Association of Interior Designers of Nova Scotia (IDNS)

Fair Registration Practices Act (FRPA) PROGRESS REPORT November 2018

Province of Nova Scotia

FRPA Review Office
FAIR REGISTRATION PRACTICES ACT

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Introduction

The Fair Registration Practices Act (FRPA) mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair. [1] The FRPA review process was designed to fulfill the obligations of the legislation; it allows the FRPA Review Office and the regulating bodies to review existing registration practices for current compliance with the FRPA as well as continuous improvement of transparent, objective, impartial and procedurally fair registration practices. [2]

The purpose of the Fair Registration Practices Act (FRPA) Progress Report is twofold. First, it allows the Association of Interior Designers of Nova Scotia to review and report on its current registration practices. Second, it shares the IDNS's progress on previously-identified areas for improvement, and highlights the exemplary practices that have been developed by the IDNS since their previous review.

Through the 2017 FRPA Progress Report, the FRPA Review Officer aims to build on the progress made by IDNS to date and identify opportunities to further improve and evolve registration practices.

Summary from 2013 FRPA Review report:

The following table summarizes the Action Plan from the Association of Interior Designers (IDNS) 2013 Review report and the progress that has been made by IDNS in achieving each action item.

#	Action	FRPA section	Complete	Not complete	Outcome/Rationale
1	• Review website and utilize bullet lists and plain language where possible. • Update website to include: ○ links to pertinent websites (eg. ISANS, Nova Scotia Start, FLMM Labour Mobility), ○ steps in the registration process, ○ link to enabling legislation, and ○ summary of application fees.	7(f), 16(3)(b) 16(3)(g)		In Progress	Sept 2017 update: IDNS is in the process of creating a new website as the old one is no longer supported. Current information will be transferred to the new site in plain language. New registration process information has also been added to the existing website (see links below) in easy to follow flow charts etc. For website updates that have been completed, see: http://www.idns.ca/application.html **Updated forms:** • IDNS Application, in Appendix **New information / process diagrams created:** • 2017 IDNS Annual Membership Dues (updated on the site yearly) • Membership Application Process Document • Requirements to Apply for IDNS Registered Membership • Inter-Provincial Agreement Chart See website links http://www.idns.ca/regs_bylaws.html

[1] The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2014, c. 14.

[2] For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf

					• Interior Design Act • Interior Designers Act Amendment • Interior Designers Regulations • Bylaws 2014 Links to pertinent websites were also included in the update at: http://www.idns.ca/application.html
	• Work with IDC on a reciprocity agreement to ensure compliance with Chapter 7 (Labour Mobility) of the AIT.	3	Complete		A reciprocity agreement is in place with other provincial associations. See the Inter-Provincial Agreement Chart: http://idns.ca/assets/files/Inter%20Provincial%20Agreement-Chart.pdf
	• Continue to develop procedures manual to include, o timeframes for responding to inquiries from applicants, o formalized process on providing rejection letters to applicants, including information on the applicant's right to an internal review, o process for which requests for access to records are considered, o details of the internal review process, including the timeframe for results of the review.	7(a), 8(a), 8(c), 10, 12,	Complete		Process manual developed. See Appendix.

Exemplary Practices

✓ IDNS has compiled a substantial Policies & Procedures Manual that describes the duties, authorities and responsibilities of the IDNS Board of Directors, and procedures of Association management. Many of these pieces are available for reference on the IDNS website:

The Policy & Procedures Manual includes:

- An Overview of running the Association
- Board standards and training protocol
- Director roles and responsibilities

- Committee roles and responsibilities
- Representative / Delegate roles & responsibilities
- Detailed procedures information (membership renewals, applications, appeals process, academic assessment process, complaint process, website inquiry process, process to engage a public member, and associated timelines and standards)
- Standard forms and documents (incl. membership application, renewal forms, acceptance/rejection letters, process forms including visual pathways to licensure, Inter-Provincial Agreement, etc.)
- Reference documentation (IDNS Act, Regulations and By-laws)

2016 Registration Data

#	Question	Response
1	**Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.**	33 (intern, student, retired and allied members not included in this total)
2	**Number of registrations for the reporting year, from applicants who received their qualifications as indicated below:**	
	• Received qualifications (training/work experience for trades) In NS, new applicant.	0
	• Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification.	1
	• Received qualifications (training/work experience for trades) Internationally, new applicant.	0
	• AIT Transfers, applicants already registered in another Canadian jurisdiction.	0
	• Total number of applicants.	1
3	**Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.**	
	• Registered Members	30
	• Non-Resident Registered Members	3
4	**Number of completed applications submitted by applicants who received their qualifications as indicated below.**	
	• Received qualifications (training/work experience for trades) in NS, new applicant:	

○ *Accepted:*	0
○ *Rejected:*	0
○ *Still in process:*	0
○ *Withdrawn:*	0
○ *File inactive or closed:*	0
• Received qualifications In Canada, new applicant:	
○ *Accepted:*	1
○ *Rejected:*	0
○ *Still in process:*	0
○ *Withdrawn:*	0
○ *File inactive or closed:*	0
• Received qualifications (training/work experience for trades) internationally, new applicant:	
○ *Accepted:*	0
○ *Rejected:*	0
○ *Still in process:*	0
○ *Withdrawn:*	0
○ *File inactive or closed:*	0
• AIT transfers, applicants already registered in another Canadian jurisdiction:	
○ *Accepted:*	0
○ *Rejected:*	0
○ *Still in process:*	0
○ *Withdrawn:*	0

	○ *File inactive or closed:*	0
5	**For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.**	
	• Ontario	1
6	**For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).**	
	○ N/A	
7	**Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.**	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	0
	• Received qualifications In Canada, new applicant:	19
	• Received qualifications (training/work experience for trades) Internationally, new applicant:	18
	• AIT transfers, applicants already registered in another Canadian jurisdiction:	0
8	**Average registration process time (or application approval) for those who received their qualifications as indicated below.**	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	0
	• Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification	18
	• Received qualifications (training/work experience for trades) Internationally, new applicant	0
	• AIT transfers, applicants already registered in another Canadian jurisdiction	0

9	**Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.**	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	$0
	• Received qualifications In Canada, new applicant:	Regulatory body costs: $438 Other: $160 (IDC Membership Fee)
	• Received qualifications (training/work experience for trades) internationally, new applicant	$0
	• AIT transfers, applicants already registered in another Canadian jurisdiction:	$0
10	**Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:**	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	0
	• Received qualifications In Canada, new applicant:	0
	• AIT transfers, applicants already registered in another Canadian jurisdiction:	0
	• Total number of appeals, internal reviews or challenges related to a registration decision:	0
11	**Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:**	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	0
	• Received qualifications In Canada, new applicant:	0
	• Received qualifications (training/work experience for trades) Internationally, new applicant:	0
	• AIT transfers, applicants already registered in another Canadian jurisdiction:	0
12	**What does registration with your organization authorize?**	Scope of Practice Rights and Rights to use an Occupational Title

FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	*Internet* *Email* *Telephone*	16(3)(g)
1b	Can applicant begin the process outside of Canada?	*Yes*	
2	Please provide a link to your website.	*http://www.idns.ca*	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	*Strong agree*	
2b	On what basis do you make changes to your website?	*Feedback from Applicants* *Policy Change*	
2c	When was the section of the website pertaining to registration last updated?	*Within the last year*	
3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	*Legislation* *Regulation* *Policy*	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	*Interior Designer's Practice Act & Regulations, and bi-law*	
3c	Is this information made available to applicants	*Yes*	
4	Are you waiting for legislation to be passed?	*NO*	
5a	Is the criteria for meeting the requirements of registration documented?	*Yes*	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria	*Yes*	

	used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?		
6	If you require translation of specific documents how is the applicant informed?	*Email*	7(a)
7	Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade / Canada Free Trade Agreement)?	*Yes* *We accept members that are registered and in good standing in other provinces' associations*	3
8	Does your organization make accommodation for applicants with physical or mental disability?	*No* *This has not come up – we would deal with it on an as needed basis if necessary – I don't know how this would currently impact our process much though.*	16(3)(h)
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	*Yes*	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	*NCIDQ – Administers qualification exam, evaluates applicant's eligibility to write the exam; provides option (at a cost) for independent review process to evaluate education for equiv. to CIDA standards to determine if applicant can write the exam.*	
9c	Please indicate the types of activities that they assist with.	*Credential Assessment* *Examinations*	
9d	Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act, including transparency, objectivity, impartiality and procedural fairness?	*Service Level Agreement*	
9e	Are you informed of all decisions made by third parties on applicants?	*Yes*	

9f	Does the third party have an internal review process for unsuccessful applicants?	*No*	
10a	What types of supports do you provide to applicants during the registration process?	*Internet* *Telephone* *Print Material*	7(e), 16(3)(k)
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	*No*	
11	Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?	*Yes* *NCIDQ education equivalency review process (at applicant's own cost) when their education is not from a CIDA-Accredited school*	8(d)
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	*Very Reasonable. The procedures manual dictates that inquiries must be responded to via email or telephone within 10 working days. In most cases, however, inquiries are responded to within 1-2 working days.*	7(b), 8(a), 8(b), 8(c)
13a	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	*Yes*	8(b), 8(c), 10
13b	Do you have a formal policy for this process?	*Yes*	
	Do you have a standard timeline	*Yes*	
13c	Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)	*Yes. The IDNS Membership Appeals Process document is available on our website under the "IDNS Membership Application" tab along with membership process, application forms, membership dues, inter-provincial agreement chart, requirements for membership, and other membership related documentation. The IDNS rejection letter template notes "Please reply to this letter within thirty (30) days, informing the Association of your intent regarding your membership application"*	
13d	Based on the previous questions, describe ways your organization could improve the timeliness of your decisions	*IDNS' process is already pretty fast – often less than the 30 days stipulated in the IDNS bylaws.*	

	and/or how you could communicate the results.		
14a	Do you provide information on what documentation of qualifications must accompany an application?	*Yes*	9(a), 16(3)(a), 16(3)(b), 16(3)(e)
14b	Do you include a process for verification of documentation authenticity?	*Yes*	
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	*Yes*	7(c), 16(3)(a), 16(3)(b)
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	*No*	9(b), 16(3)(c)
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	*Obtaining original documents* *Verification of credentials* *Access to qualifying exam* *Language proficiency or professional technical language* *Other - qualifying educational requirements (must be from a CIDA accredited school). NCIDQ review process can evaluate education for equivalency but is expensive (currently $595 USD) and often may not approve equivalency. No gap bridge process currently available.*	6, 9(b), 16(3)(c)
18a	Do you have a process for which requests for access documentation related to registrations are considered?	*No*	12, 16(3)(j)
18b	Is this made available to applicants?	*No*	
18c	Do you charge a fee?	*No*	
19	Does your Act include an authority to conduct an internal review of the registration decision?	*Yes*	7(a)

20	Do you have a regulation or by-law that defines the internal review process?	*Yes*	7(a), 10
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	*Included with a registration decision*	7(a), 10(1)
22a	Do you have an internal review process and procedures document (policy document)?	*Yes*	7(a), 10(1)
22b	Does this include timeframes for the internal review?	*Yes*	
23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	*They can appeal the decision that was made by the Membership Director. Then a membership appeals committee is struck and they will independently review the application and deliver their decision to the Registrar.*	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	*When an applicant is rejected for membership, they have 90 days from the date of the rejection letter to indicate their intent to appeal in writing.*	
23c	Specify the format for the internal review submission	*Written*	
23d	What is the timeline for submitted supporting evidence?	*90 Days*	
24a	Are the results of the internal review made available to applicants in writing with reasons?	*Yes*	
24b	In what timeframe are the results of the internal review made available to applicants?	*less than 1 month*	7(a), 10(3)
24c	Are these timelines communicated?	*Yes, in our bylaws*	
25	Have individuals who make internal review decisions received appropriate training?	*No. not training per se - it's straightforward, and they are made aware of the requirements that must be met in order to gain registered membership*	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted	*Yes. Section 11 (1) of the IDNS Regulations states "The Membership Director and any other member of the Board who has taken part in any consideration of the subject matter with the Membership Director must not*	7(a), 10(5), 16(3)(n)

	as a decision-maker in an internal review?	*hear an appeal under Section 8." The IDNS Regulations are available on the IDNS website.*	
27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	*No*	7
28	Has your organization experienced any unintended consequences—defined as an unintended negative impact on labour market, economic, social or other condition—arising as a result of the implementation of Chapter 7 of the Agreement on Internal Trade?	*No*	3
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian jurisdiction regardless of the requirements in the previous jurisdiction?	*Yes*	Chapter 7, CFTA
30	Do you review the requirements of the other provincial regulatory bodies regularly?	*Yes, to some extent. IDNS' membership is small and some issues that other regulators are facing do not necessarily present to IDNS or have not yet presented but might in the future. Through the FRPA breakfast meetings and through conversations with other regulators in Nova Scotia or other provinces (both in our industry and in others), IDNS strives to keep informed about issues being faced by other regulatory bodies that could potentially affect IDNS in the future so that it can be more prepared and aware.*	3, Chapter 7, CFTA
31a	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes	*No*	

	of ethics) within the last two years?		
31b	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	*No*	

Further Recommendations / Next Steps

The Association of Interior Designers of Nova Scotia has completed most their action items stemming from their 2015 FRPA Review and is nearing completion of the remaining action item. The IDNS has demonstrated a strong commitment to carrying out transparent and objective registration practices, despite its small membership base. It has created a Procedures & Policies Manual that address the Association's governance, registration process, and complaints process, and includes many useful process diagrams for registrations and appeals. In this context, I recommend the IDNS undertake the following actions before its next Review:

#	Action	Questionnaire Reference	FRPA Reference
1	• Describe the registration requirements for an Intern member in clear, plain language, including a step-by-step process and/or process diagram.	3, 15	7(a), 7(c)
2	• Enhance the Procedures & Policies Manual with policies for the following:		
2a	○ accommodating applicants with disabilities,	8	16(3)(h)
2b	○ alternative information that may be supplied by an applicant where required documentation cannot be obtained by an applicant for reasons beyond the applicant's control,	16	9(b)
2c	○ requests by an applicant for access to documentation relating to their registration, and	18	12
2d	○ a timeline for responding to inquiries from applicants.	12	8(a)
3	• Ensure that the assessment practices of the NCIDQ are transparent, objective, impartial, and procedurally fair by: ○ discussing the development of a service-level agreement or MOU; ○ requesting the development, documentation and publication of an internal review process, ○ discussing the development of a formal training plan for decision-makers, ○ ensuring information on the website pertaining to assessment process is up-to-date, and ○ requesting the development of policies and procedures around accommodation of disabilities and access to information.	9	16(3)(i)
4	• Develop a formal training plan for individuals acting on its membership appeals committee.	25	11, 16(3)(p)

We appreciate the IDNS's participation in the FRPA Progress review process.

Disclaimer

The Association of Interior Designers of Nova Scotia (IDNS) hereby declares that the information contained in this report is a true and accurate representation of current registration practices of their organization.



Registrar

Oct. 31 2018.

Date

Appendix

- ✓ Copy of blank application form
- ✓ Interprovincial Agreement for Education, Experience and Examination Requirements
- ✓ IDNS Policies and Procedures Manual

Interior Designers of Nova Scotia

THIS SPACE FOR IDNS USE ONLY Membership: ☐ Approved ☐ Not Approved

Registrar _____ Membership Director _____ Date _____

THIS SPACE FOR IDNS USE ONLY

Application Received:

Date: _____

Application Fee Recieved:

☐ Yes
☐ No

NS Residence
☐ Yes
☐ No (Provide Explanation)

_____

_____

_____

Experience

Number of years of full time qualifying experience or competency hours required for _____ membership category is: _____

Applicant's years of experience or competency hours are: _____

☐ Employment Confirmed

Education

Meets IDNS Criteria

☐ Yes
☐ No (Provide Explanation)

_____

_____

_____

☐ CIDA Accreditation Confirmed

MEMBERSHIP CATEGORY: *(Refer to IDNS Regulations for the qualifications for each category)*

☐ Registered ☐ Intern ☐ Allied ☐ Non-Resident Registered ☐ Student

Applicant Name: _____ Email: _____

Home Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____

CURRENT EMPLOYMENT:

Company Name: _____ Full/Part Time: _____ Start Date: _____

Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____

Current Position & Duties: _____

Employment Reference: _____ Email: _____ Phone: _____

EDUCATION: *(For Membership approval, the Association requires official transcripts of education records)*

Institution Name: _____ Program: _____

Address: _____

# of Years Program: _____ Start Date: _____ Grad Date: _____ CIDA Accreditation (circle): Yes / No

Institution Name: _____ Program: _____

Address: _____

# of Years Program: _____ Start Date: _____ Grad Date: _____ CIDA Accreditation (circle): Yes / No

THIS SPACE FOR IDNS USE ONLY

NCIDQ

☐ Certificate Enclosed
☐ Certificate Confirmed OR

Eligible to write in:_____

Continuing Education

Meets IDNS Criteria:
☐ Yes
☐ No

Transcript Enclosed:
☐ Yes
☐ No

Liability Insurance

Certificate Provided:
☐ Yes
☐ No (Provide explanation)

_____

_____

_____

Other Memberships:

Current member in good standing with other provincial association:
☐ Yes
☐ No

☐ Membership Confirmed

PREVIOUS EMPLOYMENT:

Company Name: _____ Full/Part Time: _____

Address: _____ Start & End Dates: _____

Position & Duties: _____

Employment Reference: _____ Email: _____ Phone: _____

Company Name: _____ Full/Part Time: _____

Address: _____ Start & End Dates: _____

Position & Duties: _____

Employment Reference: _____ Email: _____ Phone: _____

CERTIFICATIONS: *(Please attach copy of certificate)*

NCIDQ Certification #: _____ Date Certified: _____

CONTINUING EDUCATION UNITS: *(Please attach copy of your Interior Design CEU transcript)*

# of IDCEC Credits earned for the current reporting cycle: _____ # of Non-IDCEC Credits earned for the current reporting cycle: _____

PROFESSIONAL LIABILITY INSURANCE: *(Registered and Non-Resident Registered Members are required to have liability insurance as outlined in the Regulations. Section 37 & 38. If applicant does not have insurance at the time of application, any acceptance into the association will be pending proof of insurance. Please attach oa copy of Insurance Certificate).*

Insurance Provider: _____ Policy #: _____

Period of Coverage: _____ Contact Information: _____

OTHER MEMBERSHIPS: *(Professional or other Organizations)*

1. _____ Membership Category: _____ Date: _____ Current member: Y / N

2. _____ Membership Category: _____ Date: _____ Current member: Y / N

PROFESSIONAL REFERENCES: *(Preferably Member of IDNS, IDC or NSAA)*

1. _____ Phone: _____ Email: _____

2. _____ Phone: _____ Email: _____

THIS SPACE FOR IDNS USE ONLY

Application Reviewed:

By: _____

Date: _____

Action:

☐ Accepted

Membership Category:

_____

☐ Additional Information Required:

_____

_____

_____

_____

☐ Not Approved:

_____

_____

_____

_____

Registrar:

Name: _____

Date: _____

☐ Reviewed
☐ Notification Issued

Have you had any disciplinary action taken against you or had your licence revoked in the last two years? ☐ Yes ☐ No

Do you have any open complaints / action being taken against you? ☐ Yes ☐ No

I, _____ (print your name), hereby make application for membership in the Association of Interior Designers of Nova Scotia. If accepted, I agree to abide by the Act, Regulations and By-Laws of this Association and accept any decisions of the Board of Directors.

I hereby grant Association of Interior Designers of Nova Scotia (IDNS) to request and obtain information related to my education, current and past employment and any association membership records and other information that is required for the purposes of applying to IDNS for membership.

I hereby authorize IDNS and its officers, directors, panel members, employees, and agents (the above designated parties) to review my application and determine my eligibility to become a member of IDNS. I authorize the above-designated parties to contact any state/provincial and federal authorities, employers and others to confirm the information contained in my application to become a member of IDNS.

I agree to cooperate promptly and fully in any review of my application; including submitting such documents and information deemed necessary to confirm the information in my application.

I hereby waive all claims against IDNS arising out of my application and my information in the membership application, including (but not limited to) claims arising out of (i) any release of information to state/provincial and federal authorities, licensing boards, employers and others and (ii) any investigation and review of my application.

