



NEW WESTMINSTER

Volunteer Application for a City of New Westminster Commission, Committee or Board

2021 ORGANIZATION NOMINATION FORM

**Please note: You may submit your nomination form online at
www.newwestcity.ca/committees**

Thank you for your interest in serving the City of New Westminster through participation on a Commission, Committee or Board. The commitment and dedication of volunteer representatives from organizations assists Council in the governance of the city and makes New Westminster a community where people choose to live, work and play.

Eligibility and Requirements

The City of New Westminster is committed to identifying and addressing issues faced by all members of our diverse community and neighbourhoods. The City's many Advisory Committees offer valuable volunteer opportunities to help shape policies and practices that are relevant to New Westminster residents. We encourage a broad cross-section of applicants that reflect the City's rich diversity, including persons with disabilities and those of different ages, income levels, gender identities, and backgrounds.

Application Criteria

- Applicants must not be employees of the City of New Westminster.
- Applicants must be a representative of an organization operating in the City of New Westminster.
- Applicants should be able to serve for the full term of the appointment.

Time Commitment

Time requirements vary among the Committees. Most Committees meet five times per year in the day or evening for two to three hours; however, some Committees meet once per month. In general, Committees do not meet in July, August or December.

Remuneration

As these are volunteer positions, successful candidates serve without remuneration.

Application Process

- Complete the attached application form by typing or hand printing. Please be as concise as possible when filling out your application.
- Attach a résumé.

Applications should be marked to the attention of the Committee Clerk.

Please submit applications via any of the following methods:

Apply Online: <https://www.newwestcity.ca/committees>

Email to: committees@newwestcity.ca

Fax to: 604-527-4594

Mail or hand deliver to: Committee Clerk, Legislative Services
City of New Westminster
511 Royal Avenue
New Westminster, BC V3L 1H9

How Appointments are Made

All appointments are made by City Council in January. Appointments may be for one or two year terms, except where otherwise indicated. Terms are from February 1st to January 31st, except where otherwise indicated.

All applicants will receive a letter from Legislative Services once the appointments have been made.

NOTE: Copies of all applications will be made available to New Westminster City Council, City staff and New Westminster Public Library staff, if applicable, for the sole purpose of making appointments and communicating to the Commissions, Committees and Boards. Your information is collected under the authority of the *Freedom of Information and Protection of Privacy Act* for this purpose and for contacting appointed persons with information regarding meetings.

For additional information, please contact Legislative Services via one of the following:

Phone: (604) 527-4523

Email: committees@newwestcity.ca

City of New Westminster website: <https://www.newwestcity.ca/committees>



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2021 ORGANIZATION NOMINATION FORM

(Please Type or Clearly Hand Print)

NOMINATING ORGANIZATION AND INFORMATION

Name of Organization: _____

Full Name and Title of Endorser: _____

Contact Number of Organization and/or Endorser: _____

Endorses Nomination of: _____

Mailing Address of Organization (Please include Postal Code): _____

Email Address of Organization: _____

NOMINEE INFORMATION

Title: Mr. Mrs. Ms. Dr. Other: _____

First Name: _____ Last Name: _____

Street Address: _____

City: _____ Postal Code (mandatory): _____

Phone – Residence: _____ Phone – Business: _____

Phone – Cell: _____ Email: _____

Occupation: _____

Employer: _____

Resumé attached?: Yes No

Commission/ Committee/Board for which you are being nominated:

1. _____
2. _____
3. _____

Have you previously been a member of a Commission, Committee or Board for the City of New Westminster?

Yes No

If Yes, which Committee(s) and year(s)? _____

What skills and goals will you bring to the Commission/Committee/Board?

Please provide a brief summary of your work and educational background of the past five years:

Please indicate your community and volunteer activities of the past five years:

I, _____ consent to the release of the information on my application and understand that it will be made available on an as needed basis to New Westminster City Council, City staff and New Westminster Public Library staff, if applicable, for the sole purpose of making appointments to Commissions, Committees or Boards, and, if I am appointed, for contacting me regarding meetings and sending information.

Signature of Nominee

Date (MM/DD/YYYY)

Note: This information is collected by the City of New Westminster under Section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used to process and manage your Community Member Application. Should you have any questions about the collection of this personal information please contact the Freedom of Information Coordinator, 511 Royal Avenue, New Westminster, V3L 1H9, 604-515-3828.