

Pouce Coupe Freedom of Information Request – Record of Telephone Conversations

Andrew Johnston, Program Analyst (Governance and Structure Branch, Ministry of Municipal Affairs):

- March 30, 2021: Sandy Stokes – Talked about the Ministerial Order Process. Pouce Coupe plans to appoint a CEO in April
- April 26, 2021: Sandy Stokes – Confirmed that Pouce Coupe would like to use the provincial voters list for their by-election and that they would like this authority included in their Ministerial Order.

Lisa Hoskins, Program Analyst (Governance and Structure Branch, Ministry of Municipal Affairs):

- Dec 17, 2021: Sandy Stokes – Looking for support in finding an interim CFO.
- March 16, 2021: Sandy Stokes – Requested Sandy send a copy of the Pouce Coupe Code of Conduct.
- March 30, 2021: Barb Smith – Listened to concerns about situation in Pouce Coupe.
- March 31, 2021: Follow-up phone call with Patrick Thompson, Lisa Hoskins, Barb Smith and Marlene Hiebert. Discussed situation in Pouce Coupe.

Patrick Thompson, Director (Governance Services, Local Government Division, Ministry of Municipal Affairs):

- March 31, 2021: Councillor Barb Smith and Councillor Marlene Hebert.
Phone call with Patrick Thompson, Lisa Hoskins, Barb Smith and Marlene Hiebert. Discussed situation in Pouce Coupe.
- March 18, 2021: Chris Leggett and Sandy Stokes.
Phone call with Patrick Thompson, Tara Faganello, Chris Leggett, Sandy Stokes. Discussed situation in Pouce Coupe.
- May 4, 2021: Phone call with Patrick Thompson, Michelle Dann, Chris Leggett, Sandy Stokes.
Discussed situation in Pouce Coupe.

Michelle Dann, Executive Director (Local Government Division, Ministry of Municipal Affairs):

- Call with Chris Leggett –Tuesday March 9th 1:00-1:30 attendees: Tara Faganello, Michelle Dann, Chris Leggett.

From: [Sandy Stokes](#)
To: [MUNI LG Governance MUNI:EX](#)
Subject: RE: by-election Pouce Coupe
Date: May 3, 2021 10:54:08 AM

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Andrew

Thank you. We will proceed without advanced registration.

Sandy Stokes

Corporate Officer

Village of Pouce Coupe

P-: 250.786.5794

F: 250-786-5257

C: 250-719-3535

E: [-sstokes@poucecoupe.ca](mailto:ssstokes@poucecoupe.ca)

W: poucecoupe.ca

From: MUNI LG Governance MUNI:EX <LGgovernance@gov.bc.ca>

Sent: May 3, 2021 10:49 AM

To: Sandy Stokes <ssstokes@poucecoupe.ca>

Subject: RE: by-election Pouce Coupe

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Sandy,

Notice of list of registered electors is only applicable to local governments that maintain their own list of registered electors under [sections 75 & 77 of the Local Government Act](#). It is not required in the case of this Pouce Coupe election because the provincial voters list is being used.

When using the provincial voters list, a local government may, but is not required to have advanced elector registration. As advance registration is not included in your bylaws or Ministerial Order request my understanding is that you were planning to proceed without advance registration. Let me know if you had intended to request advanced registration as part of your Ministerial Order request.

Andrew

Andrew Johnston | Program Analyst

pronouns: he/him/his

Governance and Structure Branch | Ministry of Municipal Affairs

236 478-1607

gov.bc.ca/gov/content/governments/local-governments

From: Sandy Stokes <ssstokes@poucecoupe.ca>

Sent: May 3, 2021 9:43 AM

To: MUNI LG Governance MUNI:EX <LGgovernance@gov.bc.ca>

Subject: RE: by-election Pouce Coupe

Importance: High

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Andrew

I have some questions about the voters list vs same day registration. It says that we have to send a notice for "notice of list of registered electors". Do I do this before the

The Ministerial order is in place? We usually do same day registration. Is this also advanced elector registration?

Sandy Stokes

Corporate Officer

Village of Pouce Coupe

P-: 250.786.5794

F: 250-786-5257

C: 250-719-3535

E: ssokes@poucecoupe.ca

W: poucecoupe.ca

From: MUNI LG Governance MUNI:EX <LGgovernance@gov.bc.ca>

Sent: April 27, 2021 11:58 AM

To: Sandy Stokes <ssokes@poucecoupe.ca>

Subject: RE: by-election Pouce Coupe

CAUTION: This email originated from outside of the organization.

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Hi Sandy,

s.13; s.14; s.16

s.13; s.14; s.16

Best Wishes,
Andrew

Andrew Johnston | Program Analyst

pronouns: he/him/his

Governance and Structure Branch | Ministry of Municipal Affairs

236 478-1607

gov.bc.ca/gov/content/governments/local-governments

From: Sandy Stokes <ssstokes@poucecoupe.ca>

Sent: April 27, 2021 9:28 AM

To: MUNI LG Governance MUNI:EX <LGgovernance@gov.bc.ca>

Subject: RE: by-election Pouce Coupe

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Andrew

s.16

Do you have something

in writing that says otherwise.

