



Application for Appointment to: Committee of Adjustment (COA1)

Important Printed Application Information

We are not accepting supplementary materials (e.g., resumes, CVs, letters) with applications. Please use Part 5 of the application to discuss your qualifications. If required, you may attach a separate document with your answers to Part 5. When answering questions, you must stay within the character limits where indicated.

Please send your completed form by email to appoint@toronto.ca or by mail to Public Appointments Secretariat, City Clerk's Office, City Hall, 12th Floor, West Tower, 100 Queen Street West, Toronto, Ontario, M5H 2N2.

The City Clerk's Office collects personal information on this form under the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A s. 136 (c), the City of [Toronto Municipal Code Chapter 169](#), Article II and By-law 1076-2006. The information is used to determine eligibility to serve on the City's boards and to enable City Officials to contact members regarding service on boards and agencies. Questions about collection of this information can be directed to the Manager, Public Appointments, City Clerk's Office, 12th floor, West Tower, Toronto City Hall, 100 Queen Street West, Toronto, ON M5H 2N2 or by telephone at 416-397-7796. More information is also available in the [Public Appointments Privacy Statement](#).

Part 1 - Contact Information

Salutation: Mr. Ms. Mrs. Miss. Dr. Other

First Name:		Last Name:	
E-Mail Address:			

Please enter at least one phone number.

Home Phone:		Business Phone:	
Mobile Phone:		Other Phone:	

Home Address

Street #	Street	
Unit/Appt #	City	Province
Postal Code	Country	

Mailing Address (if different from Home Address)

Street #	Street	
Unit/Appt #	City	Province
Postal Code	Country	P.O.Box

Part 2 - Eligibility

* 1. Are you a resident of the [City of Toronto](#)?

Yes No

* 2. Are you 18 years of age or older?

- Yes No

* 3. Are you an employee of the City of Toronto or one of its [agencies or corporations](#)?

- Yes No

* 4. Are you a spouse, partner, child or parent of a [Member of Toronto City Council](#)?

- Yes No

* 5. Members of the Committee of Adjustment cannot act as agents for applicants before the Committee of Adjustment.

Do you act as an agent for applicants before the Committee of Adjustment?

- Yes No

* 5a. If yes, please describe your involvement (your role, time period when involved, etc.)

(Please limit your response to 400 characters)

NOTE: Former Members of Council who served in the immediately preceding term of Council (December 1, 2010-November 30, 2014) are ineligible for appointment as public members.

Part 3 - Board Membership

* 1. Are you currently serving on a board of a City of Toronto [agency or corporation](#), or as a City of Toronto appointee to an outside board?

- Yes No

* 1a. If yes, please specify which board:

(Please limit your response to 500 characters)

Part 4 - Conflicts of Interest

Members of the public who serve on boards of the City's agencies and corporations must ensure that their personal interests do not interfere with their public duties as a board member.

Personal interests may include the potential for personal, professional, or financial gain for the board member or someone they are associated with such as a family member, employer, or business partner.

As an applicant for appointment, you are required to disclose any personal interests that may conflict with the interests of the agency or corporation to which you are applying. Disclosure of an interest does not disqualify you from consideration for appointment unless the City believes the conflict will prevent you from objectively carrying out the duties of office.

If appointed, you will also be subject to the provisions of the [Municipal Conflict of Interest Act](#). Among other things, that Act requires that if a matter in which you have an interest comes before the board, you must declare your interest openly and refrain from taking part in, or influencing in any way, the debate on the matter.

If you are selected for an interview or are recommended for appointment, we will ask you to complete and sign a more detailed disclosure statement with additional information about your relationship with the City and its agencies.

* 1. Do you have any personal interests that may conflict with the interests of the agency or corporation to which you are applying?

- Yes No

- * 1a. If yes, please describe in detail:
(Please limit your response to 1000 characters)

Part 5 - Board Qualifications

Keeping in mind the qualifications for the [Committee of Adjustment](#), please tell us how your background, skills, and experience relate to these qualifications. Please be brief where possible (point form is okay) and share the information you think is most relevant to the Committee of Adjustment.

* 1. Your interest in serving in this position

Please tell us about your interest in serving on the Committee of Adjustment. Why are you interested in this particular committee? What do you want to contribute as a committee member?
(Please limit your response to 2500 characters)

* 2. Education and training background

Please tell us about your educational background (e.g. schooling, courses, degrees, diplomas, or certificates), professional credentials, or any other training gained through professional and personal development that is relevant to the committee position.
(Please limit your response to 2500 characters)

* 3. Professional and employment background

Please describe any current or past work experiences and skills that are relevant to this committee position, including positions held and your responsibilities and accomplishments.
(Please limit your response to 2500 characters)

* 4. Community and volunteer activities

Tell us about any current or past community involvement, volunteer work, labour or trade experience, or professional associations that are relevant to the committee position. Where possible, please describe the role you played and the period of time you were involved.
(Please limit your response to 2500 characters)

5. Additional information

Please share any additional skills, experiences, or information about yourself that relates to the committee position.
(Please limit your response to 2500 characters)

Panel preferences

The Committee of Adjustment consists of 28 public members organized into four panels corresponding to the City of Toronto's [Community Council](#) boundaries. Public members can serve on any panel regardless of where they live in the City.

