



## Advisory Board Meeting/ *Réunion du comité consultatif* Agenda / *Ordre du jour*

June 4<sup>th</sup>, 2009 / *4 juin 2009*

Grand-Pré national historic site of Canada /  
*Lieu historique national du Canada de Grand-Pré*

1 pm – 3 pm / 13 h à 15 h

Chair/ *Président de session*: Gérald C. Boudreau

1. Welcome / *Mots de bienvenue*
2. Approve agenda / *Approbation de l'ordre du jour*
3. Approve minutes from previous meetings / *Approbation des notes de la réunion précédente*
4. For discussion and approval / *Pour discussion et approbation*:
  - a) Economic impact study (Dr. Brian Van Blarclom report) / *Étude d'impact économique (rapport de Dr. Brian Van Blarclom)*
  - b) Budget / *budget*
  - c) Project management / *gestion de projet*
  - d) Revised Advisory Board terms of reference / *Termes de référence révisés*
5. For information / *Pour information* :
  - a) Financial and administrative report / *Rapport administratif et financier*
  - b) Community engagement and planning report (verbal) / *Rapport sur la participation communautaire et la planification (verbal)*
  - c) Project Manager's report and progress report / *Rapport du gestionnaire de projet et rapport sur l'avancement du projet*
  - d) Tax study (verbal) / *étude sur les taxes (verbal)*

e) Management working group report (verbal) / *Rapport sur le groupe de travail de gestion (verbal)*

6. Other business / *Autres affaires*

7. Open floor (time limited by chair)/ *Plénière (temps limité par le président de session)*

8. Next meeting / *Prochaine réunion*

9. Adjournment / *Levée de séance*



## Advisory Board Meeting/ *Réunion du comité consultatif* Minutes

May 7, 2009 / 7 mai 2009

Grand-Pré national historic site of Canada /  
*Lieu historique national du Canada de Grand-Pré*

### Voting Members Present

Erin Beaudin	Kings Community Economic Development Agency
Gerald Boudreau	Société nationale de l'Acadie (SNA)
Stan Surette	Société promotion Grand-Pré (SPGP)
Beth Keech	Kings Hants Heritage Connection
Robert Palmeter	Grand Pre Marsh Body
Dianna Brothers	Municipality of Kings County
Greg Young	Eastern Kings Chamber of Commerce
Hanspeter Stutz	Community Member at large
Barbara Kaiser	Community Member at large

### Ex-officio Members Present

Bill Greenlaw	NS Department of Tourism, Culture and Heritage
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### Alternate Members Present

Marianne Gates	Kings Community Economic Development Agency
Christophe Rivet	Parks Canada
Victor Tetrault	Société promotion Grand-Pré (SPGP)
Louise Watson	Nova Scotia Rural and Economic Development

### Resource Members Present

Chrystal Fuller	Municipality of Kings County- Planner
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### Voting Members Absent

Chief Shirley Clarke	Glooscap First Nation
Liz Morine	Destination Southwest Nova Scotia

### Ex-officio Absent

Neal Conrad	Nova Scotia Economic Development
Vaughne Madden	NS Office of Acadian Affairs(OAA)
Claude DeGrace	Parks Canada
Brian Banks	Atlantic Canada Opportunities Agency (ACOA)
Neal Conrad	Nova Scotia Rural and Economic Development

2 community members were present in the audience.

Chair/ *Président de session*: Gerald Boudreau

1. Welcome / *Mots de bienvenue*
  - Gerald Boudreau called the meeting to order at 1:00pm.
  - It was noted that this meeting, originally scheduled for April 2, was postponed due to the untimely death of Advisory Board member and local County Councillor, Mr. John Fuller.
  - Gerald noted the exceptional support and dedication of Councillor Fuller to the Nomination Grand Pre project and as such a one minute period of silence was observed in his honour.
2. Approve agenda / *Approbation de l'ordre du jour*
  - The agenda was approved by consensus.
3. Approve minutes from previous meetings / *Approbation des notes de la réunion précédente*
  - The minutes were approved with spelling changes.
4. For discussion and approval / *Pour discussion et approbation*:
  - a) Report and recommendation on Advisory Board co-chair positions / *Rapport et recommandation sur les postes de co-présidents du comité consultative*
    - Chrystal Fuller referred to the included report from the steering committee.

**Recommendations as follows:**

- The Steering Committee is recommending that the structure of the UNESCO Advisory Board and Steering Committee be changed so that the co-chair position currently held by Kings CED be replaced by a representative of the local community.
- It is further recommended that the Steering Committee be tasked with drafting the amendments the Terms of Reference for the Advisory Board and the Steering Committee to reflect this structural change and these be adopted at the next regular Advisory Board meeting.
- It is further recommended that advertisements be placed in the local paper and a flyer be distributed to all households asking for individuals to submit an application for the co-chair position.
- It is further recommended that the steering committee develop a job description and criteria for evaluating the submissions. The Advisory Board, upon receipt for a recommendation from the Steering Committee, shall appoint the new Co-chair.
- Finally, it is recommended that Kings CED remain a voting member of the Advisory Board and Steering Committee and that Kings CED and Erin Beaudin be recognized for their excellent work to date.

**Motion:**

Be it resolved that the Advisory Board accepts these recommendations of the Steering Committee.