Sandy Stokes

Corporate Officer

Village of Pouce Coupe

P-: 250.786.5794

F: 250-786-5257

C: 250-719-3535

E: ssstokes@poucecoupe.ca

W: poucecoupe.ca

From: MUNI LG Governance MUNI:EX <LGgovernance@gov.bc.ca>

Sent: April 27, 2021 8:44 AM

To: Sandy Stokes <ssstokes@poucecoupe.ca>

Subject: RE: by-election Pouce Coupe

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Sandy,

s.13; s.16 While reviewing the Municipal Orders, we noticed something interesting about

Would you happen to have copies of those bylaws (976 and 977) that you could share with me? It would be helpful as we prepare the Ministerial Order.

Thanks,

Andrew

Andrew Johnston | Program Analyst

pronouns: he/him/his

Governance and Structure Branch | Ministry of Municipal Affairs

236 478-1607

gov.bc.ca/gov/content/governments/local-governments

From: Sandy Stokes <ssstokes@poucecoupe.ca>

Sent: April 26, 2021 3:59 PM

To: MUNI LG Governance MUNI:EX <LGgovernance@gov.bc.ca>

Subject: RE: by-election Pouce Coupe

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Andrew

Yes, we would like to use the provincial voters list for the 2021 by-election in Pouce Coupe.

Thanks for your help today.

Sandy Stokes

Corporate Officer

Village of Pouce Coupe

P-: 250.786.5794

F: 250-786-5257

C: 250-719-3535

E: ssstokes@poucecoupe.ca

W: poucecoupe.ca

From: MUNI LG Governance MUNI:EX <LGgovernance@gov.bc.ca>

Sent: April 22, 2021 2:12 PM

To: Sandy Stokes <ssstokes@poucecoupe.ca>

Subject: RE: by-election Pouce Coupe

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Sandy,

Thank you for that information.

In terms of registration, there will always be some amount of interaction, but there are some options for reducing it or spreading it out.

The Order could override the same day registration bylaw and allow you to establish advance registration opportunities. Same day registration would still be available.

The Order could also allow you to use the Provincial voters list as the list of electors, so that at least some folks would be captured on that list and already registered. Voters not on the provincial voters list would then register as normal.

Please give me a call if you would like to discuss this further and we can chat about possibly adding something to your Ministerial Order request.

Thanks,

Andrew

Andrew Johnston | Program Analyst

pronouns: he/him/his

Governance and Structure Branch | Ministry of Municipal Affairs

236 478-1607

gov.bc.ca/gov/content/governments/local-governments

From: Sandy Stokes <ssstokes@poucecoupe.ca>

Sent: April 22, 2021 1:26 PM

To: MUNI LG Governance MUNI:EX <LGgovernance@gov.bc.ca>

Subject: RE: by-election Pouce Coupe

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Andrew

July 10th will be the General Voting Day

Mail ballot voting for all eligible voters – Yes

Next Council meetings are May 5 and 19.

What do we do about same day registration? Is there a way to get around this so there is not so much toughing?

Thanks Andrew

Sandy Stokes

Corporate Officer

Village of Pouce Coupe

P-: 250.786.5794

F: 250-786-5257

C: 250-719-3535

E: -ssstokes@poucecoupe.ca

W: poucecoupe.ca

From: MUNI LG Governance MUNI:EX <LGgovernance@gov.bc.ca>

Sent: April 22, 2021 9:28 AM

To: Sandy Stokes <ssstokes@poucecoupe.ca>

Subject: RE: by-election Pouce Coupe

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Sandy,

Thanks.

I will draft a Ministerial Order based on your request and once that is done I will be in touch with you to discuss it before it is finalized and signed by the Minister. Could you please confirm the general voting day for this election? (July 10?)

By mail ballot voting, I presume you mean mail ballot voting for all eligible electors, not only those electors permitted to vote bylaw mail under LGA s. 110(2). Is that right?

The Ministerial Orders are worded in such a way that council must enact them

by resolution (i.e. the Order gives council the temporary authority to implement these rules changes, just for this election, which must be done by council resolution). Are your next council meetings the 6th and the 19th of May? Knowing the date(s) of the meeting where council would be likely to pass that resolution is helpful for us in making sure the Order is signed in time.

Thanks very much,

Andrew

Andrew Johnston | Program Analyst

pronouns: he/him/his

Governance and Structure Branch | Ministry of Municipal Affairs

236 478-1607

gov.bc.ca/gov/content/governments/local-governments

From: Sandy Stokes <ssokes@poucecoupe.ca>

Sent: April 22, 2021 8:31 AM

To: MUNI LG Governance MUNI:EX <LGgovernance@gov.bc.ca>

Subject: RE: by-election Pouce Coupe

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Good morning Andrew

At the Council meeting last night, council appointed me Sandy Stokes as CEO and Chris Leggett as the Deputy Election Officer.

