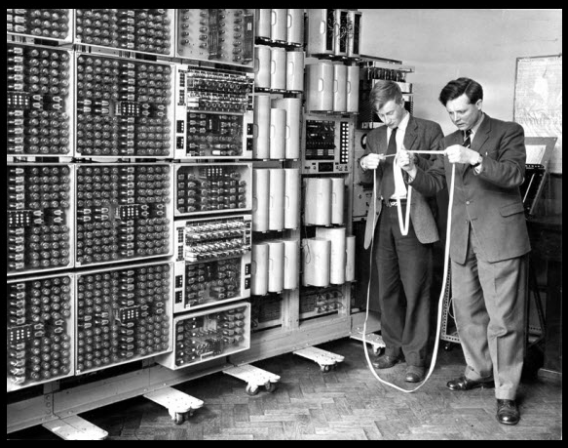
# 11 WAYS TO GET THE MOST FROM CIVICINFO BC's COMMUNICATION & INFORMATION TOOLS



Todd Pugh, Executive Director
www.civicinfo.bc.ca

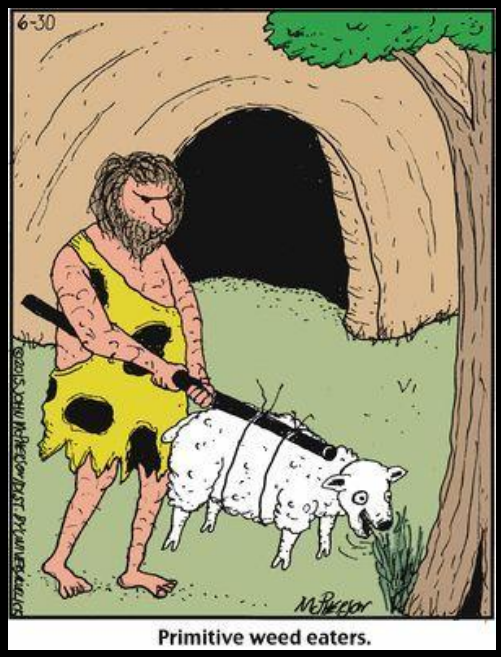
# INTRODUCTIONS FIRST

**CAREER PATH**

Considered law.

**FRASER CHEAM REGIONAL DISTRICT**

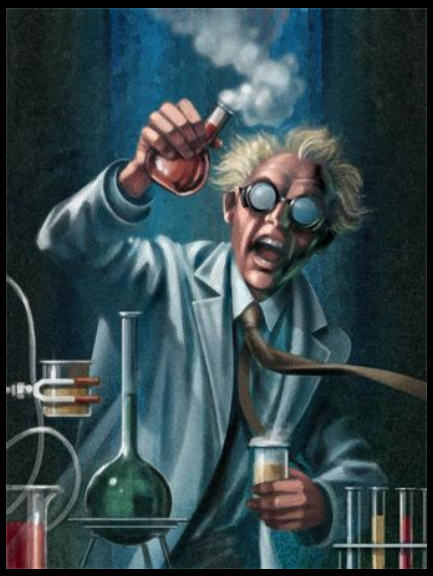
Gave me my start in local government.




Primitive weed eaters.

## UBC & UVIC

Studied under various Political Scientists and Economists.



Been with CivicInfo BC for quite a while.

Blah Blah, Blah Blah Blah, Blah Blah.....Blah!

CAPILANO UNIVERSITY

Instructor with Capilano University's Local Government Administration Program

Jerry Berry

## MY FAMILY

- 8th generation Canadian; married into an immigrant family.
- Two kids, 11 and 5.
- Resident of North Saanich, in W'sanec traditional territory.

## BIG NERD

I own what is likely the most complete set of BC municipal trade tokens in existence.

## 11 TIPS FOR GETTING THE MOST OUT OF CIVICINFO BC

www.civicinfo.bc.ca

## ABOUT CIVICINFO BC

- We are a local government information service. We serve a professional community.
- Wide range of tools and services, most of which are delivered via our heavily used website: www.civicinfo.bc.ca
- Simple model: the fees that we charge for a few select services pay for all the good stuff we give away for free.

Why 11 tips, and not the standard 10?

