

NAME:

DATE:

**ACTIVE CITIZEN: WRITING A LETTER TO YOUR REPRESENTATIVE**

**INSTRUCTIONS:** Using the information you have gathered from your research into a wicked problem, write a letter to the appropriate political representative in your area to promote one of the solutions you have decided would be beneficial. A personal letter to your political representative can be an effective tool for change.

*SAMPLE LETTER: The letter below was written to political representative to ask for support for a women’s equality organization. You will customize your own letter to provide information about your issue and what actions you would like taken.*

1	<p>Dr/Mr/Ms Jane Doe [if MP/MLA] or The Honourable Jane Doe, Minister of Housing [if Minister] Address of MP or MLA</p> <p>Dear Dr./Mr./Ms Jane Doe [if they are MP or MLA]: Dear Minister [if they are a Cabinet Minister]:</p>	<p>For MLA addresses see <a href="https://www.leg.bc.ca/pages/bclaws-search-constituency.aspx">https://www.leg.bc.ca/pages/bclaws-search-constituency.aspx</a> *See more info at bottom</p> <p>For MP addresses see <a href="https://www.ourcommons.ca/Members/en">https://www.ourcommons.ca/Members/en</a></p> <p>You need to know which level of government has jurisdiction in this area to know who to send the letter to.</p>
2	<p>As a citizen living in your riding and a staff member involved in an information campaign with ACTEW (A Commitment to Training and Employment for Women), I am writing to you to express my concerns about the inequities many women face in accessing employment and training services in Canada.</p>	<p><b>State purpose/objective at the beginning.</b></p> <p><b>Describe your connection to the issue - your background and/or credentials eg. student, employment, expertise...</b></p>
3	<p>I am concerned that as a country, we do not advance women's equal participation with men as decision makers in shaping the social, economic, legal, political, and cultural structures of our society.</p> <p>In Canada we still have many barriers to women’s participation and productivity in the workforce. The government needs to gain and utilize an understanding of women’s practical needs and common interests and support them in gaining access to training and development more easily so they can begin to find equally high level employment as men.</p> <p>Gender equity means being fair to women and men. To ensure fairness, measures are often needed to compensate for historical and social disadvantages that prevent women and men from otherwise operating as equals. Equity leads to equality which means that women and men enjoy the same status and opportunity to realize their rights and potential and benefit from them. What is our government doing in the area of gender equity and women’s participation in the workforce?</p>	<p><b>Briefly introduce the context of the issue and your concerns.</b></p> <p><b>Include questions that provoke response.</b></p>
4	<p>I would like to urge you and your fellow MPs [MLAs] to give serious consideration to the task of analyzing all labour force development policy with a lens of gender equity, to ensure that women’s employment and training needs are included in the policies of the Canadian government.</p>	<p><b>Request that specific actions will be taken, and try to give reasons why.</b></p>

	<p>I would also like to encourage you to follow the recommendations set out in a recent report on women's access to employment and training known as ACTEW to the extent made possible by your position as a political representative. The federal [provincial] government must immediately organize free training programs with daycare and transportation included in order to encourage women to keep developing professionally.</p>	
5	<p>I hope you will bring up our concerns at your caucus meetings. I look forward to hearing back from you as to what action plans you have taken or plan to take regarding women's equitable access to employment and training in Ontario. Thank you for your time and consideration.</p> <p>Sincerely,          [Your name and signature]          (Street Address)          (Town, Province)          (Postal Code)          (Phone Number if applicable)</p>	<p><b>Thank the MP for any positive action they have taken in the past on this issue.</b></p> <p><b>Request that the MP respond to your letter.</b></p>

**NOTES TO SELF:**

**OTHER INFORMATION THAT WILL HELP YOU WRITE YOUR LETTER:**

*When addressing correspondence, this is the proper style:*

Either		or
<p><b>Ms Jane Smith, MP</b>            House of Commons            Parliament Buildings            Ottawa, Ontario, K1A 0A6</p> <p>Dear Member of Parliament:</p>		<p>The Honorable John Jones, PC, MP            Minister of _____            House of Commons            Ottawa, Ontario, K1A 0A6</p> <p>Dear Minister:</p>

**When searching for BC political representatives, first you have to know which electoral district you live in.**

Try the quirky *British Columbia Electoral District Explorer application* at the website: <http://maps.gov.bc.ca/ess/hm/ge2017/> Using it is a little convoluted. Type your address into the search field in the **upper right of the screen if you're on a desktop** computer. A list of addresses will appear in a column on the left. Click on your address. A map will appear, showing **a small light green dot** at the location of your home along with the name of your riding. The name of another riding might also appear if you live near a riding boundary; ignore that, look for the dot.

The British Columbia Electoral District Explorer also works on mobile devices, such as an iPhone. In my testing, the search box wasn't visible until I touched an arrow at the upper right of the screen.

You can phone Elections B.C. at 1-800-661-8683 and have them look up your riding.