



Off-highway Vehicle Ministerial Advisory Committee

March 13-14, 2007
Halifax, NS

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- Attendees:** Laurie Cranton (Chair), Glenn Joudrey (Vice Chair), Dave Fraser (ATVANS), Jamie Wolverton (SANS) (day two), Peter Doucet (ORRA), James Vance (NSTF), Raymond Plourde (Environment), Paul D'Eon (Safety/Training), Laura Barkhouse (Member at Large), Robert Connell (Enforcement/Police), Charles Atkinson (Industry) (day two), Roger King (Member at Large)
Ex-officio: Susan Hruszowy (for Patricia MacNeil, DNR), Bernie Clancey (DTW) (day one), Ted Scrutton (DHPP), Jennifer Annett (Secretariat)
- Guests:** Pat Hicks (Yamaha Motor Canada) (day two), Judith Cabrita (Tourism)
- Regrets:** Charles Atkinson (Industry) (day one), David Barrett (Landowner), Dr. Mike Howlett (Health), Jamie Wolverton (SANS) (day one), Bernie Clancey (DTW) (day two), Peter Labor (DEL), Derick Stoddard (for John Mombourquette, OHV Enforcement/Conservation Officer), Vacant (Municipal), Vacant (Municipal)

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

Tuesday March 13 9:00 AM – 4:00 PM

8:30 AM Arrival, Coffee, Muffins		30 min
9:00 AM Welcome, Review of Action Items, Approval of Minutes, Reports (Chair, Secretariat, Fund, Trails)	Laurie Cranton, Jennifer Annett, Susan Hruszowy, Laura Barkhouse	1 hr
10:00 AM New Legislation: Rallies	Peter Labor & Ted Scrutton	1 hr
11:00 AM Enforcement Next Steps	Robert Connell	1 hr
12:00 PM LUNCH		45 min
12:45 PM Trail Proposal Process	Laura Barkhouse	1 hr
1:45 PM Community Consultation Process	To be determined	30 min
2:15 PM Closed Courses – Role?	Jennifer Annett	15 min
2:30 PM Communications Strategy Next Steps	Jennifer Annett	1 hr
3:30 PM Safety Training Update	Sheila Campbell	30 min
4:00 PM Adjournment for the day	Laurie Cranton	

----- Minutes -----

Tuesday March 13 9:00 AM – 4:00 PM

Welcome, Review of Action Items, Minutes, Reports	Laurie Cranton, Jennifer Annett, Susan Hruszowy, Laura Barkhouse	1 hr
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Discussion: Chair welcomed members and guests. Chair provided his report. A meeting was held with Minister Morse (Minister Barnet was unavailable) to provide an update on the Committee’s progress. Slides of the meeting were circulated. Ministers have not yet responded to the core funding recommendation. Tourism position in the process of being filled. The Chair also acknowledged the anticipated March 21 OHV rally, and circulated the corresponding petition for information. The Co-Chair will be the designated spokesperson for the Committee while the Chair is out of town at a conference.

Action items reviewed. February minutes were approved.

Secretariat provided a brief report. 3 alternates approved by the Ministers to date. Minutes have been added to the website. Other additions/updates ongoing.

DNR provided Fund report. Current balance is \$1,098, 519.01 not including interest or fine revenue.

Co-Chair of the Trails Subcommittee indicated the subcommittee is working very well. Details of their progress to be shared later in the agenda. Next meeting is Mar. 19/07.

DHPP suggested that government representatives selected for subcommittees should be full members as opposed to ex-officio.

Action items:

NONE.

Person responsible:

Deadline:

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New Legislation: Rallies

Ted Scrutton
(regrets - Peter Labor)

1 hr

Discussion: Regulatory considerations were circulated once again (dated Feb.21/07). Members discussed the impending regulations. Many good suggestions were discussed such as: non OHV clubs as potential lead organizers; base the permit on estimated numbers of participants; public advertisement & non-competitive as part of the definition of a rally; services for large #s for example portapotties, # first aiders, parking; required amount of insurance and the province as an additional insured possibly; enable DNR regional offices to authorize permits; provide permit issuers with regular training to ensure consistency; and, provide applicants with a simple process/checklist to encourage compliance. Key points that will be taken forward by Ted are:

- Non-competitive
- Simple
- Local (two authorizing signatures from DNR at most)
- Landowner/occupier permission
- Name the province as additional insured
- Consistent with regulations for other outdoor events
- Specific rally dates, but no blanket permission
- No fee for permit

Action items:

Review feedback with members of the Interdepartmental Committee at their next meeting, then report back.

