt Number (if applicable) | MCD-2010-00007 |
| Requester Type: | Political Party |
| Description of Request: | All correspondence (including emails) sent or received by the Minister of Community and Rural Development's Office (Minister and Staff) regarding the membership of the Local Elections Task Force. The time frame for this request is from Sept 15/09 to Dec 3/09. |
| Request Received Date: | January 28, 2010 |
| Request Due Date: | March 11, 2010 |
| IAO Analyst/Team: Contact Information: | Krista Jones ☎ (250)953-3622 ✉ Krista.Jones@gov.bc.ca |
| IAO Comments: | |
| The Ministry is responsible to complete the following: | |
| Ministry Search for Records: <ul style="list-style-type: none"> • Please describe your search for records including what records were searched (i.e. Files, email, databases, TRIM files, off-site records, etc) • please indicate duration of search time • please indicate who conducted the search for records | |
| Ministry Program Area Recommendations — Document potential harms ¹ that could result from disclosure of records gathered and provide disclosure recommendations. | |
| Ministry Record Location(s) — If you are aware of any other Ministry, agency, offices or locations that may have records responsive to this request, please indicate here. | |
| Ministry Director/Manager Name and Signature: | Date: |

¹ **Harms** — Disclosure of the records would significantly harm the Ministry's position, or a third party interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. Issues associated with the possible disclosure through the FOI process that are unrelated to the harms assessment, should be communicated to your ministry executive and/or Public Affairs Bureau.

| | |
|-----------------|--|
| Name (Printed): | |
| Signature: | |

Records are to be forwarded to IAO office within the following timelines:

| | | |
|---|------------------------------------|---------------------------------------|
| Call for Record Date: | | January 29, 2010 |
| Fee Estimate Due Date: | | February 5, 2010 |
| If fees do not apply, records are due to IAO by 4:00pm on: If fees apply your analyst will advise of your new due date once a deposit is received.) | | February 10, 2010 |
| General Request: 8-12 days | Personal Request: 4-10 Days | Cross Govt Request: 10-20 Days |

Ministry Support Guidelines for GENERAL FOI Requests

Preliminary Record Search and Assessment of Fees:

- If records do not exist within Ministry/Agency, **please advise IAO immediately**. Request will be closed or redirected by IAO.
- If some/all records reside within another public body, **please advise IAO immediately** specifying other public body, ministry, branch and/or region.
- If search and retrieval time is anticipated to exceed 3 hours and/or the volume of records exceeds 200 pages, **please advise IAO immediately**.
 - Advise of search time/record volume and estimate fees using attached fee calculation table.
 - If fee is estimated, do not proceed with records search or retrieval until IAO confirms fee with applicant.
 - Once fee has been confirmed with applicant and payment is received by IAO the following steps occur:
 1. IAO notifies the ministry.
 2. Ministry/Agency proceeds to retrieve and scan/photocopy responsive records.
 3. IAO provides ministry with the revised due date for record submission.
 4. Ministry submits records to IAO.

Record Gathering Process:

- Review records to ensure they address scope of the request.
- To ensure IAO has a complete understanding of the records provided and their context, IAO requests that the ministry identify any areas of concern regarding their disclosure. This assists IAO analysts in assessing any harm contemplated by the FOIPPA, and consider any applicable exceptions to disclosure.
- Please ensure your Ministry Public Affairs office is notified of any issues associated with the request for internal communication business purposes.

Providing Responsive Records:

- If volume permits, Ministry/Agency is required to scan records and send electronically to IAO analyst. If volume is prohibitive for electronic submission, package or disc with scanned documents should be mailed to:
Information Access Operations
Ministry of Citizens Services
PO Box 9569 Stn Prov Govt, Victoria BC, V8W 9K1
- Please ensure information package has been reviewed and approved by applicable program area.

Ministry Support Guidelines for PERSONAL FOI Requests

Preliminary Record Search:

- If records do not exist within Ministry, **please advise IAO immediately**. Request will be closed by IAO Intake.
- If there is significant volume of records, **please advise IAO immediately**.
- If some/all records reside within another public body, **please advise IAO immediately** specifying other public body, ministry, branch and/or region.

Record Gathering Process:

- Review records to ensure they address scope of the request.
- Please identify any **Health and Safety issues** related to disclosure of the information and advise IAO of the program contact to further discuss these issues.
- If volume permits, Ministry is required to scan records and send electronically to IAO

Providing Responsive Records:

- If volume permits, Ministry/Agency is required to scan records and send electronically to IAO analyst. If volume is prohibitive for electronic submission, package should be mailed to IAO at the address above
- Please ensure information package has been reviewed and approved by applicable program area (see process for generals).

