



APPLICATION FOR APPOINTMENT TO A CITY OF VICTORIA COMMITTEE BOARD OF CEMETERY TRUSTEES

Thank you for your interest in serving on a City of Victoria Committee.

Completing and Submitting an Application

Completed and signed applications can be submitted in person or by email to Legislative Services at legislativeservices@victoria.ca, or by mail to the City Clerk, City of Victoria, #1 Centennial Square, Victoria, BC, V8W 1P6. You may attach additional documentation. For further information, contact Christine Havelka, Deputy City Clerk, Legislative Services, at 250.361.0571, e-mail: legislativeservices@victoria.ca.

APPLICANT INFORMATION

Name _____

Address _____

City _____ Province _____ Postal Code _____

Home Phone No. _____ Work Phone No. _____

Cellular No. _____

Email _____

Please indicate how you wish to be contacted: Phone ____ Email ____

Consent to Use Personal Information

Your personal information will be reviewed to determine the most suitable candidates for the committee. This review includes disclosure to City staff and members of Council.

Section 26(c) of the *Freedom of Information and Protection of Privacy Act* is the legislated authority to collect your personal information. If you have any questions about the collection, use or disclosure of your personal information, please contact the Deputy City Clerk, Legislative and Regulatory Services Department at 250.361.0346, by email at legislativeservices@victoria.ca or in person at #1 Centennial Square, Victoria BC, V8W 1P6.

To comply with section 31 of the *Freedom of Information and Protection of Privacy Act*, all applications are kept for one year from the date selected applicants are announced.

Declaration of Applicant

I declare that the information I submit in this application is correct and that I am eligible to be appointed to the Committee or Panel for which I am applying, as I am not an elected official, officer or employee of The Corporation of the City of Victoria.

SIGNATURE _____

DATE _____

BOARD OF CEMETERY TRUSTEES OF GREATER VICTORIA

About the Board of Cemetery Trustees of Greater Victoria

- The Board was established under and governed by the *BC Cemetery and Funeral Services Act* and the *Community Charter*. The agreement made between the City of Victoria and the District of Saanich entitles each municipality to appoint three people to the Board who serve a three-year term.
- The Board is responsible in an oversight capacity for the development, operation and maintenance of the Burial Park and operates independently of its municipal stakeholders.
- The Board is required to maintain the Pre-Paid Cemetery Services Trust Account and the Perpetual Care Reserve Fund in compliance with legislation and regulation set out in the Cremation, Interment and Funeral Services Act of B.C. and the Business Practices and Consumer Protection Act of B.C.
- The Board meets 8-10 times per year in the form of a weekday working lunch for approximately two hours. From time to time, extraordinary meetings may be called.
- Further information is available on the City of Victoria website at:

<http://www.victoria.ca/EN/meta/news/news-archives/2014-archive/appointments-to-council-standing-committees-and-external-community-boards.html>

Eligibility for Membership on the Board

The Board is seeking qualified applicants with:

- Education and current senior management experience in the following disciplines: a not for profit organization, a unionized workplace, municipal operations, a commercial business, marketing, accounting and investment; and
- Specific knowledge and experience in the fields of labour law and human resources management in a unionized setting, including collective bargaining; financial planning, investment and economics; business management in a highly regulated setting; generally accepted accounting practices and financial reporting; marketing and community engagement, local community demographics and issues management.
- Persons who are currently working or have worked in any capacity, directly or indirectly, for a death care service provider, corporation or other form of death care organization along with relatives of a sitting trustee or an employee of the Board may be disqualified from appointment.
- Members are expected to be able to complete their term.
- Applications received after the application deadline will not be considered

QUALIFICATIONS AND ELIGIBILITY

1. Please describe your reasons for seeking appointment to this committee.

2. **Have you previously been a member of the Board of Cemetery Trustees of Greater Victoria? If yes, please indicate the term of your previous appointment.**

3. **Please provide additional information related to your education and/ or work experience related to this appointment (attachments are accepted).**

4. **Do you have experience as a member of any other community board or committee or other volunteer experience? If yes, please describe.**

The process now that your application has been submitted

After the deadline for applications has passed and all applications have been received, staff will bring a report to a Closed Council meeting for Council's consideration. Council may appoint members from the applicants, or they may request a longer recruitment period to receive more applications. Therefore, several weeks may pass before appointments are made. Once Council has made a decision, applicants will be informed.