Person responsible:

Ted

Deadline:

May 8-9/07

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Enforcement Next Steps		Robert Connell	1 hr
<p>Discussion: Adhoc meeting was not held but will be organized before the April meeting. Potential meeting participants still being collected. A sample OHV “cheat sheet” template was circulated. The sheet would be a tool for enforcement officers summarizing the most common OHV infractions. Different options possible, such as fold out card, laminated chart, miniature book, etc. Members agreed such a tool would be useful.</p> <p>The possibility of a school education program via the RCMP school liaison officers was also raised.</p>			
Action items:		Person responsible:	Deadline:
Adhoc enforcement subcommittee to meet and bring a progress report to the March meeting, and a proposed subcommittee structure with guiding principles and a job description if possible.		Robert	Apr.9/07
Trail Proposal Process		Laura Barkhouse	1 hr
<p>Discussion: The proposed “OHV Trail Infrastructure Program” outline was circulated for comment. This process is specific to trail development projects. Other projects and core funding under the OHV infrastructure fund will be addressed separately. Members suggested hosting regional information sessions to inform organizations about the funding process. Outstanding items are, who will collect applications and administer the fund, an application form is still needed, and assessment criteria is needed.</p>			
Action items: More work to be done on the process based on feedback collected. An update is to be provided at the April meeting.		Person responsible: Laura	Deadline: Apr. 9/07

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<p>Community Consultation Process <i>DEFERRED to Mar. 14/07</i></p>	<p>To be determined</p>	<p>30 min</p>
<p>Discussion: DNR indicated they've received correspondence on community trail issues across the province. Current DNR and DHPP community consultation processes don't involve the Advisory Committee. Communities continue to struggle when no consensus found. Consultation should consider legitimate objections. How broad is community? Local residents or community of trail users? A written document is needed to encourage consistent process application. The community needs to be a partner, not just a participant. Yarmouth was noted as a good example of successful community partnerships. Many other good examples out there. Unmanaged trails tend to overshadow the success stories. The Committee would like to document an exemplary process in the trails community and educate others about it.</p>		
<p>Action items: Invite local representatives to share community consultation best practices & submit hard copy of their recommended processes.</p>	<p>Person responsible: Susan, Jennifer, Ted</p>	<p>Deadline: May 8/07</p>
<p>Closed Courses – Role? <i>DEFERRED to Mar. 14/07</i></p>	<p>Jennifer Annett</p>	<p>15 min</p>
<p>Discussion: Jennifer reviewed the status of closed course applications. Regular updates to be provided at future meetings so members can identify any red flags and possible identify gaps in course locations. Broader discussion to occur at a future meeting.</p>		
<p>Action items: NONE.</p>	<p>Person responsible:</p>	<p>Deadline:</p>
<p>Communications Strategy Next Steps</p>	<p>Jennifer Annett</p>	<p>1 hr</p>
<p>Discussion: Jennifer reviewed potential next steps. Members were reminded that recommendations to the Ministers remain confidential until approved or otherwise determined by the Director of Communications, Diane LeBlanc. A communications plan will be developed for the Committee by Krista Chapdelaine, over the next month, in consultation with adhoc Communications Subcommittee. Once the plan is approved, the Committee can take the lead on approved communications initiatives outside of government processes. Key messages should however, always be reviewed with communications staff for accuracy. DNR indicated the quote for a basic OHV video is \$8,900.</p>		
<p>Action items: Adhoc meeting to develop a communications plan with Krista – March 29, 3-5 in Dartmouth.</p>	<p>Person responsible: Paul</p>	<p>Deadline: Apr. 9/07</p>
<p>Press release to be written about the Committee and the work it is doing. Content to be approved by Communications before</p>	<p>Dave/Paul</p>	<p>Apr. 9/07</p>