We will need ministerial orders for mail in ballots, and declarations. We will not be using voting machines.

I look forward to hearing from you soon.

Sandy Stokes

Corporate Officer

Village of Pouce Coupe

P-: 250.786.5794

F: 250-786-5257

C: 250-719-3535

E: -ssokes@poucecoupe.ca

W: poucecoupe.ca

From: MUNI LG Governance MUNI:EX <LGgovernance@gov.bc.ca>

Sent: April 20, 2021 1:27 PM

To: Sandy Stokes <ssokes@poucecoupe.ca>

Subject: RE: by-election Pouce Coupe

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Sandy,

I hope you found this email helpful. Once you have had a chance to decide whether or not you are interested in a Ministerial Order, please let me know. If you do request an Order, confirming that request as soon as possible after the appointment of the CEO is best.

If you have any questions or would like to discuss this further I am happy to chat anytime.

Thanks,

Andrew

Andrew Johnston | Program Analyst
pronouns: he/him/his
Governance and Structure Branch | Ministry of Municipal Affairs
236 478-1607
gov.bc.ca/gov/content/governments/local-governments

From: MUNI LG Governance MUNI:EX
Sent: April 13, 2021 4:01 PM
To: 'Sandy Stokes' <[sstokes@poucecoupe.ca](mailto:ssstokes@poucecoupe.ca)>
Subject: RE: by-election Pouce Coupe

Hi Sandy,

It will be up to council to decide when to appoint the CEO and DCEO. April 21 is a reasonable date to do that.

Depending on what you would like to change about the election process, you will likely not be required to amend your election bylaw. Changes such as expanded mail ballot voting or oral declarations in place of written declarations can be enacted by Ministerial Order and do not require an amendment to the election bylaw. The use of electronic voting machines does require an amendment to the election bylaw as per [section 112 of the Local Government Act](#). I am surprised to hear you mention electronic voting machines, I was under the impression that they are not used very often in smaller communities with comparatively few ballots to count.

If you would like to request a Ministerial Order to amend election processes, that request must be made by the CEO after they have been appointed. The request should be made as soon as possible after they have been appointed, if possible. I have outlined some possible changes that you might wish to request be included in a Ministerial Order below. The official request can be made by email to this email address. Hearing from you informally about what you might like to be included in the Ministerial Order before you make the official request will help up process the request faster.

If you intend to amend your election bylaw, that will need to be done in advance of appointing the CEO/DCEO. The deadline for amending the election bylaw is 42 days before the start of the nomination period [[LGA s. 56\(2\)\(b\)](#)], that works out to about 89 days before GVD or about 9 days before the earliest date that you could appoint the CEO. Our Ministry, along with LGMA, has prepared a helpful calculator for determining all of the statutory dates and deadlines associated with the byelection based on a given general voting day, you can find it online here:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections/by-elections>

Ministerial Order Considerations

I have had a chance to take a look at your election bylaws while thinking about what components of a Ministerial Order might be of interest to you. We do not require local governments to request Ministerial Orders in order to proceed with a by-election. These potential provisions are simply suggestions for you to consider. Any of these changes which you may request would be in place only for this specific by-election.

- Mail ballot voting. Many local governments have requested that in spite of their election bylaw and the limited eligibility to vote by mail in the LGA that the Minister order that all electors may vote by mail in the byelection.
- Oral declarations. That instead of signing the voting book, electors instead make an oral declaration that they are entitled to vote, which is then noted by the election official. This reduces the number of people handling

the voting book.

- Use of the Provincial Voters List – some communities that require all electors register at the time of voting have adopted the provincial voters list as the list of registered electors. This will reduce (by a lot or a little depending on how up to date the list is) the number of people who have to register at the time of voting and potentially be required to sign a solemn declaration.
- Additional general voting opportunities – I note that in section 5 of the election bylaw it states that additional general voting opportunities will be held. If you intend to hold additional general voting opportunities then no change is required. If you wish to not hold any additional general voting opportunities, that could be permitted by Ministerial Order.

Here are a few previous examples of Ministerial Orders that you may wish to review while thinking about what would be useful for Pouce Coupe. I am also happy to discuss this further with you any time.

City of Greenwood:

https://www.bclaws.gov.bc.ca/civix/document/id/mo/mo/m0321_2020

City of Revelstoke:

https://www.bclaws.gov.bc.ca/civix/document/id/mo/mo/m0003_2021

Please let me know if you have any questions.

Best Wishes,

Andrew

Andrew Johnston | Program Analyst

pronouns: he/him/his

Governance and Structure Branch | Ministry of Municipal Affairs

236 478-1607

gov.bc.ca/gov/content/governments/local-governments

From: Sandy Stokes

Sent: April 13, 2021 2:25 PM

To: MUNI LG Governance MUNI:EX

Subject: RE: by-election Pouce Coupe

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Andrew

Just wondering if we are ok to appoint the CEO and DEO on April 21, 2021 for the bi-election in Pouce Coupe?

Do we have to change our bylaw for electronic voting machines? Mail in ballots? Does this need to be done before the appointment of officers or can this be done after the appointment?