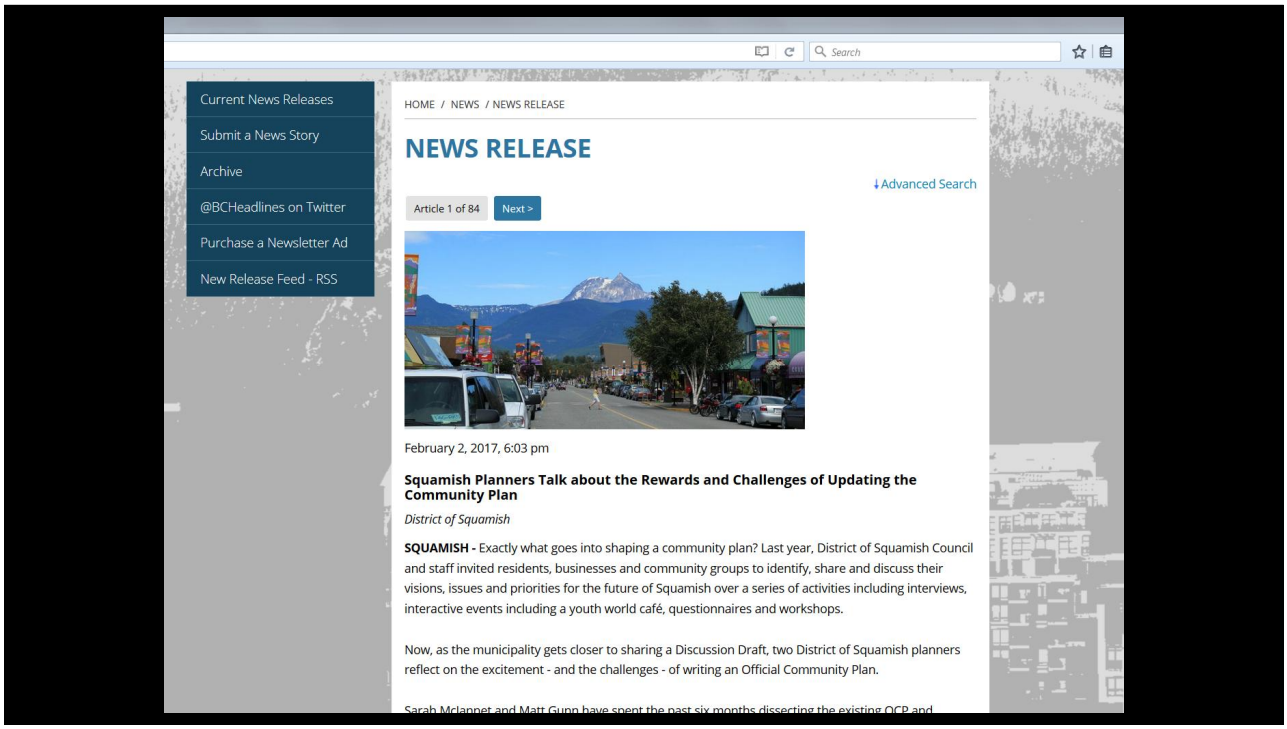
Spinal Tap

VOLUME I
VOLUME II
6
8
10
11
0
I

# TIP #1:
# NEWS SERVICES

## NEWS SERVICES

- CivicInfo BC cross-posts municipal press releases, as well as relevant ones from associations, agencies, and other levels of government.
- Stories are rotated on our home page; posted for about a month under “News” tab; then archived.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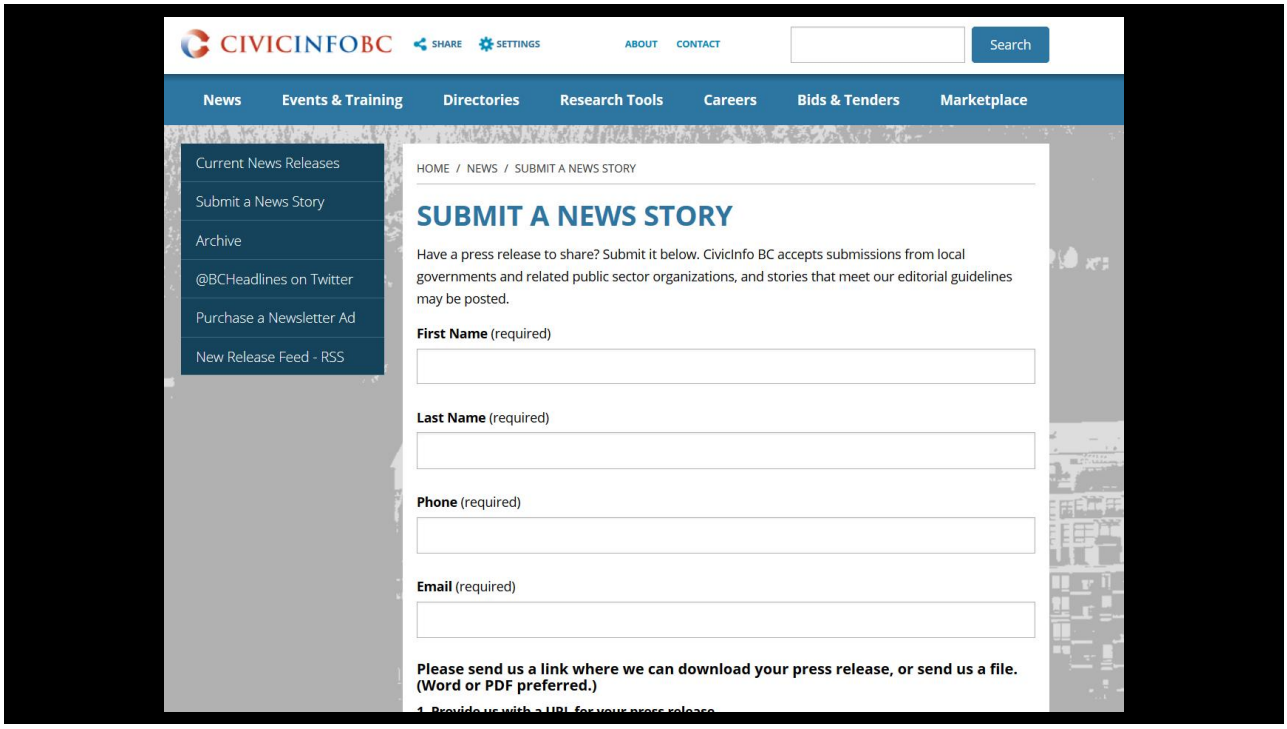
HOME / NEWS / NEWS RELEASE
NEWS RELEASE
Advanced Search
Article 1 of 84
Next >
February 2, 2017, 6:03 pm
Squamish Planners Talk about the Rewards and Challenges of Updating the Community Plan
District of Squamish
SQUAMISH - Exactly what goes into shaping a community plan? Last year, District of Squamish Council and staff invited residents, businesses and community groups to identify, share and discuss their visions, issues and priorities for the future of Squamish over a series of activities including interviews, interactive events including a youth world café, questionnaires and workshops.
Now, as the municipality gets closer to sharing a Discussion Draft, two District of Squamish planners reflect on the excitement - and the challenges - of writing an Official Community Plan.


