

# UNESCO World Heritage Nomination Proposal

## Grand Pré Cultural Landscape

### Terms of Reference for the Advisory Board

Date: March 6, 2008

#### 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 Kings CED and Société promotion Grand-Pré for the life of the Board of Directors.
- 5.2 The responsibilities of the chairpersons include:
- Scheduling meetings and notifying members;
  - 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.

## **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.