

# **Nomination Grand Pré Draft Terms of Reference (“ToR”) for the Grand Pré World Heritage Site Stewardship Board (“Board”)**

## **1.0 DEFINITIONS**

In these ToR,

“**Buffer Zone**” means the area surrounding the Nominated Property as described in sections 1.e and 1.f of the Nomination Proposal.

“**Canadian Delegation to the World Heritage Committee**” means the Parks Canada officials responsible for leading implementation of the World Heritage Convention in Canada, on behalf of the Government of Canada, as a State Party to the Convention. The Canadian Delegation is led by the Director General, National Historic Sites, Parks Canada and speaks on behalf of Canada with respect to official positions related to implementation of the Convention. Communications between the World Heritage Centre and Canada’s World Heritage sites are coordinated by the Canadian Delegation.

“**Commemorative Integrity**” refers to the condition or state of a national historic site when the site is healthy and whole. A national historic site possesses commemorative integrity when:

- the resources directly related to the reasons for designation as a national historic site are not impaired or under threat,
- the reasons for designation as a national historic site are effectively communicated to the public, and
- the site's heritage values (including those not related to the reasons for designation as a national historic site) are respected in all decisions and actions affecting the site.

“**Communication**” means all activities related to the public transmission of information through print radio, television, web and any other media, as well as in public events and advertising.

“**Consultation**” means the process by which the input of a stakeholder or the Mi’kmaq on matters affecting them is sought.

“**Education and Marketing Committee**” means the committee created by the Board as described in these Terms of Reference for the purpose of coordinating the efforts of the partners involved in raising awareness and promoting the World Heritage Site.

**“Grand-Pré National Historic Site of Canada (NHSC)”** means the federal land administered by Parks Canada and designated by the Minister responsible for the Historic Sites and Monuments Act as Grand-Pré NHSC.

**“Jurisdiction”** refers to the area under the authority of federal, provincial, and municipal governments and of the Grand Pré Marsh Body.

**“Management Plan”** means the document prepared by the Nomination Board in accordance with the sections of the Operational Guidelines regarding management of Nominated Properties and submitted as part of the Nomination Proposal.

**“Nomination Board”** means the Nomination Grand Pré Advisory Board, the organization that prepares the Nomination Proposal.

**“Nominated Property”** means the area proposed for World Heritage inscription as described in sections 1.e and 1.f of the Nomination Proposal, known as “The Landscape of Grand Pré”.

**“Nomination Proposal”** means the formal documentation prepared by the Nomination Board and submitted by the Canadian Delegation to the World Heritage Committee for the purpose of inscribing the Nominated Property on the World Heritage List.

**“Operational Guidelines”** means the document prepared by the World Heritage Committee officially known as *The Operational Guidelines for the Implementation of the World Heritage Convention*. Among other things the Operational Guidelines provide guidance on the requirements for the preparation of Nomination Proposals and outline the Committee’s expectations with respect to management of World Heritage sites.

**“Outstanding Universal Value (OUV)”** means the “cultural and/or natural significance which is so exceptional as to transcend national boundaries and to be of common importance for present and future generations of all humanity. As such, the permanent protection of this heritage is of the highest importance to the international community as a whole” (*The Operational Guidelines for the Implementation of the World Heritage Convention*, UNESCO 2008, paragraph 49). Demonstrating to the World Heritage Committee that the Nominated Property has Outstanding Universal Value is the main purpose of the Nomination Proposal, in particular through sections 3.a and 3.b. If the World Heritage Committee confirms that the Nominated Property has Outstanding Universal Value and inscribes it on the World Heritage List, the Committee will adopt a formal Statement of Outstanding Universal Value for the property and will hold Canada, as a State Party to the World Heritage Convention, through the Board, accountable for conserving, protecting and presenting this Outstanding Universal Value and transmitting it to future generations.

**“Partners”** means the organizations that decide in the course of managing the Nominated Property to collaborate and share resource to achieve the mandate of the Board.

**“Regulatory Authorities”** means the federal and provincial departments with authority under a specific Act governing an activity within the boundaries of the Nominated Property and of its Buffer Zone.

**“Requests For Input”** means any form of request for advice, opinion, recommendation, obtained through consultation or other form of notification to the Board by a Regulatory Authority or a stakeholder.

**“Site Management Coordinator”** means the person responsible for implementing the direction of the Board and for coordinating the Regulatory Authorities and other partners to implement the Management Plan.

