

 TOWN OF COMOX		POLICY AND PROCEDURE MANUAL	
Section: COUNCIL	Number: CCL-008	Office of Primary Responsibility: CORPORATE SERVICES	
COUNCIL APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES			
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Date Adopted: April 16, 2008	Date Last Amended: March 4, 2009	Date to be Reviewed: 2025	
Manner Issued: Internal Memo			

1. Appointments to Boards, Commissions or Committees shall be made by the Mayor after approval by Council.
 2. Vacancies on Boards, Commissions and Committees shall be advertised in the local newspaper inviting interested members of the public to submit an application.
 3. Applications for appointments to a Board, Commission or Committee must be made in writing, using the attached APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION OR COMMITTEE form.
 4. Members of the public cannot serve on more than one Board, Commission or Committee simultaneously.
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***APPLICATION FOR APPOINTMENT TO A BOARD,
COMMISSION OR COMMITTEE FORM***

1809 Beaufort Avenue Phone: 250 339-2202
Comox BC V9M 1R9 Email: town@comox.ca

File: 0540-30

The purpose of this form is to provide information which will assist Council in knowing each applicant better. The form may be completed by the applicant who is seeking appointment, or by an individual or organization that wishes to submit an individual's name for consideration. In all cases, however, the person whose name is being put forward as an applicant MUST sign the form, in order to signify that he or she would be willing to accept the appointment should it be made.

Please specify Board, Commission or Committee of preference, below:

<input type="checkbox"/> Advisory Planning Commission	<input type="checkbox"/> Advisory Design Panel	<input type="checkbox"/> Board of Variance	<input type="checkbox"/> _____ (Other)
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** Note: Council policy prevents members from serving on more than one board, commission or committee simultaneously.*

NAME OF APPLICANT:

ADDRESS:

PHONE:

_____ (home) _____ (business)

FAX:

E-MAIL:

HISTORY OF COMMUNITY INVOLVEMENT:

OTHER RELEVANT PERSONAL HISTORY:



**APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION
OR COMMITTEE FORM Cont'd**

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REASON FOR SEEKING APPOINTMENT:

REFERENCES/NOMINATION:

NAME OF INDIVIDUAL/ORGANIZATION

PROVIDING REFERENCE OR NOMINATION:

PHONE: _____ (home) _____ (business)

FAX: _____

E-MAIL: _____

This section MUST be signed by the applicant

I, _____, hereby signify that I am willing to accept an appointment to the Board, Commission or Committee named herein, should I be appointed to such by the Council of the Town of Comox.

Applicant's Signature

**Please submit completed applications to the attention of Mayor and Council
at the address noted above.**

Note: The personal information on this form is collected pursuant to section 26(c) the Freedom of Information and Protection of Privacy Act and will only be used for the purpose of processing your application to serve on a Council Committee. If you have any questions about the collection of this information, please contact the Corporate Officer town@comox.ca or 250 339-2202.