CIVICINFOBC
SHARE
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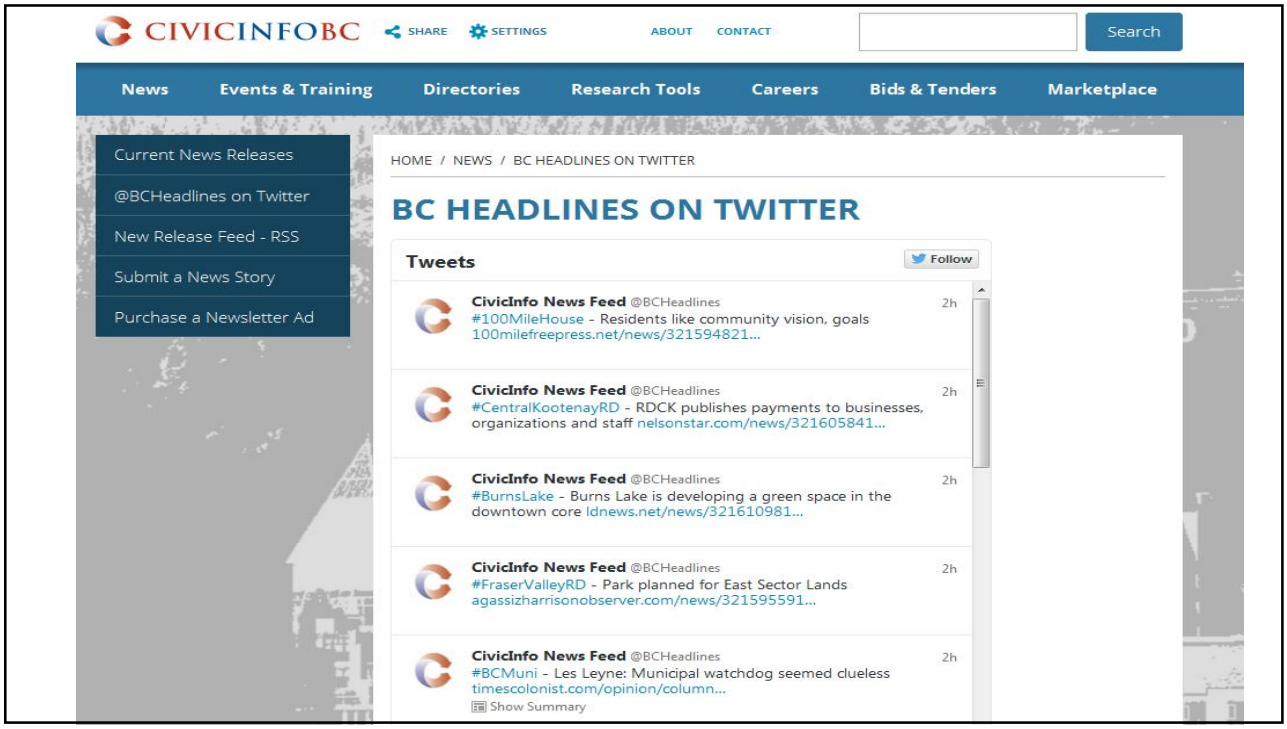
Directories
Research Tools
Careers
Bids & Tenders
Marketplace
Current News Releases
Submit a News Story
Archive
@BCHeadlines on Twitter
Purchase a Newsletter Ad
New Release Feed - RSS
HOME / NEWS / SUBMIT A NEWS STORY
SUBMIT A NEWS STORY
Have a press release to share? Submit it below. CivicInfo BC accepts submissions from local governments and related public sector organizations, and stories that meet our editorial guidelines may be posted.
First Name (required)
Last Name (required)
Phone (required)
Email (required)
Please send us a link where we can download your press release, or send us a file. (Word or PDF preferred.)

# NEWS SERVICES

- Local government news headlines posted daily on Twitter: @BCHeadlines
- Stories from municipalities, regional districts, and First Nations. Basically unfiltered.
- We don't post public notices, and we don't post routine police and fire business.



# One of our Twitter Followers (Really.)

The Chilliwack Progress

NEWS

## New toad tunnel for Chilliwack amphibians celebrated

The Ryder Lake Amphibian Protection Project features a concrete culvert built under Elk View Road in the hills above Chilliwack. The toad tunnel may become a model for other communities. — *Image Credit: JENNIFER FEINBERG/ PROGRESS*

TERRACE STANDARD

NEWS

## Have you seen the Kitsumkalum fire truck?

Someone made off with the Kitsumkalum fire truck early on August 2. — *Image Credit: TERRACE RCMP*

TERRACE STANDARD

## Kitsumkalum fire truck found

The Kitsumkalum fire truck sits in the bushes where it was found by the Terrace ATV and 4x4 Society. — *Image Credit: KITSUMKALUM BAND OFFICE WEBSITE*

# TIP #2:
# EVENTS & TRAINING

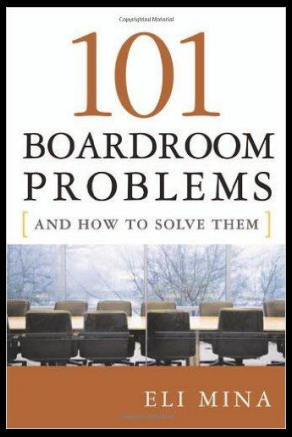
UBCM Resolutions Session, the day after the CUPE Reception.

## EVENTS & TRAINING

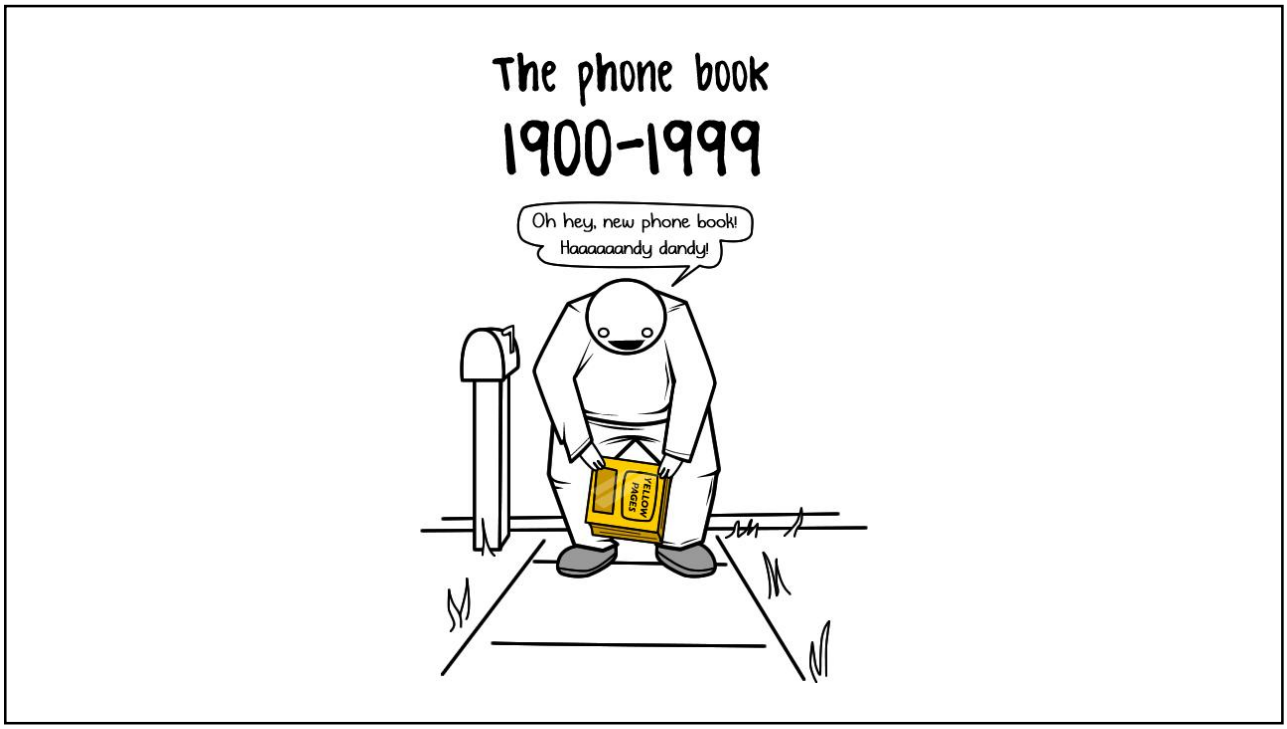
- Listing of local government conferences, workshops, seminars, and courses.
- Most are staff oriented, but there's lots for elected officials as well, e.g, LGLA events; UBCM conferences and workshops; Area Association conventions, and CivX events.

