



Approved Minutes

Landscape of Grand Pré Inc. Board Meeting

9:00 a.m. - 01:00 p.m.

April 22, 2021, Via Zoom

**In attendance:**

Géraldine Arsenault  
Mark Bannerman  
Gérald Boudreau  
Anne Curry  
Yvon Fontaine

Emily Lutz  
Andrew Murphy  
Beverly Palmeter  
Marilyn Perkins  
Ernest Thibodeau

**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 9:05 a.m., having a quorum of directors in attendance.

**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 March 18, 2021
4. Actions arising from the minutes
5. Review of financial statements to February 28, 2021
6. Executive Director report
7. Committee reports
  - a. Education and Marketing
  - b. Finance and Audit

- c. Governance and Nominating
- d. Technical Advisory
- 8. Operational Plan; results for 2020/2021
- 9. ED Goals and Objectives
  - a) Accomplishments in 2020/2021
  - b) Proposed for 2021/2022

10. Board Calendar
  - a) 2020/2021
  - b) 2021/2022
11. Discuss Annual Meeting of Members
12. Round Table
13. Confirm/Set next Board meetings
14. In-camera session
15. Adjournment

**MOTION:** To approve the agenda for the April 22, 2021, Board of Directors meeting as circulated.  
Moved by Yvon Fontaine, seconded by Gérald Boudreau  
Motion carried; Resolution 21BOD.Apr.22.001

### **3. Approval of the Minutes of the Board of Directors Meeting held on March 18, 2021**

**MOTION:** To approve the minutes for the March 18, 2021, Board of Directors meeting as circulated.  
Moved by Andrew Murphy, seconded by Anne Curry  
Motion carried; Resolution 21BOD.Apr.22.002

### **4. Actions Arising from the Minutes**

- a) It was agreed that special efforts could be made to engage the youth from different cultural communities as part of the Province of Nova Scotia's celebration of the 2022 Heritage Day (February 21, 2022) focusing on the 10th anniversary of the inscription of the Landscape of Grand Pré on UNESCO's World Heritage List. It was noted that 2022 is also the 100th anniversary of the construction of the Memorial Church.
- b) The ED consulted McInnes Cooper regarding contract phrasing before signing a contract with EVOQ Strategies regarding the Visitor Experience Concept and Feasibility Study.
- c) The ED informed the landlord of the corporate office, that Landscape of Grand Pré Inc. would not renew its lease for 8-189 Dykeland Street in Wolfville, which expires September 30, 2021.
- d) The ED informed the consultant (re: governance workshop) that the Board had decided to wait until the pandemic emergency restrictions were relaxed in the fall in order to have a workshop in-person rather than a virtual one now.

### **5. Review of Financial Statements to February 28, 2021**

Helen Woodward, Finance Support, presented the financial statements to February 28, 2021.

**MOTION:** To receive the financial statements to February 28, 2021, as presented.  
Moved by Gérald Boudreau, seconded by Andrew Murphy  
Motion carried; Resolution 21BOD.Apr.22.003

## **6. Executive Director report**

The ED presented the report to the Board of Directors, with the following highlights:

### **a) Visitor Experience Concept and Feasibility Study**

The ED reported that the development of a Visitor Experience Concept and Feasibility Study was proceeding as scheduled and that considerable effort had been made by the consultants in developing a public engagement strategy which was shared with the Education and Marketing Committee. The consultants had begun engaging with local community organizations. In an effort to inform local area residents of the opportunity to participate in the development of the Visitor Experience Concept, the ED drafted a one-page flier which would be distributed locally. This flier includes the information which would be placed on the Corporation's website in both official languages.

The ED informed the Board that he was in the process of developing a news release to inform the broader public about this initiative and the possibility of providing input through a web platform which is being developed.

The ED encouraged directors to become involved with the process for developing a Visitor Experience Concept and share information about the engagement portal in their circles.

<https://grand-pre-site.in.howspace.com/?path=%2Fwelcome>

<https://grand-pre-site-fr.in.howspace.com/?path=%2Fbienvenue>

### **b) Meeting with Devour Studios**

The ED informed the Board that the Chair and himself met with Devour Studios (Lia Rinaldo and Michael Howell) on March 12, 2021, to discuss progress on the Devour Studios project to create a Centre for Cultural and Culinary Innovation at the former CUTS space/Pete's Fine Foods in Wolfville. Devour Studios plans to offer digital presentations with the space and invited the Corporation to participate. It was suggested that such an opportunity could be assessed as part of the Visitor Experience Concept and Feasibility Study that the Corporation is undertaking. It was agreed to include Devour Studios in the list of stakeholders to be consulted.

### **c) Community Engagement Coordinator**

The ED informed the Board that the Corporation had received funding from the Nova Scotia Department of Labour and Advanced Education to hire a coop student from Acadia University. The Corporation coordinated an advertisement of the position with Acadia University and an offer was made and accepted by Meredith Holland. Her term of employment would be from May 17 to August 20, 2021.

