

**Nova Scotia Apprenticeship Agency**  
**Automobile Insurance Appraisers Trade Advisory Committee**

**Terms of Reference**

**1. Introduction**

Under the authority of the *Nova Scotia Apprenticeship Agency Operating Charter*, the Nova Scotia Apprenticeship Agency Board (the Board) shall seek the advice and recommendations where appropriate from industry by establishing trade advisory committees (TAC's) in order to advise and make recommendations to the Minister regarding the apprenticeship system.

This Terms of Reference shall govern the activities of the Automobile Insurance Appraiser Trade Advisory Committee (TAC).

**2. Mandate**

The Automobile Insurance Appraiser (AIA) TAC will advise, make recommendations and provide supporting rationale to the Agency Board on:

- the application to designate AIA as a trade as submitted by the Automobile Insurance Appraisers Association of Nova Scotia (AIAA); and
- determine the level of industry support through industry consultations or surveys, etc..

The TAC may be responsible to develop a work plan, including deliverables and timeframes for approval by the Agency Board.

**3. Purpose**

The AIA TAC will advise and make recommendations to the Agency Board in the following areas:

- a) determine the completeness of the application for compulsory certification of the AIA trade as submitted by the AIA Association;

- b) propose an industry consultation plan and conduct industry consultation on the application for trade designation;
- c) make recommendations to the board on whether the AIA trade should become a designated trade;
- d) contribute to the collection of labour market information gathered specific to the AIA trade and collision repair industry; and
- e) identify ways to increase employer engagement.

In determining the completeness of the application for trade designation, the TAC will review the application with special attention to the following:

- name of the trade;
- description of the trade;
- the present workforce and the stakeholders involved;
- identification of stakeholders that may not support this occupation being a designated trade;
- rationale for supporting designation of this trade;
- advantages and disadvantages of trade designation;
- benefits, drawbacks and impacts;
- other trades and occupations that may be affected by this trade becoming designated;
- other authorities or regulations involved in this occupation.

## 4. Membership

The AIA TAC will be comprised of no fewer than 4 persons, at least one of whom is an employer representative and one of whom is an employee representative.

TAC members are to be *actively involved* in the related trade/industry. *Actively involved* means: currently working in the related trade(s); working in a supervisory role with apprentices and/or journey person(s) in the related trade(s); or, considered appropriate for TAC membership by the Board.

In addition to being a qualified person, a person appointed by the Board to the AIA TAC must be reflective of the balance of interests in relation to the issue that is the subject of the TAC's mandate.

The TAC is to reflect the diversity that exists in Nova Scotia and seeks, where possible Aboriginal People, African Nova Scotians and Other Racially Visible Persons, Persons

with Disabilities and Women in working in or in related areas to the AIA trade, where they are under-represented.

The Board shall select one of the members of the TAC to be the Chair of the Committee, upon recommendation of the committee. The Chair will provide leadership to the committee and encourage the members to consider issues from a broad perspective.

**The Chair, working in collaboration with the Agency staff:**

- a) will convene and chair TAC meetings and communicate the results of the TAC, and any recommendation(s), to the Board;
- b) will liaise with the Board;
- c) will approve prepared agendas;
- d) will follow-up on action items as required;
- e) will review and approve meeting minutes prior to distribution;
- f) can deem any meeting require mandatory in person attendance based on his/her discretion (with reasonable notice to members); and
- g) can request validation of criteria at any time from a Committee member.

The Board may fill a vacancy on the Committee by appointing a person to fill the former Committee Member's unexpired term.

## **5. Governing Principles**

- a) The role of the TAC is advisory in nature. It will provide advice and recommendations to the Board.
- b) Meetings of the TAC will be supported by the Agency without prejudice to the issues at hand. This includes preparing meeting documentation, recording minutes and other meeting output, making all logistical arrangements for all meetings of the TAC and liaising with the NSCC (if necessary), government officials and other stakeholders.
- c) All advice and recommendations will be arrived at by consensus.

- d) Meeting quorum will consist of fifty percent (50%) of the current voting membership (excluding vacant seats), plus the Chair of the TAC.
- e) TAC members are to encourage open and forthright examination of all issues and, when conflict arises among competing interests, act in the greatest interest of Nova Scotians.
- f) The TAC may request input from agency staff and such other stakeholder, expert and members of the industry as it deems advisable to fulfill the TAC's mandate.