## EVENTS & TRAINING

- Small online store with a handful of books and manuals. (Likely to grow.)
- Online registrations for event organizers.




# TIP #3: DIRECTORIES


The phone book
1900-1999
Oh hey, new phone book!
Haaaaaandy dandy!
YELLOW PAGES

The phone book
NOW
KA-THUMP!
YELLOW PAGES
The Oatmeal http://theoatmeal.com

## DIRECTORIES

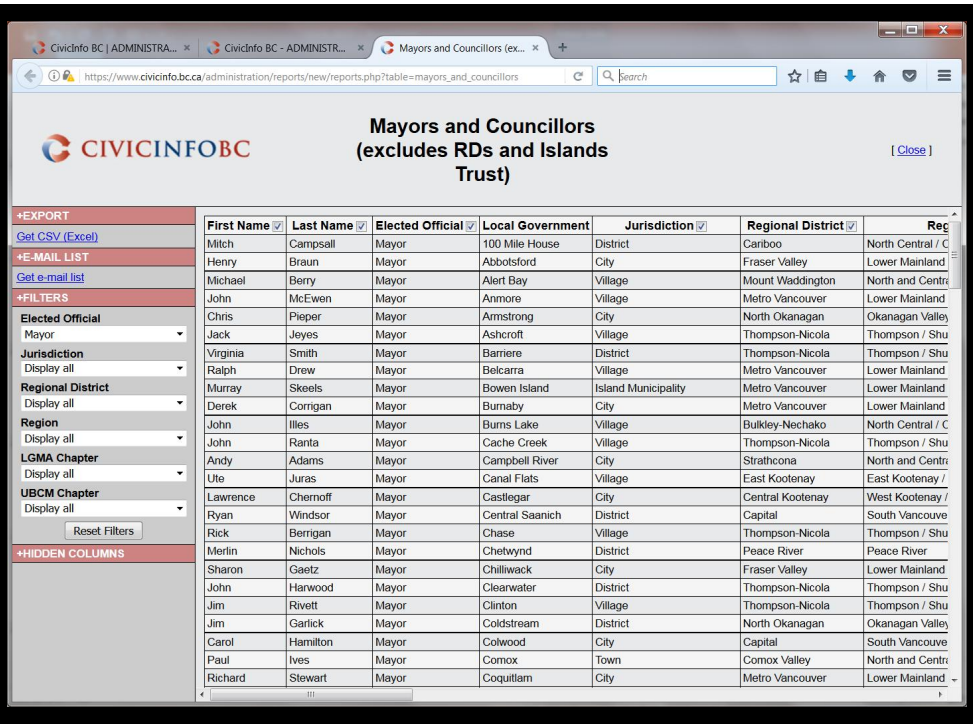
- CivicInfo BC's directories contain complete contact information for BC local governments, local government staff, and elected officials.
- CivicInfo BC also provides a basic directory of First Nation communities, and (courtesy of the Province) a listing of Improvement Districts.

## DIRECTORIES

- Lists are constantly being updated.
- Local governments may update own records; CivicInfo BC staff also make updates in consultation with other key agencies.
- We have approximately 5,000 – 6,000 active records at any time.

# DIRECTORIES

- Little known, very useful tool: all local governments have access to a password-protected contact list generator.
- Password usually held by the Municipal Clerk.
- Instantly generate mailing or email lists (BCC!); apply filters for regions, professional categories, elected official type, etc.




| First Name | Last Name | Elected Official | Local Government | Jurisdiction | Regional District | Reg |
|---|---|---|---|---|---|---|
| Mitch | Campsall | Mayor | 100 Mile House | District | Cariboo | North Central / C |
| Henry | Braun | Mayor | Abbotsford | City | Fraser Valley | Lower Mainland |
| Michael | Berry | Mayor | Alert Bay | Village | Mount Waddington | North and Centra |
| John | McEwen | Mayor | Anmore | Village | Metro Vancouver | Lower Mainland |
| Chris | Pieper | Mayor | Armstrong | City | North Okanagan | Okanagan Valley |
| Jack | Jeyes | Mayor | Ashcroft | Village | Thompson-Nicola | Thompson / Shu |
| Virginia | Smith | Mayor | Barriere | District | Thompson-Nicola | Thompson / Shu |
| Ralph | Drew | Mayor | Belcarra | Village | Metro Vancouver | Lower Mainland |
| Murray | Skeels | Mayor | Bowen Island | Island Municipality | Metro Vancouver | Lower Mainland |
| Derek | Corrigan | Mayor | Burnaby | City | Metro Vancouver | Lower Mainland |
| John | Illes | Mayor | Burns Lake | Village | Bulkley-Nechako | North Central / C |
| John | Ranta | Mayor | Cache Creek | Village | Thompson-Nicola | Thompson / Shu |
| Andy | Adams | Mayor | Campbell River | City | Strathcona | North and Centra |
| Ute | Juras | Mayor | Canal Flats | Village | East Kootenay | East Kootenay / |
| Lawrence | Chernoff | Mayor | Castlegar | City | Central Kootenay | West Kootenay / |
| Ryan | Windsor | Mayor | Central Saanich | District | Capital | South Vancouve |
| Rick | Berrigan | Mayor | Chase | Village | Thompson-Nicola | Thompson / Shu |
| Merlin | Nichols | Mayor | Chetwynd | District | Peace River | Peace River |
| Sharon | Gaetz | Mayor | Chilliwack | City | Fraser Valley | Lower Mainland |
| John | Harwood | Mayor | Clearwater | District | Thompson-Nicola | Thompson / Shu |
| Jim | Rivett | Mayor | Clinton | Village | Thompson-Nicola | Thompson / Shu |
| Jim | Garlick | Mayor | Coldstream | District | North Okanagan | Okanagan Valley |
| Carol | Hamilton | Mayor | Colwood | City | Capital | South Vancouve |
| Paul | Ives | Mayor | Comox | Town | Comox Valley | North and Centra |
| Richard | Stewart | Mayor | Coquitlam | City | Metro Vancouver | Lower Mainland |

