



**Draft Minutes**  
**Landscape of Grand Pré Inc. Board Meeting**  
**9:00 a.m. - 2:05 p.m.**  
**January 21, 2021, Via Zoom**

**In attendance**

Géraldine Arsenault  
Yvon Fontaine  
Beverly Palmeter

Gérald Boudreau  
Emily Lutz  
Marilyn Perkins

Anne Curry  
Andrew Murphy  
Ernest Thibodeau

**Regrets**

Mark Bannerman

**Others**

Claude DeGrâce, Executive Director (ED)  
Helen Woodward, Financial Support  
Tami McEvoy, Administrative Support

**1. Welcome, verify quorum, call to order**

Beverly Palmeter, Chair of Landscape of Grand Pré Inc. (LGPI), welcomed the attendees and called the meeting to order at 9:10 a.m., having a quorum of directors in attendance. The Chair noted that the guest speaker, Catherine Cottreau-Robins, had been invited to join the meeting at 10:30 a.m.

**2. Review and approval of the agenda**

1. Welcome, verify quorum, call to order
2. Review and approval of the agenda
3. Approval of the minutes of the meeting held on October 8, 2020
4. Actions arising from the minutes
5. Review of financial statements to December 31, 2020
6. Executive Director report
7. Presentation by Catherine Cottreau-Robins (Protecting the archaeological resources in the Landscape of Grand Pré and buffer zone).
8. Committee reports
  - a. Education and Marketing
  - b. Governance and Nominating
  - c. Technical Advisory
  - d. Finance and Audit Committee
9. Board Calendar
10. Round Table
11. In-camera session

12. Confirm/Set next Board meetings

13. Adjournment

**MOTION:** To approve the agenda for the January 21, 2021, Board of Directors meeting as circulated.

Moved by Yvon Fontaine, seconded by Ernest Thibodeau

Motion carried; Resolution 21BOD.Jan.21.001

### 3. Approval of the minutes of the meeting held on October 8, 2020

**MOTION:** To approve the minutes for the October 8, 2020, Board of Directors meeting as circulated.

Moved by Emily Lutz, seconded by Anne Curry

Motion carried; Resolution 21BOD.Jan.21.002

### 4. Actions arising from the minutes

The ED confirmed completion of all actions from the last meeting of the Board.

### 5. Review of financial statements to December 31, 2020

Helen Woodward presented the financial statements.

The Board asked for clarification regarding financial projections to the end of March 31, 2021. The ED informed the Board that it was expected that it would be possible to close the current fiscal year without requesting a second disbursement from the Funding Trust. This would require that the Corporation use about \$20,000 of the funds on hands at the beginning of the year to balance the budget.

**MOTION:** To receive the financial statements as presented.

Moved by Gérald Boudreau, seconded by Andrew Murphy

Motion carried; Resolution 21BOD.Jan.21.003

### 6. Executive Director report

The ED presented his report to the Board. He noted the completion and distribution of a newsletter; the development of a Request for proposals (RFP) for the development of a visitor experience concept; the submission of funding support from the government of Canada and Province of Nova Scotia to hire two students (one dedicated to support social media and the other for community engagement).

**MOTION:** To receive the Executive Director report as presented.

Moved by Gérald Boudreau, seconded by Marilyn Perkins

Motion carried; Resolution 21BOD.Jan.21.004

**MOTION:** To direct the ED to revise the Memorandum of Understanding signed in 2011 (which identifies the roles and responsibilities of the member organizations) in consultation with the standing committees of the Board, member organizations and the Board of Directors.

Moved by Anne Curry, seconded by Gérald Boudreau

Motion carried; Resolution 21BOD.Jan.21.005

**Break 10:15 a.m. - 10:30 a.m.**

## **7. Presentation by Catherine Cottreau-Robins - 10:35 a.m.**

(Protecting the archaeological resources in the Landscape of Grand Pré and buffer zone).

Anne Curry, Chair of the Technical Advisory Committee, introduced Catherine Cottreau-Robins PhD, Curator of Archaeology, Nova Scotia Museum.

Dr. Cottreau-Robins outlined the importance of protecting the archaeological resources located in the Landscape and its buffer. She indicated that the archaeological resources were directly linked to the reason for inscription of the Landscape on UNESCO's World Heritage List and it had been recommended during the assessment of the proposal for inscription that landowners should not be burdened with the cost of archaeological resource impact assessments (ARIA). It was noted that the provision of financial support for archaeological resource impact assessments would encourage landowners to consider the protection of archaeological resources before undertaking a development project. The Board had several questions and asked for clarifications from Dr. Cottreau-Robins. The Board appreciated the considerable background information provided by Dr. Cottreau-Robins.