**Discussion:**

- Hanspeter fully supports this recommendation and will promote the chair position in the community.
- Barb Kaiser requested that the Steering Committee be forwarded the criteria to the Advisory Board for comment. These will assist the Board to promote the position in the community.

- Robert Palmetier was concerned that the timeframe was tight.
- Chrystal indicated the Steering Committee will have a recommendation for the Advisory Board to appoint the new co-chair at the July 9<sup>th</sup> meeting.
- Gerald indicated that as this is a policy decision and therefore consensus is from the Advisory Board is required.

**Motion: Approved by consensus**

- b) Report and recommendation regarding project communication and public relations - Update on the recent media coverage / *Rapport et recommandation concernant les communications et les relations publiques du projet - mise à jour sur la récente couverture médiatique*
    - Erin Beaudin requested on behalf of the Steering Committee that this report be removed as things have changed since this report was prepared. The Steering committee will review the requirement for communications and bring further recommendations to the Board.
    - Gerald reported that an anonymous donor from the Acadian Community in Nova Scotia has provided \$10,000 towards the Nomination Grand Pre Project for assistance with communications to the worldwide Acadian community.
  - c) Role and functioning of the Advisory Board / *Rôle et opération du comité consultative*
    - Chair Gerald reaffirmed that the Advisory Board's function is to decide on policy. The Steering Committee is similar to an executive and completes the day to day project tasks.
    - Barb Kaiser asked that the Board be informed as much in advance as possible to enable them to have time for consideration.
    - Erin indicated that the new community chair will be invited to sit on the Steering Committee.
5. For information / *Pour information* :
- a) Financial and administrative report / *Rapport administratif et financier*
    - Erin submitted the financial statement for March 31, 2009.
  - b) Community engagement and planning report / *Rapport sur la participation communautaire et la planification.*
    - Chrystal indicated that the Project Planner's report was submitted.
    - Chrystal reported that the UNESCO process and the community plan process were at the point of merging.
    - The Community Workbook Summary Report is on the municipal website.
    - A draft community plan will be ready in July.
    - There continues to be confusion in the community over how a UNESCO designation will impact the local community.
    - In response, a facilitated community meeting as held on May 5, 2009.
    - Approximately 60-75 people attended.

- An experienced facilitator from Wolfville was hired to facilitate the meeting and Erin and Chrystal answered audience questions.
- The Steering Committee will determine responses and conduct studies as required. A similar community meeting will, be held on the fall, 2009.
- Beth thanked Erin and Chrystal.
- Hanspeter noted that the meeting was a positive step and in particular noted that residents who had never attended previous meetings came out for this session. He also noted that the community would like the opportunity to vote on whether or not a UNESCO designation should be sought.
- Chrystal responded that a vote might be possible but would best occur when more definite answers are determined to enable residents to make an fully informed decision.
- Gerald commented that 100% consensus on a project is not possible. He noted that the process must follow democratic principals.
- Chrystal reported that this is a natural process as residents continue to become more informed about the project.
- Erin indicated that at the meeting, a local resident volunteered for the Management Working Group which was a very positive result.
- Erin reported that since our last meeting the open house and panel discussion to promote the OUV Report was held. About 50 attended the panel and heard about living with a UNESCO designation from representatives from Joggins and Lunenburg.
- Hanspeter noted that the issue of insuring that the OUV is understood was important as some press highlighted the Acadian story instead of the entire OUV.
- Greg asked that any community meeting information be sent to the Board.
- Christophe indicated that he will ensure the Board is informed and will also send brief speaking notes to the Board and other individuals as required, example Warden Whalen. Spokespersons for the board should be provided to the media for comments from the Board.
- Dianna indicated that the motion to support the project was deferred for more information by County of Kings Council.
- Erin clarified that this motion was a request from the Kings CED Board sent to all municipal units asking for support of the project to provide support to the County of Kings.
- Beth wanted to stress that although there was some negative media, the silent majority was in support of the project.
- Louise asked about the Parks Canada Strategic Plan process.
- Christophe indicated that there will be some targeted stakeholder meetings organized by Parks Canada later in May. He does not see any conflict with the UNESCO project.

c) Project Manager's report and progress report / *Rapport du gestionnaire de projet et rapport sur l'avancement du projet*

- Christophe noted that two reports were circulated and work has continued since the reports were filed for the meeting scheduled for April.
- The comparative analysis has started using 3 Dutch, 1 French, 1 American and 1 Canadian expert. This analysis should be completed by September.
- The Archaeological research will take place for 9 weeks from May-August and a report will be ready for this fall.
- The dossier has been started with the table of contents completed and the OUV and boundary sections started.
- The Management Working group will begin this May and is expected to review the threats to the OUV.
- The project will have a presence at the Acadian Congress in New Brunswick this summer.
- A letter has been sent to the Glooscap First Nation to request the Steering Committee provide a progress report to insure this group is informed of the project progress.
- Erin indicated that there is interest from the Annapolis Valley First Nation Group. Kings CED will continue working with this group.

6. Other business / *Autres affaires*

- Beth Keech asked that the project look at paying for use of the Horton Hall.
- Robert indicated that the standard rate should be paid when the Hall is used.
- Chrystal indicated that much of the use has been by the planning process and she will ensure the Hall is compensated.
- Beth indicated that several community members expressed interest in the jackets provided to the Board. The steering committee will review possible sale of image-wear at the National Historic Site gift shop.

