

Terms of Reference
Nova Scotia Off-highway Vehicle Ministerial Advisory Committee

PURPOSE:

The purpose of the Nova Scotia Off-highway Vehicle Ministerial Advisory Committee is to advise government, through the Minister of Natural Resources¹, on provincial activity related to Off-highway Vehicle (OHV) responsibilities in the Province of Nova Scotia, and to monitor and advise on the implementation of the government's response, *Off-highway Vehicles in Nova Scotia, Provincial Direction and Action Plan (October 2005)* to the *Final Report of the Voluntary Planning Off-highway Vehicle Task Force* (November 2004).

In particular the group will:

- (a) Serve as a government advisory and coordination body concerning OHV issues as defined in the *Off-highway Vehicles in Nova Scotia Provincial Direction and Action Plan* (Action Plan)
- (b) Provide support and assist with the implementation of the Action Plan (see specific roles - pages 4-5 of the Plan)
- (c) Interact, when required, with the Minister of Natural Resources¹ or its designates to coordinate work plans
- (d) Make recommendations on the allocation of the Off-highway Vehicle Infrastructure Fund to the Minister of Natural Resources¹
- (e) Establish subcommittees as required and, specifically, a trail development subcommittee to provide advice and recommendations to the Committee on trail development and maintenance projects

CONTEXT:

The Action Plan items numbered 21 and 23 have led to the establishment of the Nova Scotia Off-highway Vehicle Ministerial Advisory Committee.

¹Reflects transition between Departments of Health Promotion and Protection and Natural Resources, 2008

GROUP OPERATIONS:

Meetings:	at the call of the Chair (or in the Chair's absence, the Vice-chair)
Frequency:	monthly or as required
Quorum:	50% plus one
Alternation:	with prior approval of Chair/Vice-chair
Guests:	with prior approval of Chair/Vice-chair
Agenda:	restricted to related topics and provided in advance of meeting
Action Minutes:	prepared and provided by Department of Natural Resources ¹ (secretariat for the Committee)

MEETING INFORMATION:

Where:	Central Nova Scotia, or a location approved by the Committee
When:	to be determined by the Committee

MEMBERSHIP:

The Nova Scotia Off-highway Vehicle Ministerial Advisory Committee will be composed of the following individuals:

- ▶ One representative from All Terrain Vehicle Association of Nova Scotia (ATVANS) on the recommendation of the ATVANS board
- ▶ One representative from Snowmobilers Association of Nova Scotia (SANS) on the recommendation of the SANS board
- ▶ One representative from Nova Scotia Off-Road Riders Association on the recommendation of the Nova Scotia Off-Road Riders Association
- ▶ Up to two representatives from municipalities: one on the recommendation of the Union of Nova Scotia Municipalities (UNSM) and/or one from the Association of Municipal Administrators (AMA)
- ▶ One representative from the Nova Scotia Trails Federation on the recommendation of the Nova Scotia Trails Federation
- ▶ One representative from the tourism industry
- ▶ One environmental community representative
- ▶ One safety/training community representative

¹Reflects transition between Departments of Health Promotion and Protection and Natural Resources, 2008

- ▶ One health community representative (government or non-government)
- ▶ One private land owner representative
- ▶ One representative from a provincial or municipal police force/enforcement agency
- ▶ One off-highway vehicle industry representative
- ▶ A Chair and Vice-chair, on the recommendation of the Minister¹, who will not represent one of the key sectors comprising the Committee
- ▶ Up to two members-at-large, on the recommendation of the Minister¹, who will not necessarily represent one of the key sectors comprising the Committee and will provide additional expertise in key areas
- ▶ One representative from a provincial OHV enforcement unit or Conservation Officer (ex-officio)
- ▶ One representative from the Department of Natural Resources as recommended by the Deputy Minister of Natural Resources (ex-officio)
- ▶ One representative from Nova Scotia Environment² as recommended by the Deputy Minister of Nova Scotia Environment² (ex-officio)
- ▶ One representative from Department of Transportation and Infrastructure Renewal² as recommended by the Deputy Minister of Transportation and Infrastructure Renewal² (ex-officio)
- ▶ One representative from Health Promotion and Protection as recommended by the Deputy Minister of Health Promotion and Protection (ex-officio)

Additional representatives may be added by the Minister¹ on the recommendation of the Nova Scotia Off-highway Vehicle Ministerial Advisory Committee.