The Board noted that the implementation of this initiative would require the development of a good communication strategy.

Since it is in the public interest to support this type of project, the Board suggested that after the one-year proposed pilot initiative, the Board could consider making the case for seeking funding from government sources in order to continue offering support for ARIAs.

On behalf of the Board, the Chair thanked Dr. Cottreau-Robins for her excellent presentation.

## **8. Committee Reports**

### **a. Education and Marketing**

Marilyn Perkins, Chair of the Education and Marketing Committee, presented her report. Marilyn noted that the EMC has recommended that the Board approve the opportunity to promote the Landscape with the *UNESCO World Heritage Site Review and Google Arts and Culture Platform*. The Board considered the motions put forward by the EMC as follows:

**MOTION:** To authorize the ED to make arrangements for the purchase of a one-page ad in the UNESCO World Heritage Review and a presence on the Google Arts and Culture Platform for World Heritage Sites. The costs of US\$3,500 to be shared equally between the Corporation and Parks Canada.

Moved by Géraldine Arsenault, seconded by Ernest Thibodeau

Motion carried; Resolution 21BOD.Jan.21.006

**MOTION:** To authorize the ED to launch a request for proposals (RFP), through the Province of Nova Scotia Tenders website and other channels, for a maximum amount including taxes and contingency of \$98,900 (\$73,900 ACOA and \$25,000 Corporation) for the development of a visitor experience concept and feasibility study for the View Park.

Moved by Gérald Boudreau, seconded by Marilyn Perkins

Motion carried; Resolution 21BOD.Jan.21.007

**MOTION:** To authorize the ED to establish a selection committee (Chair of the Board, Chair of the EMC, ED and technical specialist) to evaluate the proposals resulting from the RFP. The proposals will be assessed according to pre-established criteria and the selection committee will make a recommendation to the Board for the approval of the recommended contractor.

Moved by Géraldine Arsenault, seconded by Gérald Boudreau

Motion carried; Resolution 21BOD.Jan.21.008

**MOTION:** To receive the Education and Marketing Committee report as presented.

Moved by Emily Lutz, seconded by Anne Curry

Motion carried; Resolution 21BOD.Jan.21.009

**MOTION:** To authorize the Chair and the ED to sign a contribution agreement (\$73,900) with ACOA for the development of a visitor experience concept and feasibility study for the View Park.

Moved by Emily Lutz, seconded by Yvon Fontaine

Motion carried; Resolution 21BOD.Jan.21.010

### **12:05 p.m. – 12:30 p.m. Break for Lunch**

#### b. Governance and Nominating

Gérald Boudreau, Chair of the Governance and Nominating Committee, presented his report. He noted that the GNC had held three meetings since the last Board meeting and had made significant progress on a number of policies and committee terms of reference. Mr. Boudreau also noted that the GNC had developed draft role descriptions for the Chair, Vice-Chair, directors and committee chairs and that these documents would be presented to the Board as a package at an upcoming meeting.

**MOTION:** To approve the volunteer policy as presented.

Moved by Gérald Boudreau, seconded by Ernest Thibodeau

Motion carried; Resolution 21BOD.Jan.21.011

**MOTION:** To approve the volunteer service agreement as presented.

Moved by Gérald Boudreau, seconded by Anne Curry

Motion carried; Resolution 21BOD.Jan.21.012

**MOTION:** To approve the confidentiality and nondisclosure agreement as presented.

Moved by Gérald Boudreau, seconded by Ernest Thibodeau

Motion carried; Resolution 21BOD.Jan.21.013

**MOTION:** To appoint Andrew Murphy, Yvon Fontaine and Mark Bannerman as members of the Finance and Audit Committee with Andrew Murphy as chair of the committee for a three-year term ending March 31, 2023.

Moved by Gérald Boudreau, seconded by Ernest Thibodeau

Motion carried; Resolution 21BOD.Jan.21.014

**MOTION:** To appoint Marilyn Perkins, Juliana Barnard, Amy MacDonald and Jean-Pierre McLaughlin as members of the Education and Marketing Committee for one-year terms beginning April 1, 2021, with Marilyn Perkins as chair of the committee.