Information Access Operations

Fee Estimate Calculation Table

The following instructions are being provided to Ministries to ensure consistent government practice when estimating fees for FOI requests.

Once the ministry estimate is complete, please advise IAO Analyst before gathering records. IAO will communicate the fee estimate to the applicant. Once fee estimate has been confirmed with the applicant and payment received as required under the Act, IAO will advise the ministry program area to proceed with retrieval, preparation and scanning/copying of records for submission to IAO.

| | |
|---|---|
| Request Number: | MCD-2010-00007 |
| Ministry: | Ministry of Community and Rural Development |
| Ministry Program Area: (Please indicate location/region) | |
| Estimate Completed By: | |
| Date: | |
| IAO Analyst: | Krista Jones |

Please estimate costs associated with the following tasks and submit the estimate to IAO.

| 1. Locate & Retrieve Records | | | |
|--|------------------------|---|--|
| Task | Effort in Hours | Cost Estimate (Effort hours – 3 hrs) x \$30/hr | Actual Costs (Effort hours – 3 hrs) x \$30/hr |
| • Consult with staff regarding content of specific boxes or files | | | |
| • Removing paper files from cabinets and/or files | | | |
| • Read through contents of files to determine whether records are responsive to request | | | |
| • Search email records, databases, TRIM folders, etc & if necessary print responsive records (estimate time for all applicable staff involved in task) | | | |
| • Review files lists & off-site lists | | | |
| • Produce record from machine readable record | | | |
| • Review files lists & off-site | | | |

Information Access Operations - Fee Estimate Calculation Standards

| | | | |
|---|---|--|--|
| lists | | | |
| • Recall boxes from off-site | | | |
| • Other tasks involved in locating & retrieving records | | | |
| Note: First 3 hours of search time are not recoverable. Estimate & actual costs are not to include costs of retrieving/returning boxes from/to off-site storage. | | | |
| 2. Produce Records | | | |
| Task | Effort in Hours | Cost Estimate <i>Estimate x \$30/hr</i> | Actual Costs <i>Estimate x \$30/hr</i> |
| <ul style="list-style-type: none"> • Prepare records for photocopying/scanning – • (remove staples, etc) • NOTE: Preferred method for shipment is PDF | | | |
| 3. Preparing Records for Disclosure | | | |
| Task | Effort in Hours | Cost Estimate | Actual Costs |
| <ul style="list-style-type: none"> • Package preparation includes time required to assemble & prepare records for submission to IAO | | | |
| 4. Copy Costs | | | |
| • Photocopying/scanning | Cost Estimate <i>(Letter size = # of pages x \$.25/page)</i> <i>(Legal size = # of pages x \$.30/page)</i> | Actual Costs <i>(Letter size = # of pages x \$.25/page)</i> <i>(Legal size = # of pages x \$.30/page)</i> | |
| • Calculate copy costs/scanning | Letter: Legal: Total: | Letter: Legal: Total: | |
| 5. Miscellaneous Costs | | | |
| • Calculate miscellaneous costs (i.e. CD's, reproducing large documents, maps, microfiche, etc) | Cost Estimate | Actual Costs | |
| 6. Total Fee to Applicant | | | |
| Task | Cost Estimate | Actual Costs | |
| • Locate & Retrieve | | | |
| • Produce Records | | | |
| • Prepare Records | | | |
| • Copy Costs | | | |
| • Miscellaneous costs | | | |
| • Shipping Costs | | | |

Information Access Operations - Fee Estimate Calculation Standards

| | | |
|--|---------------|---------------|
| | TOTAL: | TOTAL: |
|--|---------------|---------------|

General Calculation Information:

- Average file folder = 1" & holds approximately 200 pages (single-sided)
- 1 Standard Records Centre Services Box (1 cubic foot):
 - if in legal sized folders - 1,800 pages
 - if in letter sized folders - 2,200 pages

Marotz, Nicola CD:EX

From: Neufeld, Harry R EBC:EX
Sent: Friday, January 29, 2010 1:42 PM
To: Van Leeuwen, Alayna CD:EX
Cc: Marotz, Nicola CD:EX; Wilson, Deidre J CD:EX; Paget, Gary CD:EX
Subject: Re: Gibson report - MCD comments

Hi, Alayna.

Thanks for providing the Ministry's thoughtful and detailed response.

Given the reaction, I am now re-thinking the idea of the Gibson paper having any further audience.

Exactly what the Task Force wants to receive from Elections BC and how it wants to interact with my office will be the topic of a conversation I will have with Gary Paget in the next week.