_____ _____
DATE SIGNATURE

Applications will be reviewed within 30 days of receipt of application fee, all required forms and documentation. Any information that is missing or not submitted could cause delays in the review. If an applicant is accepted, a letter will be issued along with an invoice for the annual membership dues. A list of the annual dues can be found on the IDNS website on the membership application page. Membership will commence upon receipt of payment of dues and proof of liability insurance.

If your membership is accepted, please confirm your consent to receive email communications from the Association of Interior Designs of Nova Scotia. These communications from IDNS include email notices of meetings, seminars, social functions and other association related events and issues. By signing the consent, you also agree that IDNS can list your name, address, phone number and email address on their web site under the membership listing.

☐ *Yes, I agree to receive email communications as part of my membership with IDNS.*
☐ *No, do not send me any email communications. (Note that meeting notices are only sent via email)*

Please list the following information you wish to be listed on the IDNS website under the membership listing (if any), upon acceptance to the Association:

Name: _____

Company Name: _____

Company Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____ Fax: _____

Email: _____ Website: _____

Mail Application to:
Interior Designers of Nova Scotia Attention:
Registrar
P.O. Box 2042, Halifax,
Nova Scotia B3J 2Z1
For Inquiries: idnsregistrar@gmail.com

Enclosed:
☐ Application fee $35.00 (all categories; non- refundable)
☐ Education Transcripts (all categories)
☐ Proof of Liability Insurance (Registered & Non Resident Registered Members)
☐ NCIDQ Certificate (all categories except student & intern)
☐ Continuing Education Transcripts from IDCEC (all categories except student)
☐ Other Provincial Association Certificates (all categories if applicable to applicant)

INTER PROVINCIAL AGREEMENT

Education, Experience and Examination Requirements

NCIDQ's Route 2 - Interior Design Degree - Non-CIDA*

Applies to all graduates prior to December 31, 2016. Accepted by Provincial Regulatory Authorities until December 31, 2021.

Education	Completion of education	Join Provincial Regulatory Authority	Qualified Work Experience	Apply to write NCIDQ exams	Pass all NCIDQ exams	Become a FULL member with exclusive right to title
Bachelor's degree (minimum) in an Interior Design program not necessarily accredited by CIDA. Including: no less than 120 semester or 180 quarter credits, of which no less than 60 semester or 90 quarter credits are interior design coursework.			3,520 hours supervised Interior Design experience[1] Upto 1,760 hours of qualified work experience can be earned before education is completed[2]			
Education & Experience - 6 years				**Exam - 3 years**		

NCIDQ's Route 1 - Interior Design Degree - CIDA* only

Applies to all graduates after January 1, 2017.

Education	Completion of education	Join Provincial Regulatory Authority	Qualified Work Experience	Apply to write NCIDQ exams	Pass all NCIDQ exams	Become a FULL member with exclusive right to title
Bachelor's degree (minimum) from a CIDA-accredited interior design program[3]			3,520 hours supervised Interior Design experience[1] Upto 1,760 hours of qualified work experience can be earned before education is completed[2]			
Education & Experience - 6 years				**Exam - 3 years**		

Qualified Work Experience

Employment Setting	Direct Supervision Value
Under a provincial licensed/registered interior designer in Canada	100%
Under an NCIDQ Certificate holder who meets the requirements of full membership of the Provincal Regulatory Authority	100%
Under a licensed or registered architect who provides interior design services	100%
Under a designer who meets the requirements of the Provincal Regulatory Authority who is not an NCIDQ Certificate holder nor licensed/registered in Canada	Maximum of 75% of total hours, remaining 25% must be from above employment settings

Examples: **100% value: 700 hours worked = 700 hours**
Maximum of 75% of 3,520 or 5,280 hours worked = 2,640 or 3,960 hours, respectively

[1] You must earn qualified work experience in order to be eligible to take the NCIDQ Examination. **IDEP is optional but recommended as a structured, comprehensive program for earning your entry-level work experience.** By completing IDEP you automatically satisfy NCIDQ's supervised work experience requirement.

[2] If you receive academic credit for work experience, you cannot count that work toward NCIDQ's work experience requirement.

[3] CIDA—the Council for Interior Design Accreditation. To qualify, the degree program must have been CIDA-accredited at graduation or must have become CIDA-accredited within two years following graduation.

* Educational requirements match NCIDQ's Routes.

Note: These requirements match those of interior design associations across Canada and comply with the agreement on international trade established by Canada's premiers in 2009.



Interior Designers of Nova Scotia

Procedures & Policies Manual

2017

A description of duties, authorities and responsibilities of the IDNS Board Of Directors and procedures of Association management

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GENERAL INFORMATION

Overview of Running the Association

The Association of Interior Designers of Nova |Scotia (IDNS) is a self-regulating organization governed by the Interior Designers Act, which is a statute of the Government of Nova Scotia.

This document has been developed to be used as a guideline for the Board of Directors duties and will serve as a training manual for new Board members. However, the Act, Regulations and By-laws should always be referenced to ensure the most current and accurate information issued. A link to the most current Act, Regulations and By-Laws can be found through the association's website at www.idns.ca

The Interior Designs Act. 2003, defines the practice of interior design, the restricted use of the title, the objective of the Association, provides a basic outline for the Board and also the Registrar, defines the complaint committee and the process, the use of the seal and outlines the penalties (fines) for persons who violate the Act. It also outlines what is permitted to be covered in the regulations and the by-laws and the process for by-law amendments.

The Interior Designers Regulations provides legal definitions for a variety of acronyms as well as the list of membership classes and the requirements for membership in each category, NCIQC time limits, the process for appealing a decision with a membership application, complaints committee process and hearing timelines.

The objects of the Association are to:

(a) regulate the practice of interior design and govern its members;
(b) develop, establish and maintain standards of knowledge and skill among its members;
(c) develop, establish and maintain standards of qualification and practice for the practice of interior design;
(d) develop, establish and maintain standards of professional ethics among its members;
(e) develop, establish and maintain standards of continuing education for its members;
(f) communicate and co-operate with other professional organizations for the advancement of the practice of interior design;
(g) promote public awareness of the role of the Association and the practice of interior design; and
(h) do such things as are necessary for or conducive to the advancement of interior design in the Province.

The Board shall manage and conduct the business and affairs of the Association and exercise the powers of the Association. The Board shall manage and conduct the business and affairs of the Associtation and exercise the powers of the Association. It is not less than eight elected members of the Association and at least one non-member.

This document does **not** supersede IDNS Regulations and Bylaws. All directors and IDNS members are required to read and perform duties as outlined in this most current IDNS Regulations and Bylaws.

Standards

Print Format:

- All electronic letter or correspondence from IDNS will be in the following format:
    - Font size: 11pt
    - Font Style: Arial
- All letters will be composed on the IDNS standard form.

Board Training

Process:

- Invite nominee to Board meeting to gain experience and knowledge of the proceeding of a Board Meeting.
- Provide a copy of the Interior Designers of Nova Scotia Procedure and Policies Manual to the new Board Member.
- Board training module delivered by the President at June Board Meeting.

ROLES & RESPONSIBILITIES

Directors

Reference Sections:

- IDNS By-Laws #14

Basic Duties

- Refer to individual descriptions for each director for further information.

President

Reference Sections:

- IDNS By-Laws #34 Description of President

Basics Duties:

- Chairs meetings of the Board, Annual General Meeting and General Membership Meetings.
- Keep electronic record of correspondence & actions taken throughout the term and save to a physical back-up at the end of their term. Back-up to clearly labelled with term years & president's name & title and be stored with IDNS actives.
- Be responsible to oversee the enforcement of the Association by- laws, Act and Regulations.
- Do not get personally involved in Membership & Compliance Committees.
- Do not get involved in any complaint or conflict between members or a member of the public. All complaints and conflicts must be directed to the Registrar.
- Does not have a vote at the Board meetings.
- Be a signing officer for contracts and cheques of the Association in accordance with section 33.
- Participate in all President Calls and Conferences. Report and provide Meeting Minutes to General Membership at the next General Membership meeting.
- Be actively engaging in promoting Interior Design such as attending industry events, judge related competitions, write articles or speak about Interior design to groups.

IDNS Board & General Meetings Duties (reference By-Laws #50 through 60):

- Set dates and book meeting locations for Board, General and Annual General Meetings.
- Chair all meetings.
- Update members of current issues or items discussed at the IDC Presidents conference call.
- Meeting Protocol
    - Use "Roberts Rules of Order" to conduct meetings.
    - Address old business first before moving to new business.
    - Motion for Approval Process
        - Motion to Approve required by one Registered IDNS Member
        - Seconded Motion to Approve by one other Registered IDNS Member
        - Majority in Favour by all Registered IDNS Members
        - If majority is in favour, then motion is carried.
    - Motions required for approval:
        - Agenda
        - Previous Meetings Minutes
        - New Proposal
        - Adjournment of Meeting (No Second Motion Required)
    - President only votes if there is a tie.
    - Quorum must be met to conduct a meeting.
        - Quorum for General Meetings is 1/3 the number of Registered Members
        - Quorum for Board Meetings is 5 members.

Important Dates:

- Schedule a minimum of 4 General Membership Meetings a year. Suggested months: May, October, December & February
- Schedule a minimum of 5 Board Of Directors. Suggested Months: April, June, September & January.
- Schedule the Annual General Meeting (AGM) in March. This meeting is considered the 5th required meeting of the year.
- Send agenda for next Board or General Membership meeting to the Secretary two weeks prior to the meeting date.

Meetings & Conferences Attendance:

- IDNS Board Meetings
- IDNS General Meetings
- IDNS Annual General Meeting
- Annual Presidents' meeting at IIDEX in Toronto. Report topics of the meeting at the next IDNS General Membership Meeting.
- IDC Provincial Presidents conference call; four times a year scheduled by IDC.

Committees Membership:

- IDNS President should be connected through the Vice President to all committees to be informed of their status only.

Forms Required:

- IDNS Thank you Letter
- IDNS Letterhead

Correspondence:

- Email address- idnspresident@gmail.com
    - Password: 00IDNSpres
    - Recovery Email: info@idns.ca
    - Recovery Phone Number: 902 880 4076 (Emma Woodhall's Mobile)
    - Birthday: July 13, 1980

Past President

Reference Sections:

- IDNS By-Laws #38

Basics Duties:

- Assist the President in their duties as required.
- Recruit and propose the new slate of nominations at Annual General Meeting.
- Assist/encourage Interns with their NCIDQ exam and on becoming a Registered member.
- Review and recommend additions or updates to the current By-Laws.
- Represent the Association as the Government Liaison concerning issues related to the Act or Regulations

IDNS Board & General Meetings Duties:

- Present information or updates

Important Dates:

- Submit the Slate of Board of Directors nominees to the secretary at least 14 days prior to the Annual General Meeting.

Meetings & Conference Call Attendance:

- IDNS Board Meetings
- IDNS General Meetings
- IDNS Annual General Meeting

Committee Membership:

- Governance & Regulatory Committee
- Nomination

Forms Required:

- IDNS Letterhead

Correspondence:

- Email address- idnspastpresident@gmail.com
    - Password: 00IDNSpp
    - Recovery Email: info@idns.ca
    - Recovery Phone Number: 902 448 6708 (Kylie Mosher's Mobile)
    - Birthday: July 13, 1980

Vice President

Reference Sections:

- IDNS By-Laws #35

Basics Duties:

- Assist the President in their duties as required.
- Assume the Duties of the President in their entirety in the absence of the President.
- Assist/encourage Interns with their NCIDQ exam and on becoming a Registered member.
- Be a signing office for contracts and cheques of the Association.
- Bring Awareness of Interior Design to the Public.
- Report status of each committee (except Special Events) to the Board at the Board Meetings.

IDNS Board & General Meetings Duties:

- Present information or updates.
- Chair the meetings if the President is absent.

Important Dates:

- Not Applicable

Meetings & Conference Call Attendance:

- IDNS Board Meetings
- IDNS General Meetings
- IDNS Annual General Meeting

Committee Membership:

- Communication Committee

Forms Required:

- IDNS Letterhead

Correspondence:

- Email address- idnsvicepresident@gmail.com
    - Password: 00IDNSvp
    - Recovery Email: info@idns.ca
    - Recovery Phone Number: 902 880 4076 (Emma Woodhull's Mobile)
    - Birthday: July 13, 1980

Secretary

Reference Sections:

- IDNS By-Laws #36

Basics Duties:

- Oversee the duties of the Registrar.
- Keep record of all proceedings of all General Membership and Board meetings.
- Post all meeting minutes once approved by the General Membership on the member only section of the website.
- Send out meeting agendas, previous meeting minutes and meeting notices for each General and Board meeting at least two weeks in advance.
- Arrange the proper care of the corporate seal of the Association as well as all the records, papers and other documents relating to the affairs of the Association.
- Advise all Registered Members of the slate of nominations drawn up by the Nominating Committee at least 14 days prior to the Annual General Membership meeting.
- Ensure the website is up to date.
    - Update IDNS events in calendar with assistance from CE Director as needed.
    - Optional: add industry related events for reference (BuildGreen Atlantic, IIDEX/Neocon etc.)
- Pick up the mail from post office box at least every two weeks and send it to the appropriate member.
    - All membership related mail goes to the Registrar.
    - All financial related mail goes to the Treasurer.
    - All other mail goes to the President.
- Signing Officer for the Association
- Perform such other duties as may be prescribed by the Board of Directors from time to time.

IDNS Board & General Meetings:

- Take notes on all of the topics discussed and motions passed at each General Membership and Board meeting.

Important Dates:

- All previous meeting minutes of Board of Directors meetings must be sent out to the Board of Directors members one week prior to the next meeting.
- All previous meeting minutes of General Membership meetings must be sent out to the General Membership one week prior to the next meeting.
- Send all updates to Membership information to website administrator
    - November – December: Membership fees, place fee schedule from IDNS renewal form on IDNS 'About' – 'IDNS Application website page
    - March: Board of Directors changes: immediately after AGM update affected website pages:
        - 'About' – 'IDNS Board of Directors

        - ‘About’ - IDNS Membership List’
        - Member side: Board of Directors (list of Board history)
    - Spring/Summer: Assist Registrar as needed with annual and biannual FRPA report submissions.

Meetings & Conference Call Attendance:

- IDNS Board Meetings
- IDNS General Meetings
- IDNS Annual General Meeting
-

Committee Membership:

- Website Committee

Forms Required:

- IDNS Letterhead
- General Membership Meeting Minutes Template
- Board of Directors Meeting Minutes Template
- Annual General Meeting Minutes Template

Correspondence:

- Email address- idnssecretary@gmail.com
    - Password: 00IDNSsec
    - Recovery Email: info@idns.ca
    - Recovery Phone Number: 902 880 4076 (Emma Woodhall’s Mobile)
    - Birthday: July 13, 1980

Treasurer

Reference Sections:

- IDNS By-Laws # 37

Basic Duties:

- To carry out the responsibilities as a member of the Board of Directors
    - Attend all General Membership Meetings and all Meetings of the Board of Directors
    - Maintain a file with all pertinent information and provide an up-to-date file for the next Director taking over the position
    - Manage and conduct the business and affairs of the Association and exercise the powers of the Association
    - Make NO expenditures in excess of $1000 per single or related expenditures unless such expenditure was outlined in the annual budget and approved at the Annual General Meeting (AGM) or has received approval of the voting members at a General Meeting.
    - All cheques must be signed by (any two) the President, Treasurer or Secretary.
- Preparing the annual Budget
- Monitoring the annual Budget
- Ensuring the Board's financial policies are being followed
- Reporting to the Board of Directors and General Membership on finances
- Prepare any required financial reporting forms
- Maintaining all bank accounts
- Maintaining all investment funds
- Oversees all financial transactions
- Receive and Disburse funds of the Association and keep true and accurate record of accounts
- Deposit all money in the name of the Association in such banks as may be designated from time to time by the Directors
- Complete all government forms as required for taxes, etc. and submit completed reports in a timely manner.
- Close the books of the Association as of December 31st of each year and arrange in conjunction with a public accountant (CPA) to have prepared an annual financial report to be forwarded to all members of the Association at least 14 days prior to the Annual General Meeting (AGM.)
- Be responsible for sending invoices to all members for annual dues no later than November 30th, advising that the annual membership fee will become due on the first day of January next and sending invoices to all members for special assessments if and when approved.
- Be responsible for re-invoicing by registered mail all members in arrears
- Provide a report, including internal financial statements, of the financial status of the Association for review at each Board Meeting and a financial report at each General Membership Meeting.
- Prepare a proposed budget for the next fiscal year for review by the Board of Directors and to be presented at a General Membership Meeting.
- Be a signing officer for contracts or cheques of the Association in accordance with Section33 of the By-Laws
- Ensure receipt of all mail pertaining to invoicing or depositing is obtained from the Secretary, or the Post Office Box in a timely fashion.

IDNS Board & General Meetings:

- Present update as required.
- Prepare financial statements for review at each Board and General Membership meeting. Ensure the Secretary has a copy for the records.

Invoicing:

- File all invoices by month (January – December divisions)
- File all Bank Statements in one section, including all IDNS cheque stubs for the current year
- Journal Entries - previously made on quickbooks used by former accountants (2005)
- Prepare financial statements for review at each Board and general meeting. Ensure that the secretary has a copy for the records.
- Pay website designer on an as-needed basis, invoices will be received by email. Ensure the website designer is appraised of your email address upon accepting the Treasury position.
- Pay DBNS (What does this stand for?) Should this be paid every November? yearly membership fee, category #7 @$25.00 (Started in November of 2004)
- Pay IDC (Interior Designers of Nova Scotia) yearly President's teleconferencing costs on an as-needed basis, invoice will be received via mail/email.
- Submit Receipts on an as-needed basis
- Assign and invoice number to all invoices, starting with the current year then month then number (i.e. 2013-06). It is recommended to assign invoice numbers to membership renewal.

Bank Information:

- IDNS records are with the **Bank of Montreal.**
  - Address:
    6980 Mumford Road,
    Halifax, NS B3L 4W2
  - Contact: Account Manager David Noddin 902.421.3734 (verify annually).
- IDNS has a bank card for Deposits only. The account is set up for cheque/cash deposits only. Any deposits that involve coins must be made at the teller. No cash withdraws can be made. Currently it is also set up that no account balance can be determined at the machine. This may be changed by the Treasurer. There is a user name and password to review the account records via online banking (provided to the Treasurer by past Treasurer.)
- All cheques deposited must be stamped on the back with the Bank issued deposit stamp (indicating our account number)
- Directly after the AGM, if there is a change in the President, and/or Treasurer, a letter must be issued by the Past President to the Bank Indicating this change. The letter must be signed by both the President and Treasurer. BOTH the President and Treasurer must make an appointment to deliver this letter to the bank in person to sign paperwork for new signing officers. Your photo ID will be required at the meeting.

Cheques:

- Do not process any cheques that may be inadvertently received by the Treasurer in regards to Membership applications/dues without prior approval by the Registrar. (Due to privacy, plus the Registrar must verify all documents attached to the cheques.)
- Always write the invoice number and HST on the back of all cheques issued by IDNS. This is to facilitate your successor in determining what invoices have been paid or not during your tenureship.

- If making an error in writing a cheque, please attach the voided cheque to the cheque stub. Accountants will want to know why there is a cheque missing in the sequence.
- It is highly recommended to photocopy all cheques deposited and issued by IDNS. Because the Treasurer's term may be 2-3 years, this will facilitate those that may have to audit the ledgers in the future.
- Always ensure that the President has signed a few cheques in advance, especially prior to a fundraiser and the AGM.

Fundraisers:

- Assign sequential numbers to all issued tickets for tracking purposes.
- Assign sequential numbers to all invoices requested by donors/ticket purchasers
- DO NOT accept any CASH payments of tickets and auction items. This is highly recommended as there is a possibility of losing track of who paid what for how much.
- Issue invoices to those who request them in regards to group tickets, live and silent auctions
- Ensure that the tickets indicate the HST amount (included in ticket price)
- Ensure that the invoices issued in regards to the auction items indicate the HST amount (included in the bid price)
- It may be necessary to issue petty cash for misc. items. Approximately $200-300. Ensure that all recipients of cash submit receipts.

CHARITY / DONATIONS:

- It may be necessary from time to time to issue cheques to charities (e.g. CANstruction/Feed Nova Scotia). Include with the cheque a letter explaining who the money is intended for, the amount donated, and the cheque number as part of our bookkeeping. It is also recommended to forward a copy of the letter to the member that tabled such a request if applicable.

