Application for Appointment to the

Waterfront Neighbourhood Centre
Board of Management & Committees

Application must be completed in full (please print or type) and must be received in the offices of

Waterfront Neighbourhood Centre
627 Queens Quay West
Toronto, Ontario
M5V 3G3

Fax: 416 392-1512 E-mail: info@waterfrontnc.ca

By Wednesday, October 3, 2023

Fax Alert: Applicants may fax in applications; however, sending personal information by fax is not a secure means of transmission. It is suggested that the application form be submitted by mail, email or in person.

Part I - Contact Information		
Name:		
Home Address:		
Mailing Address (if different from home address):		
Telephone Number(s):		
E-mail (optional):		
Are you currently serving on a City Agency or Board (including this one) or as a City of Toronto appointee to an outside Board? Please check Yes or No. **If yes, which Board(s)? _____**	**Yes**	**No**

Part II - Eligibility (Please check Yes or No)	**Yes**	**No**
Are you a resident of the City of Toronto? (resides in the City of Toronto or is the owner or tenant of land there, or the spouse of such owner or tenant)		
Are you 18 years of age or older?		
	Yes	No

Are you a member of the Waterfront Neighbourhood Centre?		
Do you reside in the Waterfront Neighbourhood Centre's primary catchment area bounded by Strachan Ave, Yonge St, Lake Ontario and north of Front St. to King?		
Are you an employee of the City or its Agencies, Boards, Commissions or Corporations?		
Are you the spouse, child or parent of a City Councillor?		

Part III - Conflicts of Interest		**Yes**	**No**
1.	**Would you have any conflicts of interest or potential conflicts of interest if you are appointed? Please check Yes or No.** (Please see information in the City of Toronto Council's Public Appointments Policy at: http://www.toronto.ca/public-appointments/policy.htm. Disclosing personal conflicts does not automatically disqualify candidates.)		
2.	**If you checked yes, please describe the general nature of the conflict of interest (for instance, any interest, direct or indirect, in outstanding litigation involving the City or the Board of Directors; past employment at the Waterfront Neighbourhood Centre less than one year).**		

Part IV – Brief Biography of Nominee: **The following information will be used to prepare a biography for distribution to the Waterfront Neighbourhood Centre's membership as part of the Annual General Meeting and/or for posting at the Centre or on its Web page. Please do not provide information you do not want shared publicly.**	
A. Demonstration of Interest	
1.	**Why would you like to serve as a Board or Committee Member of the Waterfront Neighbourhood Centre?**
2.	**Have you had previous experience volunteering at the Waterfront Neighbourhood Centre and/or been part of the Waterfront Neighbourhood Centre in the past? Please list and describe.**

B. Additional Qualifications Relevant to the Board	
1.	**Please describe your current or past experience in organizational activities, such as committees, non-profit groups, voluntary societies, occupational associations, on a board or with groups or with community service. What did you do?**
2.	**Please describe any other qualifications you have that you feel would benefit/or skills you would bring to the Board and/or the Board Committee work. (Please use point form)**

C. Availability and Time Commitment		
The required time commitment for this board is as follows:	**Yes**	**No**
a) Board meetings are held approximately ten times a year, usually the 3rd Tuesday of the month at 6:00 p.m. for approximately 2-3 hours.		
b) Two to three meetings per month (6-9 hrs), add one extra hour for each Committee Chairperson.		
c) Assist at Centre events and fundraisers: average: 1-2 hours per month minimum.		
d) Committee work would involve one meeting per month and research work.		
e) Mandatory initial orientation session prior to Board and/or Committee appointment and commitment to ongoing professional development on non profit agency governance and leadership.		
Can you commit to the time required for work on the Board and/or Committee as election to Office commits the person to regular attendance at meetings? Missing two or more consecutive meetings in a year can result in disqualification of board/committee membership. Please check Yes or No for the above time commitments.		

Tell us more about your availability:

PART V: VOLUNTARY AND CONFIDENTIAL DIVERSITY INFORMATION

The personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, Section 14 of the Ontario Human Rights Code, and City Council's Public Appointments Policy dated September 25, 26 and 27, 2006. The information will be kept confidential and we will not release personal information. Summaries of this demographic informaiton will be used to monitor trends so that Waterfront Neighbourhood Centre can review Board recruitment and outreach strategies to ensure that we are meeting our commitment to increasing diversity and representing the community.