I look forward to hearing from you.

Sandy Stokes

Corporate Officer

Village of Pouce Coupe

P-: 250.786.5794

F: 250-786-5257

C: 250-719-3535

E: ssokes@poucecoupe.ca

W: poucecoupe.ca

From: MUNI LG Governance MUNI:EX <LGgovernance@gov.bc.ca>

Sent: March 16, 2021 5:02 PM
To: Sandy Stokes <ssokes@poucecoupe.ca>
Subject: FW: by-election Pouce Coupe

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Sandy,

My name is Andrew Johnston and I am an Analyst here at the Ministry of Municipal Affairs. I work with Michelle Dann and Lisa Hoskins who I believe you've met.

I am reaching out to you because I will be your contact here at the Ministry for the by-election process, any election questions you may have, and a by-election Ministerial Order if you intend to request one.

You may have already seen our [Guidance for Conducting By-elections and Assent Voting During COVID-19](#). It is a key resource that you will want to review as you start planning. Another great resource is our by-election date calculator which can provide you with dates and deadlines for all the byelection statutory requirements based on the general voting day you choose. It is available for download on our [by-elections webpage](#).

With respect to Ministerial Orders for the byelection, a Ministerial Order is not required in order to proceed with the byelection, but the Minister has enacted several Ministerial Orders for byelections at the request of local governments to adjust election rules and election bylaw requirements to support safe voting during COVID-19. The most common adjustments have been to allow all electors to vote by mail and to allow for oral declarations in place of written declarations when electors receive a ballot. Ministerial Orders can adjust or override legislative requirements or requirements of your election bylaw.

The Ministerial Order process is not too complicated, but you will need to give some thought to what changes, if any, you would like to request. This is also something you and I can discuss together and I can provide some comments based on the Pouce Coupe election bylaw and the other Ministerial Orders we have enacted. Ministerial Orders have been enacted for municipalities of all types and sizes, from Zeballos to Victoria.

I think it might be valuable if we arranged a time to chat next week to get this Ministerial Order conversation started and to discuss anything else related to the byelection that might be on your mind. Please let me know if that is something you'd be interested in.

Best Wishes,

Andrew

Andrew Johnston | Program Analyst

pronouns: he/him/his

Governance and Structure Branch | Ministry of Municipal Affairs

236 478-1607

gov.bc.ca/gov/content/governments/local-governments

From: Sandy Stokes <ssokes@poucecoupe.ca>

Date: March 16, 2021 at 1:19:56 PM PDT

To: "Dann, Michelle MUNI:EX" <Michelle.Dann@gov.bc.ca>

Subject: by-election Pouce Coupe

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.



Good afternoon Michelle

Chris the CAO of Pouce Coupe advised me that I should reach out to you before we call the by-election. We are looking at calling it sometime in April, 7 or 21 if there is no problem with that. I will be the Chief Election Officer and Chris will be the Deputy.

Please advise me on the next steps?

I look forward to hearing from you soon.

Thanks

Sandy Stokes

Corporate Officer

Village of Pouce Coupe

P-: 250.786.5794

F: 250-786-5257

C: 250-719-3535

E: -sstokes@poucecoupe.ca

W: poucecoupe.ca

From: MUNI LG Governance MUNI:EX
To: "Sandy Stokes"
Subject: RE: by-election Pouce Coupe
Date: March 29, 2021 1:09:43 PM

Ok. I will call you tomorrow at 2:30.
Looking forward to speaking with you.
Andrew

From: Sandy Stokes <sstokes@poucecoupe.ca>
Sent: March 29, 2021 1:04 PM
To: MUNI LG Governance MUNI:EX <LGgovernance@gov.bc.ca>
Subject: RE: by-election Pouce Coupe

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Yes, that works.

Sandy Stokes

Corporate Officer

Village of Pouce Coupe

P-: 250.786.5794

F: 250-786-5257

C: 250-719-3535

E: -sstokes@poucecoupe.ca

W: poucecoupe.ca

From: MUNI LG Governance MUNI:EX <LGgovernance@gov.bc.ca>
Sent: March 29, 2021 11:46 AM
To: Sandy Stokes <sstokes@poucecoupe.ca>
Subject: RE: by-election Pouce Coupe

CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Sandy.
Tuesday (tomorrow) after 2:00 p.m. would work best for me. Would 2:30 on Tuesday work for you?
Thanks,
Andrew

From: Sandy Stokes <sstokes@poucecoupe.ca>
Sent: March 29, 2021 11:27 AM
To: MUNI LG Governance MUNI:EX <LGgovernance@gov.bc.ca>
Subject: RE: by-election Pouce Coupe

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Andrew

s.22

Could we set up a call for Tuesday or Wednesday this week? I am available in the afternoon.

