



Approved Minutes  
Landscape of Grand Pré Inc. Board Meeting  
September 18, 2024  
Grand-Pré National Historic Site

**In attendance:**

Beverly Palmetter (Chair)  
Géraldine Arsenault  
Neil Boucher  
Beverly Boyd  
Cally Jordan  
Emily Lutz  
Cyrilda Poirier

**Others:**

Claude DeGrâce, Executive Director (ED)  
Amy MacDonald, Chair, EMC

**Regrets:**

Mark Bannerman

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

Beverly Palmetter, (Chair) of Landscape of Grand Pré Inc. (LGPI), welcomed the attendees and called the Board of Directors (Board) meeting to order at 12:45 p.m., having a quorum for the meeting. The Chair noted that Marilyn Perkins had retired from her work with Glooscap First Nation and resigned from the Board effective July 22, 2024. The Chair also informed the Board that René Gallant was moving out of the province for work and had resigned from the Board effective September 17, 2024.

**MOTION:** To accept the resignations of Marilyn Perkins and René Gallant.

Moved by Neil Boucher, seconded by Géraldine Arsenault

Motion carried unanimously; **Resolution 24BOD.September.18.001**

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

The Board agreed to add “Annual Meeting of Members” at number 6 and to move item 9 c) after item number 8. The agenda items were renumbered accordingly.

1. Welcome, verify quorum, call to order
2. Approval of the agenda
3. Approval of the minutes of the meeting held on May 9 and 10, 2024

4. Actions arising from the minutes
5. Review financial statements to 31 08 2024
- 6. Annual Meeting of Members**
7. Strategic planning and financial sustainability
8. Absenteeism at Board meetings
- Finance and Audit Committee report (10. c)**
9. Executive Director report
10. Standing committee reports
  - a) Education and Marketing
  - b) Executive
  - c) Governance and Nominating
  - d) Technical and Advisory
11. Board Calendar
12. Set the dates for the next Board meetings
13. Round Table
- 14. Adjournment**

**MOTION:** To approve the agenda as amended.

Moved by Beverly Boyd, seconded by Emily Lutz

Motion carried unanimously; **Resolution 24BOD.September.18.002**

### **3. Approval of the minutes of the meeting held on May 9 and 10, 2024**

It was agreed to remove two notes from the minutes. It was noted that the recording of minutes had significantly improved over the past year.

**MOTION:** To approve the minutes for the Board meeting held on May 9 and 10, 2024, as amended.

Moved by Cally Jordan, seconded by Géraldine Arsenault

Motion carried unanimously; **Resolution 24BOD.September.18.003**

### **4. Actions arising from the minutes**

The ED indicated that he had implemented the actions arising from the last meeting of the Board. It was suggested that in efforts to limit the number of emails to the Board, the ED should use Doodle to seek directors' availability for meetings.

### **5. Review financial statements to 31 08 2024**

The Board reviewed the financial statements to August 31, 2024, which had been circulated before the meeting. It was suggested that the ED follow-up regarding having an archaeological resource impact assessment (ARIA) for a development project at the junction of Highway 1 and

Grand Pré Road. The ED agreed to verify the details of the costs recorded under the strategic projects.

The Board discussed the investment portfolio and it was noted that while the Board has developed an investment policy, the portfolio manager has discretionary power to determine the nature of the investments based on the approved policy. It was noted that Landscape of Grand Pré Inc. has a conservative portfolio limiting investments in equity to 30%. This policy significantly reduced the fees charged by the portfolio manager. It was further noted that the portfolio manager meets regularly with the Board and the Finance and Audit Committee.

**MOTION:** To receive the financial statements to August 31, 2024.

Moved by Cally Jordan, seconded by Neil Boucher

Motion carried unanimously; **Resolution 24BOD.September.18.004**

## **6. Annual Meeting of Members**

The Chair noted that Parks Canada had nominated Géraldine Arsenault for election to the Board and that the Province of Nova Scotia had nominated Lara Morris. She noted that despite efforts by the ED to reach the Glooscap First Nation, no nominee had been submitted.

The Board discussed the merits of recording as deferred revenue the funds transferred to Landscape of Grand Pré Inc. by the Funding Trust. It was suggested that the Board may wish to discuss this matter with the auditor. In particular, the Treasurer asked to be able to discuss the significance of Note 3 on deferred revenue with the auditor, in the event he was not present at the AMM.

Regarding the annual report, the Chair noted that there had been questions raised by some local community members about the details concerning the financial information provided in the report.

