

Committee Recruitment

The Town of Mahone Bay invites volunteers to serve on Committees of Council as part of our commitment to engage the community in the governance of Mahone Bay.

Why Join a Committee of Council?

- An opportunity to voice your opinions in decisions affecting your community
- Better understanding of Town operations
- Meeting like-minded people
- Make a difference in your community



What is required to be a committee volunteer?

- Regular meeting attendance (check each committee description for meeting frequency and annual meeting calendar for dates)
- Reading meeting packages
- Being prepared to ask questions
- Being prepared to volunteer ideas
- Willingness to share the skills and experience that you have that align with committee goals/priorities

Are you interested?

- Read the descriptions of each committee on the inside pages of this newsletter
- Check out the Committee page of the Town's website to learn more about each committee by reading the Terms of Reference and reviewing past minutes
- Check out the annual meeting calendar (and terms of reference) to learn about the time commitment
- Ask us! Ask a member of the current committee (names listed on Committee page) or a member of staff about what the committee does
- Find the application online or at Town Hall for each committee and tell us which committee interests you and how your skills fit the goals/priorities of that committee
- All appointments will be asked to accept and sign the Town of Mahone Bay Code of Conduct

Mahone Bay is an inclusive community - we welcome applications from everyone.

Our Committees

Asset Management Committee

This committee brings together community members, Council members, and Town staff to ensure public assets are managed in a proactive and sustainable manner. Members will participate in workshops, take stock of existing assets, consider appropriate levels of service, assess service delivery risks, engage with the community via surveys and public sessions, and make recommendations to Council. Preference will be given to those with backgrounds in civil engineering, finance, and related fields, but no special expertise is required.

Meetings are held monthly, via video conference, mid-day on Thursdays.



Audit and Finance Committee

This committee reviews the Town's financial statements and annual audit, and evaluates internal financial control systems. Preference will be given to applicants with demonstrated experience in interpreting financial statements.

The committee generally meets quarterly to align with the financial timelines of the Town: budget preparation and approval, and annual audit. Meetings are generally held in Council Chambers in the evening.

Climate & Environment Advisory Committee

The Climate & Environment Advisory Committee provides leadership and guidance on climate change mitigation, adaptation, and environmental stewardship initiatives through working with the Town's GHG Reduction Action Plan. The committee provides feedback and engages in community outreach on issues and projects related to environmental sustainability within the Town.



The committee generally meets quarterly, or as needed, in the daytime.



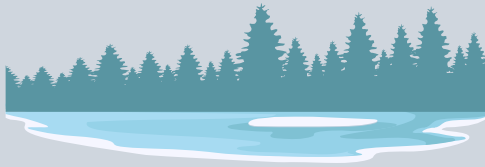
Police Advisory Board

The Police Advisory Board makes recommendations to Council in relation to enforcement of the law, the maintenance of law and order, and the prevention of crime within the Town.

The committee meets quarterly, with Town staff and RCMP, in the daytime.

Governed by Specific Legislation

There are currently two special Committees of Council that have, by virtue of Provincial Acts, very specific conditions under which they meet and therefore only meet when those conditions arise.



Watershed Advisory Committee

Established by the Nova Scotia Environment Act, the membership of the Oakland Lake Watershed Advisory Committee includes volunteers that live in the watershed area rather than town residents.

The responsibilities of the committee include reviewing correspondence received from owners of properties within the Oakland Lake Watershed Protected Water Area, matters referred by Council and making recommendations to Council with respect to the Watershed Area.

Heritage Advisory Committee

As per the Heritage Property Act, the Heritage Advisory Committee makes recommendations to Council concerning the Town's heritage properties inventory.

Responsibilities include recommending properties for registration and advising on applications to alter registered heritage properties. Preference will be given to applicants with background in architecture or history and those with a demonstrated knowledge of the history and heritage of Mahone Bay.

The committee meets monthly if required, in the afternoon.



Representative Appointment

South Shore Public Library Board

The Town appoints a community representative to sit on the Board of the South Shore Public Library Board, the organization which provides library services throughout Lunenburg and Queens Counties.

The Board typically meets monthly and will coordinate directly with the appointed representative regarding meetings and agendas.



Committees of Council - Application



Applicant Name: _____

Mailing Address: _____

Civic Address: _____ Telephone: _____

Email Address: _____

Committee members will be expected to receive correspondence by email, access digital documents in Word, Excel, or pdf formats, and have a working knowledge of computers.

Please indicate the committee on which you are applying to serve:

Please submit a separate application for each committee you wish to serve on and be sure to tell us which is your first choice.

Please tell us about your skills, experience, and/or interests that align with the priorities and goals of the committee for which you are applying.

(Please reference the listed priority skills and experience for the specific committee.)

We welcome your voluntary disclosure of any accessibility needs so that we may try to find appropriate and reasonable accommodations.

Please note that volunteers are now limited to three consecutive terms to enable greater community representation.

Please direct questions and/or your completed application to:

Kelly Munroe, Town Clerk
Town of Mahone Bay
PO Box 530, 493 Main Street
Mahone Bay, NS B0J 2E0
Phone: 902-624-8327

Email: clerk@townofmahonebay.ca

All appointments will be asked to accept and sign the Town of Mahone Bay Code of Conduct.