



Approved Minutes
Landscape of Grand Pré Inc. Board Meeting
December 4, 2024
Grand-Pré National Historic Site

In attendance:

Beverly Palmetter (Chair)
Géraldine Arsenault
Neil Boucher
Beverly Boyd
Cyrilda Poirier
Lara Morris

Others:

Claude DeGrâce, Executive Director (ED)
Tami McEvoy, Administrative Support
Tom Dalmazzi, Consultant

Regrets:

Emily Lutz

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 09:10 a.m., having a quorum for the meeting. The Chair invited the directors to introduce themselves to Lara Morris. The Chair informed the directors that Cally Jordan had tendered her resignation from the Board effective November 16, 2024. She also noted the possible upcoming resignation of Emily Lutz due to changes within her role at the Municipality of the County of Kings.

MOTION: To accept the resignation of Cally Jordan from the Board of LGPI.

Moved by Beverly Boyd, seconded by Cyrilda Poirier

Motion carried; **Resolution 24BOD.December.04.001**

Abstention by Lara Morris as the Province of Nova Scotia is in caretaker mode during elections.

2. Review and approval of the agenda

1. Welcome, verify quorum, call to order (5 min)
2. Approval of the agenda (5 min)
3. Approval of the minutes of the meetings held on September 18 and 26, 2024
4. Actions arising from the minutes (10 min)
5. Strategic plan review (1 hour)

6. Appointment of vacant positions (15 min)
7. Review financial statements to 31 10 2024 (10 min)
8. Executive Director report (15 min)
9. Standing committee reports (30 min)
 - a) Education and Marketing
 - b) Executive
 - c) Finance and Audit
 - d) Governance and Nominating
 - e) Technical and Advisory
10. Board Calendar (5 min)
11. Set the dates for the next Board meetings (10 min)
12. Round Table (10 min)
13. Adjournment

MOTION: To approve the agenda as presented.

Moved by Neil Boucher, seconded by Géraldine Arsenault

Motion carried unanimously; **Resolution 24BOD.December.04.002**

3. a) Approval of the minutes of the meeting held on September 18, 2024.

The Board considered several proposed changes to the minutes including suggestions made regarding the presentation of the committee reports, ED report and financials within the minutes and agreed action items for an additional paragraph on page 7 to read: “The Board received the ED’s annual work plan 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.”

The Board also discussed the modifications to the GNC report to the Board suggested by Cally Jordan. After thorough and careful consideration and reference to the approved Policy Regarding Minutes, the Board agreed to retain the original text of the drafted September 18, 2024, minutes. Further consideration was given to the note regarding the resolution 24BOD.September.18.009. and following discussion it was agreed that the motion should read: “To table this motion until the next quarterly meeting of the Board.”

MOTION: To approve the minutes for the Board meeting held on September 18, 2024, as amended.

Moved by Géraldine Arsenault, seconded by Cyrilda Poirier

Motion carried unanimously; **Resolution 24BOD.December.04.003**

b) Approval of the minutes of the meetings held on September 26, 2024

On page 15, item 5a) modified to read: “After serving on the Educating and Marketing Committee (EMC) for five years, Beverly Boyd is looking forward to the office of Vice-Chair and continuing to serve on the Technical Advisory Committee (TAC).”

MOTION: To approve the minutes for the Board meeting held on September 26, 2024, as amended.

