



INVITATION TO SERVE YOUR COMMUNITY

The Town of Mahone Bay invites Town residents to apply for appointment on the following committees for a 2-year term commencing January 1, 2021:

Town of Mahone Bay Committee Descriptions

Age Friendly Committee - Up to Seven Appointments

This committee provides leadership & engagement activities in the process of making the Town of Mahone Bay an age-friendly community for all. The committee generally meets monthly. Preference will be given to applications from older adults and youth.

Asset Management Committee - Up to Five Appointments

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.

Audit and Finance Committee - Up to Two Appointments

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

Cemetery Committee - One Appointment

The Cemetery Commission oversees the management of Park Cemetery and Bayview Cemetery. The committee is scheduled to meet on a quarterly basis or as required. Preference will be given to applicants with family members interred in Park Cemetery and/or Bayview Cemetery.

Heritage Advisory Committee - Up to Two Appointments

This 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. The committee meets monthly, as required. Preference will be given to applicants with backgrounds in architecture or history and those with a demonstrated knowledge of the history and heritage of Mahone Bay.

Planning Advisory Committee - Up to Four Appointments

The Planning Advisory Committee advises Town Council on all planning matters in respect to the Town's Municipal Planning Strategy and Land Use Bylaw. Development Agreements are also considered by the committee. This committee meets monthly, as required.

Police Advisory Board - Up to Two Appointments

This advisory board provides advice to Council in relation to law enforcement, the maintenance of law and order, and the prevention of crime within the Town. The committee meets quarterly.

South Shore Regional Library Board - One Appointment

The SSRLB provides Library services throughout Lunenburg & Queens Counties. The Board typically meets monthly. For more information visit their website at: <http://southshorepubliclibraries.ca>

SEE REVERSE FOR APPLICATION FORM

Applicant Name: _____

Mailing Address: _____

Civic Address: _____ Telephone: _____

Email: _____

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 Board(s) and/or Committee(s) on which you would like to serve, indicating your first, second, third choice, etc:

- | | |
|--|---|
| <input type="checkbox"/> Age Friendly Committee | <input type="checkbox"/> Heritage Advisory Committee |
| <input type="checkbox"/> Asset Management Committee | <input type="checkbox"/> Planning Advisory Committee |
| <input type="checkbox"/> Audit and Finance Committee | <input type="checkbox"/> Police Advisory Board |
| <input type="checkbox"/> Cemetery Committee | <input type="checkbox"/> South Shore Regional Library Board |

Past Experience on a Committee of Council:

Name of Committee(s): _____

Total Years Served: _____

Served on a Committee of any organization:

Name of Organization(s): _____

Total Years Served: _____

Summary of education/skills or experience related to the above Boards and/or Committees you have selected:

Why are you interested in serving on the committee(s)?

Are there any barriers to your participation that we should be aware of?

Please direct questions and/or your completed application form to:

Maureen Hughes, Deputy CAO & Town Clerk
Town of Mahone Bay
493 Main Street, PO Box 530
Mahone Bay, NS B0J 2E0
Phone: 902 624-8327 Fax: 902 624-8069
Email: clerk@townofmahonebay.ca

**NOTE: 1) Applications close at 4pm on the 5th of January 2021
2) All appointments will be asked to accept and sign the Town of Mahone Bay's Code of Conduct**