

## 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, 2019:**

### **Town of Mahone Bay Committee Descriptions**

#### **Age Friendly Committee – Up to Seven Appointments**

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

#### **Asset Management Committee – Up to Five Appointments**

This new committee brings together community members, Council members and Town staff to ensure our 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.

#### **Economic Development Committee – Up to Four Appointments**

This committee works with the Mahone Bay Tourism and Chamber of Commerce and other community groups to explore economic initiatives that can benefit the Town and local business community. This committee meets monthly. Preference will be given to owners and operators of businesses operating in the Town of Mahone Bay.

#### **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 deregister and 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>

**The application form for 2019-20 Boards and Committees is printed on the reverse of this notice.**

Town of Mahone Bay Boards and Committees  
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 otherwise 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"/> Police Advisory Board              |
| <input type="checkbox"/> Cemetery Commission            | <input type="checkbox"/> Asset Management Committee         |
| <input type="checkbox"/> Economic Development Committee | <input type="checkbox"/> Audit and Finance Committee        |
| <input type="checkbox"/> Heritage Advisory Committee    | <input type="checkbox"/> South Shore Regional Library Board |
| <input type="checkbox"/> Planning Advisory Committee    |   |

**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?**

\_\_\_\_\_  
\_\_\_\_\_

**NOTE: 1) Applications close at 4pm on the 21<sup>st</sup> of December, 2018**

**2) All appointments will be asked to accept and sign the Town of Mahone Bay's Code of Conduct**

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

Maureen Hughes, 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](mailto:clerk@townofmahonebay.ca)

**For Office Use Only**

Date Received: \_\_\_\_\_

Circulated to: \_\_\_\_\_

Date Considered by Council: \_\_\_\_\_

Applicant Notified: \_\_\_\_\_