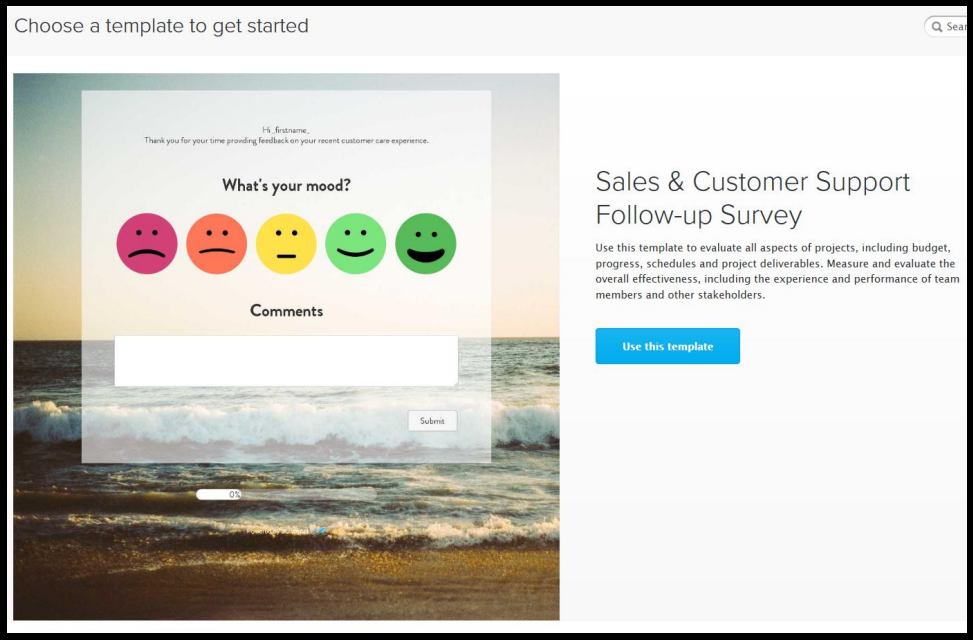
# TIP #4: SURVEYS

## SURVEYS

- CivicInfo BC conducts annual surveys in partnership with the Union of BC Municipalities and Local Government Management Association of BC.
- The Province, BC Transit, and others have also been involved with specific surveys.
- Surveys conducted in February and October.

# SURVEYS

- February: salary surveys, elected official remuneration.
- October: mostly fees and charges.



## SURVEYS

- We sometimes work with local governments on small, community surveys.
- We will conduct occasional one-off surveys outside of our annual ones, if the need exists.
- Working with consulting partners, we also conduct online citizen satisfaction surveys for small to mid-sized local governments.

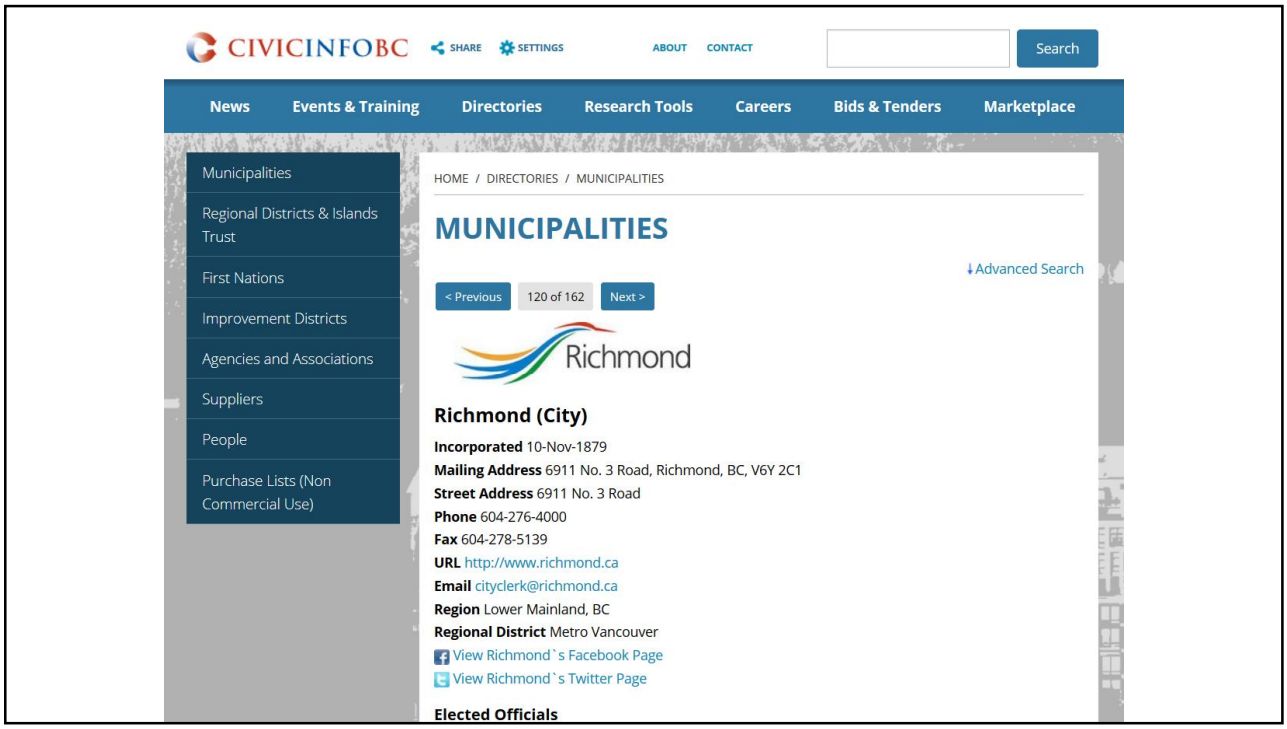
# TIP #5:
# DATA & GRAPHS

## DATA & GRAPHS

CivicInfo BC has hundreds of datasets; an enormous amount of municipal and regional district information.

