

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

**July 27, 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; and Jeff Mercer, Deputy Chief Librarian, South Shore Public Libraries.

Robert Young and Alan Richards, Lunenburg Academy Foundation members.

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The Chair called the meeting to order at 5:30 p.m.

1. Approval of agenda and set time to adjourn

The agenda was approved as circulated with the addition that the structural assessment carried out at the Academy would be commented on as part of #4..

2. Approval of May 11, 2016 minutes

**Motion: moved and seconded that the meeting minutes of May 11, 2016 be approved as circulated. Motion carried.**

3. Status report re: Governance Review and Fund Development Feasibility Study

The Chair welcomed Rosalie Courage, RBR Development Associates Limited, who has been engaged to complete the Governance Review and Fund Development Feasibility Study for the Lunenburg Academy. She was asked to give a brief overview of the status of this review.

Ms. Courage said it is much more difficult to raise funds in today’s economic environment than it had been in the past and as this will be a first time campaign, it is important to make sure it will succeed. She said it is important to build a case for support and ensure the proper resources are in place to carry out the campaign.

She will assess whether the goals we wish to reach are achievable and set an acceptable time line.

She said the initial process is to talk to a select group of people to determine their interest and level of potential commitment to the campaign cause. These conversations are all held in confidence. Successful campaigns get up to 50% of their support from less than 10 people. It is important to identify these people as soon as

possible. She said most contact is done in person, although some is done over the phone, after which she would report back on her findings and an assessment of the probability of success of the campaign.

She then commented on the Governance Review, which she is just starting to look at now. The review and plan is to give stability from now into the future and it is important everyone involved embraces the plan that will be developed. A report will be developed on how to move forward with this.

In response to questions she said her firm will write the case study for our approval and she is trying to complete the process within the next 60 days. Once the process starts, they do not stop until all interviews are completed unless a major issue is uncovered at the start of interviews.

#### 4. Status report re: Library/Academy First Floor Design

The Chair said the Library design group, made up of Sara Lochhead, Scott Burke, Jeff Mercer and herself has met with Ekistics + Form Media several times to discuss different concepts. She said as well Ekistics made a presentation to the group and further to the Academy Foundation. They are pursuing a stand-alone Library design, separate from the Heritage Classroom and other rooms on the 1<sup>st</sup> floor. The Library will be within the back, utilizing the three rear rooms and hallway space in the Academy with no cafeteria/café included. Community use space would be included.

In response to questions she noted there is the possibility a café could go in the front of the building or this space could be leased out for other uses, but there is no firm decision on how this will be done and this work would be separate from that of Ekistics.

A discussion took place regarding the open hours of the Heritage Classroom and whether this would be self-guided with artifacts locked up. It was noted that the Library is open Monday, Tuesday, Wednesday, Friday and Saturday from 10-5, Thursdays from 10-8 and Sundays from 10-4. Academy Foundation representatives said they have not discussed the open hours in enough detail yet and this would be discussed further.

The Deputy CAO said a structural analysis has been carried out on the first floor rooms of the building, noting that during this process it was determined there was asbestos in the basement, and a small amount had to be removed in order for the structural engineer to do his assessment. His assessment determined that the bearing weight was 60 lbs per square foot where 150 lbs per square foot was required. Therefore extra bracing is required. It is now being looked at on how to do this bracing, although it is not expected to be a major job, as the beams are exposed in the basement that can be supported.

It was also noted that additional asbestos testing was done where other work was being done in the building, but no asbestos was found in those locations.

5. New Business

Comments were made about the time clock on the lighting needing to be adjusted, as well as the halyard on the flag pole needing to be replaced. These will be attended to.

6. Meeting Schedule

The Chair said the meeting will be held as scheduled, on the 4<sup>th</sup> Wednesday of each month - next meeting August 24, 2016 unless there is a need to meet at a different time.

**Adjournment**

The meeting adjourned at 6:10 p.m.

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Peter Haughn, DCAO