Important Dates:

MONTHLY:

- Pay monthly telephone charge (Bell Alliant in 2013), invoice received via mail
- Pay 'IT Landlord' website hosting monthly charge, invoice received via email (Kevin Cunningham)
- Ensure the monthly bank service fees are added to the ledger as an office expense

JANUARY:

- Coordinate and verify with Registrar and Treasurer of any outstanding member dues (Dec. 31st Deadline)
- Prepare year-end ledgers and submit to accountants (6) weeks prior to AGM. Once the last bank statement arrives, send the binder to the CPA firm.
- Pay Board Insurance Bill
- Pay GST/HST
- Review Investments with BMO advisor – report options to Board for further direction/next steps
- Pick up financial documentation/Binder from CPA firm.
- Deposit membership dues into IDNS bank account.
- Pay PO box rental at post office on Bedford Row. A notice card usually comes in the box in January.

- Pay Registry of Joint Stocks, include a list of the current Directors and a copy of the latest unaudited financial statement prepared by the accountants. Take note that the address of the Directors must be their home addresses as the Registry does not recognize PO box numbers.
- Remit 4th quarter HST of previous year before January 30th. Make a copy and place in previous year end ledger. Accountants will want a copy of what was submitted for the 4th quarter.

FEBRUARY/MARCH: ***(AGM TIME)***

- Remit down payment (if required) tor room rental re IDNS/AGM.
- Mail or email Financial statement (2) two weeks prior to AGM. This allows for slow delivery time as the notices have to be in the member hands (1) week prior to the AGM.
- Prepare a budget for presentation to the General Membership at the AGM.
- Present financial statement and yearly budget at AGM.
- Request approval of Financial Statement, vote by Registered Membership.
- Request nomination of Accounting firm for incoming fiscal year, voted by Registered Members.
- Directly after the AGM, if there is a change in the President, and/or Treasurer, a letter must be issued by the Past President to the Bank indicating this change. The letter must be signed by both the President and Treasurer. BOTH the President and Treasurer must make an appointment to deliver this letter to the bank in person to sign paperwork for new signing officers. Your photo ID will be required at the meeting.
- Prepare a document to change names of Boards of Directors with the Registry of Joint Stocks.

APRIL:

- Remit 1st quarter HST before April 30th; Book-keeper (Peverill) should provide you with information.
- Report To IDNS Board Regarding Activities.
- GIC is up for renewal (in 2013)- and another in August of 2013; Consult with BMO regarding options for next steps

JULY:

- Remit 2nd quarter HST before July 30th; Book-keeper (Peverill) should provide you with information.

AUGUST:

- GIC is up for renewal usually up for renewal.

SEPTEMBER:

- Deposit donations and create receipts regarding fundraisers (if applicable).
- Remit 3rd quarter HST before Sept. 30th; Book-keeper (Peverill) should provide you with information.

OCTOBER:

- IDC/AGM- Remit President's airfare, hotel, taxi, and meals, expenditure to be pre-approved by Board (normally 2 days, 1 night)
- IDC/AGM- Remit CEU Director's hotel, taxi, and meals expenditure to be pre-approved by Board (normally 2 days, 1 night)

- Report to IDNS Board regarding activities

NOVEMBER:

- Send membership renewal dues invoices and renewal forms no later than November 30th, via mail. It is required that an invoice number be assigned to all invoices. Verify member name with the Registrar prior to mailing. It may be necessary to forward an electronic copy to those members that request them (especially if they realize that they have lost them.)

DECEMBER:

- Request any outstanding invoices from vendors. Place any such items in Ledger for Accountants to add to year end. If it is the intent of the Directors to make a partial or full payment in the month of January, (or prior to submitting books to accountants), make sure that is copied to year end ledger.

Meetings & Conference Call Attendance:

- IDNS Board Meetings
- IDNS General Meetings
- IDNS Annual General Meeting

Committee Membership:

- Special Events Committee

Forms Required:

- IDNS Letterhead
- Budget Templates

Correspondence:

- Email address- idnstreasurer@gmail.com
  - Password: 00IDNSTreas
  - Recovery Email: info@idns.ca
  - Recovery Phone Number: 902 880 4076 (Emma Woodhall's Mobile)
  - Birthday: July 13, 1980
- IDNS Website Access
  - Username
  - Password
  - Upload Information
- IDNS Bookkeepers and Accountants are Peveril and Associates (verify annually)
  - Address:
    The Wardour Centre in Bedford
    Suite 206 (private entrance off the parking lot)
    15 Dartmouth Road
    Bedford, Nova Scotia, B4A 3X6
    Tel (902) 468-9634
    Fax (902) 468-9635
  - (Previously Optio, 5991 Spring Garden Road, Suite 575, Andrea Gagnon @ 444-6900)

- IDNS Mailbox
  - Address:
    1680 Bedford Row (Station Central, Downtown Halifax)
    PO Box #: 2024
  - Hours to be able to get into the Box room: 8am-5pm M-F (closed Saturday, Sunday, & Holidays

Membership Director

Reference Sections:

- IDNS By-Laws #40

Basics Duties:

- Review all membership applications sent by the Registrar.
- Send a written letter of acceptance or rejection of application to the Registrar complete with all supporting documents and standard Application form with notes.
- Electronic copies of all applications and letters to be saved to IDNS website, membership director only section.
- Keep the membership list up to date and send any updates to IDC when there are any changes to member information.

IDNS Board & General Meetings:

- Provide an update on number of memberships and IDC membership conference calls.
- Present new members at the next general membership meeting with their stamp (if applicable) and IDNS certificate.

Important Dates:

- Applicant Review Process: Reference Section
- Membership Updates to IDC as required.
- Confirm renewals and member information with Registrar and Treasurer at end of January and update IDC accordingly.

Meetings & Conference Calls:

- IDNS Board Of Directors Meetings
- IDNS General Membership Meetings

Committee Membership:

- Chair of Membership Committee.
- FRPA Committee

Forms Required:

- IDNS Application
- IDC Membership Update Standard Spreadsheet
- IDNS Letterhead

Correspondence:

- Email address- idnsmembership@gmail.com

  - Password: 00IDNSmemb
  - Recovery Email: info@idns.ca
  - Recovery Phone Number: 902 880 4076 (Emma Woodhall's Mobile)
  - Birthday: July 13, 1980
- CIDA Program Verification Contact: Cassandra Tenhoopen cassandra@accredit-id.org
- IDC Membership Contact: Irma Kemp ikemp@idcanada.org

Continuing Education (CE) Director

Reference Sections:

- IDNS By-Laws #41

Basics Duties:

- Coordinate the availability of Continuing Education Courses
- Assist members in obtaining CE Credits
- Verify all members are in good standing with respect to CE credits with Registrar.
- Website Calendar: assist Secretary with CEU calendar updates as needed.

IDNS Board & General Meetings:

- Update the General membership on upcoming CEU's via email and at general meetings.
- Seek suggestions for future CEU's.

Important Dates:

- Send updates to general membership on coming CEU's.

Meetings & Conference Call Attendance:

- IDNS Board Meetings
- IDNS General Membership Meetings
- IDNS Annual General Meeting

Committees:

- Chair the Continuing Education Committee; Members Registrar.

Forms Required:

- IDNS Letterhead

Correspondence:

- Email address- idnsceudirector@gmail.com
    - Password: 00IDNSceu
    - Recovery Email: info@idns.ca
    - Recovery Phone Number: 902 448 6703 (Kylie Mosher's Mobile)
    - Birthday: July 13, 1980
- IDNS Website Access – to be completed after new 2017 website is completed.
    - Username
    - Password
    - Upload Information

Interior Designers of Canada (IDC) Representative

Reference Sections:

- IDNS By-Laws #39

Basics Duties:

- Liaison between IDNS and IDC.

IDNS Board & General Meetings:

- Report information and updates from IDC

Important Dates:

- Interior Designers of Canada Annual Meeting: Month

Meetings & Conference Calls Attendance:

- IDNS Board Meetings
- IDNS General Membership Meetings
- IDNS Annual General Meeting
- IDC Director's meeting

Committee Membership:

- Not Applicable

Forms Required:

- IDNS Letterhead

Correspondence

- Not Applicable

Public Representative

Reference Sections:

- IDNS By-Laws #14b

Basics Duties:

- Elected to a two-year term.
- A volunteer position with no financial compensation.
- Brings the public perspective to the Association and is witness to the transparency and accountability of the Interior Designers of Nova Scotia.
- This person must familiarize themselves with the Act and By-Laws to be knowledgeable during discussion.
- Has a vote at IDNS Board, AGM and General Membership Meetings.

IDNS Board & General Meetings:

- Report information or updates.

Important Dates:

- Not applicable

Meetings & Conference Call Attendance:

- IDNS Board Meetings
- IDNS General Membership Meetings
- IDNS Annual General Meeting

Committee Membership:

- Not Applicable

Forms Required:

- Not Applicable

Registrar

Reference Sections:

- IDNS By-Laws #43

Basics Duties:

- Administration of the Association in relation to membership applications, renewals, and record keeping.
- Liaison between the IDNS membership and members of the public.
- Addresses general questions, applicants and complaints received with the general public.
- Keeps the details of the decisions made on membership issues confidential.
- Reports to the Director of Membership, the Board and the Association are to be of a general nature only and only as required.
- Registrar does not have a vote at the Board meetings.
- Consults with IDNS Lawyer as required
    - IDNS Lawyer Paul Radford, Coady Filliter, 208-5880 Spring Garden Road, Halifax, NS t: 902.429.6364 e: pradford@coadyfilliter.com
- Addresses complaints from the general public. Complaints must be sent in writing to the Registrar.
- Maintains register of membership names, contact information and membership class
- Receives all membership applications, checks for completeness and forwards to Membership Director for review.
- Sends applicant letter of conditional acceptance or letter of rejection with an explanation.
- Sends official letter of acceptance, certificate and stamp upon receipt of dues and proof of liability insurance.
- Receives and reviews all membership annual renewals for compliance with regulations including the dues, continuing education, professional insurance and hours of work.
- Registrar can access IDCEC reporting system to confirm members' records. IDNS administrator's access to records: User Name: 41-000 1010 Password: C53643
- IDCEC Contact: Brynell D'Mello, B.Ed., CHRP
  Director
  C536-43 Hanna Ave. Toronto, Ont. M6K 1X1
  Phone: (888) 890-5515
  Phone: (647) 256-3114
  Email: bdmello@idcec.org
- Submits membership dues to the Association's Treasurer.
- Sign membership certificate and have the President sign as well.
- Request stamps for new registered members from: (confirm applicants name preference)
  London Rubber Stamp Co Ltd.
  3200 Kempt Road
  Halifax, Nova Scotia
  Phone: 423-8411, 423-7602
  Fax: 429-9062
  Email: order@londonrubber.com

- Enforce FRPA regulations www.frpa.novascotia.ca and complete annual and biannual on-line reports
    - Username idns password: spring2016
    - Survey location: https://frpa.novascotia.ca/
    - Cara Spittal, Review Officer, Fair Registration Practices Act
      Phone: 902 424-0191
      Email: cara.spittal@novascotia.ca
      Email: reviewofficier@gov.ns.ca
      Nova Scotia Labour and Advanced Education
      Adult Education Division
      Brunswick Place-2021 Brunswick Street
      P.O. Box 578, Halifax, Nova Scotia, B3J 2S9
- The Registrar is responsible for a 2 drawer file cabinet containing member records; a key for the Association's storage locker and a key for the Association's post office box.
- The Registrar keeps digital records of Association activities on an annual basis. Such records are kept on a thumb drive and a CD.

IDNS Board & General Meetings:

- Report information and updates.
-

Important Dates:

- Submit CEU report to IDCEC Director every third Friday of each month.
- Submit membership renewal notices one month in advance of due date.
- FRPA Annual data review submissions are to be completed by mid-March with assistance from the Membership Director.
- FRPA biannual report submissions to be completed by June with assistance from the Membership Director and FRPA Committee.

Meetings & Conference Call Attendance:

- IDNS Board Meetings
- IDNS General Membership Meetings
- IDNS Annual General Meeting

Committee Membership:

- Complaints Committee; One Board member, One non-Board registered member and One non IDNS Member.
- Membership Committee
- Continuing Education
- FRPA Committee

Forms Required:

- IDNS Letterhead
- IDNS Conditional Letter or Acceptance
- IDNS Letter of Rejection

Committees

Reference Sections:

- **IDNS By-Laws #46**

Basic Duties:

- The Association shall have such committees as in the opinion of the Board as necessary for proper functioning of the Association.
- No committee shall be fewer than 3 members including the Chairperson.
- The Past President shall be the chair of the nominating committee. The other members shall be appointed at a general meeting held before the annual General Meeting.
- The chairs of the committee shall be appointed by the Board of Directors.
- The committee shall report to a Board member.

Communications Committee

Purpose of the Committee

- To promote the profession of Interior Design

Frequency of meetings

- It is recommended to have a committee meeting once every two months or as needed when working on a project.

Annual Budget

- 15% of all fundraising profits are dedicated to the promotion of Interior Design.
- Any spending must be voted an approved by the general membership.

Members of the Committee:

- The committee is to have minimum 3 members including the chair.
- The Vice President must be a member of the Committee.

Reports to Board:

- The committee must submit meeting minutes of each meeting to the Board member allocated within one week of the meeting.
- The committee must report to the Vice President.

Special Events Committee

Purpose of the Committee

- To organize fundraisers in promotion of Interior Designer
- To gain funds to support the association
- Funds profited from the fundraiser will be allocated as follows:
    - 70% to Governing & Regulating the association.
    - 15% to general administration of the association.
    - 15% to the promotion of Interior Design.

Frequency of meetings

- It is recommended to have a committee meeting once every two months or as needed when working on a project.

Annual Budget

- There is no annual budget allocated to this committee.
- Any spending must be voted an approved by the Board.

Members of the Committee:

- The committee is to have minimum 3 members including the chair.
- The Treasurer must be a member of the committee.

Reports to Board:

- The committee must submit meeting minutes of each meeting to the Board member allocated within one week of the meeting.
- The committee must report to the Treasurer.

Website Committee

Purpose of the Committee

- To update the website
  - Ensure all links and documents on the site are working. Some governmental links can change without notice.
  - Ensure 'Plain Language' is used throughout website as outlined at:
    - https://novascotia.ca/lae/RplLabourMobility/documents/PerfectlyPlain_WEB_001.pdf
    - https://novascotia.ca/lae/RplLabourMobility/documents/FairRegistrationPracticesPageBefore_000.pdf

Frequency of meetings

- It is recommended to have a committee meeting once every two months or as needed when working on a project.

Annual Budget

- Monthly administrator support and website hosting.
- Yearly domain fees.
- Any spending must be voted an approved by the General Membership.

Members of the Committee:

- The committee is to have minimum 3 members including the Chairperson.
- The Secretary must be a member of the Committee.

Reports to Board:

- The committee must submit meeting minutes of each meeting to the Board member allocated within one week of the meeting.
- The committee must report to the Secretary.

Correspondence:

- IDNS Website Access
  - Username
  - Password
  - Upload Information

Governance & Regulatory Committee

Purpose of the Committee

- To govern over legal matters that pertains to the Practice of Interior Design.

Frequency of meetings

- It is recommended to have a committee meeting once every two months or as needed when working on a project.

Annual Budget

- 70% of all fundraising profits are dedicated to legal matters regarding the practice of interior design.
- Any spending must be voted an approved by the general membership.

Members of the Committee:

- The committee is to have minimum 3 members including the chair.
- The Past President must be a member of the Committee.

Reports to Board:

- The committee must submit meeting minutes of each meeting to the Board member allocated within one week of the meeting.
- The committee must report to the Past President.

Membership Review Committee

Purpose of the Committee

- Give opinion to the Membership Director regarding non standard applications.

Frequency of meetings

- Meeting are required on a case to case basis.

Annual Budget

- There is no annual budget allocated to this committee.

Members of the Committee:

- The committee is to have minimum 3 members including the chair.
- The Membership Director is the chair of the Committee.
- The Registrar must be a member of the committee.

Reports to Board:

- The committee must submit meeting minutes of each meeting to the member allocated within one week of the meeting.
- The committee must report to the Membership Director.

Reference:

- Refer to charts in Appendices:
    - Interior Designers of Canada document: INTER PROVINCIAL AGREEMENT, Education, Experience and Examinations Requirements
    - Membership Application Process

Complaint Committee

Purpose of the Committee

- To deal with internal or external complaints regarding a member of the Association or the practice of Interior Design.

Frequency of meetings

- Meetings are required on a case to case basis.

Annual Budget

- There is no annual budget allocated to this committee.

Members of the Committee (Act #24):

- The committee is to have minimum 3 members including the chair.
- 1 must not be a member of the Association.
- At least 1 cannot be a member of the Board of Directors.

Reports to Board:

- The committee must submit meeting minutes of each meeting to the Board member allocated within one week of the meeting.
- The committee must report to the Past President.

Reference:

- Refer to charts in Appendices:
    - Complaint Process, Regulation 42

Continuing Education Committee

Purpose of the Committee

- To ensure all members have met their requirements of continuing educations credits.

Frequency of meetings

- Meetings are required on a case to case basis.

Annual Budget

- There is no annual budget allocated to this committee.
- Any spending must be voted an approved by the General Membership

Members of the Committee:

- The committee is to have minimum 3 members including the chair.
- The Continuing Education Director must be a member of the Committee.
- The Registrar must be a member of this Committee.
- The Membership Director must be a member of this committee.

Reports to Board:

- The committee must submit meeting minutes of each meeting to the Board member allocated within one week of the meeting.
- The committee must report to the Continuing Education Director.

Nominations Committee

Purpose of the Committee

- To recruit Registered Members to stand for election to the Board of Directors.

Frequency of meetings

- Meeting is required before the Annual General Meeting.

Annual Budget

- There is no annual budget allocated to this committee.

Members of the Committee:

- The committee is to have minimum 3 members including the chair.
- The Past President must be a member of this Committee.

Reports to Board:

- The committee must submit meeting minutes of each meeting to the Board member allocated within one week of the meeting.
- The committee must report to the Past President.

FRPA Committee

Purpose of the Committee

- To ensure the Association meets the requirements of the FRPA Act.

Frequency of meetings

- It is recommended to have a meeting once every two months or as needed when working on a project.

Important Dates

- Assist Registrar with FRPA biannual report submissions (to be completed each June).

Annual Budget

- There is no annual budget allocated to this committee.

Members of the Committee:

- The committee is to have minimum 3 members including the chair.

Reports to Board:

- The committee must submit meeting minutes of each meeting to the Board member allocated within one week of the meeting.
- The committee must report to the Vice President.

Representatives/Delegates

Nova Scotia Building Code Advisory Committee Representative

Purpose of the Committee

- To provide guidance to the general membership on issues or changes related to the building code through seminars or email updates. Members of the Committee are appointed by the Minister and the membership.

Frequency of meetings

- The committee meets as required to discuss the changes.

Annual Budget

- There is no annual budget allocated to this committee.

Members of the Committee:

- The committee is to have minimum 3 members including the Chairperson.
- The chair of the committee is the IDNS member that has been appointed to the Nova Scotia Building Advisory Committee by the Provincial Minister of Labour & Municipal Affairs, and the NS Government Cabinet Ministers by order in Council.
- The IDNS Board nominates an IDNS member for consideration by the NS government through public notice and/or when the term of the sitting member expires
- There is no limit on the number of terms a single member may sit.

Reports to Board:

- The IDNS representative must submit an Annual Report that is presented at the Annual General Meeting.
- The committee must report to the Vice President.

Council for Interior Design Qualification (CIDQ) Representative

Basic Duties:

- Person is responsible to represent IDNS at CIDQ.
- Attend annual CIDQ meeting.
- Participate in schedule conference calls.
- Update the General Membership on meetings.