Moved by Gérald Boudreau, seconded by Géraldine Arsenault

Motion carried; Resolution 21BOD.Jan.21.015

**MOTION:** To appoint Anne Curry, Tony Bowron, Catherine Cottreau-Robins, Madelyn LeMay, Heather MacLeod-Leslie and David Smith as members of the Technical Advisory Committee for one-year terms beginning April 1, 2021, with Anne Curry as chair of the committee.

Moved by Gérald Boudreau, seconded by Yvon Fontaine

Motion carried; Resolution 21BOD.Jan.21.016, with Anne Curry abstaining.

**MOTION:** To appoint Gérald Boudreau, Anne Curry and Emily Lutz as members of the Governance and Nominating Committee for three-year terms, beginning April 1, 2021 to March 31, 2024, with Gérald Boudreau as chair of the committee.

Moved by Ernest Thibodeau, seconded by Marilyn Perkins

Motion carried; Resolution 21BOD.Jan.21.017

**MOTION:** To receive the Governance and Nominating Committee report as presented.

Moved by Yvon Fontaine, seconded by Andrew Murphy

Motion carried; Resolution 21BOD.Jan.21.018

c. Technical Advisory Committee

Anne Curry, Chair of the Technical Advisory Committee, presented her report. She noted that the TAC met on October 27 and December 8, 2020, and January 12, 2021, using Zoom. Anne informed the Board that after receiving feedback at the October 8 Board of Directors meeting, committee members had revised the proposal to provide financial support to landowners in the Landscape and buffer zone who may require archaeological assessments. She noted that such support aligns with the Corporation's mission statement: "To protect, preserve and promote the Landscape of Grand Pré UNESCO World Heritage Site." The Chair of the TAC presented the following motions for consideration by the Board:

**MOTION:** To allocate \$50,000 to a one-year project beginning April 1, 2021, to support landowners within the Landscape of Grand Pré and the buffer zone whose property is the subject of an archaeological resource impact assessment (and mitigation), as outlined in recommendations 2.1 and 2.2 of the TAC report.

Moved by Anne Curry, seconded by Gérald Boudreau

Motion carried; Resolution 21BOD.Jan.21.019

**MOTION:** To approve a project to support landowners within the Landscape of Grand Pré and the buffer zone whose property has been the subject of an archaeological resource impact assessment (Phases 1 or 2) since inscription of the World Heritage Site in 2012 by reimbursing them for their expenses up to a maximum of \$5,000 for each project as outlined in recommendations 2.1 and 2.2 of the TAC report) upon presentation of appropriate documentation.

Moved by Anne Curry, seconded by Marilyn Perkins,

Motion carried; Resolution 21BOD.Jan.21.020

Andrew Murphy asked for his vote against the motion to be recorded in the minutes.

**MOTION:** That the Finance and Audit Committee review the proposed financial process for supporting landowners within the Landscape and buffer zone whose land is or has been subject to an archaeological resource impact assessment (Phases 1 or 2).

Moved by Anne Curry, seconded by Yvon Fontaine

Motion carried; Resolution 21BOD.Jan.21.021

**MOTION:** To receive the Technical Advisory Committee report as presented.

Moved by Ernest Thibodeau, seconded by Marilyn Perkins

Motion carried; Resolution 21BOD.Jan.21.022

d. Finance and Audit Committee

Andrew Murphy, Chair of the Finance and Audit Committee (FAC), presented his report. The Board discussed the financial sustainability of the Corporation and asked the ED to prepare a paper for consideration by the FAC.

**MOTION:** To receive the Financial and Audit Committee report as presented.

Moved by Anne Curry, seconded by Ernest Thibodeau

Motion carried; Resolution 21BOD.Jan.21.023

**MOTION:** For the Board to meet before the end of March 2021 to discuss the 2021/2022 budget, office rental and financial sustainability of the Corporation.

Moved by Anne Curry, seconded by Gérald Boudreau

Motion carried; Resolution 21BOD.Jan.21.024

## 9. Board Calendar

Tabled until the March 2021 meeting (date to be confirmed)

## 10. Round Table

Gérald Boudreau informed the Board that the Société Promotion Grand-Pré had elected a new president.

## 11. In-Camera

No requirement for an in-camera session.

## 12. Confirm/Set next Board meetings

The Board of Directors established the following dates for the next Board meetings:

March (tba) 2021

April 22, 2021

June 17, 2021

## 13. Adjournment

**MOTION:** To adjourn the Board of Directors meeting at 2:05 p.m.

Moved by Gérald Boudreau

Motion carried; Resolution 21BOD.Jan.21.025

Signed by: \_\_\_\_\_

Géraldine Arsenault, Secretary