

# COMFOR MANAGEMENT SERVICES LTD.

## APPENDIX "A"

### - Application to Become a Director -

To be eligible for appointment to the Board of Directors of Comfor Management Services Ltd., an individual must:

- Be a permanent resident of the Lakes Timber Supply Area, or that portion of the Morice Timber Supply Area directly serviced by the Colleymount or Ootsa-Nadina roads, or an individual of First Nations' descent living in the traditional territories of the Wet'suwet'en within the Lakes Timber Supply Area;
- Have been a resident of the aforementioned area for the past 12 months;
- Be qualified, as required by the *Business Corporations Act*, to become, act, or continue to act as a director.

#### A. PERSONAL INFORMATION

Full Legal Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No. of Years At This Address: \_\_\_\_\_

Is your permanent residence located in:

- Village of Burns Lake
- Regional District of Bulkley-Nechako (Area B) [Burns Lake Rural]
- Regional District of Bulkley-Nechako (Area E) [Francois/Ootsa Lake Rural]

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

#### B. EDUCATION

- High School Diploma
- Some Post-secondary Education
- Trade Certification
- Post-secondary Degree or Diploma

***If a degree or diploma, please describe:***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. WORK HISTORY & EXPERIENCE**

1. **Current Occupation:** \_\_\_\_\_

2. **Previous Occupations/Work History:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **Have you ever been operated your own business? If so, please describe the nature of your involvement in this endeavour.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **How would you rate your knowledge and understanding of the forest industry and forestry practices?**

No Knowledge

Average Knowledge

Very Knowledgeable

**D. COMMUNITY INVOLVEMENT**

1. **Have you been involved in any other community service organizations or projects? If so, please list them and describe the nature of your involvement.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Why do you want to serve on the boards of Comfor Management Services Ltd. and its subsidiaries?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **As a member of the board of directors, you will be required to read your agenda packages and come to meetings prepared to participate in discussion. You will occasionally be required to participate in email discussions and special meetings. This will require a time commitment on your part of between 8 and 20 hours per month. Are you prepared to devote the time required?**

YES

NO

UNCERTAIN

**E. QUALITIES AND SKILLS**

1. **As a potential member of CMSL’s board of directors, what qualities or personal characteristics do you possess that would make you an effective board member?**

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2. **As a potential board member, what special skills and experience do you possess that would benefit these companies?**

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**Board of Directors:**

1. **What functions does a company’s board of directors perform?**

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2. **What do you feel are roles and responsibilities of a company director?**

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3. **What qualities do you feel the director of a company should possess?**

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4. **As a director of Comfor Management Services, what should be your primary duty?**

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5. **What is the meaning of ‘conflict of interest’ and what should a director attending a meeting do if he/she has a conflict of interest”**

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**F. REFERENCES**

Please provide two personal references.

Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Name: \_\_\_\_\_

Tel: \_\_\_\_\_

**G. DECLARATION**

In submitting this application, I hereby declare my willingness to serve as a director of Comfor Management Services Ltd. and its subsidiaries. I also acknowledge that I am not disqualified to become a director under section 124 of the *Business Corporations Act*.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*Under Policy 2012-01, all individuals seeking appointment to the board of directors for Comfor Management Services Ltd. must complete, sign, and submit this application form to:*

***Village of Burns Lake  
#15 Third Avenue  
P.O. Box 570  
Burns Lake, BC V0J 1E0***

*Late or incomplete applications will be rejected. The Village of Burns Lake thanks all applicants for their interest in Comfor Management Services Ltd., but advises that only individuals chosen for an interview, or selected for appointment, will be contacted.*