Sandy Stokes

Corporate Officer

Village of Pouce Coupe

P-: 250.786.5794

F: 250-786-5257

C: 250-719-3535

E: [-sstokes@poucecoupe.ca](mailto:ssokes@poucecoupe.ca)

W: poucecoupe.ca

From: MUNI LG Governance MUNI:EX <LGgovernance@gov.bc.ca>

Sent: March 16, 2021 5:02 PM

To: Sandy Stokes <ssokes@poucecoupe.ca>

Subject: FW: by-election Pouce Coupe

CAUTION: This email originated from outside of the organization.
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Hello Sandy,

My name is Andrew Johnston and I am an Analyst here at the Ministry of Municipal Affairs. I work with Michelle Dann and Lisa Hoskins who I believe you've met.

I am reaching out to you because I will be your contact here at the Ministry for the by-election process, any election questions you may have, and a by-election Ministerial Order if you intend to request one.

You may have already seen our [Guidance for Conducting By-elections and Assent Voting During COVID-19](#). It is a key resource that you will want to review as you start planning. Another great resource is our by-election date calculator which can provide you with dates and deadlines for all the byelection statutory requirements based on the general voting day you choose. It is available for download on our [by-elections webpage](#).

With respect to Ministerial Orders for the byelection, a Ministerial Order is not required in order to proceed with the byelection, but the Minister has enacted several Ministerial Orders for byelections at the request of local governments to adjust election rules and election bylaw requirements to support safe voting during COVID-19. The most common adjustments have been to allow all electors to vote by mail and to allow for oral declarations in place of written declarations when electors receive a ballot. Ministerial Orders can adjust or override legislative requirements or requirements of your election bylaw.

The Ministerial Order process is not too complicated, but you will need to give some thought to what changes, if any, you would like to request. This is also something you and I can discuss together and I can provide some comments based on the Pouce Coupe election bylaw and the other Ministerial Orders we have enacted. Ministerial Orders have been enacted for municipalities of all types and sizes, from Zeballos to Victoria.

I think it might be valuable if we arranged a time to chat next week to get this Ministerial Order conversation started and to discuss anything else related to the byelection that might be on your mind. Please let me know if that is something you'd be interested in.

Best Wishes,

Andrew

From: Hoskins, Lisa MAH:EX
To: "Sandy Stokes"
Subject: RE: Advice
Date: December 17, 2020 4:16:03 PM
Attachments: image001.jpg

Hi Sandy,

I asked Anne from Lytton to give you a call. I hope she was able to help you out.
Let me know if there is anything further I can be of assistance with.

Thank you,

Lisa Hoskins

Program Analyst | Governance and Structure
Ministry of Municipal Affairs
Phone: 236-478-1644 | Fax: 250-387-7972



Please consider the environment before printing this email

From: Sandy Stokes
Sent: December 17, 2020 10:31 AM
To: Hoskins, Lisa MAH:EX ; 'Nancy Taylor'
Subject: RE: Advice

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Thank you all. I will call you Lisa after lunch as it is 1130 here,

season greeting



Sandy Stokes

Corporate Officer

Village of Pouce Coupe

P-: 250.786.5794

F: 250-786-5257

C: 250-719-3535

E: [-sstokes@poucecoupe.ca](mailto:ssokes@poucecoupe.ca)

Session 3

Page 15 of 34

Agenda

MINIA-2021-12605

W: poucecoupe.ca

From: Hoskins, Lisa MAH:EX <Lisa.Hoskins@gov.bc.ca>

Sent: December 17, 2020 11:30 AM

To: 'Nancy Taylor' <ntaylor@lgma.ca>; Sandy Stokes <ssokes@poucecoupe.ca>

Subject: RE: Advice

CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Nancy,

I am indeed the contact for Pouce Coupe. Sandy you are welcome to give me a call or email me at this email or at lggovernance@gov.bc.ca. We generally direct people to this email address in case an analyst is away so that someone else can answer if the matter is more urgent.

I'm in a meeting until 11:00 am.

Thank you,

Lisa Hoskins

Program Analyst | Governance and Structure

Ministry of Municipal Affairs

Phone: 236-478-1644 | Fax: 250-387-7972



Please consider the environment before printing this email

From: Nancy Taylor <ntaylor@lgma.ca>

Sent: December 17, 2020 10:25 AM

To: Hoskins, Lisa MAH:EX <Lisa.Hoskins@gov.bc.ca>; ssokes@poucecoupe.ca

Subject: Advice

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Good morning Lisa- are you the LG advisor for the region that includes Pouce Coupe?
I have had an inquiry from the CO and interim CAO Sandy Stokes around the appointment of an interim CFO and have directed her to the LG advisor. We're just not sure who that is!
Your assistance is most appreciated in confirming for Sandy who her contact is.
Many thanks!
Nancy

Sent from my Galaxy

From: MUNI LG Governance MUNI:EX
To: "Sandy Stokes"
Subject: RE: Assistance
Date: March 2, 2021 8:18:05 AM

Hi Sandy,

Thanks for letting me know.