Applicants are encouraged to self-identify.

1. **Gender:** o **Female** o **Male** o **Non-binary**

2. **Age:** o **18 – 30** o **31 – 64** o **65 and over**

3. **Do you consider yourself to be Indegenious?** o **Yes** o **No**
   (i.e. a member of the North American Indian, Inuit or Metis people of Canada)

4. **Race**
   (Racial groups are defined by race or colour only – not by country of birth, citizenship or religious affiliation)

   Do you consider yourself to be:

   Black *(e.g. origins include Canadian, American, Caribbean, African, Latin American)*
   East Asian *(e.g. origins include Canadian, Japanese, Korean, Chinese)*
   Latin American *(e.g. origins include Canadian, Mexican, South American, American)*
   South-East Asian *(e.g. origins include Canadian, Vietnamese, Filipino, Malaysian, Indonesian, Thai, Cambodian)*
   South Asian *(e.g. origins include Canadian, East Indian, Pakistani, Bangladeshi, Sri-Lankan, African, Caribbean)*
   West Asian *(e.g. origins include Canadian, North African, Middle Eastern)*
   White / Caucasian *(e.g. origins include Canadian, American,Western and Eastern European,etc.)*
   Other (e.g Multiple Visible Minority;Visible Minority not included eleswhere)
   (Please specify) _____

5. **Do you have a disability?** o **Yes** o **No**
   (Disability is defined as a long term physical, mental, emotional/psychiatric or learning disability, which may result in a person experiencing disadvantage or encountering barriers to employment, public appointment or other opportunities for full participation in society.)

6. **Do you consider yourself part of the LGBTQQIP2SAA Community?** o **Yes** o **No**
   (LGBTQ community includes lesbian, gay, bisexual, transgendered, and two-spirited people)

7. **Additional information:** *(Any other information regarding diversity not captured by this questionnaire e.g., ethno-cultural backgrouind, faith,linguistic gender etc.)*

Part VI – Application Checklist: To make sure we have everything.		
1. Did you attach a resume, CV or other skills summary? Please check Yes or No.	Yes	No
2. Do you have a nominator and/or seconder? Please check Yes or No		

Please provide information below if you have a Nominator:		
Name of Nominator:		
Address of Nominator:		
Phone Number:		
WNC Membership renewed on (date):		
Name of Seconder:		
Address of Seconder:		
Phone Number:		
WNC Membership renewed on (date):		
Please check Yes or No	Yes	No
3. a) Do you have other references attached? **b) Do you have a current (less than one year) police and vulnerable screening letter that you are willing to provide and/or would you be willing to undertake?**		

I hereby certify that the information contained in this application form is accurate and believe that I qualify to stand for appointment both legally, and as a member in good standing of the Waterfront Neighbourhood Centre. The Waterfront Neighbourhood Centre board appoints committee members for a one year term and recommends appointments to the board to the City of Toronto Community Council and City Council for the term, ending October 2027

Date: _____ **Signature:** _____

Membership Number: _____

NOTICE TO ALL APPLICANTS: The Waterfront Neighbourhood Centre intends to make public a short biography for each board member appointed to ensure that decision-making is transparent to the public we serve.

NOTICE TO APPLICANTS SUBMITTING YOUR APPLICATION BY E-MAIL TO info@waterfrontnc.ca (Email subject line should read: Board/Committee Nomination) if invited for an interview, you can sign your application then. Applications can be dropped off in person at the Centre's Front Desk or sent by regular mail to the following address:

c/o the Waterfront Neighbourhood Centre Nominations Committee
627 Queens Quay West
Toronto Ontario
M5V 3G3
Please leave plenty of time for this form to be received by the deadline of:
(Wednesday, October 3rd by 5:00 p.m.).

The personal information on this application is collected under the authority of the *City of Toronto Act, 2006, Ontario Human Rights Code,* Section 14, Municipal Code Chapter 169 and the City of Toronto Public Appointments Policy (Confirmatory By-law No. 1076-2006, and By-law No. 1277-2007). The information is used to determine membership to serve on the Waterfront Neighbourhood Centre Board of Management. Questions about collection of this information can be directed to: Manager of Office, Business & Information Systems of the Waterfront Neighbourhood Centre, 627 Queens Quay, Toronto, ON M5V 3G3 or by phone at 416 392-1509.

Thank you for your interest in joining in on the work of the Waterfront Neighbourhood Centre.