



Issues Review Volunteer Application Form

We are introducing a new way to volunteer with BILD Calgary Region that involves less of a time commitment but is still a valuable contribution. The commitment would be to provide valuable input (on an ad-hoc basis) to reviews of issues that impact our industry.

Please note: Your completed form will be kept on file and as issues arise, BILD staff will contact you to check if you are available and interested in participating.

Please check (☐) areas of interest/expertise:

- | | |
|---|---|
| ☐ New Community Planning | ☐ Building Codes |
| ☐ Public Engagement | ☐ Building Regulations |
| ☐ Established Area Planning | ☐ Renovations / Retrofits, etc. |
| ☐ Urban Design | ☐ Engineering/Construction Drawings |
| ☐ Multifamily Development | ☐ Standards/Specifications – General |
| ☐ Commercial/Retail/Industrial | ☐ - Erosion & Sediment Control |
| ☐ Land Use Bylaw/Amendments | ☐ - Water |
| ☐ Development Charges (Levies, density bonusing, etc.) | ☐ - Roads |
| ☐ Finance / Infrastructure | ☐ - Parks |
| ☐ Climate Change/Adaptation | ☐ Other (please specify): |

Name:

Company Name:

Email:

Business Phone (Direct Line):

Date:

Related/Relevant Experience or Employment History (optional: attach CV/resume to response):

☐ By checking this box I agree and consent to the terms of the **BILD Calgary Region Committee Practice and Code of Conduct** (see below).

Please return this completed form to BILD Calgary Region: sarah.champagne@bildcr.com



Committee Practice and Code of Conduct

1. COMMITTEE MEMBER ADDITIONAL VOTE

Each member of a Committee who is in good standing with the Association shall be entitled to a maximum of one additional vote at meetings of Members of the Association in addition to the vote they are entitled to as a Member. For clarity, each committee member is only entitled to one additional vote regardless of the number of committees and councils they sit on. Voting details regarding the Annual General Meeting and Special Meetings of the Association are outlined in the BILD Calgary Region bylaws, available upon request.

2. COMMITTEE MEMBER APPOINTMENTS

A maximum number of Committee members are identified in the individual Committee Terms of Reference. Committee membership appointments will be determined by the Chief Executive Officer (CEO), as per Bylaw 42 of the Association bylaws. Open committee appointments will be filled at the discretion of the CEO and may include a membership wide solicitation or a targeted approach.

3. COMMITTEE MEETING ATTENDANCE

Committee members are expected to attend all committee meetings. Should absences or degree of participation become a concern, this will be addressed through written notification to the member, potentially resulting in removal from the committee.

4. CONFIDENTIALITY

Trust and confidentiality are fundamentals of our Association's relations with colleagues and municipal partners.

All circulated Committee materials, emails and meeting discussions are deemed confidential unless otherwise specifically noted. Meeting materials are not to be forwarded or shared unless express permission is provided by the Association. Recorded minutes, emails and any written or verbal discussions are for the express purpose of advancing the work of the Association.

5. CONFLICT OF INTEREST

Any member of a Committee who has a conflict of interest on any matter/issue discussed at a meeting shall, upon the conflict arising, declare said conflict and shall abstain from discussion and/or voting on this matter. Any conflict of interest issue may be reported to the Board of Directors to be addressed at their discretion.

6. CHANGE OF EMPLOYMENT STATUS

In the event that a committee member's employment or association status is altered or changed, or a committee member is no longer able to fulfill the requirements of committee membership, they should immediately inform the Committee Chair and Association so that appropriate steps can be taken. Committee members who have a change of employment status have up to **30 days** to attain Association Member status; possible exceptions may be agreed upon by the Association CEO.

7. COMMITTEE REPRESENTATION

Committee discussions, decision making and recommendations are to take place at a professional level with the Association's objectives first in mind. Decisions should be based upon overall impact to the building industry as a whole, as opposed to corporate or individual concerns.