Moved by Géraldine Arsenault, seconded by Neil Boucher

Motion carried unanimously; **Resolution 24BOD.December.04.004**

4. Actions arising from the minutes

The ED confirmed the completion of the actions arising from the minutes of the September 18 and 26, 2024, Board meetings:

- a) 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 checked with the owner of the property and it was determined that a building permit had not yet been issued for this project.*
- b) The ED agreed to verify the details of the costs recorded under the strategic projects. *This was done.*
- c) 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. *The minutes of the November 21, 2024, meeting of the Executive Committee have been circulated to the Board.*
- d) 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 ED informed both the WHS, the Town of Wolfville and members of the Kings Hants Heritage Connections Committee that the HSMBC had not retained the proposal of LGPI to nominate J.F. Herbin as a person of national significance.*
- e) *The ED informed the Royal Bank of the changes in bank signing officers and a new master agreement was prepared and signed.*
- f) In order to address the concerns of the Grand Pré & Area Community Association as expressed through numerous emails and comments at the recent Annual Meeting of Members, it is recommended that the Board invite the Board of Directors of the Grand Pré & Area Community Association for an in-person meeting. *An initial letter was drafted, reviewed by the Board and sent to the President of the GPACA. A second letter was drafted and sent to the GPACA in response to questions raised.*

Break 10:00 a.m. - 10:10 a.m.

5. Strategic Plan

Tom Dalmazzi, consultant, presented the draft strategic plan to the Board. This led to an in-depth discussion regarding each of the sections within the plan:

- a) Make necessary modifications to reflect the approved objectives of LGPI.
- b) The clarification of the upper and lowercase use of the letter “L” for Landscape of Grand Pré when referring to the Corporation or the physical landscape.
- c) The Vision and Mission statements were further refined.

- d) It was agreed to date the plan 2025 - 2030.
- e) Include a list of acronyms.
- f) Refer to the definition of the term “alive.”
- g) Modify item number 3 on page 8 and consider not using the term “stakeholder.”
- h) On page 9, include “Leadership” as the first core value.
- i) On page 10, remove the situation analysis section.
- j) Use the term “Actions” instead of “Objectives” in the strategic priorities.

In Strategic Priority A, *Protection and Preservation of the Landscape*, actions to include the Dykeland System Upgrades Project (DSUP) and the development of a display/exhibit, and the implementation of the management plan priorities.

Operational priorities were discussed and it was agreed that LGPI needs to develop an optimal organizational model and create a continuity plan to protect the organization in the event of change.

It was noted that while the Mi'kmaq had not provided input into the development of the strategic plan, the Board welcomes their participation and will endeavour to seek the involvement of the Glooscap First Nation in the implementation of the plan.

MOTION: To continue the Board meeting in-camera.
Moved by Beverly Boyd, seconded by Cyrilda Poirier
Motion carried unanimously; **Resolution 24BOD.December.04.005**

MOTION: To exit in-camera and resume the Board meeting.
Moved by Géraldine Arsenault, seconded by Cyrilda Poirier
Motion carried unanimously; **Resolution 24BOD.December.04.006**

MOTION: The Board awards a one-time performance bonus to the ED equivalent to one week's salary in recognition of his exemplary performance in 2024.
Moved by Cyrilda Poirier, seconded by Neil Boucher
Motion carried unanimously; **Resolution 24BOD.December.04.007**

6. Appointments to vacant positions

The Chair informed the Board that pursuant to the by-laws, each member organization is entitled to nominate one individual for election by a majority vote to the Board of Directors for a three-year term. The Chair explained that the member representatives would be contacted to arrange for a virtual meeting to elect new directors.

The Chair called for nominations for the office of Treasurer three times, Géraldine Arsenault was nominated by Neil Boucher and secondly by Beverly Boyd. Géraldine Arsenault confirmed interest of holding the office of Treasurer on a temporary basis in addition to the office of Secretary.

MOTION: To appoint Géraldine Arsenault to the office of Treasurer for the LGPI.

Moved by Beverly Boyd, seconded by Neil Boucher

Motion carried unanimously; **Resolution 24BOD.December.04.008**

The Chair declared Géraldine Arsenault as the Treasurer and Secretary for a temporary period of approximately 6 months.

7. Adjournment

The Chair adjourned the meeting at 2:30 p.m. It was agreed that the meeting would resume virtually on December 12, 2024, at 9:00 a.m.