7. Open floor (time limited by chair) / *Plénière (temps limité par le président de session)*

- No comments

8. Next meeting / *Prochaine réunion*

- The next two meetings will be held on June 4 and July 9, 2009.

9. Adjournment / *Levée de séance*

- The meeting was adjourned at 2:25pm



**TO: Nomination Grand Pré Advisory Board**

**From: Christophe Rivet, Project Manager**

**Date: June 4<sup>th</sup>, 2009**

**RE: Project Management**

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## **Background**

Parks Canada has provided the project management capacity for the successful delivery of the nomination proposal for Grand Pré. The tasks of the Project Manager include:

- sitting on the Steering Committee and the Advisory Board;
- develop, implement, and update as needed a project timeline;
- identify necessary resources for the delivery of the specific components of the project;
- facilitate the coordination of the different aspects of the project (communication, administration, consultation, content);
- provide guidance on the interpretation of UNESCO's requirements;
- coordinate expert input;
- produce key components of the nomination proposal;
- organise and participate in stakeholder engagement activities;
- serve as a point contact for media relations;
- provide regular reports to the Advisory Board;
- coordinate ongoing review by the Canadian Delegation;

## **Issue**

The current roles and responsibilities are deemed by the Steering Committee to be too much for a single individual. The roles and responsibilities of the Project Manager need to be divided to ensure greater success in delivery of the nomination proposal.

## **Rationale**

The project is entering a phase where the attention to content and building support are critical while the need to be attentive to carrying out the coordination of the delivery of each component will increase.



## **Proposal**

The responsibilities of managing the project will be divided in two. The position of Project Manager will continue to be provided in kind by Parks Canada. The position of Project Coordinator is a part-time position and will focus on the effective coordination of the different components of the project and provide support in public relations.

### ***Job description for Project Manager***

The Project Manager would maintain the responsibilities of:

- sitting on the Steering Committee and the Advisory Board;
- providing guidance on the interpretation of UNESCO's requirements;
- coordinating expert input;
- producing key components of the nomination proposal;
- organising and participate in stakeholder engagement activities;
- serving as a point contact for media relations;
- coordinating ongoing review by the Canadian Delegation;

In addition, the Project Manager will be tasked with:

- engaging the Acadian community;

### ***Job description for Project Coordinator***

The Project Coordinator would:

- provide support to the Steering Committee and the Advisory Board;
- develop, implement, and update, as needed, a project timeline;
- identify necessary resources for the delivery of the specific components of the project;
- facilitate the coordination of the different aspects of the project (communication, administration, consultation, content);
- provide regular reports to the Advisory Board;

In addition, the Project Coordinator will be tasked with:

- developing tools to engage stakeholders;
- providing support for the development of content to engage stakeholders;
- providing public relations expertise;
- assisting in organizing stakeholder engagement activities;
- assisting the Project Manager as needed.

## **Recommendation**

*Recommendation: that the Advisory Board approve the hiring on a part-time basis for 18 months of a Project Coordinator.*



**TO:** UNESCO Advisory Board

**From:** Erin Beaudin, MPA, MAES

**Date:** June 4, 2009

**RE:** Recommendations to Project Budget – June 2009 Amendments

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## **Background**

Since the original adoption of the project budget, there have been several circumstances that have created the need for revisions. These include:

1. Changing the timeframe from a February 2010 submission target date to a February 2011 target submission date;
2. Recognizing the need for enhanced translation ability;
3. Recognizing the need for enhanced project management support;
4. Recognizing that archaeology costs are going to be higher than originally anticipated;
5. Recognizing that the project requires increased activities in local and regional conferences and events;
6. \$10,000 has been donated to the project by a private donor.

## **Discussion**

Based on the above circumstances, the following changes are recommended to the existing budget:

1. Increase communications-related materials to \$10,000;
2. Adjust the Heritage Planner line item to reflect accurate costs for the duration of the contract;
3. Increase sub-committee meetings to \$20,000 to accommodate the work of the Management Plan Committee;
4. Increase archaeology to \$33,000 to reflect accurate cost projections;
5. Add \$15,000 towards translation-related costs;
6. Add \$30,000 to hire part-time project management assistance;

7. Increase Board of Directors Operations to reflect operations over an additional fiscal year;
8. Increase Conferences and Events to \$10,000.

### **Implications**

The Steering Committee is recommending that the Advisory Board complete the nomination dossier within the total budgeted amount originally mandated and secured by the Advisory Board. In order to accomplish this, changes have been made to the budget as presented above. Furthermore, the contingency has been reduced to \$17,134.50. The line item for attendance at the World Heritage Convention has also been eliminated as this is a projected cost for 2012 and funding for this can be requested at a later date.

### **Attachments**

UNESCO Revised Budget 2008-2012.

### **Recommendation**

The Steering Committee is recommending that the Advisory Board approve the revised project budget as presented.

### **Draft Motion:**

Be it resolved that the Advisory Board accepts the recommendation of the Steering Committee, as listed in this report.

# UNESCO World Heritage Nomination Proposal

## Grand Pré Cultural Landscape

### Terms of Reference for the Advisory Board

Date: June 4, 2009

#### 1.0 Title

The name of the Board shall be the *Advisory Board of Directors of the Grand Pré cultural landscape UNESCO World Heritage List nomination proposal*, hereafter referred to as the Advisory Board.

