



Off-highway Vehicle Ministerial Advisory Committee

December 5 - 6, 2006

Halifax, NS

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- Attendees:** Laurie Cranton (Chair), Glenn Joudrey (Vice Chair), Dave Fraser (ATVANS), Jamie Wolverton (SANS), Peter Doucet (ORRA), James Vance (NSTF), Raymond Plourde (Environment), Dr. Mike Howlett (Health), Paul D'Eon (Safety/Training), David Barrett (Landowner), Laura Barkhouse (Member at Large), Roger King (Member at Large), Robert Connell (Enforcement/Police)
Ex-officio (day 1 only): John Mombourquette (OHV Enforcement/Conservation Officer), Peter Labor (DEL), Bernie Clancey (DTW), Ted Scrutton (DHPP), Jennifer Annett (Secretariat)
- Guests:** Day 1 - Susan Hruszowy (DNR), Day 1 & 2 - Jim Neale (Facilitator)
- Regrets:** Angela Chisholm (Tourism), Patricia MacNeil (DNR), Vacant (Municipal), Vacant (Municipal), Vacant (Industry)
- Special Notes:** Minister Barry Barnet (DHPP) and Minister David Morse (DNR) joined meeting December 6 in the morning for a meet & greet, and group photo.

----- Agenda Topics -----

Tuesday December 5 10:00 AM – 4:00 PM

10:00 AM Welcome & Introductions	Laurie Cranton & Glenn Joudrey	30 min
10:30 AM Task Force Roots & History	Laurie Cranton & David Barrett	30 min
11:00 AM Provincial OHV Action Plan Overview	Susan, Ted, Peter, Bernie, John	60 min
12:00 PM LUNCH		45 min
12:45 PM Provincial OHV Action Plan Overview	(Continued)	120 min
2:45 PM BREAK		15 min
3:00 PM Discussion	Laurie Cranton	45 min
3:45 PM Administration	Jennifer Annett	15 min
4:00 PM Adjournment for the day	Laurie Cranton	

----- Minutes -----

Tuesday December 5 10:00 AM – 4:00 PM

Introductions	Laurie Cranton & Glenn Joudrey	30 min
<p>Discussion: Introductions completed. Municipal positions and industry position remain outstanding. Industry position may be finalized by next meeting. Secretariat working on a website to share committee information. Website noted as potential future agenda item.</p>		
Action items:	Person responsible:	Deadline:
NONE		

Task Force Roots & History	Laurie Cranton & David Barrett	30 min
<p>Discussion: The Enforcement member confirmed that the enforcement unit (one of the recommendations of the task force) is fully implemented. Vacancies will be filled as they arise.</p>		
Action items:	Person responsible:	Deadline:
NONE		

Action Plan Overview	Susan, Ted, Peter, Bernie, John	60 min & 120 min
<p>Discussion: Ex-officio members presented overview of revised action plan. Revised action plan circulated to all members. Members suggested future OHV business cards and website emphasize violations reporting line number 1-800-565-2224. Members interested in taking OHV training can speak with Chair – if enough interest we can set up a group session. Members requested a regular OHV Fund financial report and requested OHV investment data be communicated to the public. Members interested in seeing enforcement recommendations around permits (noted as future agenda topic). Roles of members can be varied – to be discussed further on Dec. 6. It was noted that some members would like to present data and information at future meetings. Members felt public consultation would be important around trail & road access. Communications/Education needs to be enhanced. Members would like to review Generic OHV Handbook. Members would like more information on liabilities for a landowner (noted as potential future agenda topic).</p>		
Action items:	Person responsible:	Deadline:
Provide members with quarterly OHV Fund financial report (from Jan. 1/04 to present, broken down by OHV type) based on information provided by DNR via Service Nova Scotia & Municipal Relations.	Jennifer	Jan 9/10, 2007
Consider how OHV Fund and OHV investment data could be communicated to the public.	Jennifer	Jan 9/10, 2007

