

# Nova Scotia Apprenticeship Agency Compliance and Enforcement Advisory Group

## Terms of Reference

### 1. Introduction

This Terms of Reference shall govern the activities Compliance and Enforcement Advisory Group (CEAG).

### 2. Purpose

The CEAG is to advise and make recommendations to the Stakeholder Relations Subcommittee of the Apprenticeship Board on the development and delivery of a robust Compliance and Enforcement Program that supports the mandate and strategic goals of the Nova Scotia Apprenticeship Agency, its Operating Charter, the *Apprenticeship Trades and Qualifications Act* and affiliated regulations.

### 3. Role and Function

The role of the CEAG is to provide recommendations and advice to the Nova Scotia Apprenticeship Agency regarding compliance and enforcement of the 13 compulsory certified trades. Specifically, the CEAG will:

- a) Develop a plan to expand the suite of enforcement tools available to the Nova Scotia Apprenticeship Agency that will encourage and mandate compliance with the compulsory certified trade regulations;
- b) Provide advice on the ongoing development and review of compliance and enforcement policies, procedures and guidelines;
- c) Develop and monitor the criteria used to set annual enforcement priorities and recommend priorities to the Nova Scotia Apprenticeship Agency; and
- d) Recommend performance indicators and a schedule of reporting to all stakeholders.

### 4. Membership

The CEAG will be comprised of no more than 12 persons, representing employers and apprentices in the following sectors:

- Motive power (4): (Automotive Service Technician, Automotive Service Technician (Service Station Mechanic), Motor Vehicle Body Repairer (Metal and Paint), Truck and Transport Mechanic)
- Construction (8): (Boilermaker, Bricklayer, Construction Electrician, Oil Heat System Technician, Refrigeration and Air Conditioning Mechanic Plumber, Sheet Metal Worker, Sprinkler System Installer, Steamfitter/Pipefitter)

The CEAG membership will reflect all sectors but may not have representation of all compulsory certified trades. Membership should also reflect the population of Nova Scotia and include rural members and members of diverse communities, where possible.

The Chair of the CEAG will be appointed by the members and will be responsible for meeting dates, agenda preparation, follow-up on action items, review of minutes and presenting results to the Stakeholder Relations Sub-committee of the Apprenticeship Board.

Members will be appointed for 2 years.

The following Nova Scotia Apprenticeship Agency staff will be present as ex-officio members of the CEAG:

- Director, Programs and Operations
- Manager, Compliance and Enforcement
- Secretary, Programs and Operations

The Programs and Operations Division of the Nova Scotia Apprenticeship Agency will provide secretarial support to the CEAG.

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

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

Individual members are expected to:

- a) Be aware of the concerns, challenges and perspectives of other members and our stakeholders in order to participate in discussions on a basis consistent with their role.
- b) Be prepared for meetings and be prepared to represent their stakeholders. Once ideas are communicated, members are expected to work to achieve consensus.
- c) Be bound to support recommendations made by the CEAG in communicating with internal and external stakeholders.

- d) In the event a CEAG member cannot attend a scheduled meeting, the member shall provide reasonable advance notice to the Chair and is asked to send a substitute.
- e) Members are encouraged to participate in an open and forthright examination of all issues and when there is conflict among competing interests, act in the greatest interest of Nova Scotians.

## **6. Meetings**

- a) The CEAG will meet in-person once per year and additional meetings may be held by conference call or webinar. The use of technology in the form of collaboration tools is encouraged to minimize costs.
- b) Agendas for all meetings will be prepared by the Chair and circulated to members in a timely manner in advance of the meeting date.
- c) Other persons may be permitted to attend and participate in discussions in an advisory role when deemed necessary by the members.

## **7. Attendance**

Members are expected to attend the meetings on a regular basis. CEAG members may send a substitute if it is practical.

## **8. Decision Making**

- a) The CEAG shall act in an advisory capacity and make recommendations to the Stakeholder Relations Sub-committee of the Apprenticeship Board;
- b) All recommendations of the CEAG will be made by consensus. If consensus cannot be reached then all options will be presented to the Stakeholder Relations Sub-committee.

## **9. Quorum**

The quorum for meetings is set at fifty percent (50%) of the membership of the CEAG including any meetings called for a special purpose.

## **10. Confidentiality**

In the course of carrying out their roles and responsibilities, members may be given access to sensitive or confidential information by other members, the Apprenticeship Board or others. All information provided to members and others engaged in CEAG activity should be treated with sensitivity/confidentiality.

## **11. Support**

The CEAG will be supported by Agency staff in the Programs and Operations Division. This includes preparing meeting documentation, recording minutes and other meeting outputs and making all logistical arrangements for meetings.

The Advisory Group may request input from staff and other stakeholders, experts and/or members of the public/industry as it deems advisable to fulfill the group's mandate.

## **12. Accountability**

The CEAG will be accountable to the Nova Scotia Apprenticeship Agency and provide regular progress reports to the Stakeholder Relations Sub-committee. Although the CEAG members are 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 apprenticeship system.