Best regards,

Harry Neufeld
Chief Electoral Officer
British Columbia

From: Van Leeuwen, Alayna CD:EX
To: Neufeld, Harry R EBC:EX
Cc: Marotz, Nicola CD:EX; Wilson, Deidre J CD:EX; Paget, Gary CD:EX
Sent: Fri Jan 29 13:07:20 2010
Subject: RE: Gibson report - MCD comments

Hi Harry

Thank you for the opportunity to review this paper. Thank you as well for the updated, January 28th version. We had a very quick skim of this version and found that some of our comments on the earlier version have been addressed to a degree – for example, changing 'would be/will be' statements to 'could be.' We have some general comments, though, that we think still apply to this more recent paper version. Our general comments are basically limited to trying to provide assistance in terms of how the document might be received by its intended audience (first of the technical elections experts, and ultimately the Task Force and the public). I hope these are useful to you and not too difficult to address. And again, apologies for the late arrival of these comments.

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Marotz, Nicola CD:EX

From: Brown, Tom G CD:EX
Sent: Friday, January 29, 2010 1:31 PM
To: Marotz, Nicola CD:EX; Van Leeuwen, Alayna CD:EX
Subject: Task Force Letters

Hi Nicola and Alayna - all of the letters have been approved at all levels. Letters will be prepared this afternoon and mailed first thing Monday morning.

With regard to the emails to LGMA and ElectionsBC, both Dale and Marie are reviewing - I suspect I'll hear this afternoon re their approval. They can be sent Monday as well....

Thanks, Tom



134906_MIN_LGD
_ASB_Call for Su...



134895_MIN_LGD
_ASB_Meeting Inv..



134885_MIN_LGD
_ASB_Call for Su...



134884_MIN_LGD
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134883_MIN_LGD
_ASB_Call for Su...



134749_MIN_LGD
PRB_Smith_Stewa.

Ref: 134906

Meeting invitation – To BCSTA

Ms. Connie Denesiuk
President
British Columbia School Trustees Association
4th floor – 1580 West Broadway
Vancouver, BC V6J 5K9

Dear Ms. Denesiuk:

As you are aware, Honourable Gordon Campbell, Premier, announced the formation of the Local Government Elections Task Force, a consensus-based group of members of the Legislative Assembly and Union of British Columbia Municipalities (UBCM) representatives, at the 2009 UBCM Convention. The Task Force co-chairs are Honourable Bill Bennett, Minister of Community and Rural Development, and Chair Harry Nyce, President of the UBCM. Other Task Force members are:

- Surrey Councillor, Barbara Steele, first vice-president, UBCM;
- Quesnel Mayor, Mary Sjostrom, third vice-president, UBCM;
- Donna Barnett, MLA, Cariboo–Chilcotin; and
- Douglas Horne, MLA, Coquitlam–Burke Mountain.

It is anticipated that the Task Force will deliver its recommendations to the Province of British Columbia and the UBCM by May 30, 2010, after which legislation is expected to be presented to the Legislature in time for the 2011 local government elections.

The Task Force is looking into the following topics:

- Campaign finance, including contribution/spending disclosure and limits, and tax credits;
 - Enforcement processes and outcomes;
 - Role of the British Columbia Chief Electoral Officer in local government elections;
- .../2
- Election cycle (term of office);

Ms. Connie Denesiuk
Page 2

- Corporate vote; and,
- Matters raised in election resolutions submitted to the 2009 UBCM Convention, such as the candidate eligibility of volunteers.

To assist in our deliberations, and given the fact that local government election rules are used in your members' election processes, the Task Force would be very interested in hearing your views on any or all of these issues at a mutually convenient time on either March 31 or April 1, 2010, at space to be confirmed in the British Columbia Legislature. The Task Force would also welcome a written submission in advance of the meeting.

Staff from the Ministry of Community and Rural Development will be following up with your office in the coming days to arrange a meeting date and time.

In addition to the input we are seeking from your association, we have requested the views of all local governments and the full range of stakeholder organizations that have an interest in local government elections. We have encouraged all parties contacted to circulate Task Force details within their respective communities and organizations to ensure that we receive written comment from the widest possible audience – in your case, we invite you to encourage input from boards of education as well as from the Association itself.

For further information on the Task Force, please visit the website at: www.LocalElectionsTaskForce.gov.bc.ca. Written comments can be submitted via email to: LocalElectionsTaskForce@gov.bc.ca, by fax to: 250 387-7972, or by mail to:

Local Government Elections Task Force
c/o Ministry of Community and Rural Development
PO Box 9839 Stn Prov Govt
Victoria, BC V8W 9T1

Thank you for considering our invitation. We look forward to hearing from you on ways to improve our local government election processes.