#### 2.0 Purpose

To provide the strategic direction for the Grand Pré cultural landscape UNESCO World Heritage List nomination proposal, hereafter referred to as the Project.

#### 3.0 Responsibilities

- 3.1 The responsibilities of the Advisory Board will be:
- a) To provide strategic direction for the proposal;
  - b) To ensure that stakeholders are appropriately engaged;
  - c) To obtain the support of relevant authorities;
  - d) To discuss, approve and review the project's terms of reference, work plan and budget;
  - e) To identify necessary staff;
  - f) To discuss and approve recommendations made by the Grand Pré cultural landscape UNESCO World Heritage List nomination proposal Steering Committee pertaining to the management of the project, including creating working groups;
  - g) To end the Project, as required.
- 3.2 The Advisory Board may establish such sub-committees to provide advice or to assist in the performance of its responsibilities.
- 3.3 At least one member of the Advisory Board will be part of such sub-committees.
- 3.4 The Steering Committee will manage the overall operation of the project and will provide updates to the Advisory Board at monthly meetings.

#### 4.0 Membership and Board Operations

- 4.1 The members of the Advisory Board are the following organizations:
- VOTING
- Kings County Council representative;
  - Kings Community Economic Development Agency (Kings CED);
  - Kings Hants Heritage Connection;
  - Kings Federation of Agriculture;
  - Grand Pre Marsh Body
  - Société nationale de l'Acadie (SNA);
  - Société promotion Grand-Pré (SPGP);
  - Glooscap First Nation;
  - Eastern Kings Chamber of Commerce;
  - Destination Southwest Nova ;

- Local Community Representative- Not filled; and
- Local Community Representative- Not filled.

Ex-officio: Non voting.

- Department of Tourism, Culture and Heritage of the Province of Nova Scotia (DTCH);
- Office of Acadian Affairs of the Province of Nova Scotia (OAA);
- Nova Scotia Economic Development;
- Atlantic Canada Opportunities Agency (ACOA);
- Parks Canada; and
- Municipality of the County of Kings, Municipal Planner.

4.2 Each organization can delegate one representative and one alternate.

4.3 The terms of office are for the duration of the project.

4.4 New members can be invited to join by the Advisory Board to ensure the balance and representation necessary to reach the Project's goals.

4.5 A quorum of members must be present before a meeting can proceed. At 50% plus 1 of filled positions of the Advisory Board must be present before the meeting can proceed.

4.6 Should an Advisory Board member miss three consecutive meetings, without an alternative, this absence will be deemed a resignation and they will not be included in quorum. The position will be considered vacant.

4.7 Project management will sit on the Advisory Board, with no voting right, to report and advise the Advisory Board as necessary.

4.8 Resource people may be invited to attend the meeting upon request from the co-chairpeople on behalf of the Advisory Board to provide advice and assistance as necessary. Resource people will not have a voting right.

4.9 Decisions will be made by consensus and will be approved unanimously. Should consensus not be possible, a vote will be conducted with a majority determining the decision.

4.10 Delegates from the members of the Advisory Board will cease to be delegates if they are not the official representatives from one of the organizations that are part of the Advisory Board.

4.11 Experts can be added as ex-officio members of the Advisory Board as required.

## 5.0 Co-Chairpersons

5.1 The co-chairpersons of the Advisory Board will be held by (1) a member of the local community and (2) Société Promotion Grand-Pré. Co-chairs will serve for the duration of the project. The community representative will be chosen through an open process by the Advisory Board and Société Promotion Grand-Pré will appoint its representative to the Advisory Board.

5.2 The responsibilities of the chairpersons include:

- Approving draft agendas prior to meetings;
- Inviting resource people to attend meetings when required by the Advisory Board;

- Guiding the meeting according to the time and agenda;
- Ensuring that all agenda items end with a decision, action or definite outcome; and,
- Review the draft minutes prior to their distribution; and
- To serve as the official spokespersons of the project.

5.3 Co-chairs are by default members of the steering committee.

## **6.0 Secretary**

6.1 The co- recording Secretaries of the Advisory Board will be held by Christophe Rivet and Marianne Gates.

6.2 The responsibilities of the Secretary are:

- To prepare meeting agendas and issuing notices of meetings 10 days prior to the meeting date, and ensuring that all documents required for discussion or comment are attached to the agenda;
- To take notes and prepare minutes of Advisory Board meetings within 10 days of the meeting;
- To provide draft minutes to the co-chairpersons for his/her review prior to distribution to the members;
- To ensure that the minutes of the previous meeting are approved at the beginning of the following meeting; and
- To organize the logistics of the meetings of the Advisory Board.

## **7.0 Meetings**

7.1 Meetings shall be held the first Thursday of every month, 1:00 pm-4:00 pm at Grand-Pré National Historic Site Meeting Room.

7.2 Special or extraordinary meetings may be called by the co-chairpersons upon the request of two or more members of the Advisory Board.

7.3 The language of meetings will be English. However, should a member wish to speak in French, translation will be provided.

