



Advisory Board Meeting/ *Réunion du comité consultatif*
Agenda / *Ordre du jour*
July 9th, 2009 / *9 juillet 2009*
Grand-Pré national historic site of Canada /
Lieu historique national du Canada de Grand-Pré

2 pm - 4 pm / 14 h à 16 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) Recommendation to fill the position of co-chair by the Selection Committee
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 president de session)*
8. Next meeting / *Prochaine réunion*
9. Adjournment / *Levée de séance*



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 revise budget was approved by consensus by the Advisory Board.

c. Project management / *gestion de projet*

- This item was discussed in advance of 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 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 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.
 - 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)*

- Discussed 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. Other 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

REPORT Submitted at the meeting: Refers to 4(c)

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.*

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
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
Anticipated Surplus/Deficit	0.00	(33,141.90)	0.00

<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	44,490.67	\$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>111,157.33</u>	<u>778,425.00</u>

EXPENSES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>IN-KIND</u>
Communications & Public Relations			
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
Sub-Total	<u>37,500.00</u>	<u>31,086.75</u>	<u>77,000.00</u>
Research & Expertise			
Heritage Planner	133,020.50	51,968.12	\$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
Sub-Total	<u>209,520.50</u>	<u>65,070.37</u>	<u>\$317,000.00</u>
Consultation & Stakeholder Relations			
Stakeholder Relations	0.00	0.00	\$104,425.00
Permanent Display	5,000.00	1,173.00	\$0.00
Meetings	4,000.00	996.41	\$0.00
Meeting Documents	4,000.00	100.00	\$0.00
Translations Services	0.00	8,025.01	\$10,000.00
Sub-Total	<u>13,000.00</u>	<u>10,294.42</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
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Total Expenses	543,464.50	125,598.63	778,425.00
Anticipated Surplus/Deficit	0.00	(14,441.30)	0.00



TO: Nomination Grand Pré Advisory Board

From: Christophe Rivet, Project Manager

Date: July 9th, 2009

RE: Project Manager's Report 9 (for discussion)

GENERAL

Schedule and tasks

- The comparative analysis 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 is underway.

Phase	Task	Target date of completion	Status
Justification for inscription	Statement of OUV	December 2008	Completed
	Comparative analysis	August 2009	Ongoing
	Statement of Integrity and Authenticity	August 2009	Ongoing
Develop protective management plan	Management plan for the National historic site	April 2010	Ongoing
	Draft municipal plan	July 2009	Ongoing
	Management plan for the site	January 2010	Ongoing
Funding	Budget	July 2008	Completed
Communication and public engagement strategy	Communication and public engagement strategy implementation	April 2011	Ongoing
Approval/ support process	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
Final proposal	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 9 FOR OUTLINE)

Description of Area:

Nothing to report

Next steps: none

Justification for Inscription:

The second criterion (criteria v of the *Operational Guidelines*) is 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. Once a final recommendation is made it will be submitted to the Advisory Board for approval.

Next steps: Work on comparative analysis continues with additional exchanges with experts. A local (i.e. within Atlantic Canada) and regional (North America) comparison was drafted by John Johnston and Ronnie-Gilles LeBlanc. Work has begun on the international context. Draft a proposal for inviting key experts for a three day trip to Grand Pré to finalize the comparative analysis.

Evaluation of present state of conservation:

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. First series of consultation took place during the week of June 21st and the first week of July. Target date for draft is October 2009 in preparation for Aboriginal consultation.

Next steps: draft management plan and additional 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 will have its second meeting on July 8th. The purpose of the meeting is to discuss proposed approaches to deal with the pressures, including buffer zones. Additional information will be provided on the day of the Advisory Board meeting.

Next steps: Prepare more detailed management direction and begin drafting of the management plan. Follow up on the recommendations of the working group.

Visitor and Interpretation:

A request for proposal is being finalized to identify experts that can help with the development of an interpretation plan. The plan would address the concerns that are directly related to the proposal as well as offer direction on future opportunities for tourism and interpretation in the community.

Next steps: finalize and issue the RFP. Select the consultant.

Draft proposal:

Standing offers for editing, translating, design, photography and videography are being finalized. Two Standing offers will be offered: one for photography and videography and the other for the rest. Consultants on these standing offers will provide support to the project in preparation for the draft and final nomination proposal as well as for ongoing communication related matters.

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

Project administration:

Project coordinator is in process of being hired. See financial report

Next steps: See financial report

Communication and public engagement:

Kings RDA hired an intern that will provide support to the project for communication, implementing the ICON report, and the website. Parks Canada is providing in-kind support to prepare the design and content of the brochures as well as prepare an update to the website which will include new tools.

Next steps: Finalize brochures and booth. Prepare for the project's participation in the Congrès Mondial Acadien 2009 in New Brunswick in August. Ensure that the French side of the website is fully functional and that all information is translated.

Engagement of the Acadian community

See above.

Next steps: none.

Economic development & interpretation strategy:

Nothing to report.

Next steps: None

Approval process for final document:

N/A

**Nomination Grand Pré
Progress report 9 (for discussion)
July 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	
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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		October 2009	August 2009		December 2009	December 2009	January 2010	April 2010 (to Minister's office)	October 2009	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	none	Underway. Require	none	none	none	none	N/A	Interpretation program may			

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	February 2010			April 2010 in Minister's office					
Status / activities	Active Manage funds		complete	ongoing	Complete	initiated	N/A	N/A	N/A	N/A	Active	Active	ongoing	N/A
Issues	none	none	none	Hired intern to help with implementation Mi'kmaq engagement requires more attention.	none	Identify contract requirements and prepare RFP					none	None	Guidance required to enhance engagement	