Take care,

Lisa Hoskins

Program Analyst | Governance and Structure
Ministry of Municipal Affairs
Phone: 236-478-1644 | Fax: 250-387-7972



Please consider the environment before printing this email

From: Sandy Stokes <sstokes@poucecoupe.ca>
Sent: February 28, 2021 2:07 PM
To: MAH LG Governance MAH:EX <LGgovernance@gov.bc.ca>
Subject: RE: Assistance

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Lisa

Thank you for reaching out to me. My CAO Chris Leggett ^{s.22}
s.22

We will reach out if necessary.

Sandy Stokes
Corporate Officer

Village of Pouce Coupe

P-: 250.786.5794
F: 250-786-5257

C: 250-719-3535
E: -sstokes@poucecoupe.ca
W: poucecoupe.ca

From: MAH LG Governance MAH:EX <LGgovernance@gov.bc.ca>
Sent: February 25, 2021 3:36 PM
To: Sandy Stokes <-sstokes@poucecoupe.ca>
Subject: Assistance

CAUTION: This email originated from outside of the organization.
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know the content is safe.

Hi Sandy,

We spoke some point in December and I just wanted to reach out again to see how you are doing based on the information I'm seeing in the news.

If you have any questions that you think I may be of assistance with please don't hesitate to reach out.

Take care,

Lisa Hoskins

Program Analyst | Governance and Structure
Ministry of Municipal Affairs
Phone: 236-478-1644 | Fax: 250-387-7972



Please consider the environment before printing this email

From: [Hoskins, Lisa MUNI:EX](#)
To: ["Sandy Stokes"](#)
Subject: RE: Council Code of Conduct for Pouce Coupe
Date: March 16, 2021 9:26:21 AM

Hi Sandy,
Thank you. Much appreciated.

Lisa Hoskins

Program Analyst | Governance and Structure
Ministry of Municipal Affairs
Phone: 236-478-1644 | Fax: 250-387-7972



Please consider the environment before printing this email

From: Sandy Stokes <ssokes@poucecoupe.ca>
Sent: March 16, 2021 9:16 AM
To: Hoskins, Lisa MUNI:EX <Lisa.Hoskins@gov.bc.ca>
Subject: Council Code of Conduct for Pouce Coupe

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Lisa

Please find attached the PC Council Code of Conduct as requested.

Sandy Stokes

Corporate Officer

Village of Pouce Coupe

P-: 250.786.5794

F: 250-786-5257

C: 250-719-3535

E: [-ssokes@poucecoupe.ca](mailto:ssokes@poucecoupe.ca)

W: poucecoupe.ca

From: [Dann, Michelle MUNI:EX](#)
To: ["cleggett@poucecoupe.ca"](mailto:cleggett@poucecoupe.ca)
Cc: [Faganello, Tara MUNI:EX](#); [Thompson, Patrick MUNI:EX](#)
Subject: follow- up information
Date: March 25, 2021 9:04:49 AM

Hello Chris,

s.13; s.16

s.13; s.16

I hope this is helpful,

Cheers Michelle

From: Thompson, Patrick MUNI:EX
To: barbsmith@poucecoupe.ca; mhebert@poucecoupe.ca
Subject: Follow-up from the Ministry of Municipal Affairs (*Proposed meeting: Thursday, June 3, 11:11:30am)
Date: June 1, 2021 9:50:00 AM

Hello Councillor Hebert and Councillor Smith,

It has been several weeks since we were in contact about Pouce Coupe. I wanted to send you a quick email to let you know about an upcoming meeting that you will be invited to (*Thursday, June 3 at 11:00-11:30am).

As you may be aware – since ^{s.22}

s.22 the Ministry and LGMA have been working to support Pouce Coupe with the by-election and ongoing administration.

The meeting planned for Thursday will be with ADM Tara Faganello (and Ministry staff) as well as Mayor and Council of Pouce Coupe. The goal would be to introduce you to the proposed interim team (interim CO, CAO and potential election officer), and talk about the critical path forward.

I hope that this works for you, and would be pleased to discuss any questions you have (before or after the meeting). I plan to share a meeting invite shortly (it will be a skype meeting, with phone numbers that you can dial-in to). I wanted to give you a heads-up first.

Much thanks,
Patrick

Patrick Thompson
Director, Governances Services • Local Government Division • Ministry of Municipal Affairs
Patrick.Thompson@gov.bc.ca
236.478.2344

From: [Faganello, Tara MUNI:EX](#)
To: [Dann, Michelle MUNI:EX](#); [Thompson, Patrick MUNI:EX](#)
Subject: FW: s.22
Date: May 18, 2021 5:58:55 PM

FYI

From: Chris Leggett <CLeggett@poucecoupe.ca>
Sent: May 18, 2021 11:22 AM
To: MayorandCouncil <MayorandCouncil@poucecoupe.ca>
Subject: s.22

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Everyone,

I write to confirm that^{s.22}

I will be placing a late agenda item on your wickets for tomorrow night requesting that Council direct Administration to recruit a temporary Corporate Officer from the list of available candidates with LGMA.

The report will also request that Council direct Administration to hire a contract Chief Election Officer to carry on the election. This will be crucially time sensitive as the nomination period opens next week.