**“State Party”** means a member state of UNESCO that has ratified the World Heritage Convention.

**“Stewardship Board” (the Board)** means the Grand Pré World Heritage Site Stewardship Board, the organization identified as the site manager in the Nomination Proposal.

**“Technical Advisory Committee”** means the committee created by the Board as described in these Terms of Reference for the purpose of providing expert advice to the Board on the protection and management of the World Heritage Site.

**“World Heritage Centre”** means the Secretariat to the World Heritage Committee, provided by the Director General of the United Nations Educational, Scientific and Cultural Organization (UNESCO), located in Paris, France.

**“World Heritage Committee”** means the Intergovernmental Committee for the Protection of the World Cultural and Natural Heritage, as established by the World Heritage Convention. The Committee consists of 21 States Parties to the Convention, duly elected by all States Parties to the Convention to guide implementation of the Convention, including by establishing and maintaining the World Heritage List. Amongst its functions is to review nomination proposals submitted by States Parties to determine whether the nominated properties meet the requirements for inscription on the World Heritage List, in particular whether the nominated properties have OUV. When the Committee inscribes a nominated property on the World Heritage List, it expects the relevant State Party and site manager to conserve, protect, and present this OUV and to transmit it to future generations. It becomes a stakeholder in the management of the property, with a duty to take an interest in the property’s state of conservation. The World Heritage Committee may delete a site from the World Heritage List if it determines that the property has deteriorated to the extent that it has lost those characteristics that justified its inclusion on the World Heritage List.

**“World Heritage Convention”** means the international agreement formally known as the *Convention Concerning the Protection of World Cultural and Natural Heritage*. Canada is a State Party to the Convention, and recognizes that the protection of World Heritage Sites is the duty of the international community as a whole.

“**World Heritage List**” means the list of cultural and natural heritage properties created by the World Heritage Convention which consists of properties that the World Heritage Committee considers to have OUV.

“**World Heritage Site**” (WHS) means the site which has been deemed by the World Heritage Committee to have OUV and is inscribed on the World Heritage List.

## **1.0 Title**

The Board acting as site manager for the Landscape of Grand Pré World Heritage Site shall be named the *Grand Pré World Heritage Site Stewardship Board – Comité d’intendance du site du patrimoine mondial de Grand-Pré*.

## **2.0 Purpose**

In the event of a successful inscription of the Nominated Property on UNESCO’s World Heritage List, the Nomination Board will cease to exist. A Board will be created to replace it and act as the site manager in accordance with the Operational Guidelines and the Nomination Proposal.

## **3.0 Status of the Board**

- 3.1 The Board is a permanent committee of the Kings Regional Development Agency (Kings RDA). It abides by the rules and regulations regulating similar committees of the Kings RDA.
- 3.2 Should the mandate or the terms of reference of the Stewardship Board change, the relationship with the Kings RDA will be reviewed by the Stewardship Board and actions will be taken as appropriate to ensure the sustainability of the WHS’s governance

## **4.0 Responsibilities**

- 4.1 The responsibilities of the Board will be to:
  - a) Act as the manager of the WHS;
  - b) Implement the Management Plan through a coordinated management approach between all Regulatory Authorities;
  - c) Engage the stakeholders in the stewardship of the WHS;
  - d) Consult its members on key issues;
  - e) Promote the WHS’s Outstanding Universal Value;
  - f) Foster and facilitate research and information sharing for the benefit of the WHS;
  - g) Report on the condition of the property, including, as necessary, to the World Heritage Centre through the Canadian Delegation to the World Heritage Committee;
  - h) Appoint a Site Management Coordinator;
  - i) Obtain the support of relevant authorities;
  - j) Oversee the management of the finances of the WHS, including adopting business plans, receiving financial reports, and approve spending; and,

- k) Review and approve contracts and other forms of agreements.
- 4.2 The Board may establish sub-committees to provide advice or to assist in the performance of its responsibilities.
- 4.3 At least one member of the Board will be part of such sub-committees.
- 4.4 The Board may seek outside expertise to achieve its objectives.
- 4.5 The Board may establish formal rules of procedure and policies that are necessary for the performance of its responsibilities.
- 4.6 The Board will respond within six weeks to requests for input received from the different jurisdictions regarding development projects proposed for the area within the boundary and Buffer Zone of the WHS. It is understood that the Co-Chairs of the Board will make representations to various government bodies regarding issues identified by the Board. While the Board may consult stakeholders and the residents of the WHS as it carries out its mandate, the Board will not undertake formal public consultations regarding a development project as this would duplicate the work of other jurisdictions.