While the majority of Directors approved fully and in advance of publication the 2023-24 Annual Report, it was noted that the Board has a multilayered accountability as the World Heritage Site is of international importance. In particular, the international community has certain expectations as to content and the local community looks to the annual report as its primary source of information. It was suggested that the auditor be provided an opportunity to check the annual report for the accuracy of financial information provided.

There was concern expressed about providing excessive information through the annual report as LGPI has other communications media, it was generally agreed that Directors having more time to review and provide input into the content of the report would be helpful.

### **7. Strategic planning and financial sustainability**

It was suggested that the Board consider the establishment of a subcommittee to address the financial sustainability of the Corporation once more work had been conducted regarding the review of the strategic plan. Since the strategic plan had been delayed, it was suggested that the subcommittee on financial sustainability might proceed contemporaneously and not wait for the strategic plan to be concluded. The concern was that the budgetary cycle would begin in January and February 2025 and it would be useful to have input into the budget for 2025-2026. It was agreed that this matter would be considered again following September 19, 2024, workshop regarding the strategic plan.

### **8. Absenteeism at Board meetings**

It was noted that the Board has struggled with some absenteeism and that the review of the Corporation's strategic plan may be an opportunity to invigorate participation at Board meetings. This matter has been discussed by the Governance and Nominating Committee and it has been suggested that having shorter quarterly meetings and developing consent agendas could help. Also, when possible, circulating standing committee reports more in advance and circulating comments before Board meetings may be useful. It was noted it was important that directors understand the need to make a commitment to attend Board meetings and in cases of repeated absenteeism, member organizations should be contacted.

The Board discussed how Board meetings discussions and standing committee reports could be focussed on the vision and mission of LGPI and the implementation of its strategic plan. It was suggested that the minutes of Executive Committee meetings be circulated to the Board of Directors and that there be more frequent communications resulting from meetings. It was agreed that this matter needs further discussion.

### **10. c) Finance and Audit Committee report**

Emily Lutz, Chair of the Finance and Audit Committee, informed the Board that the FAC had met with the auditor to review the audited financial statements for 2023/2024. It was noted that the auditor had spoken highly of the financial management of the Corporation.

It was noted that the recommendations of the FAC regarding the approval of the audited financial statements and the appointment of an auditor for 2024/2025 had been addressed by the Executive Committee.

It was agreed that the Finance and Audit Committee would meet with the Governance and Nominating Committee to discuss proposed amendments to the terms of reference of the FAC.

**MOTION:** To receive the report of the Finance and Audit Committee.

Moved by Cyrilda Poirier, seconded by Neil Boucher

Motion carried unanimously; **Resolution 24BOD.September.18.005**

## **12. Set the date of the next meeting of the Board**

It was agreed that the next virtual meeting of the Board would be set for September 26, 2024, at 9:00 a.m. or 3:00 p.m. depending on the availability of a new director nominee.

## **9. Executive Director (ED) report**

The ED presented his report to the Board. The ED indicated that he had been meeting regularly with consultants for the review and update of the Corporation's strategic plan including the development of a stakeholder survey which was distributed on September 11, 2024.

In mid-March 2024, LGPI submitted a funding application to the Municipality of the County of Kings for a Vision Grant for the implementation of phase one of the visitor experience concept. The Municipality informed the Corporation that a grant of \$14,300 had been approved. LGPI subsequently received a cheque in the amount of \$11,440 representing 80% of the approved amount.

As LGPI's funding request to the Government of Nova Scotia's Connect2 Program has not been approved, the ED followed up with the province to explore how the project to develop a connector trail from Grand Pré Wines to the Landscape of Grand Pré View Park could be funded. It was determined that as the Connect2 funding is supporting projects directly related to Active Transportation, the construction of the connector trail does not meet the funding criteria. It was suggested that LGPI could give further consideration to this project once the strategic direction of the Corporation has been established through the strategic plan review now underway. The Board suggested that the ED meet with Grand Pré Wines to explore funding options for the implementation of this project.

With the support of the Chair of the Technical Advisory Committee, the ED convened a meeting of the Grand Pre Marsh Body, the Nova Scotia Department of Public Works, Town of Wolfville and LGPI to consider the viability of a project regarding the adaptive use of the dyke walls closest to Wolfville for recreational use. In preparation for the meeting, a discussion paper had

been circulated to help prepare for the meeting which was held on July 26, 2024. The TAC's report to the Board provides more detailed information.

The ED participated in a panel discussion with travel writers from China, Japan, Korea and Mexico and welcomed the group for a visit to the Landscape in July. From August 12 to 15, the ED attended the CMA 2024 and managed an information booth to promote the Landscape of Grand Pré. The Board noted that local people are not necessarily aware of the World Heritage Site.