7.4 Agendas, minutes and other documents relevant will be made available in English and French.

7.5 Meetings are public and minutes will be available, following approval of the Advisory Board.

## **8.0 Amendments**

The terms of reference may be reviewed and altered to meet the current needs of the Advisory Board, by unanimous agreement.

## **9.0 Expiry**

9.1 The Advisory Board will be effective until the proposal has been reviewed by the UNESCO World Heritage Committee or until the end of the proposal, whichever comes first.

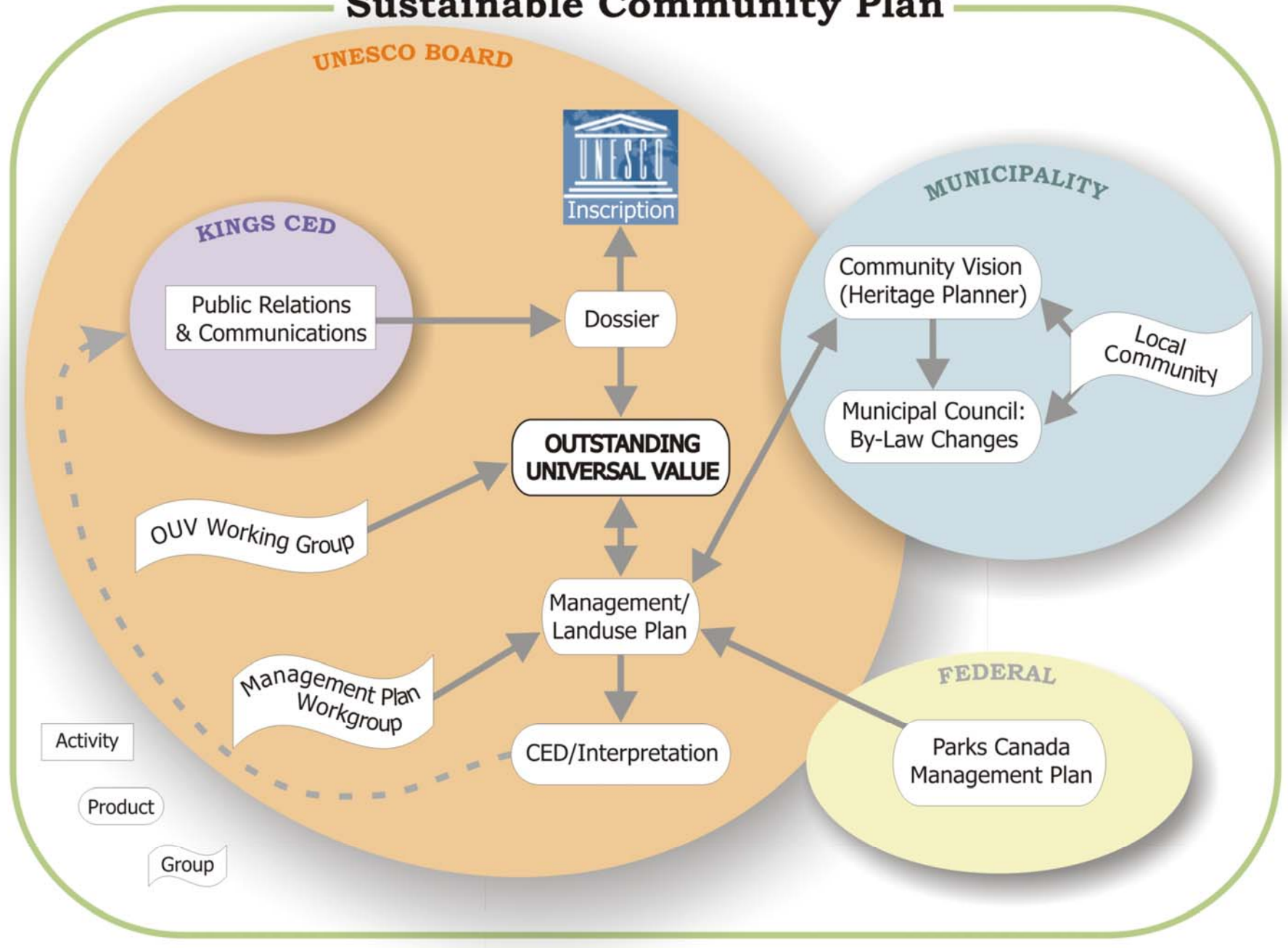
9.2 The Advisory Board will review the project reports, to determine whether an end to the project is required. A significant change in the project goals, as identified in the project's terms of reference, will be interpreted as an end to the project.

## **10.0 Funding**

10.1 The Advisory Board is responsible to approve the budget.

10.2 The finances of the Project are to be managed by Kings CED.

# Sustainable Community Plan







<u>REVENUE</u>	<u>BUDGET</u>	<u>CASH</u>	<u>IN-KIND</u>
ACOA	211,348.50	0.00	\$0.00
Province of Nova Scotia	211,348.50	21,196.67	\$71,000.00
County of Kings	100,000.00	66,666.66	\$23,760.00
Kings CED	20,767.50	0.00	\$117,260.00
Parks Canada	0.00	0.00	\$511,980.00
SPGP	0.00	0.00	\$54,425.00
Other	0.00	0.00	\$0.00
Other	0.00	0.00	\$0.00
Other	0.00	0.00	\$0.00
Cash Revenue	<u>543,464.50</u>	<u>87,863.33</u>	<u>778,425.00</u>