Sincerely,

Bill Bennett
Minister of Community
and Rural Development

Harry Nyce
President
Union of British Columbia Municipalities

Ms. Connie Denesiuk
Page 3

Minister: file copy Branch: file copy Branch: pending copy ARCS/ORCS#: 0280-30
Date Typed: January 27, 2010 Prepared by: LGD:ASB / CB:TBrown
Document Location: c:\users\mmarotz\appdata\local\microsoft\windows\temporary internet
files\content.outlook\lwzbzxc0\134906_min_lgd_asb_call for submissions_bcsta_denesiuk_final100126.docx

Ref: 134895

Meeting invitation – To Leader of the Official Opposition

Ms. Carole James
Leader of the Official Opposition
Room 201
Parliament Buildings
Victoria, BC V8V 1X4

Dear Ms. James:

As you are aware, Honourable Gordon Campbell, Premier, announced the formation of the Local Government Elections Task Force, a consensus-based group of provincial members of the Legislative Assembly and Union of British Columbia Municipalities (UBCM) representatives, at the 2009 UBCM Convention. The Task Force co-chairs are Honourable Bill Bennett, Minister of Community and Rural Development, and Chair Harry Nyce, President of the UBCM. Other Task Force members are:

- Surrey Councillor, Barbara Steele, first vice-president, UBCM;
- Quesnel Mayor, Mary Sjostrom, third vice-president, UBCM;
- Donna Barnett, MLA, Cariboo–Chilcotin; and
- Douglas Horne, MLA, Coquitlam–Burke Mountain.

It is anticipated that the Task Force will deliver its recommendations to the Province of British Columbia and the UBCM by May 30, 2010, after which legislation is expected to be presented to the Legislature in time for the 2011 local government elections.

The Task Force is looking into the following topics:

- Campaign finance, including contribution/spending disclosure and limits, and tax credits;
- Enforcement processes and outcomes;
- Role of the British Columbia Chief Electoral Officer in local government elections;
- Election cycle (term of office);

.../2

Ms. Carole James
Leader of the Official Opposition
Page 2

- Corporate vote; and,
- Matters raised in election resolutions submitted to the 2009 UBCM Convention, such as the candidate eligibility of volunteers.

To assist in our deliberations, Task Force members would be very interested in meeting with you to discuss these issues at a mutually convenient time on either March 31 or April 1, 2010, at a location in the Legislative precinct. The Task Force would also welcome a written submission in advance of the meeting.

In addition to the input we are seeking from you, we have requested the views of all local governments and the full range of stakeholder organizations that have an interest in local government elections, including the BC School Trustees Association that relies on local government election provisions to guide their own election processes. We have encouraged all parties contacted to circulate Task Force details within their respective communities to ensure that we receive written comment from the widest possible audience.

Staff from the Ministry of Community and Rural Development will be following up with your office in the coming days to arrange a meeting date and time.

In the interim, for further information on the Task Force, please visit the website at: www.LocalElectionsTaskForce.gov.bc.ca. Written comments can be submitted via email to: LocalElectionsTaskForce@gov.bc.ca, by fax to: 250 387-7972, or by mail to:

Local Government Elections Task Force
c/o Ministry of Community and Rural Development
PO Box 9839 Stn Prov Govt
Victoria, BC V8W 9T1

Thank you for considering our invitation. We look forward to hearing from you on ways to improve our local government election processes.

Sincerely,

Bill Bennett
Minister of Community
and Rural Development

Harry Nyce
President
Union of British Columbia Municipalities

Ms. Carole James
Leader of the Official Opposition
Page 3

Document Location: c:\users\anmarotz\appdata\local\microsoft\windows\temporary internet
files\content.outlook\1wzbzxc0\134895_min_lgd_asb_meeting invite_carole james_task
force_final100126 (2).docx

Ref: 134885

Call for Submissions – To Local Governments

«FULL_NAME»
«MEMBERS»
«JURLOCATION»
«STREET_ADDRESS»
«CITYPROVINCE» «POSTAL_CODE»

Dear «FULL_NAME2»:

The Local Government Elections Task Force is currently seeking written comments from your local government, and from organizations and individuals in your community, to assist in its review of local government election issues.

Announced at the Union of British Columbia Municipalities (UBCM) 2009 Convention, the Local Government Elections Task Force is a joint, consensus-based group of provincial and UBCM members. The Task Force co-chairs are Honourable Bill Bennett, Minister of Community and Rural Development, and Chair Harry Nyce, President of the UBCM. Other Task Force members are:

- Surrey Councillor, Barbara Steele, first vice-president, UBCM;
- Quesnel Mayor, Mary Sjostrom, third vice-president, UBCM;
- Donna Barnett, MLA, Cariboo–Chilcotin; and
- Douglas Horne, MLA, Coquitlam–Burke Mountain.