PROCEDURES

Membership Renewal Process

- **Members will receive renewal documents on or before November 30 of each year via email.**
- **Members must fill in the renewal forms, pay the dues indicated for their class of membership and submit required supporting documents indicated on the renewal form for their class of membership (e.g. CEU transcript and proof of Professional Liability Insurance for Registered members) on or before January 1 of the renewal year. Member voting rights are suspended after January 1st until renewal forms and payment are received.**

Application Review Process

Reference: Refer to charts in Appendices:

- Interior Designers of Canada document: INTER PROVINCIAL AGREEMENT, Education Experience and Examination Requirements
- Membership Application Process

Registered Member (Regulation #12**):**

- Email CIDA to ensure the education program of the applicant was accredited by CIDA at the time of graduation. Applicable to graduates from 2007 to present.
- Ensure they have provided their official transcripts from the college or university.
- Ensure they have provided a formal letter of successful completion of the NCIDQ exam.
- Ensure they are a current resident of Nova Scotia.
- Ensure they have provided proof of Professional Liability Insurance.

Registered Member applicant transferring from another Provincial Association:

- Contact applicants current Association and ensure they are in good standing as a registered member.
- Ensure they have provided proof of Professional Liability Insurance.
- Ensure they are now a current resident of Nova Scotia.

Intern Member (Regulation #15**):**

- Email CIDA to ensure the education program of the applicant was accredited by CIDA at the time of graduation.
- Contact their employer/mentor to ensure they are working under their supervision.
- Ensure they have provided their official transcripts from the college or university.
- Ensure they are a current resident of Nova Scotia.

Allied Member (Regulation 23)**:**

- Email CIDA to ensure the education program of the applicant was accredited by CIDA at the time of graduation.
- Ensure they have provided their official transcripts from the college or university.
- Ensure they are a current resident of Nova Scotia.
- Ensure they are currently not engaged in the practice Interior Design
- Call their employer to ensure they are an educator or manufacturer's representative in the field of Interior Design or Architecture.

Non-Resident Registered Member (Regulation 24):

- Email CIDA to ensure the education program of the applicant was accredited by CIDA at the time of graduation.
- Ensure they have provided their official transcripts from the college or university.
- Ensure they have provided a formal letter of successful completion of the NCIDQ exam.
- Ensure they are not a current resident of Nova Scotia.
- Ensure they have provided proof of Professional Liability Insurance.

Non-Resident Registered Member applicant from another Provincial Association:

- Prior to January 2017, all applicants transferring from another Association do not have to meet the education requirements of IDNS due to reciprocity within IDC according the FRPA.
- Contact applicants current association and ensure they are in good standing as a registered member.
- Ensure they have provided proof of Professional Liability Insurance.
- Ensure they are not a current resident of Nova Scotia.

Student Member (Regulation #)**:**

- Email CIDA to ensure the education program of the applicant is accredited by CIDA.

Appeals Process

- Refer to chart in Appendices.

Academic Assessment Process

- Applicants can have their education reviewed for CIDA equivalency or to identify gaps in equivalency through an impartial third party selected by the IDNS Board of Directors. Applicants are responsible for payment of fees associated with equivalency review.
- The third party reviewer is responsible for notifying IDNS and the applicant of the results of the review and to provide an itemized summary of gaps in equivalency.

Complaint Process

- Refer to chart in Appendices.

Website Inquiry Process

- Inquiries on the website will be directed via email to the appropriate member of the Board of Directors.
- IDNS must respond to inquiries via email or telephone within 10 working days.

Engaging a Public Member

- IDNS publishes a public request for representation via print media and website.
- Applications are reviewed by the Nomination Committee.

APPENDICIES

Standard Forms and Documents

- General Letterhead
- Membership Application Process
- Membership Fees
- Acceptance Letter
- Rejection Letter
- Thank you Letter
- Process to become a Registered Member
- Membership Application Process
- Appeals Process
- Complaints Process
- INTER PROVINCIAL AGREEMENT, Education, Experience and Examination Requirements (Interior Designers of Canada)

Interior Designers of Nova Scotia

PO Box 2042, Halifax, Nova Scotia B3J 2Z1 Canada www.idns.ca

Interior Designers of Nova Scotia

MEMBERSHIP APPLICATION PROCESS

STEP 1

Select membership classification to apply for and collect required documents to support your application (see classifications below). Application form available on IDNS website.

STUDENT	INTERN	ALLIED	NON-RESIDENT REGISTERED	REGISTERED	PROVINCIAL TRANSFER - REGISTERED
•Enrolled in 4 year CIDA accredited degree program •is enrolled in a full time program in interior design of not less than 4 academic years in duration that is not accredited by CIDA but that is approved by the Board as an appropriate program *See Regulation 17 for more details*	•Practicing under the supervision of a Registered Interior Designer or Registered Architect •Satisfies education requirements •Satisfies examination qualification or commits do so in prescribed time frame *See Regulation 15 for more details*	•Not engaged in the practice of Interior Design • Is engaged in full-time or part-time teaching or directing interior design programs or •Is engaged in manufacturing or supplying furnishings, materials or services related to interior design *See Regulation 22 for more details*	•Is a member in good standing of an Association recognized by IDC or ASID in an a class equivalent to IDNS Registered •Satisfies education & examination requirements (7 years) •Has qualifying practice experience and qualifying Intern experience to meet the competency standard •Is covered by professional liability insurance. *See Regulation 24 for more details*	•Satisfies education & examination requirements •Has qualifying practice experience and qualifying Intern experience to meet the competency standard (7 years) •Is covered by professional liability insurance •Is a permanent resident *See Regulation 12 for more details*	•Is covered by professional liability insurance •Is a permanent resident • Is in good standing in the Registered Class of Membership (or equivalent) in another Provincial Interior Design Association •Transfers apply only to Registered Class

STEP 2

Submit application to Registrar complete with payment for application fee and all documents listed on the form that support the membership classification being applied for. Review of application begins when payment and documents are received.

STEP 3

The Registrar and Membership Director will review the application and respond, in writing, to the applicant within 30 days of receipt of application fee and all required documents. If your application is not accepted, there is a path for alternative review and/or an appeal.

Interior Designers of Nova Scotia

THIS SPACE FOR IDNS USE ONLY Membership: ☐ Approved ☐ Not Approved

Registrar _____ Membership Director _____ Date _____

THIS SPACE FOR IDNS USE ONLY

Application Received:

Date: _____

Application Fee Recieved:

☐ Yes
☐ No

NS Residence
☐ Yes
☐ No (Provide Explanation)

_____

_____

_____

Experience

Number of years of full time qualifying experience or competency hours required for _____ membership category is: _____

Applicant's years of experience or competency hours are: _____

☐ Employment Confirmed

Education

Meets IDNS Criteria

☐ Yes
☐ No (Provide Explanation)

_____

_____

_____

☐ CIDA Accreditation Confirmed

MEMBERSHIP CATEGORY: *(Refer to IDNS Regulations for the qualifications for each category)*

☐ Registered ☐ Intern ☐ Allied ☐ Non-Resident Registered ☐ Student

Applicant Name: _____ Email: _____

Home Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____

CURRENT EMPLOYMENT:

Company Name: _____ Full/Part Time: _____ Start Date: _____

Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____

Current Position & Duties: _____

Employment Reference: _____ Email: _____ Phone: _____

EDUCATION: *(For Membership approval, the Association requires official transcripts of education records)*

Institution Name: _____ Program: _____

Address: _____

# of Years Program: _____ Start Date: _____ Grad Date: _____ CIDA Accreditation (circle): Yes / No

Institution Name: _____ Program: _____

Address: _____

# of Years Program: _____ Start Date: _____ Grad Date: _____ CIDA Accreditation (circle): Yes / No

THIS SPACE FOR IDNS USE ONLY

NCIDQ

☐ Certificate Enclosed
☐ Certificate Confirmed OR

Eligible to write in:_____

Continuing Education

Meets IDNS Criteria:
☐ Yes
☐ No

Transcript Enclosed:
☐ Yes
☐ No

Liability Insurance

Certificate Provided:
☐ Yes
☐ No (Provide explanation)

_____

_____

_____

Other Memberships:

Current member in good standing with other provincial association:
☐ Yes
☐ No

☐ Membership Confirmed

PREVIOUS EMPLOYMENT:

Company Name: _____ Full/Part Time: _____

Address: _____ Start & End Dates: _____

Position & Duties: _____

Employment Reference: _____ Email: _____ Phone: _____

Company Name: _____ Full/Part Time: _____

Address: _____ Start & End Dates: _____

Position & Duties: _____

Employment Reference: _____ Email: _____ Phone: _____

CERTIFICATIONS: *(Please attach copy of certificate)*

NCIDQ Certification #: _____ Date Certified: _____

CONTINUING EDUCATION UNITS: *(Please attach copy of your Interior Design CEU transcript)*

# of IDCEC Credits earned for the current reporting cycle: _____ # of Non-IDCEC Credits earned for the current reporting cycle: _____

PROFESSIONAL LIABILITY INSURANCE: *(Registered and Non-Resident Registered Members are required to have liability insurance as outlined in the Regulations. Section 37 & 38. If applicant does not have insurance at the time of application, any acceptance into the association will be pending proof of insurance. Please attach oa copy of Insurance Certificate).*

Insurance Provider: _____ Policy #: _____

Period of Coverage: _____ Contact Information: _____

OTHER MEMBERSHIPS: *(Professional or other Organizations)*

1. _____ Membership Category: _____ Date: _____ Current member: Y / N

2. _____ Membership Category: _____ Date: _____ Current member: Y / N

PROFESSIONAL REFERENCES: *(Preferably Member of IDNS, IDC or NSAA)*

1. _____ Phone: _____ Email: _____

2. _____ Phone: _____ Email: _____

THIS SPACE FOR IDNS USE ONLY

Application Reviewed:

By: _____

Date: _____

Action:

☐ Accepted

Membership Category:

_____

☐ Additional Information Required:

_____

_____

_____

_____

☐ Not Approved:

_____

_____

_____

_____

Registrar:

Name: _____

Date: _____

☐ Reviewed
☐ Notification Issued

Have you had any disciplinary action taken against you or had your licence revoked in the last two years? ☐ Yes ☐ No

Do you have any open complaints / action being taken against you? ☐ Yes ☐ No

I, _____ (print your name), hereby make application for membership in the Association of Interior Designers of Nova Scotia. If accepted, I agree to abide by the Act, Regulations and By-Laws of this Association and accept any decisions of the Board of Directors.

I hereby grant Association of Interior Designers of Nova Scotia (IDNS) to request and obtain information related to my education, current and past employment and any association membership records and other information that is required for the purposes of applying to IDNS for membership.

I hereby authorize IDNS and its officers, directors, panel members, employees, and agents (the above designated parties) to review my application and determine my eligibility to become a member of IDNS. I authorize the above-designated parties to contact any state/provincial and federal authorities, employers and others to confirm the information contained in my application to become a member of IDNS.

I agree to cooperate promptly and fully in any review of my application; including submitting such documents and information deemed necessary to confirm the information in my application.

I hereby waive all claims against IDNS arising out of my application and my information in the membership application, including (but not limited to) claims arising out of (i) any release of information to state/provincial and federal authorities, licensing boards, employers and others and (ii) any investigation and review of my application.

_____ _____
DATE SIGNATURE

Applications will be reviewed within 30 days of receipt of application fee, all required forms and documentation. Any information that is missing or not submitted could cause delays in the review. If an applicant is accepted, a letter will be issued along with an invoice for the annual membership dues. A list of the annual dues can be found on the IDNS website on the membership application page. Membership will commence upon receipt of payment of dues and proof of liability insurance.

If your membership is accepted, please confirm your consent to receive email communications from the Association of Interior Designs of Nova Scotia. These communications from IDNS include email notices of meetings, seminars, social functions and other association related events and issues. By signing the consent, you also agree that IDNS can list your name, address, phone number and email address on their web site under the membership listing.

☐ *Yes, I agree to receive email communications as part of my membership with IDNS.*
☐ *No, do not send me any email communications. (Note that meeting notices are only sent via email)*

Please list the following information you wish to be listed on the IDNS website under the membership listing (if any), upon acceptance to the Association:

Name: _____

Company Name: _____

Company Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____ Fax: _____

Email: _____ Website: _____

Mail Application to:
Interior Designers of Nova Scotia
Attention: Registrar
P.O. Box 2042, Halifax,
Nova Scotia B3J 2Z1
For Inquiries: registrar@idns.ca

Enclosed:
☐ Application fee $35.00 (all categories; non- refundable)
☐ Education Transcripts (all categories)
☐ Proof of Liability Insurance (Registered & Non Resident Registered Members)
☐ NCIDQ Certificate (all categories except student & intern)
☐ Continuing Education Transcripts from IDCEC (all categories except student)
☐ Other Provincial Association Certificates (all categories if applicable to applicant)

Nov 30, 2016

IDNS Annual Membership Dues Renewal Form 2017

Registered Member	IDNS Dues: IDC Dues: NS HST (15% on IDNS Dues) ON GST (15% on IDC Dues) **Total:**	$367.50 $143.60 $ 55.13 $ 21.54 **$587.77**
Intern Member	IDNS Dues: IDC Dues: NS HST (15% on IDNS Dues) ON GST (15% on IDC Dues) **Total:**	$183.75 $ 34.00 $ 27.56 $ 5.10 **$250.41**
Allied Member	IDNS Dues: NS HST (15% on IDNS Dues): **Total:**	$183.75 $ 27.56 **$211.31**
Inactive Member	IDNS Dues: IDC Dues: NS HST (15% on IDNS Dues): ON GST (15% on IDC Dues): **Total:**	$183.75 $ 71.80 $ 27.56 $ 10.77 **$293.88**
Retired Member	IDNS Dues:	$ 00.00
Non-Resident Registered Member	IDNS Dues: NS HST (15% on IDNS Dues) **Total:**	$367.50 $ 55.13 $422.63
Non-Resident Registered Member (Northwest Territories, Nunavut, Prince Edward Island and Yukon)	IDNS Dues: IDC Dues: NS HST (15% on IDNS Dues) ON GST (15% on IDC Dues) **Total:**	$367.50 $143.60 $ 55.13 $ 21.54 **$587.77**

The Annual IDNS and IDC dues for new Registered and new Intern memberships, when joining midway through the year, shall be pro-rated according to the following schedule:
1st Quarter: 100%, 2nd Quarter 75%, 3rd Quarter 50%, 4th Quarter 25% Other classifications: 100% all quarters.

If a member changes categories within 6 months of the billable date, a credit of 50% of their paid IDNS portion of the dues will be applied to the new category dues, less a $50 processing fee.

IDC does not refund or provide a credit under any circumstance.

All annual dues for all categories are non-refundable. If a member wishes to terminate membership, no refund will be provided.

IDNS does not accept credit card payments.

*** Additional Fees: Please note that a $50 fee will be assessed for all cheques returned due to non-sufficient funds.**

Interior Designers of Nova Scotia
PO Box 2042, Halifax, Nova Scotia B3J 2Z1 Canada www.idns.ca

[Date]

[Applicant Name]
[Applicant Address]

Dear [Applicant Name],

Re: Membership in the Association of Interior Designer of Nova Scotia (IDNS)

Thank you for your application for membership in IDNS. The application has been reviewed by [Name of Membership Director], Director of Membership and on [his/her] behalf, I am pleased to welcome you as an Intern Member. Attached, please find an invoice for your [current year] membership dues.

As you probably know, Interior Design in Nova Scotia is a regulated profession. The Interior Designers Act and its regulations outline the manner in which the Association and its members are to execute their profession. These documents are public documents and can be found online at www.idns.ca. Please refer to these documents to find the requirements for advancing from an Intern Member to a Registered Member.

Your name and contact information will be forwarded to members of the IDNS Board of Directors. The Secretary will be asked to include you in all notices that [he/she] sends out. Your name will be added to the IDNS website's membership list the next time it is edited. To gain access to the members-only link on the website, insert your email address and the password "design 123" (an email should be sent to you once this access has been set up). The Director of Continuing Education will be asked to include your name on [his/her] list and assist you in understanding the requirements for continuing education. IDC and IDCEC will be advised of your membership. The Director of Membership, [Name of Membership Director], looks forward to welcoming you to IDNS.

Regards,

[Name of Registrar]
Registrar, IDNS
CC: [Name of Membership Director]

Interior Designers of Nova Scotia
PO Box 2042, Halifax, Nova Scotia B3J 2Z1 Canada www.idns.ca

[Date]

[Applicant Name]
[Applicant Address]

Dear [Applicant Name],

Re: Membership in the Association of Interior Designers of Nova Scotia (IDNS)

Thank you for your application for membership in IDNS. The application has been reviewed by [Name of Membership Director], Director of Membership and on [his/her] behalf, I am pleased to welcome you as a Non-Resident Registered Member, pending payment of the attached invoice.

A digital certificate of membership will be issued to you as soon as possible after payment has been made. A copy of that certificate is to be attached to building permit applications in Nova Scotia. In the meantime, if you are applying for a building permit, please ask the authorities to accept this letter. If they have any problem, they can contact me directly. Please note that the certificate is issued on a year to year basis as required, with membership renewal each calendar year.

As you probably know, Interior Design in Nova Scotia is a regulated profession. The Interior Designers Act and its regulations outline the manner in which the Association and its members are to execute their profession. These documents are public documents and can be found online at www.idns.ca.

Please find attached your invoice, prorated for the remainder of [Current Year]. Once we have received payment from you, your name and contact information will be forwarded to members of the IDNS Board of Directors. The secretary will be asked to include you in all notices that [he/she] sends out. Also, your name will be added to the IDNS website's membership list the next time it is edited. To gain access to the members-only link on the website, insert your email address and the password "design123". An email should be sent to you once this has been set up.

Regards,

[Name of Registrar]
Registrar, IDNS
CC: [Name of Membership Director]

Interior Designers of Nova Scotia
PO Box 2042, Halifax, Nova Scotia B3J 2Z1 Canada www.idns.ca

[Date]

[Applicant Name]
[Applicant Address]

Dear [Applicant Name],

Re: Membership in the Association of Interior Designer of Nova Scotia (IDNS)

Thank you for your application for membership in IDNS. The application has been reviewed by [Name of Membership Director], Director of Membership and on [his/her] behalf, I am pleased to welcome you as a Registered Member, conditional on [Any attached conditions / outstanding documentation – ex: proof of insurance / payment of membership dues]. Attached, please find an invoice for your [current year] membership dues.

As you probably know, Interior Design in Nova Scotia is a regulated profession. The Interior Designers Act and its regulations outline the manner in which the Association and its members are to execute their profession. These documents are public documents and can be found online at www.idns.ca.

Your name and contact information will be forwarded to members of the IDNS Board of Directors. The Secretary will be asked to include you in all notices that [he/she] sends out. Your name will be added to the IDNS website's membership list the next time it is edited. To gain access to the members-only link on the website, insert your email address and the password "design 123" (an email should be sent to you once this access has been set up). The Director of Continuing Education will be asked to include your name on [his/her] list and assist you in understanding the requirements for continuing education. IDC and IDCEC will be advised of your membership. The Director of Membership, [Name of Membership Director], looks forward to welcoming you to IDNS.

As a Registered Member, and once we have received payment of the attached invoice, you will be issued a certificate and a seal. Your seal number will be [New Seal Number].

Regards,

[Name of Registrar]
Registrar, IDNS
CC: [Name of Membership Director]

Interior Designers of Nova Scotia
PO Box 2042, Halifax, Nova Scotia B3J 2Z1 Canada www.idns.ca

[Date]

Ms./Mr. [Applicant Name]

Dear [Applicant Name],

Re: Membership in the Association of Interior Designer of Nova Scotia (IDNS)

Thank you for your application for membership in IDNS. The application has been reviewed by [Name of Membership Director], Director of Membership, and I regret to inform you that IDNS is unable to accept you as a [Type of Membership Aplied For] member at this time.

Please refer to IDNS's Regulations document for a list of requirements for each category of membership with the Association (this can be found online at www.idns.ca). Because [Reason for Application Rejection], IDNS is not able to accept you as a [Type of Membership Applied For] member.

There are other avenues available to you. As an example, in the past, IDNS has suggested to applicants that they apply to the Council of Interior Design Qualification (CIDQ) to have their education evaluated for equivalency to CIDA standards. CIDQ offers the service at the applicant's cost of approximately $500.00 USD. If you would like to pursue this avenue, please advise me. I will then submit a request form to CIDQ and they will contact you directly. When the evaluation is complete, CIDQ will advise the applicant and IDNS of the results. If CIDQ accepts your education for equivalency to CIDA standards, we can accept you for Intern Membership in IDNS. Once you have completed the requisite amount of intern experience hours, you will be eligible to apply for and write the NCIDQ exam, successful completion of which is required for Registered membership in IDNS. [Remove or edit paragraph as applicable to specific situation]

IDNS encourages the profession of Interior Design while upholding its legal obligations under the Act. Please feel free to contact the Registrar (idnsregistrar@gmail.com) with any questions as IDNS will attempt to be of assistance in guiding you towards avenues that may help you towards successfully gaining membership with the Association in the future.