EXPENSES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>IN-KIND</u>
<b>Communications &amp; Public Relations</b>			
Communications & PR Specialist	0.00	0.00	\$60,000.00
Communications Strategy	28,000.00	25,700.00	2,000
Website	0.00	0.00	5,000
Web Administration	1,000.00	0.00	\$0.00
Communication-Related Materials	6,000.00	5,386.75	\$0.00
Translation	0.00	0.00	\$10,000.00
International Brochure	2,500.00	0.00	\$0.00
<b>Sub-Total</b>	<u>37,500.00</u>	<u>31,086.75</u>	<u>77,000.00</u>
<b>Research &amp; Expertise</b>			
Heritage Planner	133,020.50	47,576.72	\$0.00
Archaeologists	25,000.00	0.00	\$95,000.00
Cartography	5,000.00	0.00	\$40,000.00
GIS	0.00	0.00	\$40,000.00
Historians	0.00	0.00	\$80,000.00
Archaeological Surveys	0.00	0.00	\$10,000.00
Archival Research	0.00	0.00	\$15,000.00
Conservations Services	0.00	0.00	\$20,000.00
Sub-Committee Meetings	15,000.00	8,025.01	\$0.00
Air Photos	4,000.00	189.90	\$0.00
LIDAR	0.00	0.00	\$12,000.00
Comparative Study	22,500.00	0.00	\$5,000.00
Background Research for Management Plan	5,000.00	4,887.34	\$0.00
<b>Sub-Total</b>	<u>209,520.50</u>	<u>60,678.97</u>	<u>\$317,000.00</u>
<b>Consultation &amp; Stakeholder Relations</b>			
Stakeholder Relations	0.00	0.00	\$104,425.00
Permanent Display	5,000.00	1,173.00	\$0.00
Meetings	4,000.00	794.41	\$0.00
Meeting Documents	4,000.00	100.00	\$0.00
Translations Services	0.00	8,025.01	\$10,000.00
<b>Sub-Total</b>	<u>13,000.00</u>	<u>10,092.42</u>	<u>114,425.00</u>

**Nominations Proposal-Production & Follow-up**

Graphic Design	25,000.00	0.00	\$15,000.00
Photography & Video	5,000.00	0.00	\$0.00
Editing	20,000.00	0.00	\$0.00
Translation	0.00	0.00	\$20,000.00
Printing	10,000.00	0.00	\$0.00
Maps Production	5,000.00	0.00	\$0.00
Interpretation & Presentation Supports	60,000.00	1,404.66	\$0.00
Professional Services (including Paris delivery)	27,500.00	0.00	\$0.00
Attendance at World Heritage Convention	20,000.00	0.00	\$0.00
Site Visit	5,000.00	0.00	\$0.00
<b>Sub-Total</b>	<b>177,500.00</b>	<b>1,404.66</b>	<b>35,000.00</b>

**Project Administration**

Project Management	0.00	0.00	\$150,000.00
Research Assistant	0.00	0.00	\$40,000.00
Data File Management	0.00	0.00	\$10,000.00
Office Supplies	0.00	0.00	\$5,000.00
Office Space	0.00	0.00	\$30,000.00
Board of Directors Operations	10,000.00	6,578.62	\$0.00
Conferences & Events	5,000.00	3,950.20	\$0.00
<b>Sub-Total</b>	<b>15,000.00</b>	<b>10,528.82</b>	<b>235,000.00</b>

**Total Expenses Pre-Contingency & Taxes**

<b>452,520.50</b>	<b>113,791.62</b>	<b>778,425.00</b>
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**Contingency & HST**

Contingency & HST	49,409.00	0.00	\$0.00
HST (not applicable on Heritage Planner Expense)	41,535.00	7,213.61	\$0.00
<b>Sub-Total</b>	<b>90,944.00</b>	<b>7,213.61</b>	<b>0.00</b>

**Total Expenses**

<b>543,464.50</b>	<b>121,005.23</b>	<b>778,425.00</b>
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**Anticipated Surplus/Deficit**

<b>0.00</b>	<b>(33,141.90)</b>	<b>0.00</b>
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**TO:** UNESCO Advisory Board

**From:** Seamus McGreal, Planner

**Date:** June 4, 2009

**RE:** Grand Pre and Area Community Plan Update

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It has now been one year since I began working with the community of Grand Pre and Area to develop a community plan. The project is on schedule. Among other milestones, we have prepared a draft community vision and goals and we have conducted a survey (Workbook) to assess the community's ideas on a number of important topics.

Community members had an opportunity to voice their opinions about the UNESCO nomination and the community planning process at a public meeting on May 5<sup>th</sup>. Many of the concerns related to property taxes, traffic safety, and restrictions on land uses. The UNESCO Board will provide answers to questions raised and I will consider specific concerns while drafting policy for the community plan. We have met with the regional representative for the Department of Transportation and Infrastructure Renewal and we will work together to understand traffic related issues and address some of the community's concerns. The community plan can provide some key directions for the community. The community's own initiative is also critical in upholding its vision. For this purpose, many community strategies will be identified in the community plan alongside municipal strategies.