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release.		
Safety Training Update <i>DEFERRED to April Meeting</i>	Sheila Campbell	30 min
<p>Discussion: In Sheila's absence, DHPP provided brief training update. Snowmobile training course is now available. Ten instructors were trained in early March to deliver public courses. Delivery of the instructor training course to be improved in the future to help better prepare the instructors. A training delivery agreement is being developed with ATVANS which may serve as a template for other types of OHV training.</p>		
Action items:	Person responsible:	Deadline:
NONE.		

Other Information

Meeting Adjourned: 4:15 p.m.

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

Wednesday March 14 9:00 AM – 4:00 PM

8:30 AM Arrival, Coffee, Muffins		30 min
9:00 AM SANS \$30/Registered Snowmobiler Funding Request	Jamie Wolverton (discussion, final recommendation)	45 min
9:45 AM To Be Determined		
11:30 AM Manufacturer Position Request	Pat Hicks	30 min
12:00 PM LUNCH		45 min
12:45 PM To Be Determined		
3:00 PM Summary of New Recommendation(s) to Ministers, Next Steps	Laurie Cranton	1 hr
4:00 PM Adjournment	Laurie Cranton	

----- Minutes -----

Wednesday March 14 9:00 AM – 4:00 PM

SANS \$30/Registered Snowmobiler Funding Request - <i>DEFERRED to April Meeting</i>	Jamie Wolverton (discussion, final recommendation)	45 min
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Discussion: Chair introduced the topic and provided some history. Discussion and final recommendation will take place at the April meeting.

Action items:

Read pages 16-18, 27-31 of the Final Task Force Report in your binders to prepare for the discussion.

Person responsible:

All

Deadline:

Apr. 9/07

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Manufacturer Position Request		Pat Hicks	30 min
<p>Discussion: Introductions were made. Rick Lingley sent his regrets. The request is for Pat and Rick to take turns attending Committee meetings. They can provide documented facts to guide safety, environmental, advertising, noise, and education discussions. They would like to help the Committee make informed recommendations to the Ministers and find workable solutions. They have an extensive network of industry contacts and have input to long terms plans of manufacturers. Pat was thanked for his presentation.</p> <p>Members acknowledged that other organizations may also request positions.</p>			
Action items:		Person responsible:	Deadline:
Submit to Chair or DHPP a written request for membership including resumes or biographies, rationale, and letters of recommendation from the Canadian Off-Highway Vehicle Distributors Council (COHV), and the International Snowmobile Manufacturers Association (ISMA).		Charles	Apr. 9/07
Send request to the Ministers with a recommendation on membership type - ex-officio, full member, regular guest, or no position.		Laurie/Jennifer	Apr. 12/07
<p>To be Determined</p> <p>Discussion: DNR led a discussion on current legislation concerning highways, safety training, and the definition of written permission. Feedback was collected for consideration by government. The Committee thanked DNR for gathering their feedback and look forward to providing input again in the future. Members felt the earlier input can be gathered, the better.</p>			
Action items:		Person responsible:	Deadline:
NONE.			
Summary of New Recommendation(s) to the Ministers, Next Steps		Laurie Cranton	45 min
<p>Discussion: In addition to the manufacturers' position recommendation, the Committee will make recommendations on OHV permits, and legislation. Members were also supportive of DNR circulating facts sheets on how to register your OHV, and how to become a training instructor. The where to ride, and safety training fact sheets still need some adjusting.</p>			
Action items:		Person responsible:	Deadline:
Permit sticker recommendation to be forwarded to the Ministers.		Laurie/Ray/Jennifer	Mar. 15/07
Legislative recommendation to be forwarded to the Ministers.		Laurie/Ray/Jennifer	Mar. 15/07

Other Information

Meeting Adjourned: 4:30 pm

Next Meeting: Tuesday April 10 – Wednesday April 11, 2007 in Halifax (9:00 am – 4:00 pm).