Please reply to this letter within thirty (30) days, informing the Association of your intent regarding your membership application.

Regards,

[Name of Registrar]
Registrar, IDNS
CC: [Name of Membership Director], Membership Director

Interior Designers of Nova Scotia

PATH TO IDNS REGISTERED CLASS

Regulation #12

STEP 1 - EDUCATION

12.1(a) Interior Design Bachelor Degree program no less than 4 years and accredited by CIDA or deemed by third-party review to be equivalent.

STEP 2- EXPERIENCE

12.1(b) Gain relevant work experience - no fewer than 3 years of full-time Intern work experience under the supervision of Registered Interior Designer or Registered Architect

12.(c) Maintains the minimum number of Continuing Education Units

STEP 3- EXAMINATIONS

2.1(h) & 12.1(a) Satisfies all examination qualifications as determined by the IDNS Board.

STEP 4- RESIDENCY

12.1(h) Be a permanent resident of the Province or was a permanent resident of the Province within 5 years of the date of application or renewal.

STEP 5- INSURANCE

6.(d) Proof of Professional Liability Insurance Coverage.

STEP 6- MEMBERSHIP

Entered into the Registered Class of Membership.

Interior Designers of Nova Scotia

MEMBERSHIP APPLICATION PROCESS

STEP 1

Select membership classification to apply for and collect required documents to support your application (see classifications below). Application form available on IDNS website.

STUDENT	INTERN	ALLIED	NON-RESIDENT REGISTERED	REGISTERED	PROVINCIAL TRANSFER - REGISTERED
•Enrolled in 4 year CIDA accredited degree program •is enrolled in a full time program in interior design of not less than 4 academic years in duration that is not accredited by CIDA but that is approved by the Board as an appropriate program *See Regulation 17 for more details*	•Practicing under the supervision of a Registered Interior Designer or Registered Architect •Satisfies education requirements •Satisfies examination qualification or commits do so in prescribed time frame *See Regulation 15 for more details*	•Not engaged in the practice of Interior Design • Is engaged in full-time or part-time teaching or directing interior design programs or •Is engaged in manufacturing or supplying furnishings, materials or services related to interior design *See Regulation 22 for more details*	•Is a member in good standing of an Association recognized by IDC or ASID in an a class equivalent to IDNS Registered •Satisfies education & examination requirements (7 years) •Has qualifying practice experience and qualifying Intern experience to meet the competency standard •Is covered by professional liability insurance. *See Regulation 24 for more details*	•Satisfies education & examination requirements •Has qualifying practice experience and qualifying Intern experience to meet the competency standard (7 years) •Is covered by professional liability insurance •Is a permanent resident *See Regulation 12 for more details*	•Is covered by professional liability insurance •Is a permanent resident • Is in good standing in the Registered Class of Membership (or equivalent) in another Provincial Interior Design Association •Transfers apply only to Registered Class

STEP 2

Submit application to Registrar complete with payment for application fee and all documents listed on the form that support the membership classification being applied for. Review of application begins when payment and documents are received.

STEP 3

The Registrar and Membership Director will review the application and respond, in writing, to the applicant within 30 days of receipt of application fee and all required documents. If your application is not accepted, the response letter will include possible alternative paths for alternative review and/or an appeal.

Interior Designers of Nova Scotia

APPLICATION APPEALS PROCESS

STEP 1
Within 30 days of receipt of application rejection letter from the Registrar, the Applicant must notify the IDNS Board that they wish to appeal the decision of the Membership Director .

STEP 2
The IDNS Board has the opportunity to reconsider the application within 60 days of receiving the notice to appeal in writing.

STEP 3
The Board directs the Registrar to enter the applicant's name into the Register under the class of membership as determined by the Board.

OR

STEP 2
A hearing will be scheduled not later than 60 days after the date that the Board receives the written notice of the appeal.

STEP 3
Serve notice of the appeal to the applicant within 21 business days.

STEP 4
Appear before the Board. Board decision is final.

Interior Designers of Nova Scotia

COMPLAINTS PROCESS

Regulation 42

STEP 1

Submit complaint against a Registered member of IDNS in confidence, to IDNS Registrar in writing (idnsregistrar@gmail.com), with all relevant information and your contact email address.

STEP 2

Chair of Complaints Committee will investigate if the nature of the complaint and determine if it falls under the regulatory authority of the Association. The Chair will acknowledge the complaint within 10 business days. If it takes longer, we will contact you and follow up accordingly.

STEP 3

If the complaint falls under the regulatory authority of the Association IDNS will, through investigation , consultation and peer review, determine if disciplinary action against a member is required. The length of this process is dependent on the nature of the complaint. All parties involved in a dispute are to receive a fair review.

STEP 4 – OUTCOMES

STEP 4
Appoint a mediator to resolve the complaint

OR

STEP 4
The Complaints Committee may enter into a settlement agreement with the member of the Association.

OR

STEP 4
The Complaints Committee finds that no disciplinary action is required. The Chair will notify the complainant that the case will be dismissed.

OR

STEP 4
Caution the Member of the Association.

OR

STEP 4
The Complaints Committee may refer the complaint to a hearing committee.

INTER PROVINCIAL AGREEMENT

Education, Experience and Examination Requirements

NCIDQ's Route 2 - Interior Design Degree - Non-CIDA*

Applies to all graduates prior to December 31, 2016. Accepted by Provincial Regulatory Authorities until December 31, 2021.

Education	Completion of education	Join Provincial Regulatory Authority	Qualified Work Experience	Apply to write NCIDQ exams	Pass all NCIDQ exams	Become a FULL member with exclusive right to title
Bachelor's degree (minimum) in an Interior Design program not necessarily accredited by CIDA. Including: no less than 120 semester or 180 quarter credits, of which no less than 60 semester or 90 quarter credits are interior design coursework.			3,520 hours supervised Interior Design experience[1] Upto 1,760 hours of qualified work experience can be earned before education is completed[2]			
Education & Experience - 6 years				**Exam - 3 years**		

NCIDQ's Route 1 - Interior Design Degree - CIDA* only

Applies to all graduates after January 1, 2017.

Education	Completion of education	Join Provincial Regulatory Authority	Qualified Work Experience	Apply to write NCIDQ exams	Pass all NCIDQ exams	Become a FULL member with exclusive right to title
Bachelor's degree (minimum) from a CIDA-accredited interior design program[3]			3,520 hours supervised Interior Design experience[1] Upto 1,760 hours of qualified work experience can be earned before education is completed[2]			
Education & Experience - 6 years				**Exam - 3 years**		

Qualified Work Experience

Employment Setting	Direct Supervision Value
Under a provincial licensed/registered interior designer in Canada	100%
Under an NCIDQ Certificate holder who meets the requirements of full membership of the Provincal Regulatory Authority	100%
Under a licensed or registered architect who provides interior design services	100%
Under a designer who meets the requirements of the Provincal Regulatory Authority who is not an NCIDQ Certificate holder nor licensed/registered in Canada	Maximum of 75% of total hours, remaining 25% must be from above employment settings

Examples: **100% value: 700 hours worked = 700 hours**
Maximum of 75% of 3,520 or 5,280 hours worked = 2,640 or 3,960 hours, respectively

[1] You must earn qualified work experience in order to be eligible to take the NCIDQ Examination. **IDEP is optional but recommended as a structured, comprehensive program for earning your entry-level work experience.** By completing IDEP you automatically satisfy NCIDQ's supervised work experience requirement.

[2] If you receive academic credit for work experience, you cannot count that work toward NCIDQ's work experience requirement.

[3] CIDA—the Council for Interior Design Accreditation. To qualify, the degree program must have been CIDA-accredited at graduation or must have become CIDA-accredited within two years following graduation.

* Educational requirements match NCIDQ's Routes.

Note: These requirements match those of interior design associations across Canada and comply with the agreement on international trade established by Canada's premiers in 2009.

References

- IDNS ACT
- IDNS Regulations
- IDNS By-Laws
- Guide to Use of Seal
- Guidelines for Registered Interior Designers Field Review of Construction Certificates

BILL NO. 43

(as passed)



3rd Session, 61st General Assembly
Nova Scotia
60 Elizabeth II, 2011

Government Bill

Interior Designers Act (amended)

CHAPTER 18 OF THE ACTS OF 2011

The Honourable Ross Landry
Minister of Justice

First Reading: April 28, 2011 (LINK TO BILL AS INTRODUCED)

Second Reading: May 5, 2011

Third Reading: May 10, 2011

Royal Assent: May 19, 2011



An Act to Amend Chapter 6 of the Acts of 2003,

the Interior Designers Act

Be it enacted by the Governor and Assembly as follows:

1 (1) Section 3 of Chapter 6 of the Acts of 2003, the Interior Designers Act, is amended by adding immediately after subsection (1) the following subsection:

(1A) In subsection (2), unless the context otherwise requires,

(a) "assembly occupancy" means the occupancy or the use of a building, or part thereof, by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food or drink;

(b) "building area" means the greatest horizontal area of a building above grade within the outside surface of exterior walls or within the outside surface of exterior walls and the centre line of firewalls;

(c) "building height" in storeys, means the number of storeys contained between the roof and the floor of the first storey;

(d) "business and personal services occupancy" means the occupancy or use of a building, or part thereof, for the transaction of business or the rendering or receiving of professional or personal services;

(e) "high hazard industrial occupancy" means an industrial occupancy containing sufficient quantities of highly combustible and flammable or explosive materials that, because of their inherent characteristics, constitute a special fire hazard;

(f) "low hazard industrial occupancy" means an industrial occupancy in which the combustible content is not more than 50 kilograms per square metre or 1,200 megajoules per square metre of floor area;

(g) "medium hazard industrial occupancy" means an industrial occupancy in which the combustible content is more than 50 kilograms per square metre or 1,200 megajoules per square metre of floor area and not classified as high hazard industrial occupancy;

(h) "mercantile occupancy" means the occupancy or use of a building, or part thereof, for the displaying or selling of retail goods, wares or merchandise;

(i) "residential occupancy" means the occupancy or use of a building, or part thereof, by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.

(2) Clause 3(2)(e) of Chapter 6 is repealed and the following clause substituted:

(e) the practice of interior design by persons other than members of the Association in the Registered Class or in the Non-resident Registered Class in connection with a building as constructed, enlarged or altered, and used for one or more of the following occupancies, unless a member of the Association in the Registered Class or in the Non-resident Registered Class is otherwise required by law or by the building authority having jurisdiction over the project:

(i) a one-dwelling or two-dwelling unit,

(ii) of three storeys or less in building height, having a building area not exceeding 450 square metres classified as

(A) residential occupancy,

(B) business and personal services occupancy,

(C) mercantile occupancy, or

(D) low and medium hazard industrial occupancy,

(iii) an assembly occupancy of not more than one storey in building height, having a building area of not more than 200 square metres, or

(iv) a high hazard industrial occupancy of not more than one storey in building height, having a building area of not more than 200 square metres;

2 This Act comes into force on such day as the Governor in Council orders and declares by proclamation.



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Interior Designers Act

CHAPTER 6 OF THE ACTS OF 2003

as amended by

2004, c. 6, ss. 11-13; 2011, c. 18



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Halifax

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CHAPTER 6 OF THE ACTS OF 2003
amended 2004, c. 6, ss. 11-13; 2011, c. 18

An Act Respecting Interior Designers

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Short title

1 This Act may be cited as the *Interior Designers Act*. 2003, c. 6, s. 1.

Interpretation

2 In this Act,

(a) "Association" means the Association of Interior Designers of Nova Scotia;

(b) "Board" means the Board of Directors of the Association;

(c) "Court" means the Nova Scotia Court of Appeal;

(d) "former Act" means Chapter 14 of the Acts of 1990, the *Interior Designers [Association] Act*;

(e) "Non-resident Registered Class" means the class of membership in which a person

(i) is entitled to practise interior design,

(ii) is not a permanent resident of the Province, and

(iii) meets the requirements set out for this class of member of the Association in the regulations;

(f) "non-structural" means interior elements or components of a structure that are not load-bearing and do not require design computations for a building structure and includes ceiling and partition systems that employ normal and typical bracing conventions and are not part of the structural integrity of a building but does not include the structural frame systems supporting a building;

(g) "partition" means a wall that does not support a vertical load of a structure other than its own weight and does not extend further than from the floor of an interior area to the structure above;

(h) "practice of interior design" means providing or offering to provide, for a fee, commission or hope of reward, design services in relation to the non-structural construction of and non-structural alterations to the interior area of a structure designed for human habitation and includes

(i) analyzing the intended use of the interior area of a structure, the life-safety requirements and applicable codes,

(ii) developing preliminary and final designs for the alteration or construction of an interior area of a structure,

(iii) preparing and filing with the authority having jurisdiction for the purpose of obtaining a building permit, technical submissions for non-structural interior construction, materials, finishes, space planning, reflected ceiling plans, furnishings, fixtures and equipment,

(iv) consulting and collaborating with licensed design professionals,

(v) preparing and administering bids and contract documents, and

(vi) reviewing and evaluating the implementation of projects while in progress and upon completion;

(i) "Register" means the register of members of the Association established under this Act;

(j) "Registered Class" means the class of membership in which a member is entitled to practise interior design and meets the requirements set out for this class of member of the Association in the regulations;

(k) "Registrar" means, unless the context otherwise requires, the Registrar appointed under this Act;

(l) "supervision" means the examination and review of the content of technical submissions during their preparation and in the practice of interior design with the ability to exercise control over changes to that work so as to ensure that they meet the standards required of a member of the Association authorized to practise interior design;

(m) "technical submissions" means designs, drawings, plans, specifications, studies and other technical reports. 2003, c. 6, s. 2; 2004, c. 6, s. 11.

Rights and obligations unaffected

3 (1) This Act does not apply to the practice of interior design, the holding out of entitlement to practise interior design or the use of the title "interior designer" by an architect, partnership, association of persons or body corporate entitled under the *Architects Act* to practise architecture or a person employed by and acting under the supervision and direction of an architect, partnership, association or body corporate while practising architecture within the meaning of the *Architects Act*.

(1A) In subsection (2), unless the context otherwise requires,

(a) "assembly occupancy" means the occupancy or the use of a building, or part thereof, by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food or drink;

(b) "building area" means the greatest horizontal area of a building above grade within the outside surface of exterior walls or within the outside surface of exterior walls and the centre line of fire-walls;

(c) "building height" in storeys, means the number of storeys contained between the roof and the floor of the first storey;

(d) "business and personal services occupancy" means the occupancy or use of a building, or part thereof, for the transaction of business or the rendering or receiving of professional or personal services;

(e) "high hazard industrial occupancy" means an industrial occupancy containing sufficient quantities of highly combustible and flammable or explosive materials that, because of their inherent characteristics, constitute a special fire hazard;

(f) "low hazard industrial occupancy" means an industrial occupancy in which the combustible content is not more than 50 kilograms per square metre or 1,200 megajoules per square metre of floor area;

(g) "medium hazard industrial occupancy" means an industrial occupancy in which the combustible content is more than 50 kilograms per square metre or 1,200 megajoules per square metre of floor area and not classified as high hazard industrial occupancy;

(h) "mercantile occupancy" means the occupancy or use of a building, or part thereof, for the displaying or selling of retail goods, wares or merchandise;

(i) "residential occupancy" means the occupancy or use of a building, or part thereof, by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.

(2) Subject to Section 19, this Act does not apply to

(a) an engineer, partnership, association of persons or body corporate entitled under the *Engineering Profession Act* to practise or undertake the application of engineering or a person employed by and acting under the supervision and direction of an engineer, partnership, association or body corporate while applying engineering within the meaning of the *Engineering Profession Act*;

(b) the practice of interior design by any person where the alterations to a structure do not require a permit under the applicable codes;

(c) the service of selection or assistance in selection of surface materials, window treatments, wall coverings, paints, floor coverings, surface-mounted fixtures and loose furnishings not subject to the *Building Code Act*;

(d) an employee of a retail establishment providing consultation with respect to interior decoration or furnishings on the premises of the retail establishment or in furtherance of a retail sale; or

(e) the practice of interior design by persons other than members of the Association in the Registered Class or in the Non-resident Registered Class in connection with a building as constructed, enlarged or altered, and used for one or more of the following occupancies, unless a member of the Association in the Registered Class or in the Non-resident Registered Class is otherwise required by law or by the building authority having jurisdiction over the project:

(i) a one-dwelling or two-dwelling unit,

(ii) of three storeys or less in building height, having a building area not exceeding 450 square metres classified as

(A) residential occupancy,

(B) business and personal services occupancy,

(C) mercantile occupancy, or

(D) low and medium hazard industrial occupancy,

(iii) an assembly occupancy of not more than one storey in building height, having a building area of not more than 200 square metres, or

(iv) a high hazard industrial occupancy of not more than one storey in building height, having a building area of not more than 200 square metres;[.]

(3) For greater certainty, this Act does not apply to servants of Her Majesty in right of Canada or the Province. 2003, c. 6, s. 3; 2011, c. 18, s. 1.

Rights of members

4 Notwithstanding any Act or regulations respecting the practice of architecture in the Province,

(a) a member of the Association in the Registered Class or in the Non-resident Registered Class may practise interior design or hold himself or herself out as entitled to practise interior design and collect a fee, reward or remuneration for services rendered;

(b) an individual who is registered as a member of the Association may carry out work under the supervision of a member of the Association in the Registered Class or Non-resident Registered Class or may carry out work on technical submissions for a member of the Association in the Registered Class or Non-resident Registered Class; and

(c) a person who is not registered as a member of the Association or a partnership, association of persons or a corporation may carry out work under the supervision of a member of the Association in the Registered Class or Non-resident Registered Class or may carry out work on technical submissions for a member of the Association in the Registered Class or Non-resident Registered Class. 2003, c. 6, s. 4.

ASSOCIATION AND BOARD

Association continued

5 The Association is continued as a body corporate under the name "Association of Interior Designers of Nova Scotia" and has the capacity, rights, powers and privileges of a natural person. 2003, c. 6, s. 5.

Objects

6 The objects of the Association are to

(a) regulate the practice of interior design and govern its members;

(b) develop, establish and maintain standards of knowledge and skill among its members;

(c) develop, establish and maintain standards of qualification and practice for the practice of interior design;

(d) develop, establish and maintain standards of professional ethics among its members;

(e) develop, establish and maintain standards of continuing education for its members;

(f) communicate and co-operate with other professional organizations for the advancement of the practice of interior design;

(g) promote public awareness of the role of the Association and the practice of interior design; and

(h) do such things as are necessary for or conducive to the advancement of interior design in the Province. 2003, c. 6, s. 6.

Powers

7 The Association may exercise the powers that are necessary or incidental to achieve its objects and carry out its obligations and, without restricting the generality of the foregoing, may

(a) purchase, lease, acquire, hold, sell, mortgage, hypothecate or otherwise deal with any real or personal property;

(b) draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, warrants and other negotiable and transferable instruments;

(c) engage the agents, employees and professional or other assistance it deems necessary;

(d) spend the money of the Association to advance the objects of this Act;

(e) establish and maintain the offices and agencies it determines are necessary;

(f) invest the money of the Association;

(g) borrow money for the use of the Association;

(h) issue bonds, debentures, debenture stock and other securities and pledge or sell securities. 2003, c. 6, s. 7.

Annual meeting

8 The Association shall hold an annual meeting in the manner and at the time and place set out in the by-laws. 2003, c. 6, s. 8.

Board

9 **(1)** There is hereby established a Board consisting of

(a) not less than eight members of the Association elected in accordance with the by-laws; and

(b) at least one and not more than two members appointed by the Governor in Council, who are not members of the Association.

(2) The members of the Board hold office for a term not exceeding two years, as set out in the by-laws. 2003, c. 6, s. 9.

Quorum

10 Five members of the Board constitute a quorum. 2003, c. 6, s. 10.

Powers of Board

11 The Board shall manage and conduct the business and affairs of the Association and exercise the powers of the Association. 2003, c. 6, s. 11.