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Consider how communications/education can be enhanced.	Laurie	Jan 9/10, 2007
Circulate generic OHV Handbook to members for feedback.	Jennifer	Jan 9/10, 2007
Discussion	Laurie Cranton	45 min
Discussion: Done throughout Action Plan presentation.		
Action items:	Person responsible:	Deadline:
NONE		
Administration	Jennifer Annett	15 min
Discussion: Secretariat member reminded members of the contents of their orientation binder. Any future changes to contact information, or questions about the original material in the binder can be forwarded to the Secretariat member. The binder is for members to use as they wish.		
Action items:	Person responsible:	Deadline:
NONE		

Other Information

Meeting Adjourned: 4:00 pm

----- Original Agenda Topics -----

Wednesday December 6 8:30 AM – 4:00 PM

8:30 AM Introductory Remarks – Day 2	Laurie Cranton & Jim Neale (Facilitator)	30 min
9:00 AM Member Introductions	All	30 min
9:30 AM Review of Mandate	Laurie Cranton & Glenn Joudrey	30 min
10:00 AM BREAK		15 min
10:15 AM Team Collaboration/Collegiality	Jim Neale	30 min
10:45 AM Committee Framework	Jim Neale	25 min
11:10 AM Working Together	Jim Neale	120 min
12:00 PM WORKING LUNCH		15 min
1:10 PM Identifying Priorities	Jim Neale	120 min
2:30 PM BREAK		15 min
3:15 Summary & Next Steps	Jim Neale	15 min
3:30 PM Wrap Up	Laurie Cranton & Glenn Joudrey	30 min
4:00 PM Adjournment & Next Meeting	Laurie Cranton	

----- Minutes -----

Wednesday December 6 8:30 AM – 4:00 PM

Note: Agenda items below are those used by the facilitator and vary from the original agenda.

Welcome, Overview of the Day	Laurie Cranton & Jim Neale, Facilitator	30 min
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Discussion: Laurie provided an overview of the need to invest in Committee development including identifying how it would conduct its affairs prior to addressing specific tasks. Jim provided an overview of the day and identified the following goals: develop a common understanding of the mandate and expectations of the Committee, establish a set of agreements for how the Committee will function, and identify an initial set of priorities for the Committee.

Action items:	Person responsible:	Deadline:
NONE		

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Reviewing Our Mandate – Expectations, Purpose, Roles, Mission, Vision Jim Neale, Facilitator 30 min

Discussion: The purpose and primary deliverables of the Committee (page 1 of Terms of Reference) were reviewed and, where necessary, clarified. The group listed aspirations for what it would accomplish. Some key suggestions for inclusion in the mission include: all Nova Scotians benefit, responsible OHV enthusiasts, stakeholder relationships strengthened, reduction in social conflict, build on existing assets, and help government “get it right”.

Action items:

NONE.

Person responsible:

Deadline:

<p>Introductions</p> <p>Discussion: Each individual was asked to introduce themselves in the context of the purpose and work of the Committee.</p> <p>Action items:</p> <p>NONE.</p>	<p>All</p>	<p>30 min</p>
<p>What Makes Committees Effective?</p> <p>Discussion: Jim provided a brief overview of the practices that characterize effective committees such as: meaningful purpose, able to see results and benefits, and a process for consensual decision making, that is, the input of everyone is sought, carefully considered and a decision is reached that best meets the needs of the group.</p> <p>Action items:</p> <p>NONE.</p>	<p>Jim Neale, Facilitator</p>	<p>30 min</p>
<p>How We'll Work Together / Principles</p> <p>Discussion: The group identified a number of key questions that need to be answered. The following are the critical questions:</p> <p>a) Will we work to a consensus model? The committee decided it would indeed use a consensus model. Refer to the Consensus Model outlined at the end of the minutes.</p> <p>b) How will we prioritize our work? A full discussion to occur at the January meeting. Prioritizing to be done in consultation with the Ministers.</p> <p>c) How will we handle external communication? Communications to be handled in collaboration with government, and the Chair. Further discussion to occur to flush out ideas, such as a committee website, a canned slide presentation, etc. Lucas Wide, Communications Officer to assist.</p> <p>d) How will we conduct our meetings? Frequency, duration, subcommittees, alternates, meeting documentation, and procedures were discussed.</p> <p>Action items:</p> <p>Start thinking about who you might recommend to sit on these sub-committees.</p> <p>Suggestions to be brought forward on the structure and responsibilities of OHV Infrastructure Fund/Trail Development sub-committee.</p> <p>If you would like to have an alternate, please bring that name forward in writing, with a summary of why they are suitable, to the next meeting.</p>	<p>Jim Neale, Facilitator</p>	<p>105 min</p>
<p>Action items:</p> <p>Start thinking about who you might recommend to sit on these sub-committees.</p>	<p>Person responsible:</p> <p>All</p>	<p>Deadline:</p> <p>Jan 9/10, 2007</p>
<p>Suggestions to be brought forward on the structure and responsibilities of OHV Infrastructure Fund/Trail Development sub-committee.</p>	<p>Person responsible:</p> <p>Jim Vance, Jamie Wolverton, Dave Fraser, Laurie Cranton.</p>	<p>Deadline:</p> <p>Jan 9/10, 2007</p>
<p>If you would like to have an alternate, please bring that name forward in writing, with a summary of why they are suitable, to the next meeting.</p>	<p>Person responsible:</p> <p>All</p>	<p>Deadline:</p> <p>Jan 9/10, 2007</p>