Recognizing the importance of hearing from local governments throughout British Columbia, the Task Force invites you to submit the comments of your local government on any or all of the following topics:

- Campaign finance, including contribution/spending disclosure and limits, and tax credits;
- Enforcement processes and outcomes;
- Role of the British Columbia Chief Electoral Officer in local government elections;

.../2

«FULL_NAME2»

Page 2

- Election cycle (term of office);
- Corporate vote; and,
- Matters raised in election resolutions submitted to the 2009 UBCM Convention, such as the eligibility of volunteers.

To assist in its deliberations, the Task Force would appreciate your comments as soon as possible, preferably by April 15, 2010. It is anticipated that the Task Force will deliver its recommendations to the Province of British Columbia and the UBCM by May 30, 2010, after which legislation is expected to be presented to the Legislature in time for the 2011 local government elections.

The Task Force is aware of the tight time frame and that the interest in local government elections extends beyond local governments to the broader community including individuals, community groups and other representative organizations. **As such, the Task Force requests that you share this request for written comments within your community, particularly with local groups and individuals interested in local government election issues.**

Written comments can be made via email to: LocalElectionsTaskForce@gov.bc.ca, by fax to: 250 387-7972, or by mail to:

Local Government Elections Task Force
c/o Ministry of Community and Rural Development
PO Box 9839 Stn Prov Govt
Victoria, BC V8W 9T1

Though the Task Force will receive feedback primarily through written comments, individual Task Force members will also engage in conversations on the election issues under review as they meet with local government representatives, organizations and citizens during the normal course of their responsibilities.

For local governments, the UBCM is planning a one-day workshop in March for its members who wish to attend. In addition, Area Associations will have a further opportunity to discuss these issues at their Spring Conventions. Workshop details will be announced shortly.

For further information on the Local Government Elections Task Force, please visit the website at: www.LocalElectionsTaskForce.gov.bc.ca.

«FULL_NAME2»

Page 3

We look forward to hearing from you on ways to improve our local government election processes.

Sincerely,

Bill Bennett
Minister of Community
and Rural Development

Harry Nyce
President
Union of British Columbia Municipalities

Minister: file copy Branch: file copy Branch: pending copy ARCS/ORCS#: 0280-30
Date Typed: January 27, 2010 Prepared by: LGD:ASB:CB:TBrown
Document Location: c:\users\mmarotz\appdata\local\microsoft\windows\temporary internet
files\content.outlook\1wzbzxc0\134885_min_lgd_asb_call for submissions local
govts_final100126.docx

Ref: 134884

Call for Submissions – To Various University Departments

Name
Organization
Address
City Postal Code

Dear _____:

The Local Government Elections Task Force is currently seeking written comments to assist in its review of local government election issues. The Task Force recognizes that the local government election issues under review are of interest not only to local governments, but to citizens and representative groups throughout British Columbia.

Announced at the Union of British Columbia Municipalities (UBCM) 2009 Convention, the Local Government Elections Task Force is a joint, consensus-based group of provincial and UBCM members. The Task Force co-chairs are Honourable Bill Bennett, Minister of Community and Rural Development, and Chair Harry Nyce, President of the UBCM. Other Task Force members are:

- Surrey Councillor, Barbara Steele, first vice-president, UBCM;
- Quesnel Mayor, Mary Sjostrom, third vice-president, UBCM;
- Donna Barnett, MLA, Cariboo–Chilcotin; and
- Douglas Horne, MLA, Coquitlam–Burke Mountain.

The Task Force is interested in hearing from members of the academic community involved in the study of local governance issues, particularly those focused on the British Columbia local government elections system. The Task Force is inviting comments on any or all of the following topics:

- Campaign finance, including contribution/spending disclosure and limits, and tax credits;
- Enforcement processes and outcomes;
- Role of the British Columbia Chief Electoral Officer in local government elections;

.. /2

Ministry of Community
and Rural Development

Office of the Minister

PO Box-9056 Stn Prov Govt
Victoria BC V8W 9E2

Phone: 250 387-2283
Fax: 250 387-4312
www.gov.bc.ca/cd

Page 2

- Election cycle (term of office);
- Corporate vote; and,
- Matters raised in election resolutions submitted to the 2009 UBCM convention, such as the candidate eligibility of volunteers.

It is anticipated that the Task Force will deliver its recommendations to the Province of British Columbia and the UBCM by May 30, 2010, after which legislation is expected to be presented to the Legislature in time for the 2011 local government elections.

