



Advisory Board Meeting/ *Réunion du comité consultatif* Notes

June 4th, 2009 / 4 juin 2009

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

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

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
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
Liz Morine	Destination Southwest Nova Scotia

Alternate Members Present

Marianne Gates	Kings Community Economic Development Agency
Christophe Rivet	Parks Canada
Victor Tetrault	Société promotion Grand-Pré (SPGP)
Mary Jo MacKay	NS Department of Tourism, Culture and Heritage
Louise Watson	Nova Scotia Economic Development

Voting Members Absent

Chief Shirley Clarke	Glooscap First Nation
Robert Palmeter	Grand Pre Marsh Body

Ex-Officio Members Absent

Neal Conrad	Nova Scotia Economic Development
Vaughne Madden	NS Office of Acadian Affairs(OAA)
Bill Greenlaw	NS Department of Tourism, Culture and Heritage
Claude DeGrace	Parks Canada
Brian Banks	Atlantic Canada Opportunities Agency (ACOA)

Resource Members Absent

Chrystal Fuller	Municipality of Kings County- Planner
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Newly elected Councillor Mike Ennis attended the meeting.

1. Welcome / *Mots de bienvenue*

Gerald Boudreau called the meeting to order at 1:03

2. Approve agenda / *Approbation de l'ordre du jour*

- Barb Kaiser requested that she be added to the agenda under communications
- Barb also asked the newly elected councillor, Mike Ennis, his position on the UNESCO project. His response "If it is good for the community and supported by the community, he will support the project."

The agenda was approved with this addition.

3. Approve minutes from previous meetings / *Approbation des notes de la réunion précédente*

- Change: Neal Conrad was not present at the last meeting.
- Add the work Rural to the NS Economic Development

The notes were approved with these changes.

4. For discussion and approval / *Pour discussion et approbation:*

a) Economic impact study (Dr. Brian Van Blarcom report) / *Étude d'impact économique (rapport de Dr. Brian Van Blarcom)*

Dr. Brian Van Blarcom presented the findings of the economic impact study conducted in the summer of 2008.

The Advisory Board accepted the report.

The Board had questions about tax increases. This study did not address this issue, however, Erin Beaudin, informed the Board that Kings CED has applied for ACOA funding under the Consultant Program to conduct a tax study.

b) Budget / *budget*

Item (c) was reported in advance of this item.

The budget reflects the new project coordinator position as well as additional changes. The total dollar amounts remain unchanged.

- Dianna Brothers asked that an organization chart be submitted at the next meeting as she is unclear of how the different positions, in particular the Heritage Planner, work together.

- Dianna Brothers requested that a budget be submitted to the county indicating all changes that have occurred since the original budget was submitted with the funding request.

The revised budget was approved by consensus by the Advisory Board.

c) Project management / *gestion de projet*

This report was provided in advance on item (B).

Written report submitted at the meeting follows these minutes.

Recommendation: That the Advisory Board approve the reallocation of job responsibilities of the Project Manager and hiring of a part-time Project Coordinator for 18 months with specific job responsibilities as indicated in the report.

Approved by consensus by the Advisory Board.

d) Revised Advisory Board terms of reference / *Termes de référence révisés*

- These reflect the change agreed at the May Advisory Board meeting to replace Erin Beaudin (Kings CED) with a local community co-chairperson for the Advisory Board.
- An advertisement will be placed in the Advertiser on June 8.
- Every Grand Pre, Hortonville, North Grand Pre and Lower Wolfville household will receive mailed information advertising this position.
- Christophe and Gerald and any other Advisory Board members who would like to attend will review the applications.
- Christophe will inform the Board when they will meet to review the applications. The closing date is June 17.
- Dianna Brothers suggested that Mike Ennis become a part of the selection committee for the new community co-chair. Mike agreed.

The revised Terms of Reference were accepted by consensus of the Advisory Board.

5. For information / *Pour information* :

a) Financial and administrative report / *Rapport administratif et financier*

Page 1 submitted in meeting documents.

Page 2 included at the end of these notes.

The financial statements, as circulated, were accepted by consensus of the board.

- b) Communication engagement and planning report (verbal) / *Rapport sur la participation communautaire et la planification (verbal)*

This was not verbal as Seamus submitted a report in advance that was included in the meeting documents.

- i) Barb Kaiser reported that there is a great deal of mis-information in the community. She suggested that a document be sent to all resident that answers frequently answered questions. In addition, this should be placed in the local paper and linked to websites such as: County of Kings, Town of Wolfville and others, where possible. She suggested that it be a simple document that just has the questions, not a letter, newsletter or flyer style. Also, perhaps the website could include an interactive section where people could ask questions.

Christophe responded that the frequently asked questions were in the process of being completed. In addition, a project newsletter is planned for July.

- c) Project Managers report and Progress report / *Rapport du gestionnaire de projet et rapport sur l'avancement du projet*

Submitted in meeting documents.

- d) Tax study (verbal) / *étude sur les taxes (verbal)*

Discuses in item 4(a)

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

Christophe reported that the first meeting was held on May 22 and was well attended. The first meeting introduced members to the project by providing a bus tour of the OUV area and determined four key issues for the group to review, The group will look at buffer areas at the next meeting scheduled for July 8.

6. Othe business / *Autres affaires*

No additional business.

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

No observers were present for comment.

8. Next meeting / *Prochaine réunion*

July 9, 2009

9. Adjournment / *Levée de séance*

The meeting was adjourned at 3:05



TO: Nomination Grand Pré Advisory Board

From: Christophe Rivet, Project Manager

Date: June 4th, 2009

RE: Project Management

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.*

Page 2 of financial statements

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
Sub-Total	177,500.00	1,404.66	35,000.00

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
Sub-Total	15,000.00	10,528.82	235,000.00

Total Expenses Pre-Contingency & Taxes

452,520.50	113,791.62	778,425.00
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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
Sub-Total	90,944.00	7,213.61	0.00

Total Expenses

543,464.50	121,005.23	778,425.00
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Anticipated Surplus/Deficit

0.00	(33,141.90)	0.00
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