# The Regional Municipality of Waterloo
# Application for Appointment to a Council Advisory Committee or Special Purpose Body

Submit only one application per person; include a resume, if applicable.

If you require support or accommodations at any point during the application process, or would like to submit an application in an alternative format (ie: video, etc), please contact the Office of the Regional Clerk:

**Office of the Regional Clerk**
**Regional Municipality of Waterloo**
**150 Frederick Street**
**Kitchener, ON**
**N2G 4J3**

**Phone: 519-575-4493**
**TTY: 519-575-4608**
**Email: regionalclerk@regionofwaterloo.ca**

The Regional Municipality of Waterloo recognizes the importance of acknowledging the land on which our Advisory Committees and Special Purpose Bodies gather. We will listen, educate ourselves on decolonization, and uplift and celebrate the Indigenous peoples of this land. All Committees will ensure an equitable and a culturally safe environment for participants to come together and exchange knowledge and information in a healthy and constructive way. For more information on cultural safety please let Staff know or visit the Office of Reconciliation and Equity, Diversity, and Inclusion.

## About this Application

This application is your opportunity to share why you are a strong candidate for this position. Your responses should demonstrate your interest and how your skills and experience, including lived experience, fit with the mandate and qualifications of the committee, board, agency, or commission for which you are applying. Candidates will be selected in accordance with the Recruitment, Selection and Appointments of Citizen Members to Regional Advisory Committees Policy.

Terms of Reference for each Committee or Special Purpose Body can be found here or by contacting the Office of the Regional Clerk.

Please send your completed form to regionalclerk@regionofwaterloo.ca, mail or drop off to 150 Frederick St. Kitchener, ON, N2G 4J3, Attention: Regional Clerk's Office.

The Region values the diversity of the Community and encourages the equal opportunity for all eligible individuals to apply in accordance with the Standards for Accessibility Policy. All applicants must be 16 years of age and either a resident or the owner of property within the Region of Waterloo. Region of Waterloo employees are not eligible to apply for committee positions.

If you require assistance in completing this form or would like additional information, please contact the Regional Clerk's Office at 150 Frederick St. Kitchener, ON, N2G 4J3, or via email: regionalclerk@regionofwaterloo.ca.

**The deadline for applications is 11:59 p.m. on the closing date.**

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**Privacy Statement**

Personal information, as defined by Section 2(i) of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of MFIPPA. Personal information on this form will be used to assess applicants' qualifications for appointment to one of the Region's various committees or boards. Personal information may form part of meeting agendas and minutes, and therefore may be made available to members of the public at the meetings, through requests, and through the website of the Regional Municipality of Waterloo and/or applicable Board. Questions regarding the collection, use, and disclosure of this personal information may be directed to the Regional Clerk's Office. The Nominating Panel reserves the right to check references and verify information contained on these forms.

**Please provide the following information:**

1. **First Name:**
2. **Last Name:**
3. **Pronouns (ie: she/her, he/him, they/them):**
4. **Phone number:**
5. **Email address:**
6. **What city or township do you live in?**
7. **What is your postal code?**
8. **What is your mailing address? (optional)**
9. **Please indicate the name of the Advisory Committee/Special Purpose Body you wish to serve on:**
   **First Choice:** Waterloo Regional Heritage Foundation
   **Second Choice:** N/A

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**10. Briefly describe why you are interested in becoming a member of this committee or special purpose body.**

**11. List all Regional (and any local municipal) advisory committees or special purpose bodies that you are presently serving on or were previously appointed to, including ad hoc committees and appointments to other Regional Committees.**

**12. What qualifications (ie: education, professional experience, volunteer experience) or lived experience can you bring to the advisory committee or special purpose body? You may attach additional documents, such as a resume, to your application.**

**13. Committee members typically meet for approximately 2-4 hours per month. Members have the option to participate in meetings either virtually or in-person. Are you able to attend meetings during business hours and/or evening hours?**

| | | |
|---|---|---|
| **Business Hours:** | ☐ **Yes** | ☐ **No** |
| **Evening Hours:** | ☐ **Yes** | ☐ **No** |

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**Confidential Voluntary Diversity Information (Optional)**

**Regional Council recognizes that the Region of Waterloo is best served by boards and committees which reflect the diversity of our community. Regional Advisory Committees and Special Purpose Bodies have specific mandates from Council that have been put in place to foster meaningful participation from varying perspectives in the Community.**

**You are encouraged to complete this confidential questionnaire to provide information that will help in the selection of applicants to reflect the diversity of the Region. The Region is committed to Reconciliation, Equity, Diversity, Inclusion, and Accessibility.**

**14. Please indicate your age:**

- ○ **16-24**
- ○ **25-34**
- ○ **35-44**
- ○ **45-54**
- ○ **55-64**
- ○ **65+**

**15. Are you currently a student (high school, post-secondary, etc)?**

- ○ **Yes**
- ○ **No**

**16. Do you identify as a member of the 2SLGBTQQIA+ community? If yes, please feel free to use the space below to describe your identity.**

- ○ **Yes**
- ○ **No**

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**17. Do you identify as any of the following? Choose all that apply.**

- ☐ First Nations
- ☐ Indigenous
- ☐ Inuit
- ☐ Métis
- ☐ None of the above
- ☐ Prefer not to answer
- ☐ Other (please specify)

**18. Describe your racial/ethnic/cultural identity:**

**19. Do you belong to any religious or faith group(s)?**

**20. Do you experience any of the following which impacts your daily activities?**

- ☐ Difficulty seeing
- ☐ Difficulty hearing
- ☐ Cognitive disability (e.g. challenges with learning, remembering, concentrating)
- ☐ Developmental disability (e.g. Down Syndrome, Autism Spectrum Disorder)
- ☐ Mental health-related condition, illness, or disability (including emotional or psychological conditions, eating disorders, substance misuse, etc.)
- ☐ Physical disability (e.g. pain, limited flexibility, or reduced mobility)
  Other health problem or long-term condition
- ☐ Temporary or episodic condition
- ☐ Prefer not to answer
- ☐ Other (please specify)

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## Conflicts of Interest

**Members of the public who are appointed to represent the Region of Waterloo must ensure that their personal interests do not interfere with their public duties as a committee member. A conflict of interest arises when your personal interests conflict, or are perceived to conflict, with the interests of the Region of Waterloo. You are required to disclose any personal interests that may conflict with the interests of this committee. Disclosure does not disqualify you from consideration for appointment.**

**Do you have any personal interests that may conflict with the interests of the position for which you are applying?**

- ☐ **Yes**
- ☐ **No**

## Code of Conduct

**Please note that successful applicants will be expected to adhere to the Code of Conduct for Citizen Appointments to Local Boards, Foundations and Advisory Committees. If chosen as a successful applicant, do you agree to adhere to the Code of Conduct for Citizen Appointments to Local Boards, Foundations and Advisory Committees?**

- ☐ **Yes**
- ☐ **No**

## Declaration

**By selecting I agree, you declare that the information in this application form is true and you understand that you may be asked to provide information to confirm your identity, eligibility, and qualifications. If you are recommended for appointment, your name will be listed publicly on Region of Waterloo Council agendas and minutes which are posted publicly on regionofwaterloo.ca.**

- ☐ **I agree**
- ☐ **I do not agree**

## Please confirm the following:

**I am a property owner or resident of the Region of Waterloo, being 16 years of age or older, unless otherwise specified in the terms of reference of the advisory committee or special purpose body.**

- ☐ **Yes**
- ☐ **No**

**SUBMIT**