Auditor

12 **(1)** The Board shall, subject to the approval of the Association at the annual meeting, recommend an auditor.

(2) The Association shall, at or before the annual meeting, distribute for review by the membership an annual report including a report by an auditor. 2003, c. 6, s. 12.

REGISTRATION AND PROHIBITIONS

Registrar

13 The Board shall appoint a Registrar to hold office on such terms and conditions and for such remuneration as is determined by the Board. 2003, c. 6, s. 13.

Register

14 **(1)** The Registrar shall maintain a Register in which shall be entered the name and class of membership of every person who is a member of the Association and shall issue to every member of the Association a certificate of membership.

(2) The Registrar shall enter into the Register the name of every person who, immediately before the coming into force of this Act, is a member of the Association pursuant to the former Act, and any stipulation or limitation attached to that person's class of membership under the former Act shall continue under this Act until December 31st of the year in which this Act comes into force. 2003, c. 6, s. 14.

Membership

15 **(1)** Any individual may apply to the Registrar to become a member of the Association.

(2) The Registrar, or any person designated in the regulations, shall, in accordance with the regulations and by-laws, determine whether an applicant meets the requirements to become a member of the Association and the class of membership of the member of the Association. 2003, c. 6, s. 15.

Practise of interior design

16 No person shall practise or advertise or hold himself or herself out as entitled to practise interior design in the Province unless

(a) the name of the person is entered in the Register as a member of the Association in the Registered Class or the Non-resident Registered Class;

(b) the person practises interior design under the supervision of a member of the Association in the Registered Class or Non-resident Registered Class; or

(c) it is in accordance with this Act, the regulations and the by-laws. 2003, c. 6, s. 16.

Prohibition on receipt of fee, reward or remuneration

17 No person shall receive a fee, reward or remuneration for professional services rendered in the practice of interior design unless it is in accordance with Section 16. 2003, c. 6, s. 17.

Seal and signature

18 No member of the Association shall affix or permit to be affixed that member's seal or signature to any technical submissions that

(a) that member is not authorized to perform under that member's class of membership; or

(b) are not prepared by that member or under that member's supervision. 2003, c. 6, s. 18.

Restriction on use of title

19 **(1)** Subject to clause 4(a), no person shall use the title "Interior Designer" or any extension of or abbreviation of that title.

(2) Subject to clause 4(b), no person shall use the title "Intern Interior Designer" or any extension of or abbreviation of that title. 2003, c. 6, s. 19.

Prohibition on practise

20 No person, partnership or association of persons shall permit a person, partnership or association of persons to practise interior design unless it is in accordance with this Act, the regulations and the by-laws. 2003, c. 6, s. 20.

Offence

21 Every person who knowingly furnishes false information in an application pursuant to this Act or in any statement required under this Act is guilty of an offence. 2003, c. 6, s. 21.

DISCIPLINE

Conduct of members

22 Every member of the Association shall conduct himself or herself in a manner that does not constitute

(a) professional misconduct;

(b) conduct unbecoming an interior designer; or

(c) professional incompetence. 2003, c. 6, s. 22.

Complaint

23 Any person may make a complaint to the Registrar that a member of the Association has violated this Act, the regulations or the by-laws. 2003, c. 6, s. 23.

Complaints committee

24 (1) The Board shall appoint a complaints committee composed of at least three persons, only one of whom is not a member of the Association or former member of the Association.

(2) The Board shall appoint one of the members of the complaints committee who is a member of the Association and is not a current member of the Board, to be the chair of the complaints committee.

(3) The complaints committee may investigate a complaint made under this Act and may

(a) dismiss the complaint;

(b) appoint a mediator to resolve the complaint;

(c) caution a member of the Association;

(d) refer the complaint to a hearing committee; or

(e) enter into a settlement agreement with the member of the Association. 2003, c. 6, s. 24.

Hearing committee

25 (1) The Board shall appoint a hearing committee for the purpose of hearing a complaint against a member of the Association.

(2) The hearing committee consists of three persons, one of whom, other than the chair, is a member of the Association and one of whom is not a member of the Association or former member of the Association.

(3) The Board shall appoint a chair of the hearing committee who is a member of the Association and is not a current member of the Board. 2003, c. 6, s. 25.

Hearing

26 (1) The hearing committee shall hold a hearing to hear a complaint against a member of the Association and may

(a) adjudicate, dismiss or otherwise dispose of a complaint;

(b) make orders and directions in relation to the complaint;

(c) make a finding that a member of the Association is in violation of this Act, the regulations or the by-laws.

(2) Where the hearing committee makes a finding under clause (1)(c), the committee may order

(a) the cancellation of the certificate of membership of a member of the Association;

(b) the suspension of the membership or the privileges of a member of the Association to practise interior design for a fixed period or until the fulfillment of a condition;

(c) the cautioning, reprimanding or counselling of a member of the Association;

(d) the member of the Association to return the seal or certificate of registration to the Registrar if the member's registration or privilege to practise interior design is cancelled or suspended;

(e) the imposition of a fine, not exceeding an amount prescribed in the regulations, payable to the Association within the time specified by the hearing committee;

(f) the imposition of terms, conditions or limitations on the entitlement of a member of the Association to practise interior design;

(g) the fixing and imposition of the costs of the investigation and hearing of the complaint on the member of the Association and the payment of those costs within such time period as is specified by the hearing committee. 2003, c. 6, s. 26.

Decisions of committees

27 **(1)** A decision of a majority of the members of the complaints committee is a decision of that committee.

(2) A decision of a majority of the members of the hearing committee is a decision of that committee. 2003, c. 6, s. 27.

Powers of committees

28 The complaints committee and the hearing committee have all the powers, privileges and immunities of a commissioner appointed under the *Public Inquiries Act*. 2003, c. 6, s. 28.

Continuation of jurisdiction and authority

29 The jurisdiction and authority of the complaints committee and the hearing committee in respect of any disciplinary matter arising out of the conduct of the person while a member of the Association continues notwithstanding that the person who is the subject of a complaint ceases to be a member of the Association. 2003, c. 6, s. 29.

GENERAL, APPEALS AND PENALTY

Seals

30 **(1)** The Registrar shall, in accordance with the by-laws, provide each member of the Association entered in the Register in the Registered Class, with a seal in a form approved by the Board.

(2) The seal referred to in subsection (1) must contain the registration number and title "Registered Member - Association of Interior Designers of Nova Scotia".

(3) The Registrar shall, in lieu of a seal, provide each member of the Association entered in the Register in the Non-resident Registered Class with a certificate of non-resident registration. 2003, c. 6, s. 30.

Technical submissions

31 **(1)** Every technical submission prepared or issued by a member of the Association in the Registered Class and filed with the authority having jurisdiction for the purpose of obtaining a building permit must

(a) contain the signature and seal of that member of the Association;

(b) contain the date on which it was approved; and

(c) be identified as an interior design document.

(2) Every technical submission prepared or issued by a member of the Association in the Non-resident Registered Class and filed with the authority having jurisdiction for the purpose of obtaining a building permit must

(a) contain the signature of that member of the Association;

(b) contain the date on which it was approved;

(c) be identified as an interior design document; and

(d) be accompanied by the original certificate of non-resident registration. 2003, c. 6, s. 31.

Appeals

32 **(1)** An appeal from any decision or order of a hearing committee on a question of law or jurisdiction may be made to a judge of the Court.

(2) An appeal under subsection (1) may be made by filing a notice of appeal with the Registrar of the Court and serving notice on the Registrar appointed under this Act within thirty days of the day on which the decision or order was made by the hearing committee.

(3) Upon receipt of a notice of appeal, the Registrar appointed under this Act shall request a copy of the record of proceedings before the hearing committee and shall file it and a copy of the decision or order being appealed from with the Registrar of the Court. 2003, c. 6, s. 32; 2004, c. 6, s. 12.

Powers of Court

33 The Court may, on the basis of the record referred to in subsection 32(3),

(a) make any finding that, in the judge's opinion, ought to have been made by the hearing committee;

(b) confirm, vary or quash the decision of the hearing committee;

(c) refer the matter back to the hearing committee, with or without directions. 2003, c. 6, s. 33.

Limitation of actions

34 No action or proceeding for damages lies against the Association, the Board, any committee of the Association or against any officer, employee or agent of the Association for anything done in good faith for and on behalf of the Association under this Act, the regulations or the by-laws. 2003, c. 6, s. 34.

Proof of practice

35 Proof of the performance of one act in the practice of interior design on one occasion is sufficient to establish that a person has engaged in the practice of interior design. 2003, c. 6, s. 35.

Injunction

36 Where a person does or attempts to do anything contrary to this Act, the regulations or the by-laws, the doing of the thing may be restrained by an injunction of the court at the instance of the Board. 2003, c. 6, s. 36.

Offence and penalty

37 Every person who violates this Act, the regulations or the by-laws is guilty of an offence and is liable upon summary conviction to a fine

(a) not exceeding five thousand dollars, for a first offence;

(b) not exceeding ten thousand dollars, for a second offence; or

(c) not exceeding fifteen thousand dollars, for a third or subsequent offence,

or to imprisonment for a term not exceeding six months, or to both a fine and imprisonment. 2003, c. 6, s. 37.

Informations

38 Any information to be laid pursuant to this Act may be laid by the Registrar or any member of the Association authorized by the Board. 2003, c. 6, s. 38.

Separate offence

39 Where a violation of this Act, the regulations or the by-laws by a person who does not have the right to practise interior design continues for more than one day, the person is guilty of a separate offence for each day that the violation continues. 2003, c. 6, s. 39.

Fines and penalties

40 All fines and penalties payable under this Act as a result of a prosecution by or on behalf of the Association belong to the Association. 2003, c. 6, s. 40.

BY-LAWS AND REGULATIONS

By-laws

41 The Association may make by-laws

(a) respecting the conduct and proceeding of meetings of members of the Association, directors and committees;

(b) providing for the appointment of committees and the compensation, powers and duties of the committees;

(c) respecting the powers, duties and qualifications of the Registrar and officers, agents and employees of the Association;

(d) providing for the fixing by the members of the Association, upon the recommendation of the Board, at a meeting of the members of the Association, of fees and special assessments payable by an applicant for membership in the Association and by members and classes of members;

(e) respecting the expenses of the Association and members of the Association;

(f) prescribing the seal of the Association;

(g) providing for the manner of execution of documents by the Association;

(h) prescribing forms;

(i) respecting the management of the Association and the maintenance of the Register;

(j) establishing and maintaining a Code of Ethics;

(k) respecting information to be included in the Register;

(l) respecting the election of members to the Board, including the qualification of members and the nomination process;

(m) respecting continuing competency requirements of members of the Association;

(n) respecting advertising by members;

(o) respecting the use of terms, titles or designations in the practice of interior design;

(p) prescribing the records and accounts to be kept by members of the Association and providing for the production, inspection and examination of those records and accounts;

(q) respecting the monitoring and evaluation of the practical experience of people that are training to become practising members of the Association;

(r) respecting the issuance of and use of seals by members of the Association;

(s) respecting any other matter or thing that the Board considers necessary or incidental to carry out the objects of the Association. 2003, c. 6, s. 41.

Approval of by-laws

42 (1) Subject to subsection (2), in order to be effective, every by-law of the Association or any amendment or repeal of a by-law must be passed by a resolution of two thirds of the members of the Association voting at an annual general meeting of the Association or a special meeting of the Association called for that purpose.

(2) Where a by-law, amendment or repeal is proposed to be voted on at any meeting of the Association, a request in writing signed by at least three members of the Association must be delivered to the secretary of the Association, not less than twenty-one days before the meeting at which it is to be voted on.

(3) The secretary of the Association shall, in accordance with the by-laws, send a copy of the request referred to in subsection (2), to the members of the Association and a copy of the request must be included in the notice of the meeting of the Association. 2003, c. 6, s. 42.

Regulations

43 (1) The Association may, with the approval of the Governor in Council, make regulations

(a) prescribing classes of membership in the Association;

(b) respecting the qualifications required for classes of membership in the Association and the rights of classes of membership;

(c) respecting education, including incorporating by reference accreditation standards for membership in the Association of other organizations, as they may be amended from time to time;

(d) respecting the practical experience required for membership in the Association;

(e) respecting the scope of practice of a member of the Association;

(f) prescribing examinations, including incorporating by reference examinations set by the National Council for Interior Design Qualification, as they may be amended from time to time, and exempting classes of members of the Association from those requirements;

(g) respecting the professional liability insurance a member of the Association must hold and exempting certain classes of persons from the requirement;

(h) respecting applications for registration as a member of the Association;

(i) respecting the evaluation of members of the Association and applicants for registration as members of the Association who have not practised interior design for a period of time and setting conditions for registration in and continued registration in the different classes of membership for such persons;

(j) respecting standards of professional conduct;

(k) respecting professional misconduct, conduct unbecoming an interior designer and professional incompetence;

(l) respecting the process for disciplinary action against a member of the Association, including the power and procedure for the investigation, mediation, settlement, adjudication or other resolution of a complaint;

(m) respecting the conduct, power and procedure and duties of committees;

(n) respecting the revocation or suspension of registration of a member of the Association;

(o) respecting the reporting and publication of a decision in a disciplinary matter;

(p) designating a person to act on behalf of the Registrar;

(q) defining "professional misconduct", "conduct unbecoming an interior designer" and "professional incompetence";

(r) respecting such other matter or thing that the Association considers necessary or advisable to effectively carry out the intent and purpose of this Act.

(2) The exercise by the Governor in Council of the authority contained in subsection (1) is regulations within the meaning of the *Regulations Act*. 2003, c. 6, s. 43; 2004, c. 6, s. 13.

TRANSITIONAL AND REPEAL

Continuation of offices

44 The members of the Board and officers of the Association under the former Act who hold office immediately before the coming into force of this Act continue to hold office until their successors are elected or appointed under this Act and the by-laws. 2003, c. 6, s. 44.

Continuation of proceedings

45 Every proceeding taken under the former Act shall be taken up and continued under and in conformity with this Act without any further formality. 2003, c. 6, s. 45.

Continuation of by-laws

46 Every by-law of the Association made under the former Act, to the extent that it is not inconsistent with this Act, remains in force until the by-law is amended or repealed pursuant to this Act. 2003, c. 6, s. 46.

Continuation of Article on disciplinary complaints

47 Article 11.0 of the By-laws dated March 3, 1995, under the former Act, continues in effect under this Act for the purpose of a disciplinary complaint made under this Act in respect of conduct occurring before the day on which this Act comes into force. 2003, c. 6, s. 47.

Repeal of former Act

48 The former Act is repealed. 2003, c. 6, s. 48.

Proclamation

49 This Act comes into force on such day as the Governor in Council orders and declares by proclamation. 2003, c. 6, s. 49.

Proclaimed - October 20, 2004
In force - October 20, 2004

BILL NO. 43

(as passed)



3rd Session, 61st General Assembly
Nova Scotia
60 Elizabeth II, 2011

Government Bill

Interior Designers Act (amended)

CHAPTER 18 OF THE ACTS OF 2011

The Honourable Ross Landry
Minister of Justice

First Reading: April 28, 2011 (LINK TO BILL AS INTRODUCED)

Second Reading: May 5, 2011

Third Reading: May 10, 2011

Royal Assent: May 19, 2011



An Act to Amend Chapter 6 of the Acts of 2003,

the Interior Designers Act

Be it enacted by the Governor and Assembly as follows:

1 (1) Section 3 of Chapter 6 of the Acts of 2003, the Interior Designers Act, is amended by adding immediately after subsection (1) the following subsection:

(1A) In subsection (2), unless the context otherwise requires,

(a) "assembly occupancy" means the occupancy or the use of a building, or part thereof, by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food or drink;

(b) "building area" means the greatest horizontal area of a building above grade within the outside surface of exterior walls or within the outside surface of exterior walls and the centre line of firewalls;

(c) "building height" in storeys, means the number of storeys contained between the roof and the floor of the first storey;

(d) "business and personal services occupancy" means the occupancy or use of a building, or part thereof, for the transaction of business or the rendering or receiving of professional or personal services;

(e) "high hazard industrial occupancy" means an industrial occupancy containing sufficient quantities of highly combustible and flammable or explosive materials that, because of their inherent characteristics, constitute a special fire hazard;

(f) "low hazard industrial occupancy" means an industrial occupancy in which the combustible content is not more than 50 kilograms per square metre or 1,200 megajoules per square metre of floor area;

(g) "medium hazard industrial occupancy" means an industrial occupancy in which the combustible content is more than 50 kilograms per square metre or 1,200 megajoules per square metre of floor area and not classified as high hazard industrial occupancy;

(h) "mercantile occupancy" means the occupancy or use of a building, or part thereof, for the displaying or selling of retail goods, wares or merchandise;

(i) "residential occupancy" means the occupancy or use of a building, or part thereof, by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.

(2) Clause 3(2)(e) of Chapter 6 is repealed and the following clause substituted:

(e) the practice of interior design by persons other than members of the Association in the Registered Class or in the Non-resident Registered Class in connection with a building as constructed, enlarged or altered, and used for one or more of the following occupancies, unless a member of the Association in the Registered Class or in the Non-resident Registered Class is otherwise required by law or by the building authority having jurisdiction over the project:

(i) a one-dwelling or two-dwelling unit,

(ii) of three storeys or less in building height, having a building area not exceeding 450 square metres classified as

(A) residential occupancy,

(B) business and personal services occupancy,

(C) mercantile occupancy, or

(D) low and medium hazard industrial occupancy,

(iii) an assembly occupancy of not more than one storey in building height, having a building area of not more than 200 square metres, or

(iv) a high hazard industrial occupancy of not more than one storey in building height, having a building area of not more than 200 square metres;

2 This Act comes into force on such day as the Governor in Council orders and declares by proclamation.



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Regulations are amended frequently. Please check the list of Regulations by Act to see if there are any recent amendments to these regulations filed with our office that are not yet included in this consolidation.

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Interior Designers Regulations
made under Section 43 of the
Interior Designers Act
S.N.S. 2003, c. 6
O.I.C. 2004-405 (October 20, 2004), N.S. Reg. 215/2004

Citation

1 These regulations may be cited as the *Interior Designers Regulations*.

Definitions

2 **(1)** In these regulations

(a) "Act" means the *Interior Designers Act*;

(b) "APENS" means the Association of Professional Engineers of Nova Scotia;

(c) "ASID" means the American Society of Interior Designers;

(d) "by-laws" mean the by-laws of the Association made under Section 41 of the Act;

(e) "competency hours standard" means a minimum of 1000 hours of qualifying practice experience or qualifying intern experience within the previous 5 years or a minimum of 500 hours of qualifying practice experience or qualifying intern experience within the previous 12 months;

(f) "CEU credit" means credit for successful completion of a period of study, lectures or other educational programming in interior design that is accredited for continuing education purposes in accordance with the by-laws;

(g) "education qualification" means successful completion of

(i) an education program in interior design of not less than 3 academic years in duration that is accredited by FIDER, or

(ii) prior to December 31, 2007, a full-time education program in interior design of not less than 3 academic years in duration that is not accredited by FIDER but is approved by the Board as an appropriate program;

(h) "examination qualification" means achievement of a passing grade in all parts of the NCIDQ qualification examination;

(i) "exercising independent professional judgment" means rendering services for which the sole compensation is payment of a disclosed fee or remuneration and which is free of financial interest in the supply of goods that may be recommended by rendering such services, and for the purposes of this definition, any person employed by or under contract for services with the supplier of goods or with a person associated or affiliated with a supplier is considered to have a financial interest in the supply of the goods;

(j) "FIDER" means the Foundation for Interior Design Education Research;

(k) "full-time equivalent year" means engaged in an activity for an average of not fewer than 35 hours per week for one year, excluding vacation;

(l) "IDC" means the Interior Designers of Canada;

(m) "NCIDQ" means the National Council for Interior Design Qualification;

(n) "NSAA" means the Nova Scotia Association of Architects;

(o) "qualifying intern experience" means the number of hours engaged in the practice of interior design while exercising independent professional judgment,

(i) after the coming into force of the Act and these regulations, by

(A) an Intern member under the supervision of

(I) a Registered member, or

(II) a registered member of NSAA,

in accordance with the monitoring and evaluation requirements set out in the by-laws, or

(B) a person who is not a permanent resident of the Province, under the supervision of

(I) an interior designer who meets the requirements of clause 24(1)(a), or

(II) a licensed architect with equivalent qualifications to those of a registered member of NSAA, and

(ii) before the coming into force of the Act and these regulations, by

(A) a person under the supervision of

(I) an interior designer who had the qualifications set out in clauses 12(1)(a) and 12(1)(b), or

(II) a registered member of NSAA, or

(B) a person who is not a permanent resident of the Province, under the supervision of

(I) an interior designer with the qualifications described in clause 24(1)(a), or

(II) a licensed architect with equivalent qualifications to those of a registered member of NSAA,

but does not include hours engaged in the practice of interior design by a person before that person has satisfied the education qualification or the equivalent of the education qualification for a non-resident under clause 24(1)(a); and

(p) "qualifying practice experience" means the number of hours engaged in the practice of interior design while exercising independent professional judgment,

(i) after the coming into force of the Act and these regulations, by

(A) a Registered member in accordance with the Act and these regulations, or

(B) a person who is not a permanent resident of the Province and who is an interior designer who meets the requirements of clause 24(1)(a), and

(ii) before the coming into force of the Act and these regulations, by

(A) a person who, at the time of performing the services, met the requirements of clauses 12(1)(a) and 12(1)(b), or

(B) a person who is not a permanent resident of the Province and who, at the time of performing the services, met the requirements of clause 24(1)(a).