## DATA & GRAPHS

- Core data comes from a variety of sources, including our surveys and the Ministry's "Local Government Data Entry" reports.
- We are in the process of re-organizing our collections to make it easier for people to find what they need.
- New visualization tool just launched. We think it's pretty useful, and hope you do too…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Regional Districts & Islands Trust
First Nations
Improvement Districts
Agencies and Associations
Suppliers
People
Purchase Lists (Non Commercial Use)
HOME / DIRECTORIES / MUNICIPALITIES
MUNICIPALITIES
Advanced Search
< Previous
120 of 162
Next >
Richmond
Richmond (City)
Incorporated 10-Nov-1879
Mailing Address 6911 No. 3 Road, Richmond, BC, V6Y 2C1
Street Address 6911 No. 3 Road
Phone 604-276-4000
Fax 604-278-5139
URL http://www.richmond.ca
Email cityclerk@richmond.ca
Region Lower Mainland, BC
Regional District Metro Vancouver
View Richmond`s Facebook Page
View Richmond`s Twitter Page
Elected Officials

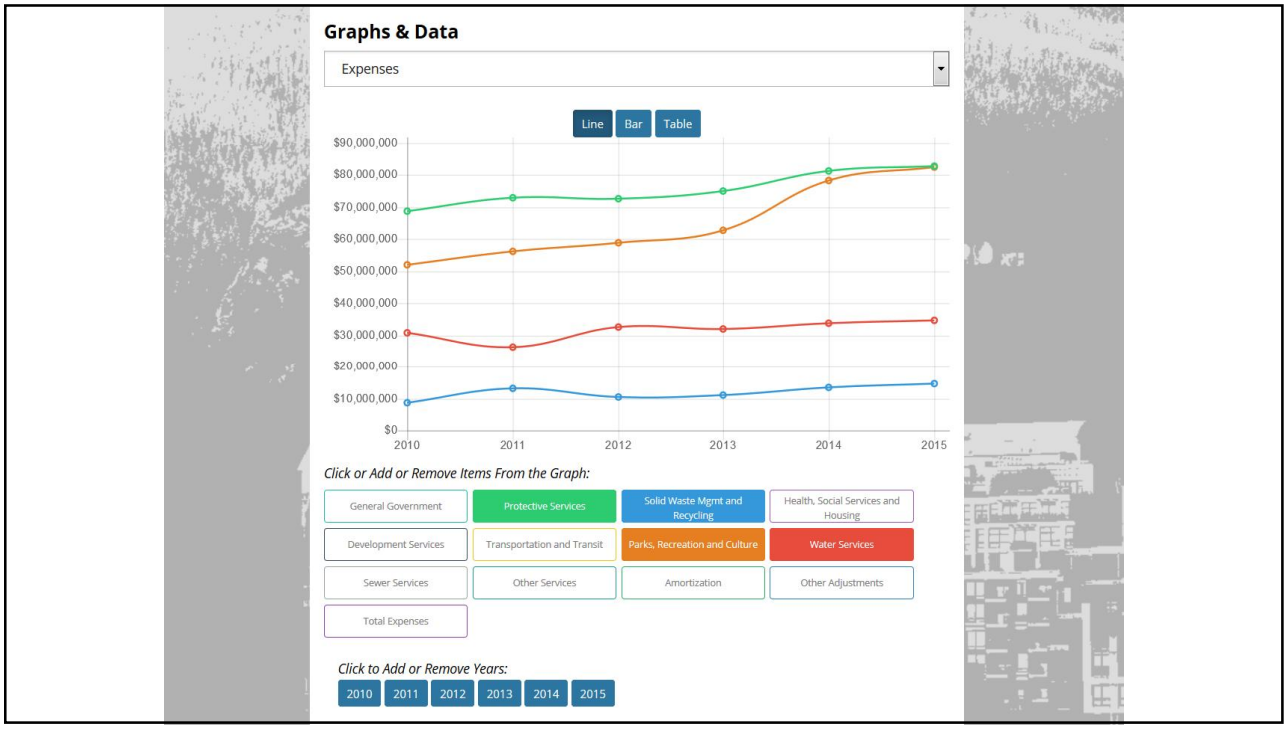
Graphs & Data
Expenses
Line
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Table
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$20,000,000
$10,000,000
$0
2010
2011
2012
2013
2014
2015
Click or Add or Remove Items From the Graph:
General Government
Protective Services
Solid Waste Mgmt and Recycling
Health, Social Services and Housing
Development Services
Transportation and Transit
Parks, Recreation and Culture
Water Services
Sewer Services
Other Services
Amortization
Other Adjustments
Total Expenses
Click to Add or Remove Years:
2010
2011
2012
2013
2014
2015

# TIP #6:
# ELECTION INFORMATION

## ELECTION INFORMATION

- CivicInfo BC has been tracking BC local election results since 2002.
- Full lists of candidates, and voter turnout calculations, since 2008.

# ELECTION INFORMATION

## 2014

- 427 candidates for mayor.
- 1,789 for councillor.
- 273 for electoral area director
- 748 for school trustee
- 38 for Islands Trust councillor
- 40 for park boards
- 9 for advisory & water councillors