## **5.0 Membership**

- 5.1 The members of the Board are the following organizations:

### As voting members

- Councillor of District 12, Municipality of the County of Kings (“County of Kings”);
- Kings Regional Development Agency (“Kings RDA”);
- Grand Pré Marsh Body (“Marsh Body”);
- Société nationale de l’Acadie (“SNA”);
- Société Promotion Grand-Pré (“SPGP”);
- Glooscap First Nation (“Glooscap”);
- Destination Southwest Nova (“DSWN”);
- Grand-Pré and Area Community Association (“Community Association”); and,
- Parks Canada Agency (“Parks Canada”).

### As ex-officio and non voting members

- Staff, the Municipality of the County of Kings (“County of Kings”);
- Atlantic Canada Opportunity Agency (“ACOA”);
- Department of Tourism, Culture and Heritage of the Province of Nova Scotia (“DTCH”);
- Office of Acadian Affairs of the Province of Nova Scotia (“OAA”);
- Department of Agriculture of the Province of Nova Scotia (“Agriculture”); and,
- Nova Scotia Economic and Rural Development (“NSERD”).

- 5.2 Each organization shall delegate one representative and one alternate.

- 5.3 Delegates and alternates shall have authority to make decisions on the Board.
- 5.4 The terms of office of representatives are at the discretion of the appointing voting member organization.
- 5.5 New members can be added to join by the Board to ensure the balance and representation necessary to achieve its mandate. There will be no more than 12 voting members.
- 5.6 The Site Management Coordinator will sit on the Board, without voting rights, to report and advise the Board as necessary.
- 5.7 Resource people may be invited to attend the meetings upon request from the Co-chairpersons on behalf of the Board to provide advice and assistance as necessary. Resource people will not have a right to vote.
- 5.8 Board members who no longer represent the organization for which they were nominated will cease to be members of the Board.
- 5.9 Experts can be added as ex-officio members of the Board as required.

## **6.0 Co-Chairpersons**

- 6.1 The positions of Co-chairperson of the Board will be held by (1) a member of the local community and (2) a member of the Acadian community. Co-chairs will serve for three year terms. The local community representative will be delegated by the Community Association. The Acadian community representative will be delegated by the SNA. Both positions are from the membership of the Board.
- 6.2 The responsibilities of the Co-chairpersons include:
  - Scheduling meetings and approving agendas;
  - Inviting resource people to attend meetings when required by the Board;
  - Chairing meetings;
  - Ensuring that all agenda items end with a decision, action or definite outcome;
  - Reviewing the draft minutes prior to their distribution;
  - Approving media statements;
  - Representing the WHS in an official capacity; and,
  - Serving as the official spokespersons of the WHS.
- 6.3 Co-chairs are by default members of the committees created by the Board.

## **7.0 Secretariat**

- 7.1 The Secretariat will be operated by Kings RDA.

- 7.2 The position of Secretary of the Board will be held by an employee of Kings RDA.
- 7.3 The responsibilities of the Secretariat are to:
- Support the operations of the Board and its committees;
  - Manage correspondence on behalf of the Board;
  - Manage the website for the WHS;
  - Manage the budget;
  - Prepare funding applications;
  - Manage contracts;
  - Report on financial matters;
  - Prepare and update policies for the Board; and,
  - Provide coordination for media, public, and stakeholder relations.
- 7.4 The responsibilities of the Secretary are to:
- Prepare meeting agendas and issue 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;
  - Take notes and prepare minutes of Board meetings within 10 days after the meeting;
  - Provide draft minutes to the Co-chairpersons for their review prior to distribution to the Board;
  - Ensure that the minutes of the previous meeting are approved at the beginning of the following meeting; and
  - Organize the logistics of the meetings of the Board and other meetings relating to the operations of the Board.
- 7.5 The Secretary will provide quarterly reports on the operations of the Secretariat, including reports on correspondence, budget, contracting, and media, public, and stakeholder relations.

## **8.0 Management of the World Heritage Site**

- 8.1 The Board will manage the WHS according to the highest standards in cultural and natural heritage management, to the requirements of the Operational Guidelines, and to the Management Plan submitted at the time of the Nomination Proposal and its subsequent updates.
- 8.2 The Management Plan will be reviewed five years after inscription on the World Heritage List and every six years following that.
- 8.3 The Board will engage, work with, and report to the Regulatory Authorities with Jurisdiction in the Buffer Zone.
- 8.4 Public Consultation is solely the responsibility of the Regulatory Authorities. Consultation of the Mi'kmaq is the responsibility of the Regulatory Authorities representing the Federal Crown and the Province of Nova Scotia.

