



Citizen Committee Expression of Interest

Application for appointment as a public member

Council appoints residents to committees to contribute community knowledge, experience and perspectives. Submit this form to express interest in one or more committees. An expression of interest does not guarantee an appointment, and appointments remain at Council's discretion.

1 Applicant information

Full name	Preferred name
Street address	Community or ward
Telephone	Email
Preferred contact	Accessibility accommodation requested

2 Committee interests

Select every committee for which you wish to be considered. Public-member positions may be filled only when a vacancy or recruitment process is approved.

☐ Municipal Communications Committee	1 public member required
☐ Finance and Audit Committee	up to 2 public members permitted
☐ Governance By-law and Policy Standing Committee	up to 1 voting public member permitted
☐ Community Well-Being Committee	up to 4 public members permitted
☐ Homelessness and Community Impact Committee	up to 6 public members; all appointed members vote
☐ Parks and Community Services Advisory Committee	up to 5 public members permitted
☐ Tourism Advisory Committee	up to 5 public members permitted
☐ Other committee or future opportunity	identify below

Other committee or priority order, if applicable

3 Interest and contribution

Why are you interested in serving on the committee or committees selected?

What relevant experience, knowledge, skills, community connections or lived perspective would you contribute?

How would you help the committee serve the interests of the Municipality as a whole?

4 Homelessness Committee applicants — additional information

Complete this section only if you wish to be considered for the Homelessness and Community Impact Committee. Council will seek a group whose combined knowledge and perspectives reflect the committee Terms of Reference. Select all areas you would contribute; formal credentials are not required.

- ☐ Lived experience of homelessness or housing insecurity (optional self-identification)
- ☐ Housing or emergency-shelter experience
- ☐ Health, mental-health, substance-use or social-service knowledge
- ☐ Public-safety or emergency-response knowledge
- ☐ Business or neighbourhood perspective
- ☐ Rural community knowledge
- ☐ Urban community knowledge
- ☐ Other relevant knowledge or perspective: _____

Providing lived-experience information is voluntary. Please share only what you are comfortable disclosing; do not include names or identifying information about other people. The Municipality will use application information for the appointment process in accordance with applicable privacy and records-management requirements.

Optional: Briefly explain the perspective, knowledge or experience selected above

Current organization, agency, business or community affiliation, if relevant

- ☐ I understand that, if appointed, I will serve the Municipality as a whole and will not represent or bind an employer, agency, interest group or population unless Council expressly designates the position.

5 Availability and participation

I can attend scheduled meetings: ☐ Yes ☐ No ☐ It depends on the schedule

I can participate electronically when authorized: ☐ Yes ☐ No

I can review meeting materials in advance: ☐ Yes ☐ No

Describe any scheduling limitations

6 Eligibility and public service

Residency: ☐ I am a resident of the Municipal District of St. Stephen. ☐ I am not a resident.

☐ I am willing to participate respectfully and work with people who may hold different views.

☐ I understand that committee service is to advance the interests of the Municipality as a whole.

☐ I understand that members must comply with applicable legislation, municipal policies, the committee Terms of Reference and Council direction.

☐ I understand that committee discussions and records may be public, subject to applicable access-to-information and privacy requirements.

If you are not a resident, describe your connection to the Municipality

7 Conflicts of interest

Do you have any actual, potential or perceived conflict of interest related to the mandate of a committee selected above? ☐ No ☐ Yes

If yes, describe the circumstances. Disclosure does not automatically disqualify an applicant.

8 Declaration and consent

I certify that the information provided is accurate. I consent to the Municipality using this information to assess my suitability for appointment, contact me about this application, verify information where authorized, and retain the application in accordance with applicable records-management and privacy requirements. I understand that Council makes appointments and that my name may appear in public Council records if I am appointed.

Applicant signature	Date
☐ I consent to electronic communication about committee opportunities.	☐ I wish to be considered for future vacancies for up to 12 months.

9 Submission

Submit the completed form to the Municipal District of St. Stephen using the submission method identified in the applicable recruitment notice. Contact municipal administration if you require the form in another format or need an accommodation in the appointment process.

Public Member Participation Review

This schedule records the public-member provisions identified in the Terms of Reference developed or revised through the current committee-governance work. It should be checked against the final Council-approved version before each recruitment is published.

Committees with public-member participation

Committee	Public participation	Number	Term or status
Municipal Communications Committee	Required	1	Normally up to 2 years
Finance and Audit Committee	Permitted	Up to 2	Annual review; continues until successor
Governance By-law and Policy Standing Committee	Permitted; voting	Up to 1	1 year; reappointment permitted
Community Well-Being Committee	Permitted	Up to 4	Annual review; continues until successor
Homelessness and Community Impact Committee	Permitted; voting	Up to 6	Annual review; continues until successor
Parks and Community Services Advisory Committee	Required by composition	Up to 5	Use final approved appointment clause
Tourism Advisory Committee	Required by composition	Up to 5	Use final approved appointment clause

Administrative use

Date received	
Recruitment file	
Eligibility confirmed by	
Council decision and date	
Applicant notified	