Our Priorities	Jim Neale, Facilitator	120 min
Discussion: Due to lack of time for this topic, a full discussion of priorities will occur at the next meeting.		
Action items: Consider how you will rank priorities of the committee (refer to Appendix 1 of the proceedings), and any additions, changes or deletions you would like to recommend.	Person responsible: All	Deadline: Jan 9/10, 2007
Summary and Closing	Laurie Cranton	10 min
Discussion: Laurie reviewed next steps and then closed the session with final comments and appreciation for the contribution of members.		
Action items: NONE.	Person responsible:	Deadline:

Other Information

Meeting Adjourned: 4:15 pm

Next Meeting: January 9 – 10, 2007 in Halifax.

OHV Ministerial Advisory Committee - Decision Making Process / Consensus Model

Recognizing the Committee's primary role as an advisory body to government committee members agree that the preferred method of decision-making is by consensus among voting members in attendance at a properly constituted committee meeting.

The Chair will ensure that there is ample opportunity for every member to participate in a full and informed discussion on matters before the committee. Following discussion the Chair will ask if members agree to the consensus decision being proposed at that time.

Where no committee member expresses an objection the decision will be recorded as having been reached by consensus and reported as such to Ministers. "Objection" is understood to mean the member's opposition to the proposed decision is so strong that he/she cannot allow the decision to be recorded as a consensus decision of the committee. An abstention does not constitute an objection.

When a matter before the committee cannot be decided by consensus the Chair shall defer the matter to the next committee meeting and the Secretariat will ensure the matter is placed on the agenda. When the Chair feels a decision must be reached during any particular meeting the agenda should carry a notation to this effect (e.g., decision required).

When a matter is deferred for further consideration the Chair shall permit additional discussion in an attempt to bring members to a consensus. In those circumstances where the Chair determines that a decision must be reached but no consensus has been achieved the members shall be polled to determine how many continue to have objections to the proposed consensus decision. If three (3) or fewer members express objections to the proposed consensus decision the Chair shall declare that the matter has been decided without a full consensus of the committee. If more than three (3) members object (***) the Chair shall declare that the committee is unable to reach a decision. The minutes shall reflect these outcomes.

The committee report to the Ministers will be according to the following guidelines:

Decision reached by consensus: when no member at the meeting objects to the decision,

Decision reached without full consensus: when three (3) or fewer members at the meeting object to a decision that has been discussed at no less than two (2) committee meetings, or

Committee unable to reach a decision: when more than three (3) members at the meeting object to a decision that has been discussed at no less than two (2) committee meetings.

The decisions of sub-committees, being recommendations to the full committee, shall follow the consensus model whenever practical. Regardless of how a decision was finally reached at the sub-committee level the full committee shall follow the policy outlined here.

*** NOTE: The full committee is 17 persons with the quorum established in our terms of reference as 50% plus one (1). The minimum number at a properly constituted meeting is therefore nine (9) members. By requiring more than three (3) objectors we are, in essence, requiring at least a two-thirds majority vote to reach a "decision without full consensus." By stating the criteria in terms of the number of objectors required the threshold always remains the same – it takes more than three (3) to produce an "unable to reach decision" outcome.