- 8.5 In order to ensure the effective implementation of the Management Plan, the Board will appoint a Site Management Coordinator and set up a Technical Advisory Committee and an Education and Marketing Committee. It may set up any other committee it deems necessary to achieve its mandate.

## **9.0 Site Management Coordinator**

- 9.1 The Site Management Coordinator will report to the Board.
- 9.2 The responsibilities of the Site Management Coordinator are to:
- Coordinate the implementation of the Management Plan for the WHS;
  - Coordinate the implementation of the decisions of the Board;
  - Coordinate the review of Requests For Input;
  - Chair the Technical Advisory Committee;
  - Chair the Education and Marketing Committee;
  - Chair any other committees created by the Board;
  - Prepare a five-year business plan for the Board with annual statements of implementation;
  - Prepare reports, position papers and recommendations to the Board;
  - Coordinate media, public, and stakeholder relations with key partners;
  - Seek and facilitate partnerships to pursue the goals of implementing the Management Plan, particularly for activities relating to research, protection, promotion, and sustainability;
  - Report annually on the implementation of the Management Plan and on the condition of the World Heritage Site;
  - Coordinate and prepare the report on the condition of the WHS for Canada's Periodic Report under the guidance of the Canadian Delegation to the World Heritage Committee;
  - Review the Management Plan and any other management related document;
  - Represent the WHS on the Canadian Network of World Heritage Sites;
  - Liaise with the Canadian Delegation to the World Heritage Committee, in particular on matters relating to media relations, project reviews, pressures on the WHS, and, as necessary, communication with the World Heritage Centre.
- 9.3 The Site Management Coordinator will provide quarterly reports on the partnerships, condition of the site, activities, and any other matter pertaining to the management of the WHS.
- 9.4 The business plan will identify a funding strategy, resources required, priorities, and positive outcomes for the protection, promotion and interpretation of the WHS.

## **10.0 Process to Review Requests for Input**

- 10.1 The Site Management Coordinator will advise the Board of any Request For Input received and will provide a short summary of the proposal.



- 10.2 The Board will acknowledge receipt of the Request For Input directly to the Regulatory Authority and will direct the Site Management Coordinator to solicit advice from the Technical Advisory Committee and other experts as needed.
- 10.3 The review process will take no more than six weeks between acknowledgement of receipt and the Board's submission of a statement on the proposal.

#### **11.0 Technical Advisory Committee**

- 11.1 The Board will establish a Technical Advisory Committee to advise the Board regarding issues which could have an impact on the OUV of the WHS.
- 11.2 The Committee will provide technical advice on the protection of the property's OUV and assist in reporting on the condition of the WHS.
- 11.3 The membership of the Technical Advisory Committee may include representatives of the federal, provincial and municipal governments, ICOMOS Canada, outside experts and stakeholders.
- 11.4 The Technical Advisory Committee will meet at least twice a year or as required to provide support to the Board.
- 11.5 The Technical Advisory Committee will review Requests For Input within a time frame of no longer than four weeks. It will provide comprehensive, accurate, and objective information to the Board through the Site Management Coordinator in the form of reports.
- 11.6 Should the Technical Advisory Committee require more time to proceed with the review, the Chair of the Technical Advisory Committee will make a written request to the Board no later than two weeks after receipt of the Request For Input that will include a justification, a detailed timeline, and resources required to complete the review. The Board will then contact the Regulatory Authority to seek accommodation.
- 11.7 The Technical Advisory Committee will provide an annual report on its activities for the May meeting of the Board.

#### **12.0 Education and Marketing Committee**

- 12.1 The Board will establish an Education and Marketing Committee to advise the Board on issues relating to promotion, interpretation, and education, as well as to coordinate the development of products, activities and messages related to the WHS.
- 12.2 The membership of the Education and Promotion Committee will include representatives of the government and non government agencies responsible for

tourism, interpretation, and regional economic development, outside experts and local area stakeholders.

- 12.3 The Education and Promotion Committee will meet at least twice a year or as needed.
- 12.4 The Education and Promotion Committee will provide an annual report on its activities for the May meeting of the Board.