The Chair of the Board suggested that the ED could explore developing slide shows which would be recorded on Zoom as a way to provide information to the Board. It was suggested that the Board could invite a facilitator to discuss how LGPI can improve its standing committee, ED and financial reports to the Board. The Board agreed to consider these suggestions.

The Board received the ED's annual workplan and noted that the high performance, passion and dedication of the ED and his office (Tami McEvoy) is exemplary and much appreciated by the Board.

**MOTION:** That the Board receive the report of the Executive Director as presented.

Moved by Géraldine Arsenault, seconded by Neil Boucher

Motion carried unanimously; **Resolution 24BOD.September.18.006**

## **10. Standing committee reports**

### **a) Education and Marketing (EMC)**

Amy MacDonald, Chair of the EMC, presented the report of the Education and Marketing Committee. It was noted the Historic Sites and Monuments Board of Canada (HSMBC) had informed the Corporation that its application to designate J.F. Herbin as a person of national significance had not been recommended. It was suggested that LGPI could consider putting forward a recommendation to the HSMBC to recognize the contribution of women (whose contributions have historically been underrepresented) in the Landscape Grand Pré, such as Annie Stuart (who among other things, had been National President of the Women's Institute). The Chair of the EMC noted that national designations are only one of the avenues that can be explored but that one could consider seeking recognition at the provincial and municipal levels.

It was suggested that the ED inform the Wolfville Historical Society and the Town of Wolfville regarding the HSMBC decision regarding J.F. Herbin.

The Board was informed that the 100<sup>th</sup> anniversary of the Deportation Cross had been marked by public presentations during Acadian Days; through monologues during the summer and a commemorative event at Horton Landing.

**MOTION:** That the Board receive the report of the Education and Marketing Committee as presented.

Moved by Beverly Boyd, seconded by Cyrilda Poirier

Motion carried unanimously; **Resolution 24BOD.September.18.007**

#### **b) Executive Committee (EC)**

Beverly Palmeter, Chair of the EC, presented the report of the Executive Committee.

**MOTION:** That the Board of Directors confirm the decisions of the Executive Committee as outlined in the report.

Moved by Beverly Boyd, seconded by Cyrilda Poirier

Motion carried unanimously; **Resolution 24BOD.September.18.008**

**MOTION:** That the Board receive the report of the Executive Committee.

Moved by Géraldine Arsenault, seconded by Neil Boucher

Motion carried unanimously; **Resolution 24BOD.September.18.009**

#### **d) Governance and Nominating (GNC)**

Cally Jordan, Chair of the Governance and Nominating Committee presented the report of the GNC. It was noted that the review of terms of reference for standing committees was almost complete. The GNC regrets the resignation of René Gallant who brought considerable experience to the work of the Committee. The Chair of the GNC indicated that the by-laws are in good shape and that we simply need to consider some legal questions.

The Board was informed that a new conflict of interest policy had been drafted and a revised code of conduct had been prepared. It was noted that the existing communication policy needed revision and that the GNC has spent considerable time amending it.

The terms of reference for the FAC have been reviewed. It was noted that the review is not complete and that a joint meeting of the GNC and FAC could resolve any issues and avoid the proliferation of standing committees. It was noted that a volunteer was required to sit on the GNC.

The Board considered a motion of the GNC to limit the term of the Chair of the Board to five consecutive terms.

**MOTION:** To table the motion of the GNC regarding the term of the Chair of the Board until the next quarterly meeting of the Board.

Moved by Géraldine Arsenault, seconded by Cyrilda Poirier

Motion carried unanimously; **Resolution 24BOD.September.18.010**

**MOTION:** That the Board receive the report of the GNC as presented.

Moved by Neil Boucher, seconded by Géraldine Arsenault

Motion carried unanimously; **Resolution 24BOD.September.18.011**

#### **e) Technical and Advisory (TAC)**

Beverly Boyd, Chair of the TAC, presented the report of the Technical Advisory Committee. It was noted that the TAC report had been read by the Board and contained helpful information.

**MOTION:** That the Board receive the report of the Technical Advisory Committee as presented.

Moved by Neil Boucher, seconded by Cyrilda Poirier

Motion carried unanimously; **Resolution 24BOD.September.18.012**

#### **11. Board Calendar**

It was agreed to table this item until the next quarterly meeting of the Board.

#### **12. Round Table**

No discussion to report.

#### **13. Set the dates for the next Board meetings.**

Already addressed.

#### **14. Adjournment**

**MOTION:** That the meeting be adjourned at 5:00 p.m.

Moved by Géraldine Arsenault, seconded by Beverly Boyd

Motion carried unanimously; **Resolution 24BOD.September.18.013**

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Géraldine Arsenault

Secretary

**Resolution 24BOD.December.04.003**