



MEMBER RELEASE

To: UBCM Members, Attn: **CAOs, CCOs and CFOs**

From: UBCM Secretariat

Date: February 18, 2010

RE: Additional Contact To Receive UBCM Communications

One of the services valued by our membership is direct communications on matters vital to local government interests. Due to the time sensitive nature of these communications, we want to ensure that our updates are delivered efficiently and effectively.

Based on your feedback, the preferred format for communications delivery is mass email distribution. At present our database designates one contact for every local government. In response to requests that we have received, we would like to add an additional contact for each local government to provide backup when the primary contact is out office and during periods of staff turnover.

To this end we are asking you to identify an additional contact by **February 26, 2010**. Please send your information to Raelene Adamson (radamson@ubcm.ca) and include the contact's:

- Name
- Position Title
- Email address and
- Phone number.

We will progressively update the database as we receive your responses. If you have any questions or comments regarding UBCM mass email communications please contact Paul Taylor (ptaylor@ubcm.ca).