

## Volunteer Application Information for a City of North Vancouver Advisory Body

Thank you for your interest in serving the City of North Vancouver through participation on an Advisory Body. The commitment and dedication of community volunteers assists Council in the governance of the City and makes North Vancouver a community where people choose to live, work and play.

### **Eligibility and Requirements**

The City of North Vancouver is committed to listening to its community and consulting on important issues and challenges faced by its members. The City's many Advisory Bodies offer valuable volunteer opportunities to help shape policies and practices that are relevant to City of North Vancouver residents, while providing Council with valuable insights about their unique lived experiences and advice on how to best approach challenges and opportunities.

All community members who meet the required qualifications are welcome to apply. We seek a broad cross-section of applicants that reflect the City's rich diversity and encourage applications from Indigenous persons, persons with disabilities and those of different ages, income levels, gender identities, and backgrounds. This ensures diverse perspectives and enhances our community as "A City for People" that is welcoming, inclusive, safe, accessible and supports the health and well-being of all.

### **Application Criteria**

- Applicants must not be employees of the City of North Vancouver.
- Applicants must live in the City of North Vancouver, except by special waiver from Council, or in the case of Indigenous applicants.
- Applicants should be able to serve for the full term of the appointment.

### **Time Commitment**

Time requirements vary among Advisory Bodies, with most meeting in the evening 2-3 hours once per month. Generally, there are no meetings in July, August or December.

### **Remuneration**

As these are volunteer positions, Advisory Body members serve without remuneration.

### **Application Process**

- Carefully review the description of the Advisory Bodies, and identify the one, two or **top three** that interest you.
- If applicable, indicate on your application form if you wish to be considered for a position other than Community Member. Specialized roles may be found in the Terms of Reference for each Advisory Body.

- Complete the attached application form by typing, saving to your device and returning via email. Alternatively, you can print the form, complete by hand and return via mail or in person.
- Please be as concise as possible when filling out your application.
- Attach a résumé, if possible, to support your application answers.

## How to Submit Your Application

Your application form can be submitted by any of the following options:

**By Email:** [committees@cnv.org](mailto:committees@cnv.org)

**By Fax:** 604-990-4202

**Mail or Hand Deliver:**

North Vancouver City Hall Gateway Counter

141 West 14<sup>th</sup> Street, North Vancouver, BC V7M 1H9

## How Appointments are Made

All appointments are made in closed meetings by City Council from the end of November through to January. Appointment terms vary in accordance with the relevant Terms of Reference. You may only be appointed to one Advisory Body at a time, except for rare exceptions granted by Council. All applicants will receive a letter from Legislative Services once the appointments have been made.

With the exception of the optional self-identification questionnaire, all application information will be shared with North Vancouver City Council and applicable City staff for the purpose of the appointment process and coordinating with the Advisory Bodies. If you choose to complete this confidential demographic questionnaire, this information will not be used in respect of your application. It will be separated from the rest of your application and reported on in summary form only.

All voluntary questionnaire information will be kept confidential and will be used to help us understand the demographics of applicants and analyze what communities within the City are not represented on Council's Advisory Bodies. This will enable us to adapt our outreach strategies to attract and encourage people from different communities to apply and to further investigate what additional barriers some community members might face for participation.

The City is collecting your personal information in accordance with Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. For additional information, please contact Legislative Services at 604-982-3973 or [committees@cnv.org](mailto:committees@cnv.org).