# ELECTION INFORMATION

## 2014 Turnout

- Municipal: 33.3%
- Regional District Electoral Areas: 22.8%

## ELECTION INFORMATION

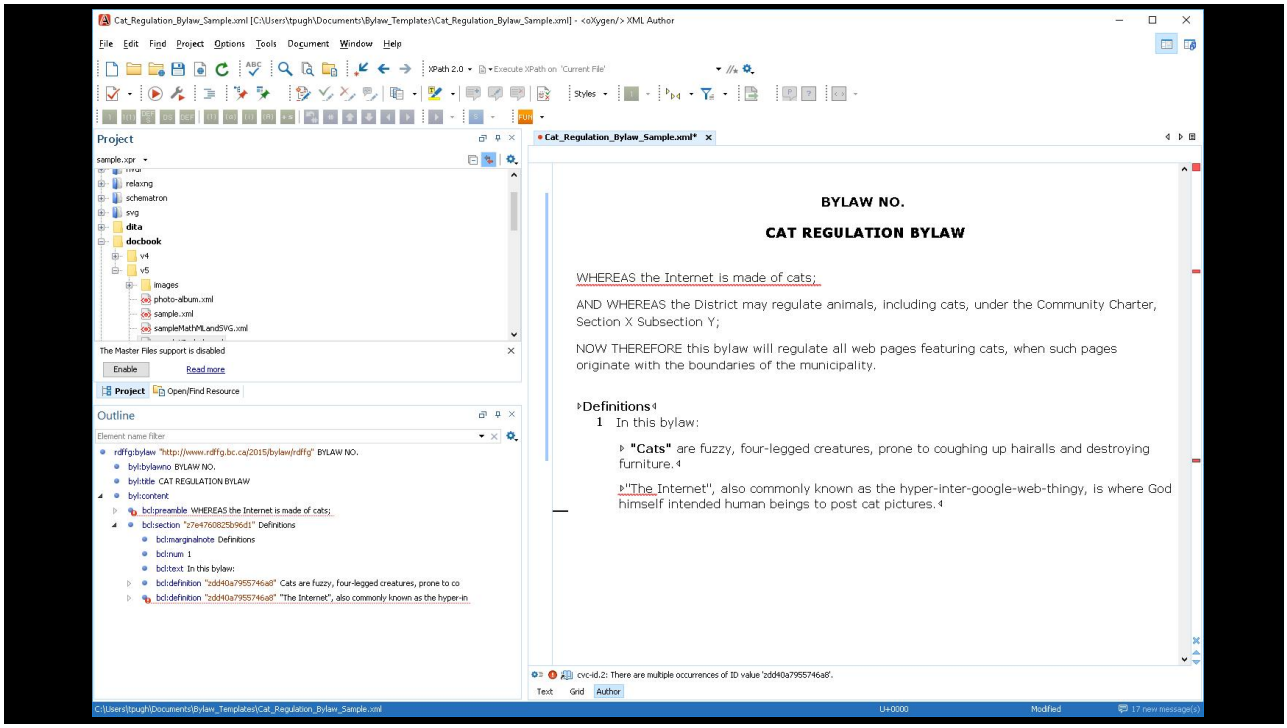
How can you be of assistance?

- Consider ways to increase voter turnout. (e.g., Promote things like “Student Vote”.)
- Share your information openly and early.
- Encourage your Chief Election Officers to work with us, sharing information quickly.

# TIP #7: DOCUMENT SHARING

# DOCUMENT SHARING

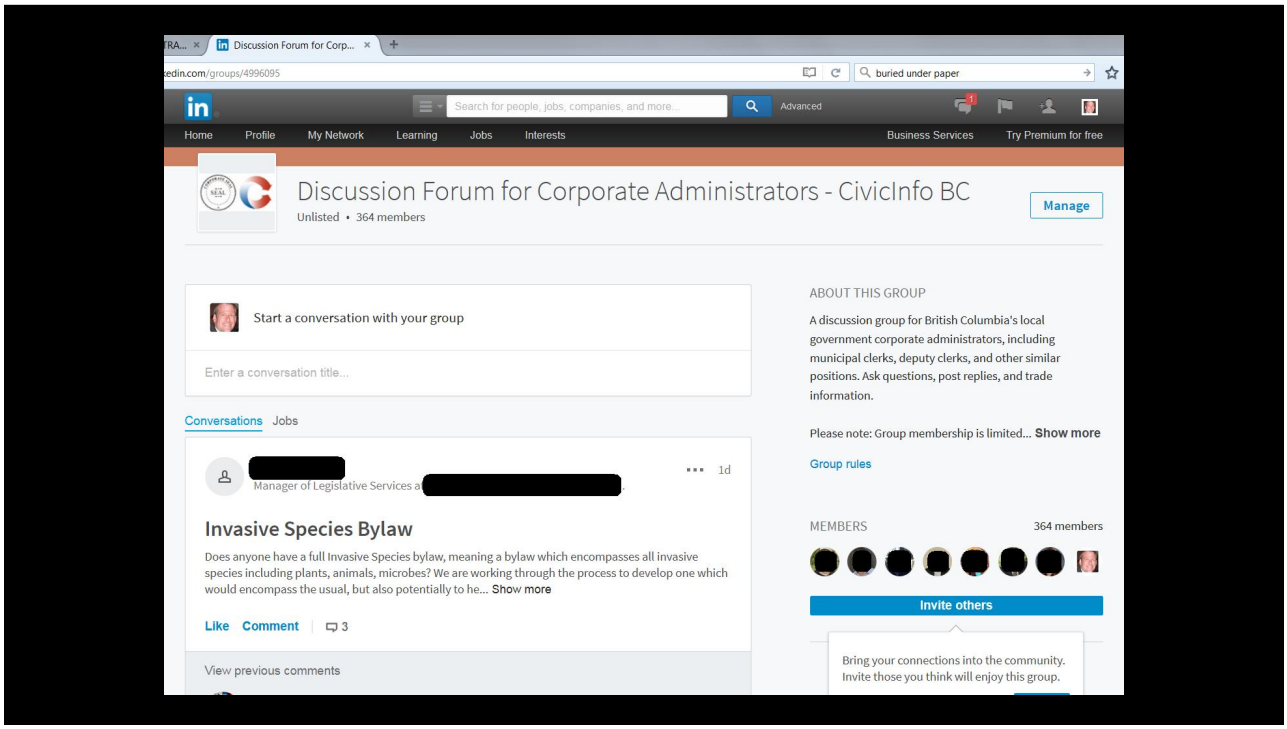
- We maintain a Google custom search that crawls all local government websites in the province.
- We also have a locally-hosted archive of shared documents.
- Enhancements underway. (Archive; special collections of curated materials.)