The Grand Pre and Area Community Association has provided some key directions for the community plan, based on the draft vision and the survey. We are working closely with the Working Group for the UNESCO Land Use Management Plan. I presented the general outline for the community plan at an initial management plan meeting on May 22<sup>nd</sup>. Delegates provided some useful feedback. The recommendations from these meetings will be brought back to the Community Association. We will work in tandem with the community to assess initiatives that may help the Management Plan. If the community agrees, these initiatives could find support in the community plan. The central focus of the community's draft vision is supportive of the statement of Outstanding Universal Value in terms of protecting the agricultural landscape, rural residential setting, and cultural heritage.

We expect to have a draft community plan prepared by the end of July, a final before the Planning Advisory Committee in October and before Council in February 2009. If you would like to review the Community Workbook Summary Report and other material related to the community plan, please visit our web page:

Grand Pre and Area Community Plan

[www.county.kings.ns.ca/comdev/plan/GrandPre/GrandPrePlan.asp](http://www.county.kings.ns.ca/comdev/plan/GrandPre/GrandPrePlan.asp)



**TO: Nomination Grand Pré Advisory Board**

**From: Christophe Rivet, Project Manager**

**Date: June 4<sup>th</sup>, 2009**

**RE: Project Manager's Report 8 (for discussion)**

#### GENERAL

##### *Schedule and tasks*

- The comparative analysis phase is underway.
- The planning process for the community is underway.
- Archaeological survey is underway by a collaborative team of archaeologists.
- The work of the working group to develop the management system for the proposed property has begun.

Phase	Task	Target date of completion	Status
<b>Justification for inscription</b>	Statement of OUV	December 2008	Completed
	Comparative analysis	August 2009	Ongoing
	Statement of Integrity and Authenticity	August 2009	Ongoing
<b>Develop protective management plan</b>	Management plan for the National historic site	April 2010	Ongoing
	Draft municipal plan	July 2009	Ongoing
	Management plan for the site	January 2010	Ongoing
<b>Funding</b>	Budget	July 2008	Completed
<b>Communication and public engagement strategy</b>	Communication and public engagement strategy implementation	April 2011	Ongoing
<b>Approval/ support process</b>	Municipal approval process	September 2009	On target
	Federal approval process	December 2010	N/A
	Canadian delegation approval process	January 2011	N/A
	Acadian Support	December 2010	Initiated
	First Nation support	December 2010	N/A
<b>Final proposal</b>	Other support	December 2010	N/A
	Final content	December 2010	N/A
	Final formatted document	January 2011	N/A

##### *Finance and resources*

See report financial report.

## **PHASES (SEE PROGRESS REPORT 8 FOR OUTLINE)**

### **Description of Area:**

First draft complete. Will be finalized once the boundary and buffer zone are confirmed.

Next steps: none

### **Justification for Inscription:**

The second criterion (criteria v of the *Operational Guidelines*) has been rewritten to emphasize the relationship between the communities that once and now live in the area, the agricultural activity, and the distinct environment of Grand Pré.

Telephone and email exchanges have already occurred between experts in Canada, the Netherlands, and the United States. Initial remarks are supportive of the argument for OUV presented for Grand Pré. Additional work is required to elaborate on the historical context.

Terms of reference for engagement of international experts has been drafted.

Next steps: Work on comparative analysis continues with additional exchanges with experts. A local (ie within Atlantic Canada) and regional (North America) comparison is being worked on by John Johnston and Ronnie-Gilles LeBlanc.

### **Evaluation of present state of conservation:**

Condition assessment of archaeological resources will begin in August. Other landscape attributes has begun. The archaeological research team, a collaboration between Parks Canada, the Nova Scotia Museum, and St.Mary's University is currently undertaking a survey of the uplands to provide additional information on the location and significance of structures and features.

Next steps: Confirm landscape attributes and determine condition. Ongoing discussions on determination of condition of dykes.

### **Assessment of factors affecting the property:**

The working group has identified some key factors affecting the proposed area based on UNESCO's four main areas of concern: development pressures, environmental pressures, visitors and tourism, and natural disasters.

Next steps: Discuss the key factors and proposed policies under each type of pressure.

### **Monitoring plan:**

Not begun.

Next steps: none

### **Develop protective and management system for the proposal:**

*National historic site process*

The planning process for the national historic site is underway. Target date for draft is October 2009 in preparation for Aboriginal consultation.

Next steps: target workshops and consultation.

*Municipal process*

Municipal process underway and on schedule. See Community Planner's report

Next steps: see Community Planner's report

*Management and land use working group*

Working group met in May. It was attended by close to fifteen members of the group, including a number of residents. The purpose of the first meeting was to provide the framework for the group's discussion, by visiting the proposed area, reviewing the details of the proposed OUV, reviewing the main elements of the municipal plan, and focusing on UNESCO's requirements. Two more meetings are scheduled: on in early July, another in late September. One issue that was discussed at some length is the buffer zone. The intent of the buffer zone is to provide an area outside the boundaries that would serve as an additional protection by having complementary legislation. The working group felt that there will probably be a need for a buffer zone, such as to provide additional protection for the dykes.

Next steps: Compile the information and propose rationale and elements of a buffer zone for the next meeting of the working group.

**Visitor and Interpretation:**

A research collaboration is currently being developed between Nomination Grand Pré and Dr. Wanda George from Mount Saint Vincent University and head of the World Heritage Tourism Research Network. Dr. George's research focuses on the interrelationships and dynamics that occur amongst tourism, rural communities, local culture and community sustainability. She conducted extensive research in Lunenburg.