(2) In the Act and these regulations

(a) "conduct unbecoming an interior designer" means acts or omissions outside the practice of interior design but which nevertheless negatively reflect upon the profession of interior design as a whole and upon the interior designer's suitability to be a member;

(b) "professional incompetence" means the lack of ability to integrate and apply the knowledge, skills and judgment when engaged in the practice of interior design that, having regard to all the circumstances, is required to practise safely and ethically in a given practice setting;

(c) "professional misconduct" means conduct or acts relevant to the practice of interior design that, having regard to all the circumstances, would be reasonably regarded by members of the Association as disgraceful, dishonourable or unprofessional, and, without limiting the generality of the foregoing, may include

(i) contravention of the Act or the regulations,

(ii) failing to maintain any standards of professional conduct,

(iii) failing to uphold the code of ethics adopted by the Association,

(iv) knowingly contravening the *Building Code Act* or regulations made under that Act,

(v) knowingly contravening any federal, provincial or municipal law, regulation or by-law relating to the construction of and non-structural alterations to the interior area of a structure designed for human habitation, and

(vi) failing to reply to any letter received from the Registrar, complaints committee or hearing committee related to the professional conduct or competence of a member.

Membership classes

3 The members of the Association are those persons who are entered on the Register of the Association in any one or more of the following classes:

(a) Registered Class;

(b) Intern Class;

(c) Inactive Class;

(d) Allied Class;

(e) Non-Resident Registered Class;

(f) Student Class;

(g) Retired Class;

(h) Honorary Class; and

(i) Fellow Class.

Membership duration and qualifications

4 (1) Membership granted in any year expires on December 31 of that year.

(2) Each applicant must satisfy the qualifications and requirements of the membership class to which membership is being sought regardless of whether the application is for membership or renewal of membership.

Membership Director to determine whether applicant qualifies

5 The Board member holding the position of Membership Director must determine whether an applicant for membership meets the criteria for the class of membership sought.

Membership application

6 A person who applies for registration in any class other than Honorary Class must

(a) submit to the Registrar a completed application on a form prescribed by the Board together with all supporting documents;

(b) satisfy the Registrar that the applicant is the person named in any diploma or documentation submitted in support of the application;

(c) provide any additional information and proof that the Registrar requests to determine that the person satisfies all conditions prescribed for the class of membership sought;

(d) proof of the insurance coverage required by Section 37, and [*sic*]

(e) pay the prescribed fee.

Decision regarding application

7 (1) If a person applies to be registered as a member of the Association and it appears to the Registrar that the applicant

(a) meets all requirements for registration in a class of membership as are set out in the regulations; and

(b) has satisfied the requirements of Section 6,

the Registrar must refer the application and all supporting documentation to the Membership Director, who must make a decision and deliver a notice stating their decision and the reasons for the decision to the Registrar within 30 days after the date of the application.

(2) For the purposes of these regulations, the date of application is the later of

(a) the date that the completed application form is received by the Registrar;

(b) the date that payment of the prescribed fees is made to the Registrar; and

(c) the date that all required documents, information and proof are delivered to the Registrar.

(3) The Registrar must promptly deliver a copy of the decision to the applicant.

(4) The Registrar must enter into the Register the name and class of membership of the applicant upon receipt of a decision of the Membership Director approving the application.

Appeal of decision of Membership Director

8 A person affected by a decision of the Membership Director with respect to their registration may appeal, in writing, to the Board within 30 days after the date that the person receives the decision and the Board may reconsider the decision of the Membership Director and may

(a) direct the Registrar to enter the applicant's name in the Register under the class of membership as determined by the Board;

(b) adjourn further consideration of the application pending completion by the applicant of an educational program or qualifying intern experience or provision of other information identified by the Board as required for a successful application; or

(c) direct the Registrar to refuse the registration of the applicant if the Board is not satisfied that the applicant meets the criteria for the class of membership sought.

Setting down hearing for appeal

9 Upon receipt of an appeal under Section 8, the Board must

(a) set a date for the hearing of the appeal to be held not later than 60 days after the date that the Board receives the written notice of the appeal;

(b) serve written notice of the date, time and place for the hearing of the appeal upon the applicant; and

(c) advise the applicant of their right to appear before the Board and to be represented by counsel at the expense of the applicant.

Registrar to enter in Register

10 The Registrar must enter into the Register the name and class of membership of an applicant in accordance with any direction of the Board under Section 8.

Persons to hear appeal and appeal final

11 (1) The Membership Director and any other member of the Board who has taken part in any consideration of the subject matter with the Membership Director must not hear an appeal under Section 8.

(2) The Board's decision in any appeal under Section 8 is final and binding and is not subject to any further appeal.

Registered member

12 (1) A person may be entered or renewed in the Register in the Registered Class of membership if the person

(a) satisfies the education qualification and the examination qualification or was a registered member under the former Act in good standing at any time between February 25, 1994, and the date the Act came into force;

(b) has completed a sufficient number of full-time equivalent years of qualifying intern experience, not being fewer than 3 years, that, when added to the number of academic years duration of that person's education qualification, exceeds a total of 7 years;

(c) has completed the minimum number of CEU credits required under the by-laws;

(d) has qualifying practice experience and qualifying intern experience for a total of not less than the competency hours standard;

(e) is of good character and adheres to the code of ethics and standards of the Association;

(f) is in good standing with respect to the payment of membership fees and other fees prescribed by the Association;

(g) is covered by professional liability insurance as required by Section 37; and

(h) is a permanent resident of the Province, or is temporarily resident outside the Province and was a permanent resident of the Province within 5 years of the date of their application or renewal.

(2) A person who is entered in the Register in the Registered Class is a Registered member.

Exceptions to Registered Class membership criteria

13 If an applicant for the Registered Class of membership meets all of the requirements of Section 12 except that the applicant ceased to satisfy clause 12(1)(d)

(a) more than 5 years before the application, but did satisfy clause 12(1)(d) fewer than 10 years before the application, the applicant may be registered as a Registered member if the applicant in the 12 months immediately preceding the date of application completed 1/10 of 1 CEU credit for each month since the applicant ceased to satisfy clause 12(1)(d), to a maximum of 3 CEU credits; or

(b) more than 10 years before the application, the applicant may not be registered as a Registered member unless the applicant rewrites and successfully completes the NCIDQ qualification examination.

Registered Class membership entitlements

14 A Registered member is entitled to

(a) receive notice of and attend general meetings of the Association;

(b) serve on committees and hold an office in the Association;

(c) receive notice of special events and such other information as the directors may decide to send to members generally from time to time;

(d) be nominated as director or officer or both;

(e) vote at general meetings of the Association; and

(f) use the seal issued to the member under Section 30 of the Act in accordance with Sections 18 and 31 of the Act and with the by-laws.

Intern member

15 (1) A person may be entered or renewed in the Register in the Intern Class of membership if the person

(a) is engaged in the practice of interior design under the supervision of a Registered member or a registered member of NSAA;

(b) satisfies the education qualification;

(c) satisfies the examination qualification or undertakes, in writing, to

(i) apply for and commence writing the NCIDQ qualification examination within 12 months of the time when the person's qualifying intern experience meets the requirements of clause 12(1)(b), and

(ii) satisfy the examination qualification within 5 years of having been accepted by NCIDQ to write the NCIDQ qualification examination;

(d) is in good standing with respect to the payment of membership fees and other fees prescribed by the Association; and

(e) is of good character and adheres to the code of ethics and standards of the Association.

(2) A person who is entered in the Register in the Intern Class is an Intern member.

Exceptions to Intern Class membership criteria

16 (1) Despite clause 15(1)(a), a person who is not practising interior design may be admitted as an Intern member for 1 year after the date of their first application under Section 6 for membership in the Intern Class in order to obtain employment or a contract for their services and obtain the qualifying intern experience necessary to satisfy the requirements of clause 12(1)(b).

(2) Despite clause 15(1)(c), an Inactive member who undertakes to write or re-write and successfully complete all parts of the NCIDQ qualification examination within 5 years of their application under Section 6 for membership in the Intern Class may be admitted as an Intern member during the 5 years immediately after the date of their first application allowed under this subsection for membership in the Intern Class.

Time limits pertaining to NCIDQ qualification examination

17 (1) If an Intern member has not been accepted to write and has not commenced writing the NCIDQ qualification examination within 12 months of the time when the Intern member's qualifying intern experience meets the requirements of clause 12(1)(b), the Intern member will be suspended as an Intern member and is not eligible for membership in the Intern Class until they have been accepted to write and have commenced writing the NCIDQ qualification examination.

(2) If an Intern member does not successfully complete the NCIDQ qualification examination within 5 years of first being accepted by NCIDQ to write it, the Intern member will be suspended as an Intern member and is not eligible for membership until they have successfully completed the NCIDQ qualification examination, at which time they will be eligible to apply to be a Registered member.

Intern Class membership entitlements

18 (1) An Intern member is entitled to

(a) receive notice of and attend general meetings of the Association;

(b) serve on committees of the Association; and

(c) receive notice of special events and such other information as the directors may decide to send to members generally from time to time.

(2) An Intern member is not entitled to vote at general meetings or hold office as a director or officer of the Association.

(3) An Intern member is entitled to practise interior design if the Intern member is doing so under the supervision of a Registered member or a registered member of the NSAA and in that capacity the Intern member is entitled to receive and collect such remuneration for practising as is agreed upon by the Registered member or the registered member of the NSAA.

Inactive member

19 (1) A person may be entered or renewed in the Register in the Inactive Class of membership if the person

(a) is not engaged in the practice of interior design;

(b) was a Registered member under these regulations or under the former Act or both for a minimum of 12 consecutive months;

(c) is in good standing with respect to the payment of membership fees and other fees prescribed by the Association;

(d) is covered by professional liability insurance required by Section 37;

(e) is of good character and adheres to the code of ethics and standards of the Association; and

(f) is a permanent resident of the Province, or is temporarily resident outside the Province and was a permanent resident of the Province within 5 years of the date of application or renewal.

(2) A person who is entered in the Register in the Inactive Class is an Inactive member.

Inactive Class membership entitlements

20 (1) An Inactive member is entitled to

(a) receive notice of and attend general meetings of the Association;

(b) serve on committees of the Association; and

(c) receive notice of special events and such other information as the directors may decide to send to members generally from time to time.

(2) An Inactive member is not entitled to vote at general meetings or hold office as a director or officer of the Association.

Inactive Class membership limited to 5 years

21 A person may be entered in the Register in the Inactive Class for not more than 5 consecutive years.

Allied member

22 (1) A person may be entered or renewed in the Register in the Allied Class of membership if the person

(a) is not engaged in the practice of interior design other than activities described in Section 3 of the Act;

(b) is engaged in

(i) full-time or part-time teaching or directing interior design programs at post-secondary schools, colleges or universities, or

(ii) manufacturing or supplying furnishings, materials or services related to interior design;

(c) satisfies the education qualification;

(d) is in good standing with respect to the payment of membership fees and other fees prescribed by the Association; and

(e) is of good character and adheres to the code of ethics and standards of the Association.

(2) A person who is entered in the Register in the Allied Class is an Allied member.

Allied Class membership entitlements

23 (1) An Allied member is entitled to

(a) receive notice of and attend general meetings of the Association;

(b) serve on committees of the Association; and

(c) receive notice of special events and such other information as the directors may decide from time to time.

(2) An Allied member is not entitled to vote at general meetings or hold office as a director or officer of the Association.

(3) Work performed in accordance with clause 22(1)(b) does not qualify as qualifying practice experience or qualifying intern experience for registration in the Registered Class or in the Intern Class.

Non-resident Registered member

24 (1) A person may be entered or renewed in the Register in the Non-resident Registered Class who

(a) is a member in good standing in the interior design association recognized by IDC or ASID for the jurisdiction in which they reside in the class of membership that has qualifications and requirements that substantially meet or exceed the qualifications and requirements of clauses 12(1)(a) and 12(1)(b) for the Registered Class of membership, or who resides in a jurisdiction in which there is no interior design association recognized by IDC or ASID but who satisfies all qualifications and requirements of clauses 12(1)(a) and 12(1)(b) for the Registered Class of membership;

(b) has completed the minimum number of CEU credits required under the by-laws;

(c) has qualifying practice experience and qualifying intern experience for a total of not less than the competency hours standard;

(d) is of good character and adheres to the code of ethics and standards of the Association;

(e) is in good standing with respect to the payment of membership fees and other fees prescribed by the Association;

(f) is covered by professional liability insurance as required by Section 37; and

(g) is not a permanent resident of the Province.

(2) A person who is entered in the Register in the Non-resident Registered Class is ~~an~~ [a] Non-Resident Registered member.

Certificate of Non-resident registration

25 (1) The Registrar must issue to each Non-resident Registered member a Certificate of Non-resident Registration.

(2) The member must attach the Certificate of Non-resident Registration provided to the member under Section 30 of the Act to technical submissions prepared or issued by the member for use in the Province in accordance with Section 18 and subsection 31(2) of the Act and with the by-laws.

Non-resident Class membership entitlements

26 (1) A Non-resident Registered member is entitled to

(a) receive notice of and attend general meetings of the Association;

(b) serve on committees of the Association; and

(c) receive notice of special events and such other information as the directors may decide to send to members generally from time to time.

(2) A Non-resident Registered member is not entitled to vote at general meetings or hold office as a director or officer of the Association.

Student member

27 (1) A person may be entered or renewed in the Register in the Student Class of membership who

(a) is enrolled in an education program in interior design of not less than 3 academic years in duration that is accredited by FIDER; or

(b) is enrolled in a full time program in interior design of not less than 3 academic years in duration that is not accredited by FIDER but that is approved by the Board as an appropriate program, and who applies for student membership before December 31, 2005.

(2) A person who is entered in the Register in the Student Class is a Student member.

Student member ceases to be member upon graduation

28 A Student member ceases to be a Student member upon graduation from their educational institution and if they wish to continue as a member they must re-apply to the Association for an appropriate category of membership.

Student Class membership entitlements

29 (1) A Student member is entitled to

(a) receive notice of and attend general meetings of the Association;

(b) serve on committees of the Association; and

(c) receive notice of special events and such other information as the directors may decide to send to members generally from time to time.

(2) A Student member is not entitled to vote at general meetings or hold office as a director or officer of the Association.

Retired member

30 (1) A person may be entered or renewed in the Register in the Retired Class

(a) who was formerly a Registered, Inactive or Allied member under these regulations or under the former Act or both for a minimum of 5 consecutive years;

(b) who is no longer engaged in the practice of interior design or in an activity which qualifies for Allied membership;

(c) whose written request to be reclassified as a Retired member has been approved by the Board;

(d) who is in good standing with respect to the payment of membership fees and other fees prescribed by the Association;

(e) who is covered by professional liability insurance as required by subsection 30(2); and

(f) who is of good character and adheres to the ethical standards of the Association.

(2) A person who applies for membership in the Retired Class must undertake to maintain the professional liability insurance specified in Section 37 for a period of 2 years after they are entered in the Register in the Retired Class and must maintain the insurance for the 2-year period.

(3) A person who is entered in the Register in the Retired Class is a Retired member.

Retired Class membership entitlements

31 (1) A Retired member is entitled to

(a) receive notice of and attend general meetings of the Association;

(b) serve on committees of the Association; and

(c) receive notice of special events and such other information as the directors may decide to send to members generally from time to time.

(2) A Retired member is not entitled to vote at general meetings or hold office as a director or officer of the Association.

Application for previous class of membership

32 A Retired member may apply to the Board to be reinstated in their previous membership class but must satisfy all requirements for membership in that membership class.

Honorary member

33 (1) A person may be entered or renewed in the Register in the Honorary Class who

(a) has rendered distinguished service to art or industry, particularly to the interior design profession and its greater recognition or betterment, and has been appointed as an Honorary member by the Board; or

(b) has been recognized as an Honorary member of IDC and has been recommended by the Board of Directors of IDC as an Honorary member.

(2) A person who is entered in the Register in the Honorary Class is an Honorary member.

Honorary Class membership entitlements

34 (1) An Honorary member is entitled to

(a) serve on committees of the Association; and

(b) receive notice of special events and such other information as the directors may decide to send to members generally from time to time.

(2) An Honorary member is not entitled to vote at general meetings or hold office as a director or officer of the Association.

Fellow member

35 (1) A person may be entered or renewed in the Register in the Fellow Class who

(a) at the time of appointment is a Registered member and has been a Registered member, a registered member under the former Act or a registered member in the society that was continued by the former Act for a minimum combined period of 25 years;

(b) has rendered distinguished service to the profession of interior design and its greater recognition or betterment, and whose service has been recognized as such by the Board; and

(c) satisfies all qualifications and requirements for the Registered Class of membership.

(2) A person who is entered in the Register in the Fellow Class is a Fellow member and a Registered member.

Fellow Class membership entitlements

36 A Fellow member is entitled to all the rights, privileges and limitations of a Registered member as set out in Section 14.

Mandatory liability insurance

37 Registered, Non-resident Registered, Inactive and Retired members must, for the periods specified in these regulations for their respective membership classes, obtain and maintain insurance policies naming them as insureds from insurers acceptable to the Board with minimum limits of $250,000 commercial general liability coverage and $250,000 errors and omissions liability coverage and must provide proof of such coverage at the time of application for or renewal of membership and at any other time on the request of the Registrar.

Liability insurance for government employees

38 (1) Registered and Non-resident Registered members who are employed by the Federal or Provincial government and who do not practise interior design outside the scope of their employment must submit proof of employment to be exempt from the mandatory liability insurance.

(2) If any government requires that a Registered member or Non-resident member who is employed by it obtain general liability or errors and omissions liability insurance, the member must provide proof of the insurance coverage required of a Registered member.

Discipline of members

39 (1) A complaint to the Registrar under Section 23 of the Act must be in writing.

(2) The Registrar must refer every complaint received under Section 23 of the Act to a complaints committee, or if no complaints committee has been appointed, must request that the Board appoint a complaints committee for the purpose of investigating the complaint.

Composition of complaints committee

40 (1) The Board must appoint a complaints committee in accordance with Section 24 of the Act.

(2) The complaints committee may be either a standing committee or one appointed from time to time on an *ad hoc* basis.

Complaints committee procedure

41 The complaints committee to which a complaint has been referred for investigation must

(a) notify the member whose conduct or capacity is the subject of the complaint and give a maximum of 30 days for the member to submit, in writing, to the complaints committee any explanations or representations the member may wish to make concerning the matter;

(b) consider the representations of the complainant and the member relating to the complaint; and

(c) examine all records and other documents, in addition to the representations referred to above, that the complaints committee, in its sole discretion, believes should be examined.

Decisions of complaints committee

42 The complaints committee must, within 90 days of notifying the member against whom the complaint has been lodged,

(a) if, in the opinion of the complaints committee the complaint is frivolous or otherwise unworthy of pursuing, dismiss the complaint; or

(b) if, in the opinion of the complaints committee, the complaint is not frivolous or otherwise unworthy of pursuing, deal with the complaint by

(i) if, in the opinion of the complaints committee, it is appropriate, attempting to mediate or appoint a mediator to reach a consensual resolution of the complaint,

(ii) cautioning the member,

(iii) with the consent of the member, entering into a settlement agreement that includes an admission of a disciplinary violation and specified disposition including any of the sanctions, penalties and remedial measures described in subsection 26(2) of the Act, or

(iv) referring the matter to a hearing committee for adjudication.