Written comments can be made via email to: LocalElectionsTaskForce@gov.bc.ca, by fax to: 250 387 7972, or by mail to:

Local Government Elections Task Force
c/o Ministry of Community and Rural Development
PO Box 9839 Stn Prov Govt
Victoria, BC V8W 9T1

Additionally, the Task Force is asking scholars with a particular interest and expertise in British Columbia local government electoral issues to identify themselves. Opportunities for engagement with academics whose research focuses on British Columbia local government elections issues may exist, if those individuals make the Task Force aware of their expertise in this area and their interest in possibly providing additional information to the Task Force.

For further information on the Local Government Elections Task Force, please visit the website at: www.LocalElectionsTaskForce.gov.bc.ca.

Thank you for your attention to this matter.

Sincerely,

Bill Bennett
Minister of Community
and Rural Development

Harry Nyce
President
Union of British Columbia Municipalities

Minister: file copy Branch: file copy Branch: pending copy ARCS/ORCS#: 0280-30
Date Typed: January 27, 2010 Prepared by: LGD:ASB:CB:TBrown
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depts_final100126.docx

Ref: 134883

Call for Submissions – To Non Local Government Organizations

«Name»
«Title»
«Company»
«Address»
«City_Postal_Code»

Dear «Salutation»:

The Local Government Elections Task Force is currently seeking written comments from your organization to assist in its review of local government election issues. The Task Force recognizes that the local government election issues under review are of interest not only to local governments, but to citizens and representative groups throughout British Columbia.

Announced at the Union of British Columbia Municipalities (UBCM) 2009 Convention, the Local Government Elections Task Force is a joint, consensus-based group of provincial and UBCM members. The Task Force co-chairs are Honourable Bill Bennett, Minister of Community and Rural Development, and Chair Harry Nyce, President of the UBCM. Other Task Force members are:

- Surrey Councillor, Barbara Steele, first vice-president, UBCM;
- Quesnel Mayor, Mary Sjostrom, third vice-president, UBCM;
- Donna Barnett, MLA, Cariboo–Chilcotin; and
- Douglas Horne, MLA, Coquitlam–Burke Mountain.

The Task Force invites you to submit comments on any or all of the following topics:

- Campaign finance, including contribution/spending disclosure and limits, and tax credits;
- Enforcement processes and outcomes;
- Role of the British Columbia Chief Electoral Officer in local government elections;

.../2

«Name»

Page 2

- Election cycle (term of office);
- Corporate vote; and,
- Matters raised in election resolutions submitted to the 2009 UBCM Convention, such as the eligibility of volunteers.

It is anticipated that the Task Force will deliver its recommendations to the Province of British Columbia and the UBCM by May 30, 2010, after which legislation is expected to be presented to the Legislature in time for the 2011 local government elections.

As the time frame is short, the Task Force encourages you to make groups, individuals or stakeholders associated with your organization aware of this opportunity to provide written feedback.

Written comments can be made via email to: LocalElectionsTaskForce@gov.bc.ca, by fax to: 250 387-7972, or by mail to:

Local Government Elections Task Force
c/o Ministry of Community and Rural Development
PO Box 9839 Stn Prov Govt
Victoria, BC V8W 9T1

Though the Task Force will receive feedback primarily through written comments, individual Task Force members will also engage in conversations on the election issues under review as they meet with local government representatives, organizations and citizens during the normal course of their responsibilities.

For further information on the Local Government Elections Task Force, please visit the website at: www.LocalElectionsTaskForce.gov.bc.ca.

We look forward to hearing from you on ways to improve our local government election processes.

Sincerely,

Bill Bennett
Minister of Community
and Rural Development

Harry Nyce
President
Union of British Columbia Municipalities

«Name»

Page 3

Date Typed: January 27, 2010 Prepared by: LGD:ASB:CB:TBrown
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Approved by: Director D. Wilson _____

Executive Director N. Marotz NM _____

ADM M. Furey _____

DM D Wall _____

Ref: 134749

Dr. Patrick Smith
Dr. Kennedy Stewart
Institute for Governance Studies
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6

Dear Drs. Smith and Stewart:

Thank you for your letter of December 16, 2009, addressed to Chair Harry Nyce, President of the Union of British Columbia Municipalities, and me, offering your congratulations on our appointment as co-chairs of the Local Government Elections Task Force. We are very pleased to be leading this work on looking at issues related to the local elections system.