Approved Minutes
Landscape of Grand Pré Inc. Board Meeting
December 12, 2024
Via Zoom

In attendance:

Beverly Palmetter (Chair)

Géraldine Arsenault

Beverly Boyd

Cyrilda Poirier

Others:

Claude DeGrâce, Executive Director (ED)

Tami McEvoy, Administrative Support

Regrets:

Neil Boucher

Emily Lutz

Lara Morris

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 09:10 a.m., having a quorum for the meeting. As this Board meeting was a continuation of the December 4, 2024, meeting, the Board resumed addressing the agenda items left on the agenda.

Review and approval of the agenda

1. Welcome, verify quorum, call to order (5 min)
2. Review financial statements to 31 10 2024 (10 min)
3. Executive Director report (15 min)
4. Standing committee reports (30 min)
 - a. Education and Marketing
 - b. Executive
 - c. Finance and Audit
 - d. Governance and Nominating
 - e. Technical and Advisory
5. Board Calendar (5 min)
6. Set the dates for the next Board meetings (10 min)
7. Round Table (10 min)
8. Adjournment

2. Review financial statements to October 31, 2024

The Board reviewed the financial statements to October 31, 2024, which had been circulated before the meeting. The ED presented the financial statements and answered questions regarding budget versus actual spending and investment income.

It was confirmed that the Beverly Palmeter, Cyrilda Poirier and Claude DeGrâce remain the official signing officers of LGPI with RBC.

The Chair suggested LGPI apply to the Canada Summer Jobs program by the December 19, 2024, deadline to recruit up to 3 students/young adults for summer activities related to raising awareness of the Landscape of Grand Pré and providing heritage presentation programs.

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

Moved by Cyrilda Poirier, seconded by Géraldine Arsenault

Motion carried unanimously; **Resolution 24BOD.December.12.001**

3. Executive Director report

The ED presented his report to the Board.

1. A request for proposals for the renewal of the visitor experience has been prepared. The project will include development and installation of visitor welcome and orientation signs as well as interpretive panels. It was decided that this project should proceed before the proposed branding and communications exercise. The ED indicated that three (3) qualified Nova Scotia designers would be invited to submit proposals.
2. Three workshops were held with the consultant from September to November to draft the strategic plan for final review by the Board.
3. Addressed correspondence and conducted meetings regarding GPACA's concern about the financial sustainability of LGPI.
4. Goals and objectives include the strategic plan review, public engagement, management plan and collaborative opportunities for stewardship.

MOTION: That the Board authorize the Executive Director to award a contract up to a value of \$50,000 for the development of welcome and orientation signs and interpretive panels as part of the renewal of the visitor experience of the Landscape of Grand Pré World Heritage Site.

Moved by Beverly Boyd, seconded by Cyrilda Poirier

Motion carried unanimously; **Resolution 24BOD.December.12.002**

4. Standing committee reports

a). Education and Marketing

The report of the Education and Marketing Committee (EMC) which met virtually on November 19, 2024, had been circulated before the meeting.

1. The Municipality of the County of Kings has confirmed its plans to extend the Harvest Moon Trailway to Hortonville. LGPI's contribution to the project will be carried over to 2025/2026.

2. The trail from Grand Pré Wines to the View Park project does not meet program criteria but continues to be a priority for both Grand Pré Wines and the LGPI. The ED will explore other funding options.
3. The Landscape video was launched on October 26, 2024, at the Al Whittle Theater as part of the Devour Food and Film Fest. LGPI approved a sponsorship of \$3,000 for the event which included the promotion of the video and hosting the *Tour de l'Acadie Bike Ride* of the Landscape of Grand Pré World Heritage Site.
4. There was a relatively low turnout for the community BBQ this year. Total costs of the event, excluding in-kind support, were \$13,664. The Board agreed that LGPI should not be spending that much money for such a small community event and that other options should be considered such as having an annual event at different locations in collaboration with other established local events which draw large crowds.
5. The production of a Landscape of Grand Pré booklet project will be undertaken once the branding exercise for the World Heritage Site has been completed.

b). Executive

Beverly Palmetter, Chair of the Executive Committee (EC) presented the report of the EC which met virtually on November 21, 2024.

