



Off-highway Vehicle Ministerial Advisory Committee

December 11-12, 2007

Halifax, NS

- Attendees:** Laurie Cranton (Chair), Glenn Joudrey (Vice Chair), Corey Robar (ATVANS), Raymond Plourde (Environment), Paul D'Eon (Safety/Training), Robert Connell (Enforcement/Police), Charles Atkinson (OHV Industry), Roger King (Member at Large), Judith Cabrita (Tourism), James Vance (NSTF), Laura Barkhouse (Member at Large) (day 2), Jamie Wolverton (SANS), Floyd Cock (for David Barrett, Landowner)
Ex-officio: Derick Stoddard (for John Mombourquette, OHV Enforcement/Conservation Officer) (day 1), Michael Coady (DTIR) (day 2), Jennifer Annett (Secretariat)
- Guests:** Hugh Gillis (DNR)
- Regrets:** Peter Doucet/Ian MacKinnon (ORRA), David Barrett (Landowner), Laura Barkhouse (Member at Large) (day 1), Michael Coady (DTIR) (day 1), Peter Labor (DEL), Derick Stoddard (for John Mombourquette, OHV Enforcement/Conservation Officer) (day 2), Pat Hicks (OHV Manufacturers), Patricia MacNeil (DNR), Ted Scrutton (DHPP), Vacant (Municipal), Vacant (Municipal), Vacant (Health)

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

Tuesday, December 11, 2007 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)	Laurie Cranton, Jennifer Annett	30 min
9:30 AM Subcommittee Updates: Enforcement, Education	Robert Connell, Paul D'Eon	30 min
10:00 AM Community Consultation	Robert Connell	1 hr
11:00 AM Core Funding	Laurie Cranton	1 hr
12:00 AM Lunch		1 hr
1:00 PM Large Landowners	ALL	1 hr
2:00 PM SANS Special Project Proposal	Jamie Wolverton	1 hr
3:00 PM Provincial Signage Strategy	Jamie Wolverton	1 hr
4:00 PM Adjournment for the day		

----- Minutes -----

Tuesday, December 11, 2007 9:00 AM – 4:00 PM

Welcome, Review of Action Items, Approval of Minutes, Reports (Chair, Secretariat, Fund) Laurie Cranton
Jennifer Annett

Discussion: Chair welcomed members and guests.

Chair provided his report.

- Government and the Committee both plan to review the status of the OHV Action Plan.
- The Ministers will be meeting to discuss recent recommendations regarding the trail in Paradise. A response regarding special project funding is also outstanding.
- Trails vision noted as future agenda item.

Action items were reviewed. Minutes were approved.

Secretariat provided her report. Remember to use the new expense claim forms.

No Fund report provided this month.

Other reports were provided.

DNR explained how watercourse alteration certification makes permit approvals more efficient. DNR reviewed OHV offences 2006-07 comparison and responded to questions. Operating without a designated snow vehicle trail will be added next time.

DNR reviewed different tools being used for enforcement of the OHV Act. Noise measuring equipment currently not being used.

The Committee agreed without full consensus that the Nova Scotia Trails Federation is an appropriate group to administrate the OHV conference, the OHV IF Trails Program, and the provincial Trail Patrol for January 1 – December 31, 2008.

The Committee agreed without full consensus to accept revised OHV IF funding amounts toward administration of the Conference, the Trails Program, and the Trail Patrol if needed for 2008.

Action items:	Person responsible:	Deadline:
Provide status of OHV noise measurement plans.	Derick	Jan. 22/08
Electronic version to the Committee of OHV insert pamphlet. Also add to the OHV site.	Jennifer	Jan. 22/08
Broaden circulation of OHV insert pamphlet.	Jennifer	Jan. 22/08
Circulate to the Committee a detailed budget and list of duties for administration of the Conference, Trails Program, and Trail Patrol.	Laurie	Jan. 22/08

MINUTES – December 11-12, 2007

Subcommittee Updates: Enforcement, Education Robert Connell
Paul D'Eon

Discussion:

Education - Education Subcommittee has not met recently. Some volunteers are meeting December 12 to review draft #5 of the Generic OHV Handbook.

Enforcement - The Subcommittee has been discussing driver licensing. The chair will try and attend the next Subcommittee meeting to learn more.

Action items:

NONE

Person responsible:

Deadline:

Community Consultation

Robert Connell

Discussion:

A PowerPoint slide presentation was delivered highlighting some processes used by planners in Sydney, Australia. Common models for consultation include:

- Citizens' jury
- Residents' feedback registers
- Focus groups
- Deliberative polls (surveys)
- Consensus conferences
- Referendum
- Public meetings

Each consultation type has advantages and disadvantages according to time required, cost, authority, scrutiny, deliberation and representation. Nova Scotia Voluntary Planning essentially follows a jury model. Trail consultation in Nova Scotia may benefit from an appeal process. Appeals could be initiated when there is unsolved conflict, possibly leading to a citizens' jury.