Thanks

Chris

Christopher Leggett, CLGA, CLGFA, CPCA
Chief Administrative Officer/Chief Financial Officer
Village of Pouce Coupe
Pouce Coupe, BC
VOC 2C0
P: 250-786-5794
C: 250-719-7708
Fax: 250-786-5257
Email: cleggett@poucecoupe.ca
Website: www.poucecoupe.ca

From: [Thompson, Patrick MUNI:EX](#)
To: [Chris Leggett](#)
Cc: [Dann, Michelle MUNI:EX](#); [Sandy Stokes](#)
Subject: RE: Check-in from the Ministry of Municipal Affairs
Date: May 3, 2021 4:33:00 PM

Hi Chris,

We're sorry to hear about these challenges. I will send you and Sandy an invite for tomorrow (Tuesday) at 11-11:30am. I hope this time works for you both (we can also meet 11:30-noon if that works better).

Thank you.

Patrick

From: Chris Leggett <CLeggett@poucecoupe.ca>
Sent: May 3, 2021 4:17 PM
To: Thompson, Patrick MUNI:EX <Patrick.Thompson@gov.bc.ca>
Cc: Dann, Michelle MUNI:EX <Michelle.Dann@gov.bc.ca>; Sandy Stokes <ssokes@poucecoupe.ca>
Subject: RE: Check-in from the Ministry of Municipal Affairs

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Patrick,

Thank you for the follow-up. I wish I had better news, but I'm afraid the situation has grown increasingly tense.

Please send me an invite for this week (any day except wed 1030-1200) and I can provide you an update on the situation.

Thanks

Chris

Christopher Leggett, CLGA, CLGFA, CPCA
Chief Administrative Officer/Chief Financial Officer
Village of Pouce Coupe
Pouce Coupe, BC
VOC 2C0
P: 250-786-5794
C: 250-719-7708
Fax: 250-786-5257
Email: cleggett@poucecoupe.ca
Website: www.poucecoupe.ca

From: Thompson, Patrick MUNI:EX <Patrick.Thompson@gov.bc.ca>

Sent: Wednesday, April 28, 2021 5:17 PM

To: Chris Leggett <CLeggett@poucecoupe.ca>

Cc: Dann, Michelle MUNI:EX <Michelle.Dann@gov.bc.ca>

Subject: Check-in from the Ministry of Municipal Affairs

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Hello Chris,

s.13

if

Michelle and I were hoping to arrange a check-in with you in the next week or so. If there is a time (or times) that work for you, please let me know. I would be happy to arrange a call.

Much thanks,
Patrick

Patrick Thompson

Director, Governance Services • Local Government Division • Ministry of Municipal Affairs

Patrick.Thompson@gov.bc.ca

236.478.2344

From: [Marlene Hebert](#)
To: [Thompson, Patrick MUNI:EX](#)
Subject: Re: Follow-up (Resources)
Date: April 14, 2021 8:31:47 PM

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Patrick,
s.13; s.16

Again, thank you so much, Patrick.

Yours truly,
Marlene and Barb

Sent from my iPad

On Apr 7, 2021, at 5:38 PM, Thompson, Patrick MUNI:EX <Patrick.Thompson@gov.bc.ca> wrote:

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Hello Barb and Marlene,

s.13; s.16

s.13; s.16

Much thanks,
Patrick

Patrick Thompson
Director, Governances Services • Local Government Division • Ministry of Municipal Affairs
Patrick.Thompson@gov.bc.ca
236.478.2344

From: [Marlene Hebert](#)
To: [Thompson, Patrick MUNI:EX](#)
Cc: [Barb Smith](#)
Subject: Re: Follow-up from the Ministry of Municipal Affairs (*Proposed meeting: Thursday, June 3, 11:11:30am)
Date: June 1, 2021 7:55:29 PM

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Mr. Thompson,

Thank you for the email regarding the upcoming meeting on Thursday, June 3rd at 11:00-11:30. Unfortunately, I am not available until after 3:45 p.m. Also, I am unable to open your email for the discussion (not sure why it won't stop "loading").

I certainly understand the seriousness of the Village's situation and will appreciate having some semblance of stability. Thank you.

Councillor Hebert
Sent from my iPad

On Jun 1, 2021, at 9:50 AM, Thompson, Patrick MUNI:EX <Patrick.Thompson@gov.bc.ca> wrote:

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Councillor Hebert and Councillor Smith,

It has been several weeks since we were in contact about Pouce Coupe. I wanted to send you a quick email to let you know about an upcoming meeting that you will be invited to (*Thursday, June 3 at 11:00-11:30am).

As you may be aware – since^{s.22}

^{s.22} – the Ministry and LGMA have been working to support Pouce Coupe with the by-election and ongoing administration.

The meeting planned for Thursday will be with ADM Tara Faganello (and Ministry staff) as well as Mayor and Council of Pouce Coupe. The goal would be to introduce you to the proposed interim team (interim CO, CAO and potential election officer), and talk about the critical path forward.