*** 6. Which panel is your first choice?**

- Etobicoke York
- North York
- Scarborough
- Toronto and East York

*** 7. Which panel is your second choice?**

- Etobicoke York
- North York
- Scarborough
- Toronto and East York

Part 6 - General*** 1. Biography**

Please provide a short biography (500 character limit) containing general information about your education, work experience, community involvement, skills, etc. Your biography will be made public if you are recommended for a board appointment. Please note that biographies may be edited for length and clarity.

(Please limit your response to 500 characters)

*** 2. By selecting "I agree," you declare that the information in this application form is true and understand that:**

- You may be asked to provide photo identification, references, or other information to confirm your identity, eligibility, and qualifications;
- Your name and biography will be publicly reported to City Council by the City's Civic Appointments Committee and Nominating Panels if you are recommended for appointment (i.e., your name and biography will be listed on the public City Council agenda that is posted online); and
- City Council may adopt the recommendations from the Committee and Panels, or may choose to appoint other candidates.

- I agree

3. To help inform our outreach activities, please tell us how you heard about this opportunity:

- Printed newspaper advertisement
- Online advertisement
- Email from the City Clerk's Office
- Poster or flyer
- Professional or community organization
- Word of mouth
- Social media
- Other

3a. If other, please describe:
(Please limit your response to 200 characters)

Confidential Voluntary Diversity Information (Optional)

City Council recognizes that the City of Toronto is best served by boards which generally reflect the diversity of our community.

You are encouraged to complete this confidential diversity questionnaire. The information gathered is used by the City's Civic Appointments Committee and Nominating Panels for the purpose of enabling the City to achieve its objectives for access, equity and diversity. The information provided will not be released for any other purpose without your permission.

The City Clerk's Office will report on the self-identified diversity data in summary form, but will keep the identities of specific candidates confidential. This is done to assess how well City Council's diversity objectives have been met, and decide what improvements can be made, such as targeted outreach or removing barriers to participation.

The City Clerk's Office collects this information in compliance with provisions of the [Municipal Freedom of Information and Protection of Privacy Act](#), the [Ontario Human Rights Code](#), and City Council's Public Appointments Policy confirmed under By-law 1076-2006.

1. Gender

- Female
- Male
- Transgender
- Other

1a. If other, please specify:
(Please limit your response to 200 characters)

2. Age

- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

3. Aboriginal Peoples

A person is an Aboriginal if he or she is a member of the First Nations, Inuit or Métis peoples of Canada.

Based on this description, do you consider yourself to be an Aboriginal person?

- Yes
- No

4. Ethnicity/Race

Ethnic/racial groups are defined by race or colour only, not by country of birth, citizenship or religious affiliation.

Please identify which of the following best describes your ethnicity or race:

- Black (e.g. origins include Canadian, American, Caribbean, African)
- Central and South American (e.g. origins include Canadian, Mexican, Brazilian, Cuban, Chilean, El Salvadorean)
- East Asian (e.g. origins include Canadian, Japanese, Korean, Chinese)
- Pacific Islands (e.g. origins include Canadian, Fijian, Hawaiian, Polynesian, Samoan)
- South Asian (e.g. origins include Canadian, Indian, Pakistani, Bangladeshi, Sri-Lankan, Caribbean, African)
- South-East Asian (e.g. origins include Canadian, Vietnamese, Filipino, Malaysian, Indonesian, Cambodian, Thai)
- West Asian or Arab (e.g. origins include Canadian, North African, Armenian, Egyptian, Iranian)
- White or Caucasian (e.g. origins include Canadian, American, Western, Eastern European)
- Any other non-white racial group not identified above (e.g., multiple racial origins, Aboriginal Peoples of the Pacific Islands, South or Central America)

5. Disability

A person with a disability has an ongoing physical, mental, sensory or learning impairment which may result in experiencing disadvantage or barriers to full participation in society.

Based on this description, do you consider yourself to be a person with a disability?

- Yes
- No

6. Sexual Orientation

LGBTTIQQ2S is an abbreviation used to represent a broad array of identities such as, but not limited to, lesbian, gay, bisexual, transsexual, transgender, intersex, queer, questioning, and two-spirited.

Based on this description, do you consider yourself LGBTTIQQ2S?

Yes No

7. Additional Diversity Information

You are welcome to provide any additional diversity information not captured by the questions above (e.g., ethno-cultural, faith, linguistic).

(Please limit your response to 400 characters)

City of Toronto Public Appointments - www.toronto.ca/ServeYourCity