Two key pieces of advice for all consultative processes are to listen to respondents and recognize "what's in it" for the community.

Some key questions are how community is defined, should trails funded by the OHV IF undergo consultation, and should additional consultation apply to trails on crown land. More communication is also needed so people are aware when consultation is going to occur.

Action items:

NONE

Person responsible:

Deadline:

MINUTES – December 11-12, 2007

Core Funding		Laurie Cranton	
<p>Discussion: The 2008 core funding request and the 2007 reporting process was discussed. Reports/requests from OHV associations to include:</p> <ul style="list-style-type: none"> – Current financial statement to date. – Description of programs or services provided to date based on 2007 approval from Ministers. – Budget and description of 2008 plans. 			
Action items:			Deadline:
SANS, ATVANS, ORRA to present results of 2007 core funding and requests for 2008.		Jamie, Corey, Ian	Feb. 12/08 tentative
Large Landowners		ALL	
<p>Discussion: A brief discussion was had around the challenges of OHV access to large tracts of land such as areas under lease or ownership of logging companies and timber management organizations. More discussion to follow in January.</p>			
Action items:		Person responsible:	Deadline:
NONE			
SANS Special Project Proposal		Jamie Wolverton	
<p>Discussion: SANS presented a proposal for a winter trail operation and grooming workshop for February 2008. Full consensus to move forward with this initiative.</p>			
Action items:		Person responsible:	Deadline:
NONE			
Provincial Signage Strategy		Jamie Wolverton	
<p>Discussion:</p> <p>A sample SANS sign guide (October 2004) was circulated as background. SANS described the purpose behind having the sign guide. The desire for signage consistency was noted. The signage strategy is part of SANS risk management plan.</p> <p>SANS received OHV IF in 2007 to expand their signage strategy across NS. Work is ongoing. Many clubs take down trail signs during the off season.</p> <p>Input has already been collected from SANS, ATVANS, NSORRA and NSTF toward a sign guide for all NS OHV clubs. The provincial signs will be included in the generic OHV handbook.</p>			
Action items:		Person responsible:	Deadline:
NONE			

Meeting Adjourned: 4:10 pm

MINUTES – December 11-12, 2007

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

Wednesday, December 12, 2007 9:00 AM – 4:00 PM

8:30 AM Arrival, Coffee, Muffins		30 min
9:00 AM Subcommittee Update: Trails	Laura Barkhouse	15 min
9:15 AM 2008 Budget	Laurie Cranton (ALL)	1 hr
10:15 AM Action Plan Evaluation	Laurie Cranton (ALL)	1 hr 45 min
12:00 PM LUNCH		1 hr
1:00 PM Summary of New Recommendation(s) to Ministers, Communications Messages & Next Meeting/Agenda Items	Laurie Cranton	30 min
2:00 PM Adjournment		

MINUTES – December 11-12, 2007

----- Minutes -----

Wednesday, December 12, 2007 9:00 AM – 4:00 PM

Subcommittee Update: Trails

Laura Barkhouse

Discussion: A revised Trails Program application will be posted on the OHV site in January. Next steps for Trails Program were discussed. Regional disparities in funding will continue to be minimized. The Subcommittee is interested in mapping locations of funded trails. Next meeting is January 9, 2008 10:00 am – 4:00 pm.

Action items:

Person responsible:

Deadline:

NONE

2008 Budget

Laurie Cranton (All)

Discussion: Plans for 2008 were discussed. Priority areas were identified based on results of 2007. There will also be some carryover funds from 2007.

Final recommendation to be discussed at January meeting.

Action items:

Person responsible:

Deadline:

Send out draft 2008 budget in excel for review by the Committee based on % for each priority area.

Jennifer

Jan. 10/08

Action Plan Evaluation

Laurie Cranton (ALL)

Discussion: Some key points for evaluation are:

- What is the status of completion (yes, no, partial) of each action plan initiative?
- What are the implications?
- What are the recommended actions?
- Other relevant notes

More discussion to follow on January 22, 2008 along with the ex-officio members.

Action items:

Person responsible:

Deadline:

Evaluate status of completion for infrastructure, enforcement, safety, and protection initiatives. Send to the Secretariat.

Laura/Jamie
Bob, Paul, Raymond

Jan. 15/08

Circulate draft status report to the Committee for review before the January meeting.

Jennifer

Jan. 17/08

Summary of New Recommendation(s) to the Ministers, Communications Messages & Next Meeting/Agenda Items

Laurie Cranton

Discussion: There are no new recommendations to the Ministers. There are no new communications messages. Any new agenda items should be submitted to the Chair or the Secretariat well in advance of the next meeting.

Action items:

Person responsible:

Deadline:

NONE

Other Information

Meeting Adjourned: 12:15 PM

Next Meeting: January 22-23, 2008 in the Halifax/Bedford area (9:00 am – 4:00 pm).