1. Géraldine Arsenault accepted an appointment as Field Unit Superintendent for Parks Canada in Prince Edward Island and has agreed to remain on the Board until such a time as there is a special meeting of members to elect new directors.
2. Cally Jordan resigned from the Board effective November 16, 2024. The GPACA has been invited to put forward a nominee to complete the term of office of Cally Jordan (2025 AMM).
3. The Glooscap First Nation has been invited to identify a nominee for the Board.
4. The Municipality of the County of Kings is expected to identify a new director nominee.
5. A special meeting of members will be convened to elect the new directors once member organizations identified their director nominees.
6. The Board must fill the office of Treasurer, chair of the GNC and possibly appoint an additional bank signing officer.
7. November 7, 2024, letter from the President of the Grand Pré & Area Community Association. It was agreed that no further action was required and that the letter would be included in the documentation for the next Board meeting.
8. The EC agreed that the ED would respond to emails received from the GPACA member representative. It was suggested that the ED would indicate that if the member representative feels that the minutes do not fully reflect the business conducted at the AMM held on September 19, 2024, he can propose an amendment and circulate it to the other member representatives. Any amendment would be considered at the next meeting of members as part of the approval of minutes.
9. It was agreed that closing the Grand Pré UNESCO Funding Trust was the responsibility of the trustees.
10. The proposed branding initiative should not delay the current visitor experience renewal project.

MOTION: That the Board confirms the decisions of the Executive Committee as outlined in the report of the EC.

Moved by Cyrilda Poirier, seconded by Géraldine Arsenault

Motion carried unanimously; **Resolution 24BOD.December.12.003**

c). Finance and Audit

The Finance and Audit Committee (FAC) did not meet since the last meeting of the Board. The members of the FAC attended a meeting of the GNC on November 4, 2024.

d). Governance and Nominating

The Chair presented the report of the Governance and Nominating Committee (GNC) which met virtually on November 4, 2024. The three members of the FAC (Emily Lutz, Lara Morris and Cyrilda Poirier) as well as Andy Forse, Kent & Duffett Chartered Professional Accountants, also attended the meeting.

It was determined that the Board could consider the following options for the audit and finance functions:

1. Establish a separate audit committee.
2. Have the Board serve as the audit committee.
3. Establish a separate finance committee.
4. Have the Executive Committee serve as the finance committee.

e). Technical and Advisory

Beverly Boyd, Chair of the Technical Advisory Committee (TAC), presented the report of the TAC.

The Province of Nova Scotia confirmed in September 2024 that 30% of the design for the Dykeland System Upgrades Project (DSUP) is completed with an expected update in the new year.

1. The Town of Wolfville is exploring the adaptive use of the dyke wall for a walking/cycling trail and considering responsibilities for maintenance. It is expected that the Town will be sending a letter to LGPI seeking support for the project.
2. The review of the draft archaeology strategy is awaiting comments from the Mi'kmaw representative and Parks Canada before it is presented to the TAC for review and to the Board for final approval.
3. Information management regarding past and current archaeological research in the Landscape and its buffer zone may require a dedicated resource to collate all of the information.

MOTION: To receive the reports of the ED, EMC, EC, GNC and TAC.

Moved by Beverly Boyd, seconded by Cyrilda Poirier

Motion carried unanimously; **Resolution 24BOD.December.12.004**

5. Board Calendar

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

6. Set the dates for the next Board meetings

The ED will seek the directors' availability for a virtual Board meeting during the weeks of January 26 and February 3, 2025.

7. Round Table

No discussion to report

8. Adjournment

The Chair adjourned the meeting at 10:30 a.m.

Géraldine Arsenault
Secretary

Resolution25BOD.February.06.002