# TIP #8:
# DISCUSSION FORUMS

## DISCUSSION FORUMS

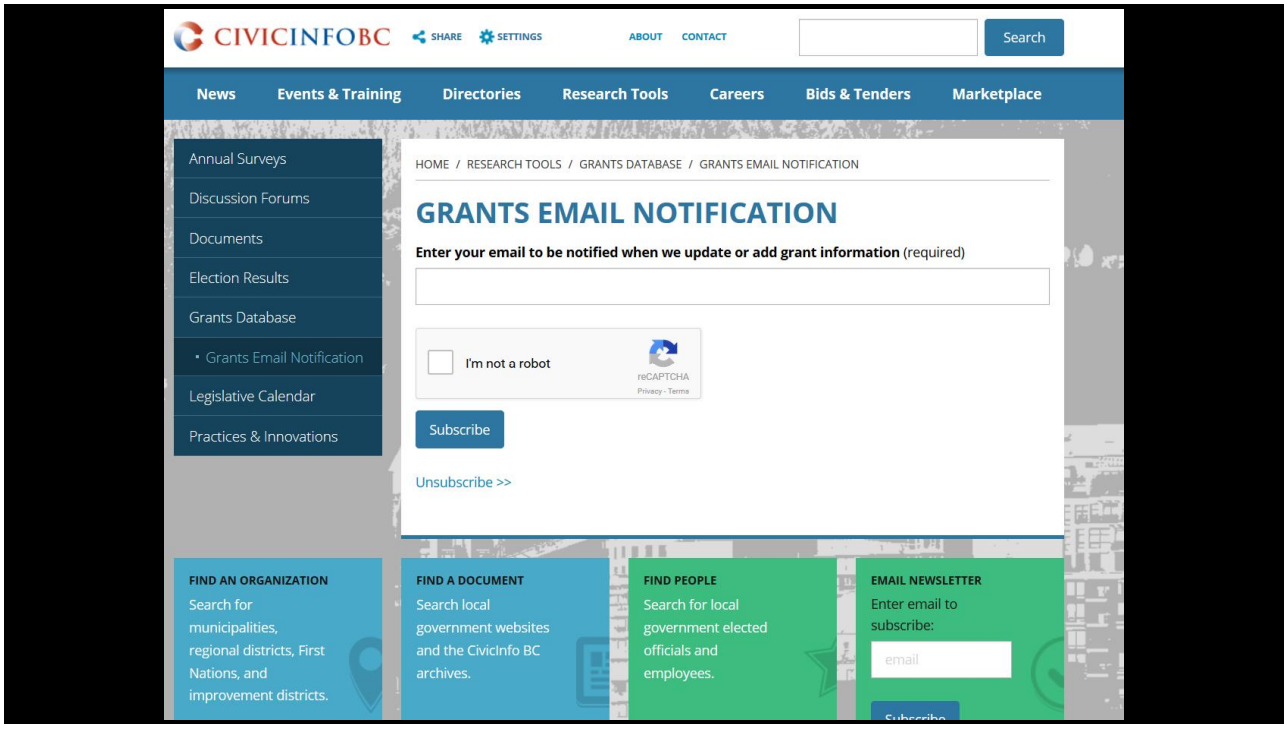
- CivicInfo BC hosts several discussion forums on LinkedIn.
  - Corporate Officers (Clerks & Related Positions)
  - Records Management
  - Communications Professionals
- Others are possible; glad to work with other associations.


Discussion Forum for Corp...
buried under paper
Search for people, jobs, companies, and more...
Advanced
Home
Profile
My Network
Learning
Jobs
Interests
Business Services
Try Premium for free
Discussion Forum for Corporate Administrators - CivicInfo BC
Unlisted • 364 members
Manage
Start a conversation with your group
Enter a conversation title...
Conversations
Jobs
[redacted]
Manager of Legislative Services a[redacted]
1d
Invasive Species Bylaw
Does anyone have a full Invasive Species bylaw, meaning a bylaw which encompasses all invasive species including plants, animals, microbes? We are working through the process to develop one which would encompass the usual, but also potentially to he... Show more
Like
Comment
3
View previous comments
ABOUT THIS GROUP
A discussion group for British Columbia's local government corporate administrators, including municipal clerks, deputy clerks, and other similar positions. Ask questions, post replies, and trade information.
Please note: Group membership is limited... Show more
Group rules
MEMBERS
364 members
Invite others
Bring your connections into the community. Invite those you think will enjoy this group.

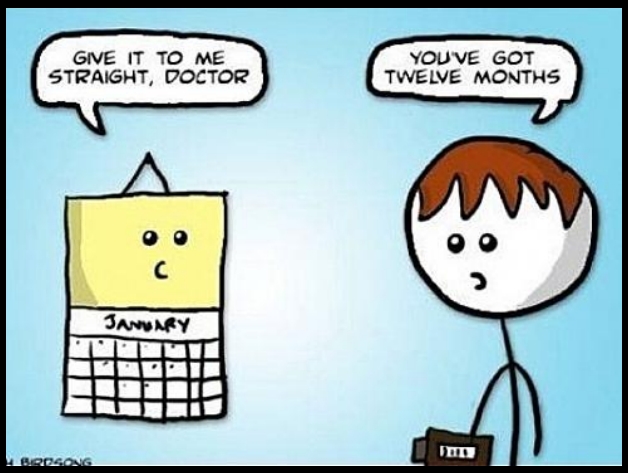
TIP #9:
GRANTS
DATABASE

# GRANTS DATABASE

- Conditional grant opportunities (not automatic) available to local governments.
- Contains grant descriptions, deadlines, searchable by subject area, links to application forms whenever possible.



# TIP #10: LEGISLATIVE CALENDAR




## LEGISLATIVE CALENDAR

- Contains all key dates set by provincial statutes and regulations, and other important deadlines.
- Legal review conducted annually.
- Outlook calendar download also available.

# TIP #11:
# JOB POSTINGS

Does your job stink? You could be a deodorant tester.

# JOB POSTINGS

- CivicInfo BC operates Canada's largest local government job boards.
- CivicInfo BC's regional job board, with LGMA BC, mostly has a BC-based professional audience.
- CivicJobs.ca has a growing national and public audience.

# JOB POSTINGS

- 2,600 jobs posted in 2008 – BC Only.
- 1,600 in 2009
- 2,000 in 2010
- 2,400 in 2011
- 2,900 in 2012 & 2013
- 3,150 in 2014.
- 3,500 in 2015.
- 4,350 in 2016.

## JOB POSTINGS

- We work hard to ensure jobs reach both local government offices *and* members of the general public.
- Weekly e-mail bulletins have over 11,000 subscribers.
- Postings are also distributed through social media, and through key aggregators like WorkBC, Indeed.ca, Wowjobs.ca, and (soon) Government of Canada JobBank.

## NOW IT'S YOUR TURN

# QUESTIONS & DISCUSSION

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Email: tpugh@civicinfo.bc.ca