### **d) Application for a Registered Charity**

The Board was informed that McInnes Cooper was in the process of completing the development of an application for Registered Charity status to the Canada Revenue Agency.

#### e) Letter to Member Organizations

The ED prepared a letter for the Chair's signature which was sent to each member organization on February 5, 2021, informing them that Landscape of Grand Pré Incorporated was proceeding with the development of a Visitor Experience Concept and Feasibility Study for the Landscape of Grand Pré World Heritage Site.

#### f) Letter to Regulatory Authorities

The ED sent a letter to regulatory authorities on March 30, 2021, regarding periodic reporting and seeking input and support for the completion of a revised management plan for the Landscape of Grand Pré World Heritage Site.

**MOTION:** To receive the Executive Director report as presented.  
Moved by Emily Lutz, seconded by Yvon Fontaine  
Motion carried; Resolution 21BOD.Apr.22.004

### 7. Standing Committee Reports

#### 7a. Education and Marketing (EMC)

Marilyn Perkins, Chair of the standing committee, presented the EMC report which included:

- a) Dykeland Awareness Initiative;
- b) 10th anniversary of the inscription of the Landscape of Grand Pré and 100th anniversary of the construction of the Memorial Church of Grand-Pré;
- c) Visitor Experience Concept and Feasibility Study;
- d) Draft Work Plan for 2021/2022.

**MOTION:** That the Board approve the 2021/2022 work plan for the Education and Marketing Committee as presented.

Moved by Géraldine Arsenault, seconded by Emily Lutz  
Motion carried; Resolution 21BOD.Apr.22.005

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

Moved by Anne Curry, seconded by Gérald Boudreau  
Motion carried; Resolution 21BOD.Apr.22.006

#### 7b. Finance and Audit (FAC)

The Executive Director presented the FAC report which included the draft 2021/2022 work plan for the standing committee.

**MOTION:** To approve the 2021/2022 work plan for the Finance and Audit Committee as presented.  
Moved by Marilyn Perkins, seconded by Géraldine Arsenault  
Motion carried; [Resolution 21BOD.Apr.22.007](#)

**MOTION:** To receive the Finance and Audit Committee report as presented.  
Moved by Marilyn Perkins, seconded by Anne Curry  
Motion carried; [Resolution 21BOD.Apr.22.008](#)

### 7c. Governance and Nominating (GNC)

Gérald C. Boudreau, Chair of the standing committee, presented the report of the EMC which included:

- a) Draft role description for the Chair of LGPI
- b) Draft role description for the Vice-Chair of LGPI
- c) Draft role description for directors of the Board
- d) Draft terms of reference for sub-committees
- e) Draft role description for standing committee chairs
- f) Draft role description of standing committee members
- g) Draft Work Plan for 2021/2022.

**MOTION:** That the Board approve the role description for the Chair of LGPI, the role description for the Vice-Chair of LGPI and the role description for Directors of the Board of LGPI as presented.  
Moved by Gérald Boudreau, seconded by Anne Curry  
Motion carried; [Resolution 21BOD.Apr.22.009](#)

**MOTION:** That the Board approve the 2021/2022 work plan for the Governance and Nominating Committee as presented.  
Moved by Gérald Boudreau, seconded by Anne Curry  
Motion carried; [Resolution 21BOD.Apr.22.010](#)

**MOTION:** To receive the Governance and Nominating Committee report as presented.  
Moved by Andrew Murphy, seconded by Géraldine Arsenault  
Motion carried; [Resolution 21BOD.Apr.22.011](#)

### 7d. Technical Advisory (TAC)

Anne Curry, Chair of the standing committee, presented the report of the TAC. The Committee Chair informed the Board that she had recused herself from the sub-committee responsible for developing an RFP for archaeological resource impact assessments due to the perception of a possible conflict of interest.

The Board was informed that representatives of the Nova Scotia Department of Agriculture had made a

presentation to the TAC regarding the Nova Scotia Dykelands System Upgrades Project and the recent emergency repairs to the dykewalls on the northeastern side of the Grand Pré marshlands.

The Committee Chair presented the draft 2021–2022 work plan for the Technical Advisory Committee and indicated that the TAC may recommend an amendment.

**MOTION:** That the Board approve the Technical Advisory Committee's work plan for 2021/2022.

Moved by Anne Curry, seconded by Marilyn Perkins

Motion carried; Resolution 21BOD.Apr.22.012

**MOTION:** To receive the Technical Advisory Committee's report for 2021/2022.

Moved by Géraldine Arsenault, seconded by Gérald Boudreau

Motion carried; Resolution 21BOD.Apr.22.013

## **8. Operational Plan; Results for 2020/2021**

The ED presented the results achieved through the implementation of the first operational plan for the Corporation. It was noted that the ED should follow-up with each of the committees with the implementation of the Volunteer Policy approved by the Board. It was noted that the ED would be invited to participate in the guide training at Grand-Pré NHS and that the Community Engagement Coordinator would also be invited to follow the guide training program.

