



Experts Panel Application

Office of the City Clerk

CITY OF ST. JOHN'S  
EXPERTS PANEL APPLICATION

GENERAL INFORMATION

SECTION 1

Full Name:

Full Mailing Address:

Telephone (Primary):

Telephone (Secondary):

Email Address:

Profession / Job Title (if applicable):

**Built Heritage Experts Panel**

Public members must have certification, accreditation, affiliation and/or demonstrated expertise and experience in matters of built heritage and/or cultural landscape.

**Animal Care and Control Experts Panel**

Public members must have certification, accreditation, affiliation and/or demonstrated expertise and experience in matters of animal care and control.

Are you currently, or have you previously been, a member of any City of St. John's committees or boards? If so, please list the committee name(s) and your date(s) of service:

Please indicate the Experts Panel on which you would like to serve:

**Animal Care and Control Experts Panel**  
(Please indicate area of expertise below):

- Provincial veterinarian
- Representative from local animal rescue and care agency (2 required)
- Animal Behaviorist
- Provincial Animal Welfare Consultant
- Vet with expertise in trap, neuter and release

**Built Heritage Experts Panel**  
(Please indicate area of expertise below):

- Architect
- Contractor
- Historian / Archival Expert
- Planner, MCIP
- Landscape Architect
- Other – demonstrated relevant experience

Note: Please include any relevant certifications and accreditations with your application.

Based on the purpose of the Experts Panel outlined in the terms of reference, why would you like to serve on this Experts Panel? What aspects of the Experts Panel's purpose are of interest to you?

Tell us how your knowledge, skills, and abilities make you an ideal candidate to serve on this Experts Panel.

Please provide your previous/current work, community service, or other volunteer activities and interests that may be related to the purpose of the Experts Panel.

What else can you tell us about yourself or your organization that supports your application?

**Eligibility**

Preference will be given to residents of St. John's. Organizational representatives will have a connection to the purpose of the Experts Panel. Exceptions may be made by the selecting body as appropriate.

**Commitment to Equity and Inclusiveness**

The City of St. John's is strongly committed to equity and inclusiveness. In selecting Experts Panel members the City will aim to design processes that are transparent, accessible, and free of discrimination and seek to remove barriers for disadvantaged groups including: young people (ages 18-30), senior citizens, women, Aboriginal people, members of LGBTQ community, persons with disabilities, and members of visible minorities.

**Selection Information**

In addition to eligibility requirements, the specific skills and experiences of an applicant will be important factors in Experts Panel selection. While all residents who meet the Eligibility Requirements are encouraged to apply, those who have demonstrated experience with groups or initiatives that have goals consistent with the Expert Panel's purpose, as outlined in its [Terms of Reference](#), will be given preference.

Expert Panels are only one way the City engages with residents. Where applicable the City also uses other tools to gain perspectives and input.

For more information on public engagement in the City of St. John's and to find out how to get involved or learn about what's coming up, check out the engagement page on the City's website or check out the City's [Engage! St. John's](#) online engagement community and connect with us on [Twitter](#) and [Facebook](#).

## REFERENCE INFORMATION (must be non-family members)

## SECTION 4

	Reference #1	Reference #2
Name		
Occupation / Job Title		
Relationship to Applicant		
Primary Phone		
Secondary Phone		
Email		
Date		
Signature		

## DECLARATION

## SECTION 5

I agree that in the event of an emergency, City of St. John's staff will take appropriate action for the above named Expert Panel member.	Yes	No
I give permission to use photographs, of the above named volunteer, in any professional materials (i.e. print, website, television). I fully understand that there will be no compensation paid for use of the photograph. As well, the City of St. John's has permission to change the image (i.e. by cropping or digital manipulation)	Yes	No -
I hereby acknowledge that City of St. John's Expert Panel members may be entrusted with sensitive and private information. I hereby undertake neither to divulge any of the knowledge, nor to discuss it at any time or any place or with unauthorized persons whether during my time with the City of St. John's or thereafter. I hereby acknowledge that I fully understand the above and that a breach of this understanding may result in my suspension or dismissal as an Expert Panel member.	Yes	No

I hereby waive and release all rights and claims for damages against the City of St. John's and their employees and agents for all injuries, which may be sustained, by the herein named minor or myself while attending Expert Panel meetings.	Yes	No
I give permission for the City to publish/post my name on any documentation associated with this Expert Panel including the City's web page.	Yes	No

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

MORE INFORMATION	<b>SECTION 6</b>
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Applications must be received at the Office of the City Clerk no later than Friday, January 15, 2016 at 4:30 p.m.

Those who are selected to serve on City Expert Panels will be notified by email. Form submissions will be kept on file for up to two years and reviewed to find replacements if Expert Panel vacancies open.

**ENSURE THAT YOU HAVE COMPLETED ALL SECTIONS AND ENCLOSED ALL REQUESTED DOCUMENTATION. INCOMPLETE APPLICATIONS WILL BE CONSIDERED INELIGIBLE.**

**INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM:**

- Save the blank PDF form onto your computer. You must have Adobe Reader® software. It is available free online for download if you do not already have it on your computer.
- Type your information into the form. You may find it helpful to type the information into a Word document first and then cut and paste it into the PDF form.
- Print out the completed PDF application. This form may NOT let you save the information you entered. (i.e. only the blank form can be saved). We recommend you make a copy for your records.

Please send completed form to:	Office of the City Clerk City of St. John's Fourth Floor, City Hall Via email: <a href="mailto:cityclerk@stjohns.ca">cityclerk@stjohns.ca</a> Via fax: 709-576-8474	For more information: Call: (709) 576-8620
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