We are aware of your many years of extensive research and commentary on issues of local democracy, and thank you for your offer of assistance and advice. **On behalf of the Task Force, we wish to formally extend an invitation to you to make a presentation to the Task Force at its February 5, 2010 meeting.** We understand that staff from the Ministry of Community and Rural Development have already been in touch with you to confirm that this date is suitable for you.

In addition to the input we are seeking from you, we have requested the views of all local governments and the full range of stakeholder organizations that have an interest in local government elections. We have encouraged all parties contacted to circulate Task Force details within their respective communities and organizations to ensure that we receive written comment from the widest possible audience.

Additionally, the Task Force is contacting relevant university Departments, asking scholars with a particular interest and expertise in British Columbia local government electoral issues to identify themselves. Opportunities for engagement with other academics whose research focuses on British Columbia local government elections issues may exist, if those individuals make the Task Force aware of their expertise in this area and their interest in possibly providing additional information to the Task Force.

To reiterate, the Task Force is inviting comments on any or all of the following topics:

Ministry of Community
and Rural Development

Office of the Minister

PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2

Phone: 250 387-2283
Fax: 250 387-4312
www.gov.bc.ca/cd

Dr. Patrick Smith, PhD
Dr. Kennedy Stewart, PhD
Page 2

.../2

- Campaign finance, including contribution/spending disclosure and limits, and tax credits;
- Enforcement processes and outcomes;
- Role of the British Columbia Chief Electoral Officer in local government elections;
- Election cycle (term of office);
- Corporate vote; and,
- Matters raised in election resolutions submitted to the 2009 UBCM convention, such as the candidate eligibility of volunteers.

Again, we understand that you have discussed with staff which topics might be of particular interest in your presentation.

In the interim, for further information on the Task Force, please visit the website at: www.LocalElectionsTaskForce.gov.bc.ca. Written comments can be submitted via email to: LocalElectionsTaskForce@gov.bc.ca, by fax to: 250 387-7972, or by mail to:

Local Government Elections Task Force
c/o Ministry of Community and Rural Development
PO Box 9839 Stn Prov Govt
Victoria, BC V8W 9T1

Please contact Ms. Alayna van Leeuwen, Senior Policy Analyst, Policy and Research Branch, by email at: Alayna.vanLeeuwen@gov.bc.ca, or by telephone at: 250 356 7020, with any further questions you may have with regard to logistics and preparation for your presentation.

Thank you again for your letter and for considering our invitation. We look forward to hearing from you on ways to improve our local government election processes.

Sincerely,

Bill Bennett
Minister of Community
and Rural Development

Harry Nyce
President
Union of British Columbia Municipalities

pc: Ms. Alayna van Leeuwen
Senior Policy Analyst

Dr. Patrick Smith, PhD
Dr. Kennedy Stewart, PhD
Page 3

Policy and Research Branch
Ministry of Community and Rural Development

Minister: file copy Branch: file copy Branch: pending copy ARCS/ORCS#: 0280-30
Date Typed: January 27, 2010 Prepared by: LGD:ASB:CB:TBrown
Document Location: c:\users\anmarotz\appdata\local\microsoft\windows\temporary internet
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(2).docx

Marotz, Nicola CD:EX

From: Wall, Dale CD:EX
Sent: Friday, January 29, 2010 9:19 AM
To: Van Leeuwen, Alayna CD:EX
Cc: Furey, Mike CD:EX; Marotz, Nicola CD:EX
Subject: RE: For review by Jan 29 - LGETF discussion papers for Feb 5 mtg

All the papers look good.

Dale

From: Van Leeuwen, Alayna CD:EX
Sent: Thursday, January 28, 2010 10:19 AM
To: Wall, Dale CD:EX; Furey, Mike CD:EX
Cc: Marotz, Nicola CD:EX; Wilson, Deidre J CD:EX
Subject: For review by Jan 29 - LGETF discussion papers for Feb 5 mtg
Importance: High

Hi Mike and Dale

(FYI, Deidre & Nicola)

Attached as hyperlinks are the discussion papers for the Task Force's February 5 meeting. These papers are still under revision – comments from our technical working group (Elections BC, Attorney General, EDUC/BCSTA, LGMA) are currently being integrated into these papers, and comments from a couple people on the campaign finance disclosure paper are still pending.

We are aiming to have these papers finalized and out the door for UBCM to distribute to Task Force members on Friday, January 29.

Feel free to have a look (understanding that further changes suggested by our elections experts & UBCM are being integrated today, in addition to any that you might suggest).

