

**LUNENBURG ACADEMY FINANCE
AND GOVERNANCE COMMITTEE
MEETING MINUTES**

**March 23, 2016 at 5:30 p.m.
Lunenburg Town Hall**

PRESENT: Mayor Rachel Bailey, Chair; Councillor Thom Barclay; Deputy Mayor Danny Croft; Jane Ritcey, Lunenburg Academy Foundation; and Roxie Smith, Lunenburg Academy Foundation.

ALSO PRESENT: Scott Burke, Lunenburg Academy Development Coordinator (“LADC”); Peter Haughn, DCAO; Sara Lochhead, South Shore Regional Library Board - Town of Lunenburg member; Jill Martin, Lunenburg Academy Foundation alternate; Jeff Mercer, Deputy Chief Librarian, South Shore Public Libraries.

The meeting was called to order at 5:35 p.m. by Mayor Bailey who chaired the meeting.

1. Approval of agenda and set time to adjourn

The agenda was approved as circulated.

2. Approval of March 2, 2016 minutes

The minutes of March 2, 2016 were approved as circulated.

3. Provincial Grant Application Governance and Fund Development

(a) Official Positive Response Received

The Mayor said a letter addressed to Roxie Smith from the Provincial Government approving \$10,000. has been received (**Schedule “A”**). This money will help fund the Governance Review and Fund Development Feasibility Study.

(b) Funding Announcement Thursday, March 24, 2:00 pm Room 102

The Mayor encouraged those present to attend tomorrow’s funding announcement at the Lunenburg Academy, which will include funding for the above-mentioned study.

(c) Town and Foundation Contributions

The Mayor said both the Town and Academy Foundation have indicated they are willing to share up to \$7,500. each toward the governance and finance study.

4. RFP for Governance and Fund Development Consultant

The Lunenburg Academy Development Coordinator said the RFP for this work had been previously circulated to members for input and has now been finalized and sent to known suppliers and will be advertised shortly.

Roxie noted the funding from the Province will be coming to the Lunenburg Academy

Foundation and she has been asked to comment for tomorrow's press release.

A brief discussion took place with regards to a closing date of April 11 for this and the process that will be followed to review the RFP's.

5. Library

(a) RFP's for Designer and Structural Engineer

The Mayor said Town Council has approved funds for both of these RFP's. The Lunenburg Academy Development Coordinator said the RFP's have been completed for both and will be sent out tomorrow. He said Jeff Mercer assisted greatly with the RFP for a designer for the Library space.

A brief discussion took place with regards to a structural engineer RFP with the suggestion that more than the basic two (2) rooms should be looked at, perhaps three (3) or even four (4) to ensure we do not need to look at this again in the future if there are heavier book racks moved into the café or meeting space.

6. New Business

(a) Question About Window Inserts

Roxie questioned whether window inserts can be used in the Academy rather than spending funds on window repairs. A lengthy discussion took place on this, on the assessment reports that have been completed for both interior and exterior work and the prioritization of windows to be repaired based on the budget allocated for this project.

Councillor Barclay commented on the importance of having a clear understanding of the total cost to upgrade the building, so we are able to plan this project properly.

The Mayor noted this will be looked at as part of the governance and financial overview of what long term commitments are required. Graeme Duffus already carried out one assessment and we do have information we can pull together. It is important we have good figures to tie into a fundraising campaign.

7. Meeting Schedule

It was agreed the next meeting will be May 4, 2016, giving more time to review RFP's received.

Adjournment

The meeting adjourned at 6:20 p.m.

Peter Haughn, DCAO



Communities, Culture and Heritage
Office of the Minister

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File Number:

5003317

MAR 01 2010

Ms. Roxanna Smith
Lunenburg Academy Foundation
PO Box 607
Lunenburg, NS B0J 2C0

Dear Ms. Smith:

I am pleased to advise that your application to the One Time Emerging Culture and Heritage Program, (a Support4Culture assisted program), to assist with the *Governance Review and Fund Development Feasibility Study* has been recommended for funding. The Department of Communities, Culture and Heritage is prepared to invest \$10,000.00.

Ms. Jessica Peddle, Community Development Officer, will forward a Terms and Conditions document which, once signed and returned, will result in processing payment for the amount approved. Ms. Peddle can be reached at Jessica.Peddle@novascotia.ca or (902) 424-6397.

I wish you the best of luck with this interesting and important endeavour.

Sincerely,

A handwritten signature in black ink, appearing to read "Tony Ince", written over a horizontal line.

Tony Ince
Minister

cc: Ms. Jessica Peddle, Community Development Officer