Next steps: identify research objectives that will directly support the nomination proposal.

**Draft proposal:**

First draft of the description. Rented a plane to fly over the area and acquired aerial photos of the proposed area. Of particular interest are aerials at low tide. Geographical coordinates completed.

Next steps: draft elements of the protection and management of the property section and of the comparative analysis.

**Project administration:**

See financial report

Next steps: See financial report

**Communication and public engagement:**

There were no specific communication or engagement activity undertaken since the last Advisory Board meeting in May.

Next steps: Meeting with the council of Glooscap to discuss engagement strategy. Prepare for the project's participation in the Congrès Mondial Acadien 2009 in New Brunswick in August.

*Engagement of the Acadian community*

See above.

Next steps: none.

**Economic development & interpretation strategy:**

See financial report.

Next steps: See financial report

**Approval process for final document:**

N/A



**Nomination Grand Pré**  
**Progress report 7 (for discussion)**  
**April 2009**

Phase	Description of Area	Justification for inscription			Evaluation of present state of conservation	Assessment of factors affecting the property	Monitoring Plan	Develop protective management system			Visitor and Interpretation	Draft proposal	Final proposal	
Sub-phase		Identify criteria for inscription	Compare with other properties	Assess integrity and authenticity				Planning for the national historic site	Municipal planning exercise	Planning for the proposed area			Document	Formatting and copies
Objective	Describe the property proposed	Define why the property proposed has OUV	Compare value, integrity, and authenticity of similar properties	Identify resources, their integrity and authenticity	Describe the state of the resources supporting the OUV	Describe the pressures on the resources and the OUV	Describe how the condition is monitored	Manage and protect resources at the national historic site (NHSC)	Manage and protect resources in the Grand Pré area (excluding the NHSC)	Manage the resources supporting the OUV	Describe facilities available and if applicable, programs for interpretation	Draft of the proposal, excluding formatting, translation, bibliography, and images	Final editing; Final translation; Bibliography; Image database;	Container/package; Design; Printing;
Deliverable	Description and exact location; Maps;	Statement of OUV;	Comparative Analysis;	Statement of authenticity and integrity; List of resources;	Indicators; Statistical benchmarks;	List of factors; List of mitigation measures;	List administrative arrangements; Indicators; Compilation of results of previous monitoring exercises;	Management Plan; Conservation plan;	Plan and community vision;	Management system that integrates the different plans and focuses on OUV;	Description of facilities, funding, programs;			
Expected beginning date	July 2009	June 2008	October 2008	June 2008	September 2008	September 2008	September 2008	March 2008	July 2008	May 2009	November 2008	October 2008	November 2009	October 2009
Expected date of completion	December 2009	December 2008	March 2009	March 2009	August 2009	August 2009	August 2009	December 2009	September 2009 (to council)	February 2010	August 2009	September 2010	December 2010	January 2011
New date		September 2009	August 2009		December 2009	December 2009	January 2010	April 2010 (to Minister's office)		January 2010				
Status/ activities	draft	Comparative analysis underway	underway	Archaeology underway	Archaeology underway	underway		underway	underway	underway	Data analysis	N/A	N/A	N/A
Issues	none	none	none	Reduced sample, delays in processing	Underway. Require information about dykes	none	none	none	none	N/A	none			

Phase	Project administration		Communication and public engagement strategy		Economic development and interpretation strategy			Approval process			Support process			
Sub-phase	Project administration	Funding	Development of strategy	Implementation of strategy	Economic study	Tourism plan	Project	Municipal approval	Federal approval	Canadian delegation approval	Acadian support	Municipal support	First Nation support	Provincial support
Objective	Deliver administrative support to the project according to principles of transparency and accountability;	Funding and resources for the project;	Develop a brand, logo, media strategy;	Implement an effective strategy to engage stakeholders;	Understand the economic context;	Propose a strategy for the sustainable development of the community;	Celebrate the community;	Approve the municipal vision and plan	Approve the management plan for the NHSC	Approve the final document	Support the process and the final document;	Support the final document;	Support the process and the final document;	Support the final document;
Deliverable	Financial reports;	Budget;	Communication and public engagement strategy;		Economic study;	Economic development plan;	Project	Plan for the community of Grand Pré and surroundings	Management plan for the NHSC	Nomination proposal	Resolution; Letter;	Resolution; Letter;	Resolution; Letter;	Letter;
Expected beginning date	January 2008	March 2008	June 2008	September 2008	July 2008	March 2009	July 2009	April 2009	June 2009	December 2009	September 2009	October 2009	September 2009	September 2009
Expected date of completion	March 2011	April 2011	December 2008	April 2011	November 2008	August 2009	November 2009	April 2010	December 2009	January 2011	December 2010	December 2010	December 2010	December 2010
New date					June 2009				April 2010 in Minister's office					
Status / activities	Active Manage funds		complete	ongoing	Data analysis	N/A	N/A	N/A	N/A	N/A	Active	Active	ongoing	N/A
Issues	none	none	none	Challenges in developing Acadian engagement strategy. Resources needed for communication. Mi'kmaq engagement requires more attention.	none						none	None	Guidance required to enhance engagement	