### **13.0 Meetings**

- 13.1 Meetings shall be held quarterly in February, May, August, and November.
- 13.2 Special or extraordinary meetings shall be called by the Co-chairpersons upon the request in writing specifying the reasons justifying the meeting, of two or more members of the Board.
- 13.3 A quorum of members must be present before a meeting can proceed. Fifty percent plus 1 of voting members of the Board must be present before the meeting can proceed.
- 13.4 Decisions will be made by consensus and will be approved unanimously. A vote will be conducted with a majority determining the decision should consensus not be possible.
- 13.5 Each voting member will have an opportunity at each meeting to provide a summary of concerns, issues, and opportunities that affect the stakeholder group they represent and discuss these as appropriate.
- 13.6 The language of meetings will be usually English.
- 13.7 Agendas, minutes and other documents relevant will be made available in English and French.
- 13.8 Meetings are public and minutes will be made available, following approval of the Board.
- 13.9 Invitations will be sent to the Regulatory Authorities within the Buffer Zone prior to a meeting of the Board. Minutes will be provided following the meeting to those Regulatory Authorities.
- 13.10 The Board will call a public meeting once a year no later than June 30<sup>th</sup> to provide a report on the management of the WHS and discuss issues, challenges, and opportunities.

## **14.0 Funding**

- 14.1 The Board is responsible to approve and review the budget and business plans.
- 14.2 The finances of the Board are to be managed by Kings RDA. The Kings RDA will enter into contracts and agreements on behalf of the Board subject to the Board's approval. Staff of the Board will be hired and managed by the Kings RDA.
- 14.3 The Board will develop a policy to manage the funds from its budget related to the protection of historical and archaeological features no later than in the first year following a successful inscription.
- 14.4 A five-year operational budget will be included within the business plan.
- 14.5 Special projects will be funded from project-based funding applications.
- 14.6 The organizations represented on the Board will cover the travel costs and other costs associated with the participation of their representative on the Board.

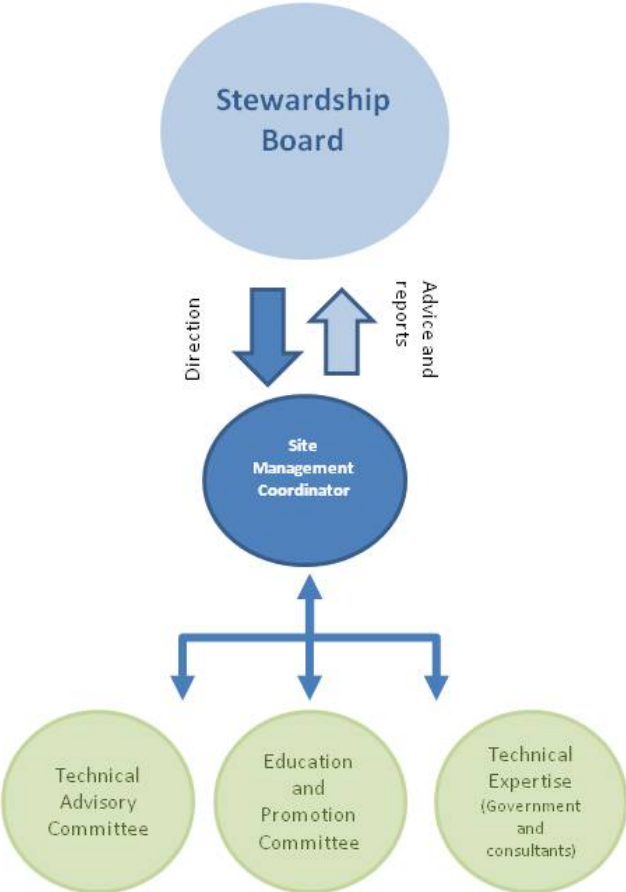
## **15.0 Communications and Media Relations**

- 15.1 Communications and Media Relations are managed by the Secretariat and the Site Management Coordinator.
- 15.2 The spokespeople of the Board are the Co-chairpersons or their delegates.
- 15.3 Media issues relating to the WHS will be managed by the Board in conjunction with Parks Canada, the Province of Nova Scotia and the Canadian Delegation to the World Heritage Committee. In advance of communications with the media, proactive discussion between the Board and the Canadian Delegation to the World Heritage Committee is particularly important if the media issue relates to a policy question with respect to implementation of the World Heritage Convention rather than a specific management issue at the WHS or if it relates to a management issue that may also be relevant to another WHS in Canada.

## **16.0 Amendments or Revisions**

The terms of reference will be reviewed at least every three years and may be reviewed and altered in writing to meet the requirements of the Board, by at least two thirds (2/3) agreement.

**Appendix 1: Organizational Chart**



**Appendix 2: Process to review Requests for Input**

