

**MEETING OF THE LUNENBURG ACADEMY**

**FINANCE AND GOVERNANCE COMMITTEE**

**WEDNESDAY, JUNE 28, 2017 AT 5:30 P.M.**

**\*\*\* LUNENBURG ACADEMY ROOM 206 \*\*\***

**\*\*\* A G E N D A \*\*\***

1. Welcome and Call to Order
2. Approval of Agenda
3. Approval of Minutes of April 26, 2017
4. Library Tender and Construction Update
5. New Business
6. Meeting schedule – 4<sup>th</sup> Wednesday of each month  
July 26, August 23
7. Meet in camera – *motion to recess to meet in camera to consider labour relations, contract negotiations and legal advice eligible for solicitor-client privilege pursuant to section 22 Municipal Government Act*
8. Resumption of Committee meeting in open session – *motion(s) to consider any in camera meeting recommendation(s) pursuant to section 22 Municipal Government Act*
9. Adjournment – *motion to adjourn*

*🍷 Town of Lunenburg Mission Statement 🍷*

*To enhance the quality of life within our unique historic community through responsible and responsive government.*

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

**April 26, 2017 at 5:30 p.m.  
Lunenburg Academy**

**PRESENT:** Mayor Rachel Bailey, Chair; Councillor Ronnie Bachman; Councillor 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 Alan Richards, and Terry Conrad, Lunenburg Academy Foundation members.

**ABSENT:** Tom Hayes; and Jeff Mercer, Deputy Chief Librarian, South Shore Public Libraries.

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1. Welcome and Call to Order

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

Approval of agenda and set time to adjourn

The agenda was approved as circulated with the addition of 6. New Business, (a) Provincial grant discussion.

2. Approval of February 22, 2017 minutes

The meeting minutes of February 22, 2017 were approved as circulated with a correction in spelling to Sarah Lochhead.

3. Governance

(a) New Not-for-Profit formation

The LADC said the name Lunenburg Academy Operating Association has been approved and is being held for us by the Registry of Joint Stocks. **They will require a letter from the Academy Foundation to say it is OK to use this name once we proceed.** He further commented that the process of developing Bylaws, Terms of Reference, etc. has commenced.

4. Fund Development Feasibility Study

(a) Report Executive Summary

The Mayor said she met with Rosalie Courage, RBR Consultants, along with others, regarding her report and there is an executive summary that has been forwarded to the

Academy Foundation who will be reviewing it with their membership at their next meeting. There are a number of recommendations made to the Foundation outlining the work required to be done.

A discussion took place regarding this, with some of the following comments being made:

- in order to be a major fundraiser, fundraising activities must be done in a professional manner and there is a lot of additional background work that is required to be done beforehand, which is outlined in the report
- there is a need to heighten the profile of the Lunenburg Academy Foundation as well as the Lunenburg Academy as a National Historic Site and its association with the UNESCO World Heritage designation, and that it is an economically viable building
- discussions on the amount of fundraising required, what has been done to date and how this message is conveyed to the public was noted as being very important
- the report that was completed explains where we are now and made recommendations of what we must do to get where we should be before we start a campaign

## 5. Library

### (a) Update on Tendering

The Deputy CAO gave a brief update explaining that a tender for construction of the Library has been advertised. Because there has been a lot of interest, the deadline for submissions has been extended by a week. The project is a little complicated as there will be a General Contractor, but a lot of sub-contractor work. We would hope to award a contract later in May.

In response to a question it was noted the structural work is still ongoing although most of it has been completed.

The Mayor said she has spoken with the Mayor of Truro recently about their Library project and the positive effect it has had on the community and offered any assistance he could give. *It was agreed contact should be made with him to see if they used professional fundraisers.*

Allan Richards commented that there is a Seagull article noting the original location of the first Library in Lunenburg was at the Lunenburg Academy.

### (b) Roue Room

The Deputy CAO said the area is being constructed as part of the Library tender. There are interested donors who would like to see more interpretation of Bluenose and

the Roues and to that end the Town is working with the donors and Form Media to come up with a proposal for additional work. It is thought that a donation to the Library would cover the cost of the Roue room interpretation as well as part of the room.

6. New Business

(a) Provincial Grant

The Mayor said the Town has been in talks with the Province about funding for the Academy for several years and funds just became available recently.

The Deputy CAO said we have until November 2018 to expend the funds and that there were a number of projects included in the ask, including exterior repair, Library, parking, interior work, public washrooms and landscaping. Planning for additional work not already in the tender stage will be looked at later in the summer.

The Mayor commented on Federal funds that have been applied for and depending on the result of this, the project would change slightly with less work being tendered this year and more in the future.

The Deputy CAO said this is the last year for a \$1,000,000. funding opportunity from Parks Canada and that is why it is being applied for and work pushed to be done this year. This figure is expected to drop to \$100,000. per year in the future.

7. Meeting Schedule (4<sup>th</sup> Wednesday of each month)

The next meeting may be held on May 24, 2017. This could be changed depending on the Mayor's availability.

**Adjournment**

The meeting adjourned at 6:26 p.m.

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Peter Haughn, DCAO