TERM OF OFFICE

Initial appointments for members of the Committee will be for a two-year period or until such time as a successor is appointed. All members are eligible for reappointment up to a maximum of three consecutive terms; subsequent terms may be varied in length.

¹Reflects transition between Departments of Health Promotion and Protection and Natural Resources, 2008

²Reflects Departmental name change, 2008

Provincial government members (except the Health Community member) are ex-officio and their primary functions are as liaison to the Minister¹ and to act in a resource capacity.

Where a person ceases to be a member of the Committee for any reason, including resignation, inability to act or failure to attend three consecutive Committee meetings without just cause, the Minister¹ may appoint another person representing that same affiliation to the Committee to hold office for the unexpired term of the member.

The funding for the Nova Scotia Off-highway Vehicle Ministerial Advisory Committee will be provided through the Off-Highway Vehicle Infrastructure Trust Fund.

¹Reflects transition between Departments of Health Promotion and Protection and Natural Resources, 2008

AUTHORITY:

The membership of the Nova Scotia Off-highway Vehicle Ministerial Advisory Committee is appointed by the Minister of Natural Resources¹, and will not exceed 17 voting members including the Chair and Vice-chair. The authority to change the terms of reference rests with the Minister¹.

REMUNERATION:

A per diem may be paid to the Chair and Vice-chair. The per diem rates will be determined by the Minister¹. Expenses may be paid to the Chair and Vice-chair, and all members of the Committee based on a reasonable compensation schedule, comparable to the government's travel policy and guidelines (*Human Resources Management Manual 500*).

COMMITTEE'S ROLE:

The key roles of the Nova Scotia Off-highway Vehicle Ministerial Advisory Committee are as follows:

General Role

- Be an Advisory Committee to Minister of Natural Resources¹ on provincial activity related to OHV responsibilities in the Province of Nova Scotia
- Advise government on the allocation and use of the OHV Infrastructure Trust Fund. Identify funding allocations in particular for:
 - trail development and maintenance
 - core funding of OHV agency operations (e.g., SANS, ATVANS)
 - health and safety programs and information
 - self-policing on trails for users (but not regular or special work typically done by enforcement agencies)
 - environmental demonstration projects that showcase trail development; *and*
 - operating budget for the Nova Scotia Off-highway Vehicle Ministerial Advisory Committee
- Review and provide feedback on new legislation being developed to support the Action Plan
- Develop a mechanism that allows the Committee to communicate with Nova Scotians regarding the progress on the implementation of the Action Plan
- Make recommendations on the Committee's structure, terms of appointment, membership etc.

¹Reflects transition between Departments of Health Promotion and Protection and Natural Resources, 2008

Land

- Make recommendations for the development of mechanisms to address the interests of landowners
- Continue to research and recommend organizations to be accredited for closed courses

Trails

- Oversee (or provide input into) the process for the development and maintenance of the trail/park network in the province of Nova Scotia
- Establish a trail development subcommittee
- Develop a process for community consultation for the trail/park network
- Work with government to support development of provincial construction and maintenance standards for OHV trails
- Oversee the implementation of a trail permit system for OHVs in Nova Scotia
- Work with government to create provincial rules of operation on sanctioned trails
- Work with government to create landowner guidelines for becoming part of the trail network

Education/safety

- Work with government to implement province-wide training, OHV safety/training programs
- Review on a regular basis OHV training programs and operating materials (handbooks, operator manuals, environmental guidelines etc.) appropriate to the relevant OHV to ensure they are current
- Recommend and review agencies providing courses for accredited training programs

Enforcement

- Coordinate the implementation of a Trail Warden program in cooperation with existing enforcement agencies, SANS and ATVANS

Environment

- Make recommendations for the development of mechanisms to protect/respect environmental interests