



## 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.
- 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](mailto: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](mailto: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:**

- Community Housing Specialized Committee
- Wetlands Specialized Committee





### 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.