



Return completed forms to:
Legislative Services Department
411 Greenfield Street
Petrolia, ON N0N 1R0
cclackett@petrolia.ca

TOWN OF PETROLIA COMMITTEE APPOINTMENT APPLICATION FORM

Term: December 2026 to November 2028

APPLIANT DETAILS			
NAME (First):		NAME (Last):	
ADDRESS (street, city, postal code):			
EMAIL ADDRESS:		PHONE NUMBER:	

COMMITTEE INFORMATION (please select all committees of interest)			
ADVISORY COMMITTEE(S) OF COUNCIL: <i>Attend regular meetings, help make decisions and provide recommendations to Council, attend and participate in committee events and activities.</i>		SPECIAL APPOINTMENT OF COUNCIL: <i>Represents the Town of Petrolia at a community committee. Attend regular meetings, help make decisions and provide information back to Council twice per year in relation to the appointed committee happenings.</i>	
Parks & Recreation Advisory (12 meetings per year)	☐	Lambton County Historical Society	☐
Petrolia Heritage Advisory (8 meetings per year)	☐	Lambton Trails	☐
Community Health & Wellness Advisory (2 meetings per year)	☐	Lambton County Senior Advisory	☐
Emergency Management Advisory (4 meetings per year)	☐	QUASI-JUDICIAL: <i>Hear applications and make decisions on property items related to consent to sever and minor variance.</i>	
		Committee of Adjustment & Property Standards (up to 12 meetings per year)	☐

REQUIREMENTS			
Between 14-18 years of age (youth member)	☐ Yes ☐ No	Canadian Citizen	☐ Yes ☐ No
18 years of age or older	☐ Yes ☐ No	Reside in the Town of Petrolia	☐ Yes ☐ No
Eligible elector in the Town of Petrolia	☐ Yes ☐ No	If no: _____ (specify home municipality)	

Not able to commit as a committee member but would still like to assist with a committee? Would you like to volunteer as a "worker bee"? The following sub-groups could use your help! <i>Do not need to attend committee meetings, assist when called upon to help set up for events, usher, plant flowers, etc.</i>			
Parks & Recreation Special Events	☐	Victoria Playhouse Petrolia	☐
Petrolia's Blooming	☐		

QUESTIONNAIRE

(please add separate pages if more space is required in any area)

Occupation (or former occupation):			
Please describe your relevant education and occupational background:			
Please explain why you are interested in joining the committee(s) you have selected:			
Please describe what strengths you feel you will bring as part of a committee:			
Have you previously served on a Town of Petrolia Committee?	☐ Yes ☐ No	If yes, which one(s) and for how long:	
Have you previously served on any other community board or committees?	☐ Yes ☐ No	If yes, please provide name(s):	
Availability for meetings:	Daytime: ☐ Yes ☐ Yes (if online or hybrid) ☐ Not Available Evenings: ☐ Yes ☐ Yes (if online or hybrid) ☐ Not Available		

COMMITTEE OF ADJUSTMENT & PROPERTY STANDARDS APPLICANTS ONLY

KNOWLEDGE OF EXPERIENCE WITH/IN	EXTENSIVE	MODERATE	NONE
The Ontario Planning Act	☐	☐	☐
Strategic planning	☐	☐	☐
Legal understanding	☐	☐	☐
Complexities of building matters	☐	☐	☐
Land development and community growth	☐	☐	☐
Municipal planning & development (zoning and official plan)	☐	☐	☐
Municipal heritage & Ontario Heritage Act	☐	☐	☐
Neighborhoods and land use of Petrolia	☐	☐	☐

Personal information on this form is collected under the authority of section 28(2) of the *Municipal Freedom of Information and Protection of Privacy Act* Ch. M. 56 R.S.O. 1990 and will be used for the purposes of making appointments to Committees. Any questions about the collection of this information may be addressed to the Legislative Services Department. The Town of Petrolia is committed to inclusive, barrier-free processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).

DECLARATION AND RELEASE

RELEASE OF CONTACT INFORMATION:

☐ I hereby consent to the release of my contact information, including my name, phone number, and email address to the public as committee contact information.

☐ I DO NOT consent to the release of my contact information to the public as committee contact information. I do understand that my contact information WILL BE available to the Town of Petrolia, its employees, and other members of the committee. I also understand that my "name" will appear on the Town of Petrolia website as a committee member.

DECLARATION OF UNDERSTANDING:

- The provision of any false or misleading information on this application will be sufficient reason for the Town of Petrolia to reject the application or terminate an appointment.
- The Town of Petrolia accident policy does not provide coverage for volunteers over 80. By signing this application form applicants are acknowledging their understanding and acceptance of the age restrictions (80+) related to the Town of Petrolia's accident insurance coverage.
- I am at least 18 years of age, have read and understand the application form, and am competent to provide the required information.
- If I am under 18 years of age, I understand that I will be required to provide parent/legal guarding consent at the end of this application form.

Applicant Signature

Date

PARENT/LEGAL GUARDIAN CONSENT

- I understand what commitment is required for my child/ward to participate as a member of a committee of council or volunteer. I provide parent/legal guardian consent for their participation.

PARENT/LEGAL GUARDIAN NAME (First):		PARENT/LEGAL GUARDIAN NAME (Last):	
EMAIL ADDRESS:		PHONE NUMBER:	
PARENT/LEGAL GUARDIAN SIGNATURE:		DATE:	

INFORMATION

Please return completed application to:
Crystal Clackett, Executive Assistant | Legislative Services
411 Greenfield St. Petrolia, ON N0N 1R0 or mpearson@petrolia.ca
by **4:30 p.m. Wednesday, October 14, 2026**

- Calls for applications are conducted in 2026 & 2028, although applications may be considered at other times based on vacancy. Applications will be kept on file for 23 months.
- Please note, if you are chosen to be a member of an Advisory Board/Committee, a Police Check will be required at no cost.
- Please be aware that the appointment process is not complete until a resolution is passed at an official meeting of Council. You will be notified by letter about the outcome of your application. All successful applicants will be required to attend training in November, all appointments start in December, for a two (2) year term.

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