Term of office length/election cycle:

I:\Locgov_dept_common\LGD_Shared\LGPRB\Projects\ElectionsTaskForce\Election Cycles\Length of Term - Election Cycles v.4.docx

Public financing (i.e. tax credits for campaigns)

I:\Locgov_dept_common\LGD_Shared\LGPRB\Projects\ElectionsTaskForce\Public Financing\PolicyPaper_public_financing_draft_IntegratingTechCmnts.docx

Campaign finance disclosure:

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Apologies for the quick turnaround time, but we are hoping for comments from you by tomorrow.

Thanks,

Alayna van Leeuwen
Senior Policy Analyst
Local Government Policy and Research Branch

Ministry of Community and Rural Development, British Columbia

Phone: (250) 356-7020

Fax: (250) 387-6212

Email: Alayna.vanLeeuwen@gov.bc.ca

Marotz, Nicola CD:EX

From: Van Leeuwen, Alayna CD:EX
Sent: Friday, January 29, 2010 3:07 PM
To: 'gmacisaac@ubcm.ca'; 'mcrawford@ubcm.ca'; 'iheskethboles@ubcm.ca'
Cc: Wall, Dale CD:EX; Furey, Mike CD:EX; Marotz, Nicola CD:EX; Wilson, Deidre J CD:EX
Subject: For distribution - materials for Feb. 5 LGETF meeting

Importance: High

Gary/Marie/Irls:

Attached please find the agenda and attachments to be sent out for the February 5 board meeting – we very much appreciate you sending them out to Task Force members today.

The materials included are:

- **Agenda**
- **Record of decision** from January 11 meeting (as sent out Jan 21)
- **Report on written comments** received (2 documents – **summary** and **tracking sheet**) (Note the tracking sheet should be printed on legal sized paper, landscape)
- **Election cycle (term of office)** discussion paper
- **Campaign finance disclosure** (2 documents – **overview** and **discussion paper**)
- **Public financing** discussion paper
- **Schedule** of upcoming meetings/topics (as sent out Jan 21)



Agenda.pdf



recordofdecision_
mtg2.pdf



Summary
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LocalElectionCycl
es(TermOfOffi...



CampaignFinance
Disclosure_Over...



CampaignFinance
_Disclosure_For...



PublicFinancing_F
orTaskForce_F...



Schedule of Task
Force Meeting...

Alayna van Leeuwen

Senior Policy Analyst
Local Government Policy and Research Branch
Ministry of Community and Rural Development, British Columbia

Phone: (250) 356-7020
Fax: (250) 387-6212
Email: Alayna.vanLeeuwen@gov.bc.ca

Marotz, Nicola CD:EX

From: Marotz, Nicola CD:EX
Sent: Friday, January 29, 2010 4:17 PM
To: Wall, Dale CD:EX; Paget, Gary CD:EX; Furey, Mike CD:EX
Subject: FW: MCD-2009-00007
Attachments: FOI Operations - Communications; Call Rec - Call for Records.docx; Fees - Fee Estimate Calculation Table REVISED Dec 10 2009.doc

Hello all -- just received. This is one that LGPRB won't have much on; if there are such records in the Ministry, I'm thinking that they might be more likely to be with one or more of you. If you could let me know next week, that would be great. Thanks Nicola

From: Jones, Krista SSBC:EX
Sent: Fri 29/01/2010 3:35 PM
To: MacLean, Ian CD:EX; Marotz, Nicola CD:EX
Cc: Brouwer, Shauna CD:EX; Pearson, Barbera CD:EX
Subject: FW: MCD-2009-00007

Hello,

Information Access Operations has received a request for:

"All correspondence (including emails) sent or received by the Minister of Community and Rural Development's Office (Minister and Staff) regarding the membership of the Local Elections Task Force. The time frame for this request is from Sept 15/09 to Dec 3/09."

For your information, Information Access Operations has been involved in a business transformation and best practices review in order to develop and implement consistent FOI processes across government. As per Richard Poutney's email of December 3rd (copy attached) these processes are now being rolled out across government. They are intended to improve the quality, accuracy and timeliness of FOI request responses.

Also attached is Call for Records Form and Guidelines and Fee Estimates Calculation Form as mentioned in Richard Poutney's e-mail. Both completed forms should be returned to me with the responsive records. Please call or email me if you have any questions or concerns.

Thank you,

<<FOI Operations - Communications>>

<<Call Rec - Call for Records.docx>> <<Fees - Fee Estimate Calculation Table REVISED Dec 10 2009.doc>>

Krista Jones

Junior Analyst
Information Access Operations

Operations

Shared Services BC

Ministry of Citizens' Services

① (250)953-3622

 Krista.Jones@gov.bc.ca

Providing Services to:

Ministry of Community & Rural Development

Ministry of Tourism, Culture and the Arts

Ministry of Small Business, Technology and Economic Development