



# NEW WESTMINSTER

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

### **2022 ORGANIZATION NOMINATION FORM**

Thank you for your interest in serving the City of New Westminster through participation on a Committee, Commission, 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:** [www.newwestcity.ca/committees](http://www.newwestcity.ca/committees)

**Email to:** [committees@newwestcity.ca](mailto: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 1<sup>st</sup> to January 31<sup>st</sup>, 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 Committee, Commissions, 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](mailto:committees@newwestcity.ca)

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



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## 2022 ORGANIZATION NOMINATION FORM

(Please Type or Clearly Hand Print)

### NOMINATING ORGANIZATION AND INFORMATION

Name of Organization: \_\_\_\_\_

Name of Endorser: \_\_\_\_\_

Contact Number for Organization: \_\_\_\_\_

Address of Organization (Please include Postal Code): \_\_\_\_\_

### NOMINEE INFORMATION

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Phone – Residence: \_\_\_\_\_

Phone – Business: \_\_\_\_\_

Phone – Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Address for Nominee: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code (mandatory): \_\_\_\_\_

Current Occupation of Nominee: \_\_\_\_\_

Current Employer of Nominee: \_\_\_\_\_

**Resumé attached?:** (mandatory)     Yes     No

**Please indicate the Commission/ Committee/Board for which you are being nominated:**

\_\_\_\_\_

**Position applying for on Committee, Commission, or Board other than Community Member:**

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**\*For more information on the specialized roles, please consult the [Vacancies List](#) and [Terms of Reference](#) (on the City's website) for the specific Committee, Commission, or Board.**

**If you have previously been a member of an advisory body to Council for the City of New Westminster, please indicate the committee(s) and year(s):**

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**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 Committee, Commissions, or Boards, and, if I am appointed, for contacting me regarding meetings and sending information.**

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**Signature of Nominee**

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**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.