



COMMITTEE APPLICATION FORM

Thank you for your interest in serving as a volunteer on one of Council's Committees for the Town of Coalhurst. Before applying, please read the *Council Committees Bylaw* for the applicable Terms of Reference and the *Procedure Bylaw* for an overview of meeting procedures.

PROCESS OVERVIEW

- Applicants must complete an application form for each committee they are applying. One application for multiple committees will not be accepted.
- We thank all applicants for their interest; however, only shortlisted applicants will be contacted and may be requested to attend an interview.
- Should you be shortlisted, you can expect to hear from us within one month following the application deadline or submission of your application.
- Selected applicants for the Community Celebration Committee may be required to complete a Vulnerable Sector Police Check prior to being appointed.
- If you would also like to submit a resume, certificates, or other documents to support your application, please include it in the File Attachments section.
- Completed applications can be provided to the Town Office, emailed to clerk@coalhurst.ca, or submitted online via the form provided on the Town's website: <https://coalhurst.ca/government/committees-boards/>
- Personal information is being collected under the authority of the Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to administer the volunteer program for appointment and service on various committees. Your information is protected by the Privacy Provisions of the *Freedom of Information and Protection of Privacy Act*.

Questions regarding collection of personal information, the committees, and the application process can be forwarded to clerk@coalhurst.ca.

PERSONAL INFORMATION

First Name

Last Name

Physical (Home) Address

Mailing Address

Municipality

Province

Postal Code

Phone

Email

I am a current resident of Coalhurst:

☐ No ☐ Yes

Do you have any family or personal relationship with anyone in any agency, organization, business, or public body that may result in a conflict of interest while serving on a committee?

☐ No ☐ Yes - If yes, please explain the conflict of interest: _____

Please select the committee that you are applying for. If you wish to apply for more than one committee, please submit a separate application for each committee.

I am applying for:

- ☐ Chinook Intermunicipal Subdivision and Development Appeal Board
- ☐ Community Celebration Committee
- ☐ Community Enrichment Advisory Committee
- ☐ Community Housing Advisory Committee
- ☐ Emergency Advisory Committee
- ☐ Municipal Subdivision and Development Authority
- ☐ Wetlands Advisory Committee

INTEREST

Why are you interested in being a volunteer for the committee?

Please tell us about your educational background, professional credentials, or any other training gained through professional and personal development that is relevant to the committee.

Please tell us about any current or past community involvement or volunteer work experience relevant to the committee.

AVAILABILITY

For each day of the week, please specify the times of the day that you are available to attend meetings and volunteer for the committee.

Monday

☐ Morning ☐ Afternoon ☐ Evening Notes: _____

Tuesday

☐ Morning ☐ Afternoon ☐ Evening Notes: _____

Wednesday

☐ Morning ☐ Afternoon ☐ Evening Notes: _____

Thursday

☐ Morning ☐ Afternoon ☐ Evening Notes: _____

Friday

☐ Morning ☐ Afternoon ☐ Evening Notes: _____

Saturday

☐ Morning ☐ Afternoon ☐ Evening Notes: _____

Sunday

☐ Morning ☐ Afternoon ☐ Evening Notes: _____

REFERENCES (OPTIONAL)

If you would like to provide a reference or two regarding your volunteer experience or work experience related to the committee you are applying, please complete the information below.

Reference 1

First and Last Name

Position/Relationship to Applicant

Phone

Email

Reference 2

First and Last Name

Position/Relationship to Applicant

Phone

Email

ACKNOWLEDGEMENT

I have read the *Procedure Bylaw* and *Council Committees Bylaw* and the applicable Terms of Reference for the committee on which I am applying to serve, and I verify that I am eligible to serve.

☐ Yes ☐ No

I am 18 years of age or older.

☐ Yes ☐ No

I understand that by serving on a committee of Council that the meetings may be recorded and that all documents and discussions will be made available to the public unless protected under the Privacy Provisions of the *Freedom of Information and Protection of Privacy Act*.

☐ Yes ☐ No

Signature

Date

FILE ATTACHMENTS

If you would also like to submit a resume, certificates, or other documents to support your application, please include them with this application form.