I hope that this works for you, and would be pleased to discuss any questions you have (before or after the meeting). I plan to share a meeting invite shortly (it will be a skype meeting, with phone numbers that you can dial-in to). I wanted to give you a heads-up

first.

Much thanks,
Patrick

Patrick Thompson

Director, Governances Services • Local Government Division • Ministry of Municipal Affairs

Patrick.Thompson@gov.bc.ca

236.478.2344

From: [Dann, Michelle MUNI:EX](#)
To: [Dann, Michelle MUNI:EX](#)
Subject: FW: Election Procedural Question
Date: June 16, 2021 2:01:26 PM

From: Chris Leggett <CLeggett@poucecoupe.ca>
Sent: May 4, 2021 12:28 PM
To: Dann, Michelle MUNI:EX <Michelle.Dann@gov.bc.ca>
Subject: RE: Election Procedural Question

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Ok thank you.

Chris

Christopher Leggett, CLGA, CLGFA, CPCA
Chief Administrative Officer/Chief Financial Officer
Village of Pouce Coupe
Pouce Coupe, BC
V0C 2C0
P: 250-786-5794
C: 250-719-7708
Fax: 250-786-5257
Email: clegett@poucecoupe.ca
Website: www.poucecoupe.ca

From: Dann, Michelle MUNI:EX <Michelle.Dann@gov.bc.ca>
Sent: Tuesday, May 4, 2021 12:24 PM
To: Chris Leggett <CLeggett@poucecoupe.ca>
Subject: RE: Election Procedural Question

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s.13; s.16

From: Chris Leggett <CLeggett@poucecoupe.ca>
Sent: May 4, 2021 12:20 PM
To: Dann, Michelle MUNI:EX <Michelle.Dann@gov.bc.ca>
Subject: Election Procedural Question

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Michelle,

s.13; s.22

Thanks

Chris
Christopher Leggett, CLGA, CLGFA, CPCA
Chief Administrative Officer/Chief Financial Officer
Village of Pouce Coupe
Pouce Coupe, BC
VOC 2C0
P: 250-786-5794
C: 250-719-7708
Fax: 250-786-5257
Email: clegett@poucecoupe.ca
Website: www.poucecoupe.ca

From: [Dann, Michelle MUNI:EX](#)
To: [Thompson, Patrick MUNI:EX](#); [Hoskins, Lisa MUNI:EX](#); [Johnston, Andrew MUNI:EX](#)
Cc: [Porter, Dianna MUNI:EX](#)
Subject: FW: Follow up resources
Date: March 12, 2021 4:08:58 PM

FYI

From: Dann, Michelle MUNI:EX
Sent: March 12, 2021 3:22 PM
To: 'cleggett@poucecoupe.ca' <cleggett@poucecoupe.ca>
Cc: Faganello, Tara MUNI:EX <Tara.Faganello@gov.bc.ca>
Subject: Follow up resources

Dear Chris,

Thanks so much for meeting with Tara Faganello and myself, s.13; s.16
s.13; s.16

Overview – Declaration on the Rights of Indigenous Peoples Act

As you are likely aware, the provincial government passed the *Declaration on the Rights of Indigenous Peoples Act* in November 2019 to implement the UN Declaration, which the Truth and Reconciliation Commission confirms as the framework for reconciliation. It is about ending discrimination, upholding basic human rights and ensuring more economic justice and fairness. Implementing the UN Declaration is an important step towards true and lasting reconciliation – which will help us continue to build a stronger B.C. that includes everyone.

Training Options

An important part of reconciliation is building and sustaining positive relationships between local and indigenous governments. There are a variety of institutions that offer training that can help us understand our history and bring awareness to the importance of reconciliation. Below are a few options that Pouce Coupe can explore:

- San'yas Indigenous Cultural Safety Training (<https://www.sanyas.ca/training/british-columbia/core-ics-foundations>)
- Indigenous Corporate Training (<https://www.ictinc.ca/>)
- Cultural Perspectives Training (<https://ipsociety.ca/training/cultural-perspectives-training/cultural-perspectives-training/>)

Further Resources – Joint Initiatives

CivicInfo BC, the Province of British Columbia, the First Nations Summit, and UBCM have partnered to develop a new Joint Indigenous and Local Government Initiatives and Relations research tool (found [here](#)). This collection of resources pulls together wide-ranging examples of Indigenous communities and local governments working together into a single searchable database.

Documents that can be found in the database include:

- Pathways to Collaboration economic development case studies
- materials that highlight agreements and partnerships
- information about the provision of services, and more.

Your local government may find inspiration here and be encouraged by the adoption of many statements of reconciliation by other local governments.

Please feel free to reconnect with the Ministry with any questions or follow-ups that you may have. I believe that Andrew Johnston from our Governance and Structure Branch is in contact with your office about plans for the upcoming by-election, and may be contacted regarding these resources as well.

Cheers Michelle

Michelle Dann
Executive Director
Governance and Structure Branch, Local Government Division
Ministry of Municipal Affairs and Housing
michelle.dann@gov.bc.ca
778-698-3261