## **6. Roles and Responsibilities of the Members**

Committee members are entrusted to direct the activities of the TAC in the interest of the AIA occupation. Individual committee members are expected to:

- a) adhere to the TAC's Terms of Reference;
- b) participate in good faith in all the activities of the TAC and attempt to achieve consensus in all recommendations the TAC may deliberate on;
- c) review and consider all documentation prepared for or by the TAC;
- d) as appropriate, maintain strict confidentiality with respect to the business and discussions of the TAC, and materials provided to or produced by the TAC;
- e) be aware of concerns, challenges, and perspectives of other committee members and stakeholders in order to participate in committee discussions on a basis consistent with their role;
- f) attend meetings either in person or via teleconference / video conference (with exception of the initial meeting in which all members must be in person – see section 6);
- g) be prepared for committee meetings and represent their individual views. Once individual views are communicated, committee members are expected to work together to achieve consensus;
- h) be equally responsible and accountable for providing direction and oversight for all aspects for the recommendation to the Board;

- i) be bound to support recommendations made by the committee in communicating with internal and external stakeholders;
- j) provide reasonable advance notice to the Chair in the event they cannot attend a scheduled TAC meeting; and
- k) notify the Chair of the committee regarding changes to their eligibility criteria.

## **7. Meetings**

- a) The Chair shall call a minimum of 6 meetings and a maximum of 10 meetings with an end date of March 31<sup>st</sup>, 2017.
- b) The inaugural meeting of the TAC will require that all members be available to meet in person. Additional meetings could be held by teleconference call or videoconference (unless otherwise directed by the Chair – see section 4).
- c) Agendas for all meetings will be prepared by the Chair and circulated to members in a timely manner in advance of the meeting date.
- d) Non-voting persons may be permitted to attend and participate in discussions in an advisory role when deemed necessary by the members of the TAC.
- e) Locations for meetings should take the travelling convenience and availability of the group members into consideration.
- f) Meetings of the TAC will be supported by the Agency without prejudice to the issues at hand. This includes preparing meeting documentation, recording minutes and other meeting output, and making all logistical arrangements for all meetings of the TAC.
- g) Agency staff will also provide support to the TAC members in the drafting of a final report and recommendations to the Board.
- h) The time commitment for the completion of the TAC mandate and tabling of recommendations should extend no more than March 31<sup>st</sup>, 2017 and may be fulfilled sooner.

## **8. Attendance**

Committee members are expected to be available for the meetings for at least three (3) consecutive meetings (including the mandatory, in person inaugural meeting).

If a member of the TAC fails to attend three (3) consecutive meetings without reasonable cause, the Chair will notify the Chair of the Board and the membership status will be reviewed by the Board.

## **9. Decision Making**

All advice should be made by consensus. In the event the TAC is unable to reach a consensus, divergent views/positions will be noted in meeting minutes.

If consensus cannot be reached, then the options will be presented to the Board.

## **10. Remuneration and Expenses**

Each member and the Chair of a TAC shall be paid remuneration and shall be reimbursed for actual and reasonable expenses necessarily incurred by them in fulfilling their duties as members of the TAC as follows:

- a) \$200 for each TAC meeting that exceeds 3.5 hours in length and involves preparatory time on behalf of the member to participate fully in the meeting;
- b) \$100 for each TAC that exceeds 30 minutes and less than 3.5 hours in length;
- c) TAC members who travel over 200kms to attend TAC meetings will receive a travel amount of \$200 roundtrip in addition to actual and reasonable expenses incurred during travel (there are standards per diem amounts for meals and fuel); and
- d) any member traveling less than 200kms may claim travel expense only (\$0.4379 per kilometer).

## **11. Accountability**

The TAC will be accountable to the Board and provide regular progress reports to the Board. Although TAC members will be expected to conduct themselves as independent advisors, an affiliation with apprenticeship activities will enable a strong foundation for the provision of advice as it pertains to the AIA occupation.

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If a TAC member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Committee Chair.

All TAC members are required to sign the Code of Practice as required by board policy.

**Nova Scotia Apprenticeship Agency  
Automobile Insurance Appraiser (AIA) Trade Advisory  
Committee**

**Code of Practice**

As a AIA Trade Advisory Committee Member, I agree to:

- Be an ambassador and representative of the Agency
- Attend meetings on a regular basis and prepare in advance of the meeting
- Contribute to the Committee’s perspective and wisdom by sharing knowledge and experience
- Listen and consider the opinions of others
- Encourage diversity and inclusiveness as they pertain to the committee’s mandate
- Support decisions that are made by the Committee
- Treat Committee matters confidentially and respect communications protocol
- Declare conflicts of interest as required
- Conduct myself in a manner consistent with the Operating Charter, Board Policies and Procedures

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_