It was agreed that the ED would present the 2021/2022 operational plan at the next meeting of the Board. It was also recommended that next year, the operational plan be presented to the Board along with the budget in January.

## **9. ED Goals and Objectives**

(To be discussed as part of an *in-camera* session)

## **10. Board Calendar**

a) 2020/2021

b) 2021/2022

The ED presented the Board calendars for 2020/2021 and 2021/2022.

**MOTION:** That the Board receive the Board Calendar for 2020/2021.

Moved by Ernest Thibodeau, seconded by Anne Curry

Motion carried; Resolution 21BOD.Apr.22.014

**MOTION:** That the Board adopt the Board Calendar for 2021/2022

Moved by Gérald Boudreau, seconded by Marilyn Perkins

Motion carried; Resolution 21BOD.Apr.22.015

## 11. Discuss Annual Meeting of Members

The Board noted that the terms of office for Yvon Fontaine, Géraldine Arsenault and Mark Bannerman were due to expire in 2021. The ED will contact Parks Canada and the Province of Nova Scotia to inform them of the need to nominate a director for consideration by the AMM. The ED will also contact Yvon Fontaine to determine if he is willing to serve for an additional term.

The Board noted that the annual report for 2020/2021 should include the work of the standing committees and the progress made on a number of projects.

**MOTION:** That the Annual Meeting of Members be scheduled for either the 20th or 27th of August 2021. Moved by Gérald Boudreau, seconded by Ernest Thibodeau  
Motion carried; Resolution 21BOD.Apr.22.016

The Board asked the ED to send an email to the member organizations to seek their availability for the two dates suggested for the AMM.

## 12. Round Table

- a) Marilyn Perkins thanked Beverly Palmetter and the ED for their assistance with the work of the EMC. She indicated that she looks forward to working with EVOQ Strategies for the development of a Visitor Experience Concept and Feasibility Study. Marilyn indicated that she was involved in supporting Parks Canada's initiative to hire a Mi'kmaq student at Grand-Pré National Historic Site.
- b) Gérald Boudreau informed the Board that he had resigned as President of the Société Promotion Grand-Pré in December 2020. He explained that there has been changes in leadership, with Robert-Yves Mazerolle as Vice-President and acting president and Claude Boudreau as interim executive director. The Board asked Gérald to enquire about who the LGPI member representative would be.
- c) Géraldine Arsenault indicated Parks Canada had distributed a newsletter in the local communities to inform residents about what was happening at Grand-Pré National historic Site. She shared that EVOQ Strategies had reached out to Parks Canada regarding the development of a Visitor Experience Concept. Géraldine also explained that the oTENTiks project was delayed because of Covid-19 restrictions but that the trails and landscaping would proceed. She indicated that Parks Canada plans to open the National Historic Site this coming summer.
- d) Anne Curry informed the Board that through the work of the Technical Advisory Committee she had learned that the dyke walls and dyke roads were owned by the Grand Pre Marsh Body, which is unique in Nova Scotia. The Nova Scotia Department of Agriculture maintains the dyke walls.

## 13. Confirm/Set Next Board Meetings

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

June 17, 2021  
July 20, 2021  
September 16, 2021

**MOTION:** That the Board approve the dates for the next meetings of the Board.  
Moved by Gérald Boudreau, seconded by Géraldine Arsenault  
Motion carried; Resolution 21BOD.Apr.22.017

#### 14. In-camera Session

**MOTION:** For the Board to proceed to an *in-camera* session.  
Moved by Gérald Boudreau, seconded by Marilyn Perkins  
Motion carried; Resolution 21BOD.Apr.22.018

**MOTION:** For the Board to come out of an *in-camera* session.  
Moved by Anne Curry, seconded by Gérald Boudreau  
Motion carried; Resolution 21BOD.Apr.22.019

**MOTION:** That the Board approve the contracts for Administrative Support Services and Financial Support Services.  
Moved by Gérald Boudreau, seconded by Marilyn Perkins  
Motion carried; Resolution 21BOD.Apr.22.020

**MOTION:** That the Board approve the goals and objectives for the Executive Director for 2021/2022.  
Moved by Gérald Boudreau, seconded by Ernest Thibodeau  
Motion carried; Resolution 21BOD.Apr.22.021

#### 15. Adjournment

**MOTION:** To adjourn the Board of Directors meeting at 1:00 p.m.  
Moved by Gérald Boudreau.  
Motion carried; Resolution 21BOD.Apr.22.022

Signed by: \_\_\_\_\_  
Géraldine Arsenault, Secretary