Notification of decision and referral to hearing committee

43 (1) The complaints committee must immediately notify the complainant, the member and the Registrar in writing of its determination and its reasons.

(2) If the complaints committee refers the complaint to a hearing committee, the Registrar must request that the Board appoint a hearing committee.

Composition of hearing committee

44 (1) Within 30 days of the date that a request from the Registrar to appoint a hearing committee is received, the Board must appoint a hearing committee to adjudicate the complaint or complaints pursuant to Section 25 of the Act.

(2) Members of the hearing committee must not have taken part before the hearing in any investigation or consideration of the subject matter of the hearing, and must not communicate directly or indirectly in relation to the subject matter of the hearing with the person or with any party or representative of a party, except upon notice to, and with an opportunity for both parties to participate.

Parties to hearing proceedings

45 In proceedings before a hearing committee, the Association and the member whose conduct is the subject of the complaint are the parties to proceedings.

Hearing open to public

46 A hearing must be open to the public unless the hearing committee orders that the public be excluded from a hearing or any part of it because the hearing committee is satisfied that financial or personal matters may be disclosed at the hearing that are of such a nature that the desirability of avoiding public disclosure of those matters in the interest of any person affected or in the public interest outweighs the desirability of holding the hearing in public.

Rights of member subject to complaint

47 The hearing committee must give the member whose conduct is the subject of the complaint

(a) at least 14 days notice of the date, time and place for the hearing;

(b) an opportunity to inspect all documents that will be produced as evidence at the hearing, in advance of the hearing; and

(c) the right to present evidence and witnesses and cross-examine witnesses and be represented by counsel.

Oral evidence recorded

48 Oral evidence taken before the hearing must be recorded and, if a party files a notice of appeal or requests a copy of the transcript, the Registrar must order a transcript of the recording to be prepared and furnished to that party at that party's expense.

Hearing committee may make findings of fact and orders

49 After considering the complaint and having afforded the member an opportunity to answer the complaint at a hearing, the hearing committee must make findings and orders pursuant to Section 26 of the Act.

Hearing committee fine amount

50 If the hearing committee orders the imposition of a fine on a member under clause 26(2)(e) of the Act, the fine may be in an amount not exceeding $10,000.00.

Board and committees may set procedures

51 Subject to the Act, these regulations and the by-laws, the complaints committee, the hearing committee and the Board may set their own procedures.

Confidentiality of disciplinary proceeding records

52 Any complaints committee and any hearing committee, all members of the Association and all employees, agents and consultants of the Association having knowledge of or involved with the keeping of any records relating to, or the conduct of, any disciplinary proceedings must maintain total confidentiality unless disclosure in the course of carrying out their duties is required by law or by the Act, these regulations or the by-laws.

Certificate as *prima facie* proof

53 A certificate of or purporting to be signed by the Registrar or other officer of the Board stating that a person named therein was or was not registered as a member in a class of membership under the Act and these regulations at a time or during a period stated in the certificate is *prima facie* evidence in any court of that fact without proof that the person signing it is the Registrar or an officer of the Board.

Last updated: 25-02-2016

IDNS BY-LAWS /September 14, 2011

Passed at an annual general meeting of the Association of Interior Designers of Nova Scotia held on the 13th day of January, 2005.

Definitions

1. Each term used in these by-laws that is defined in the Act or in the Regulations shall have the same meaning as set out in the Act or Regulations respectively.

2. In these by-laws:

a. "Act" means the *Interior Designers Act*, SNS 2003 c. 6, as amended by *Justice Administration Amendment (2004) Act*, SNS 2004 c. 6 s. 11-13, proclaimed in force on October 20, 2004;

b. "General Meeting" means a meeting of members of the Association, whether an annual general meeting or a special meeting;

c. "Regulations" means the Interior Designers Regulations, NS Reg. 2004 – 405 dated October 20th, 2004;

d. "Special Resolution" means a resolution passed by two-thirds of the members of the Association voting at a General Meeting for which notice of the intent of the Special Resolution to be passed is given either as part of the notice calling the meeting or by separate notice given in accordance with the requirements for calling a General Meeting;

The Register

3. The Registrar shall keep a Register and shall, upon payment of the prescribed fee, cause to be entered into the Register:

a. the name, delivery and electronic addresses, membership class, and if applicable, the seal number or Certificate of Non-Resident Registration number of any person who qualifies for registration according to these by-laws , the Regulations and the Act, including any person entitled to membership upon the coming into force of the Act in accordance with s. 14(2) of the Act; and

b. where the right of a member to practice interior design has been limited by the imposition of conditions pursuant to the Regulations, particulars of all conditions imposed on that member.

4. The Registrar shall during regular business hours permit any person to inspect the Register.

5. The Registrar may make corrections to the Register to reflect changes to name, address or other information on the Register to keep it current and to correct any clerical errors

6. The Registrar shall cause the removal of the name of a person on the Register from a class of membership:

a. at the request of the member, upon surrendering their seal or Certificate of Non-Resident Registration;

b. where the name of the member has been incorrectly entered;

c. where notification is received of the death of the member;

d. for non-payment of fees or other assessments levied under the Act, Regulations or the by-laws;

e. where the member has been suspended, for the term of the suspension; or

f. where the registration of the member has been revoked pursuant to the Regulations.

Seals and Certificates of Registration

7. The Registrar shall issue a seal to a person who meets the criteria for entry in the Register as a Registered member pursuant to the regulations. The form of seal shall include information determined by the Directors from time to time. The Registrar shall ensure that each seal issued contains the information required by the Directors. If the Directors change the information required on the seal, each member shall, upon the request of the Registrar return the seal to the Registrar for issuance of a new seal.

8. The Registrar shall issue a Certificate of Non-Resident Registration to a person who meets the criteria for entry in the Register as a Non-Resident Registered member pursuant to the Regulations. The form of Certificate of Non-Resident Registration shall include information determined by the Directors from time to time. The Registrar shall ensure that each Certificate of Non-Resident Registration issued contains the information required by the Directors. If the Directors change the information required on the Certificate of Non-Resident Registration, each member shall, upon the request of the Registrar return the Certificate of Non-Resident Registration to the Registrar for issuance of a new Certificate of Non-Resident Registration.

9. Each member who is issued a seal or a certificate of non-resident registration shall use the same in the manner and to the extent permitted by the Act, Regulations, these by-laws and any other applicable law without restricting the generality of the foregoing in accordance with sections 18, 30 and 31 of the Act.

10. The seal and Certificate of Non-resident Registration shall remain the property of the Association.

11. If registration of a person who is or was a Registered member or Non-Resident Registered member has been revoked, suspended or changed or has expired, the person shall surrender their seal or Certificate of Non-Resident Registration to the Registrar within ten days after the revocation, suspension, change or expiry has become effective.

12. All technical submissions prepared by Registered members, or by others under their supervision, as defined by paragraph 2(l) of the Act shall be stamped with the impression of the Registered member's seal and signed, which shall indicate that the Registered member was in control over the content of such technical submissions during their preparation and has applied the required standard of care.

13. No Registered member or Non-resident Registered member may sign any technical submission or affix the member's seal to it or attach the member's Certificate of Non-resident Registration to it unless it was prepared by the Registered member or Non-resident Registered member or by others under the supervision of the Registered member or Non-resident Registered member, except that

a. the Registered member or Non-resident Registered member may seal and sign those portions of the technical submissions that were reviewed and adopted, in whole or in part, by the Registered member or Non-resident Registered member if he or she has either coordinated the preparation of such portions or integrated them into their work;

b. the Registered member or Non-Resident Registered member may seal and sign those portions of the technical submissions that are not required by the Act to be prepared by a Registered member or Non-Registered member if the member has reviewed and adopted, in whole or in part, such technical submissions and integrated them into their own work.

Directors: Composition, Qualifications, Election, Removal, Powers

14. There shall be a Board of the Association, in compliance with section 9 of the Act, consisting of:

a. a President, Vice-President, Treasurer, Secretary, IDC Representative, Membership Director and Continuing Education Director, each of whom shall be a Registered member and elected to hold office as provided in the by-laws of the Association;

b. a minimum of one person and a maximum of two persons appointed by the Governor in Council who shall be public representatives; and,

c. the Past President, who shall be a Registered member holding the position of President for the immediately preceding term or if that person is unable or unwilling, the most recent Past-President who is a Registered member and who is able and willing to fill the position until the end of the term.

15. The term of office of each Board member elected by the membership or appointed by the Governor in Council shall be two years, except for the President and Vice President whose term shall be one year and the IDC Representative, whose length of term shall be the same as the length of their term on the IDC Board, so that, with the exception of the IDC Representative, approximately one-half of the positions on Board shall be elected each year.

16. The members of the Board created by the Former Act and in office immediately before the coming into force of the Act shall continue in office until their successors are elected or appointed according to the provisions of these by-laws

17. No person shall be elected to the Board unless that person meets all requirements of the Act, Regulations and the by-laws of the Association relating to qualifications, nomination, appointment and election of persons to the Board, and no person shall be elected or appointed to the Board unless that person is a permanent resident of the Province of Nova Scotia.

18. Notwithstanding the foregoing, the persons appointed to the Board shall hold office until their successors are appointed or until such time as they are re-appointed, even if such appointment or re-appointment does not occur until after their specified term of office has otherwise expired.

19. The Association may, by Special Resolution, remove any director before the expiration of the period of office and appoint another person in their stead. The person so appointed shall hold office during such time only as the director in whose place they are appointed would have held office if that director had not been removed.

20. Members of the Board shall be elected by show of hands in respect of each position unless a motion is made to conduct the vote for such positions in which case a secret ballot shall be conducted for such positions.

21. Every Registered member in good standing is eligible to be nominated as a candidate for the Board.

22. Every Registered member in good standing is eligible to vote for any candidate for the Board.

23. Elected or appointed members of the Board may not be members of the Board for more than five

consecutive terms but are eligible for re-election or appointment after an absence
from the Board of at least two years, providing that this shall not restrict a person from serving as Past President.

24. In this section, "consecutive" means that twelve months or less has occurred between the end of one term and the commencement of the next.

25. A vacancy in the membership of the Board does not affect the ability of the Board to discharge its powers and duties, provided that number of the members of the Board remaining in office is not fewer than a quorum. Where there is a quorum, any vacancy on the Board may be filled pursuant to section 30 hereof. Without a quorum, a vacancy may only be filled by election at a General Meeting called for the purpose.

26. Directors are expected to attend all General Meetings and all meetings of the directors, maintain their file with all pertinent information and provide an up-to-date file to the next director taking over their position.

27. Directors who are elected directors shall be nominated, elected and hold office as follows:

a. a slate of directors shall be named by the nominating committee prior to the General Meeting at which such election is to be held and each person nominated shall be identified as a nominee for a particular office;

b. any Registered member entitled to vote at the General Meeting may nominate any other member entitled to hold office as a director at any time prior to or at the General Meeting.

28. A director elected pursuant the Act and these by-laws shall be deemed to vacate their office at the end of annual General Meeting when their successor is elected.

29. The resignation of any officer or director of the Association must be made in writing and submitted to the Secretary.

30. Subject to Section 25, the vacancy created by the resignation of any Director of the Association shall be filled by an appointment by the Board of Directors.

Powers and Duties of Directors

31. The Board shall manage and conduct the business and affairs of the Association and exercise the powers of the Association.

32. The Board shall not make any expenditure in excess of $1000 per single or related expenditures unless such expenditure was outlined in the annual budget and approved at the annual General Meeting or has received approval of the voting members at a General Meeting.

33. The President or Vice President, with either the Secretary or Treasurer, may execute all contracts on behalf of the Association. All cheques shall be signed by any two of the President, Vice-President and Treasurer.

34. The President shall:

a. be the Chief Executive Officer of the Association and shall preside at all Association general meetings and meetings of the Board;

b. be responsible to oversee the enforcement of the Association by-laws, the Regulations and the Act;

c. be an ex-officio member of all committees;

d. shall have previous experience on the Board and preferably be a current member of the Board at the time of their nomination;

e. shall serve as the President for not more than two consecutive years;

f. upon approval of the Board shall attend IDC's Annual General Meeting;

g. be a signing officer for contracts or cheques of the Association in accordance with section 33.

35. The Vice-President shall:

a. assume the duties of the President in their entirety in the absence of the President;

b. assist the President in their duties; and,

c. be a signing officer for contracts or cheques of the Association in accordance with section 33.

36. The Secretary shall:

a. oversee the duties of the Registrar;

b. keep a record of all proceedings of all General Meetings and meetings of the Board;

c. give notices of all General Meetings and Board meetings;

d. arrange for the proper care of the corporate seal of the Association as well as all the records, papers, and other documents relating to the affairs of the Association; . advise all Registered members of the slate of nominations drawn up by the Nominating Committee at least fourteen days before the annual meeting;

f. be responsible for collection and distribution of mail;

g. update and revise the membership list as required and distribute to the President, Treasurer and Membership Director;

h. oversee the updating of the Association's electronic web page and ensure all notices are posted for members' access;

i. be a signing officer for contracts of the Association in accordance with section 33; and

j. perform such other duties as may be prescribed by the Board from time to time.

37. The Treasurer shall:

a. receive and disburse funds of the Association and keep a true and accurate record of accounts;

b. deposit all money in the name of the Association in such banks as may be designated from time to time by the Directors;

c. complete all government forms as required for taxes, etc. and submit completed reports in a timely matter;

d. close the books of the Association as of December 31st of each year and arrange, in conjunction with a public accountant to have prepared an annual financial report to be forwarded to all members of the Association at least 14 days prior to the annual General Meeting;

e. be responsible for sending invoices to all members for annual dues not later than November 30th, advising that the annual membership fee will become due on the first day of January

next and sending invoices to all members for special assessments if and when approved;

f. be responsible for re-invoicing by registered mail all members in arrears;

g. provide a report, including internal financial statements, of the financial status of the Association for review at each Board meeting and a financial report at each General Meeting;

h. present an annual financial report at each annual General Meeting; and,

i. prepare a proposed budget for the next fiscal year for review by Directors and to be presented at a General Meeting;

j. be a signing officer for contracts or cheques of the Association in accordance with section 33.

38. The immediate Past-President shall:

a. assist the President in their duties as required;

b. review the status of all Intern members;

c. review and recommend additions or updates to the current by-laws; and,

d. represent the Association as the Government Liaison concerning issues related to the Act or Regulations.

39. The IDC Representative shall:

a. be responsible for all interaction between the IDC and the Association;

b. be a director of IDC and the Board's representative at all meetings of directors of IDC and submit an annual report to the Association's annual General Meeting;

c. preferably be a Director or a previous Director; and

d. be limited to not more than two consecutive terms as IDC Representative, provided that they may continue to serve as IDC Representative if they are elected as President of IDC for as long as they remain as President.

40. The Membership Director shall:

a. in the absence of the Registrar, respond to all membership information and application requests;

b. be responsible to coordinate with the Registrar the review of and response to all inquiries related to membership;

c. review all complete applications for membership and decide upon the acceptance, acceptance with conditions or rejection of each application for membership in accordance with the Act, Regulations and these by-laws and within 30 days after the date of a complete application and deliver a notice to the Registrar of their decision and their reasons; and,

d. chair and coordinate a membership committee which may, among other duties assigned to it by the Board, seek out new members for the Association.

41. The Continuing Education Director shall:

a. coordinate the availability of CEU courses;

b. assist members in obtaining CEU credits; and,

c. coordinate and chair a CEU committee.

42. The Board may alter or revise the duties of the above director positions as it deems necessary, subject to the requirements of the Act and the Regulations.

Duties of Registrar

43. The Board shall appoint a person to the position of Registrar who may but need not be a member of the Association which person shall carry out such duties as the Act, the Regulations and these by-laws provide or the Board determines.

44. The Registrar shall

a. attend meetings of the Board as a non-voting member, unless requested by the Board not to attend;

b. collect and seek to compile complete information from any prospective applicant for membership, review and discuss completeness and status of applications with applicants including notifying applicants of decisions on their application and rights of appeal;

c. forward completed applications for membership to the Membership Director for decision in accordance with the Regulations;

d. maintain the Register required by the Act, Regulations and by-laws;

e. upon decisions from the Membership Director and Board, issue seals and Non-resident Registration Certificates to applicants who have fulfilled the requirements for registration as prescribed by the Regulations and the by-laws; and,

f. perform such other duties as the Board may prescribe.

45. The Board shall appoint the Registrar and such other officers, agents or employees as the Board deems appropriate at such salaries or other remuneration, and for such term of office, as the Board considers necessary to assist it in carrying out its duties pursuant to this Act.

Committees

46. The Association shall have such committees as in the opinion of the Board are necessary for the proper functioning of the Association. Except as otherwise provided in the Act, Regulations or these by-laws, the chair and members of each such committee shall be appointed by the Board.

47. No committee shall have fewer than three members including the chairperson.

48. The Past President shall be the chair of the nominating committee. The other members shall be appointed at a general meeting held before the annual General Meeting.

49. Subject to these by-laws, a committee shall have the duties and reporting responsibilities assigned thereto by the Board.

Meetings

50. All General Meetings, meetings of the Board and meetings of any committees shall be governed by "Roberts Rules of Parliamentary Procedure" except where inconsistent with the Act, Regulations or these by-laws.

51. At all General Meetings of the Association, a quorum shall not be less than one-third of Registered Members present in person or by proxy.

52. The President shall preside as chairman at every General Meeting and if they are not present, the Vice-President shall preside. If neither the President nor Vice-President is present within ten minutes of the time set for the commencement of the meeting, the Chairman shall be elected among the Registered members. The Chairman shall have no vote except where there is an equality of votes cast when they shall cast the deciding vote.

53. The Association shall have no fewer than five General Meetings each year, one of which shall be the annual General Meeting.

54. At least fourteen days notice of every General Meeting must be given, specifying the place, day and hour of the meeting. Notice may be given by post, in which case notice will be deemed to have been given on the second business day after posting, or by electronic mail or facsimile or other means of electronic communication, in which case it will be deemed to be given on the date it is transmitted unless it was transmitted on a day which is not a business day or after business hours, in which case it will be deemed to have been given on the next business day. Non-receipt of such notice by any member shall not invalidate the proceedings at any General Meeting.

55. A resolution in writing signed by two-thirds or more of the members entitled to vote on it shall be as valid as if passed by a majority of voting members at a duly constituted General Meeting provided that notice of the resolution is given in accordance with section 54.

56. The annual General Meeting shall be held in Nova Scotia, unless by special resolution approval is given to hold a particular annual general meeting elsewhere, during the first quarter of each calendar year for the following purposes:

a. to receive the financial statements and report of the previous calendar year's operation together with the auditor’s report thereon;
b. to receive reports from the Board, the Association officers and committees;
c. to receive a recommendation of the name of an auditor from the Board for the ensuing year, to appoint an auditor, and
d. to elect directors for the next ensuing year.

57. The President or the Board may, at their discretion, convene a General Meeting and the President shall on the delivery to the Secretary of a requisition of five Registered members forthwith proceed to convene a General Meeting at such time and place as may be determined by the President. The requisition shall state the objects of the meeting requested and be signed by the members requesting it. If the President does not convene a General Meeting within 45 days from the date the requisition is delivered to the Secretary, a majority of the requisitionists may convene

a General Meeting, provided it is held within ninety days after delivery of the requisition.

58. As provided in section 10 of the Act, five members of the Board, whether elected or appointed, shall constitute a quorum.

59. The absence of a member or members of the Board from any meeting, including persons elected or appointed, does not affect the ability of a quorum of the Board to discharge the powers and duties of the Board.

60. Meetings of the Board shall be as follows:

a. The Secretary shall at the request of the President or on written request of four members of the Board call a meeting of the Board when requested by them and the Board shall meet not fewer than five times per calendar year;

b. Notice of such meetings shall be given by telephone, mail, by courier, by facsimile or by electronic mail by the Secretary to all directors on not less than 48 hours notice but non-receipt of such notice by any director shall not invalidate the proceedings at any meeting of the Board;

c. A meeting of the Board may be held at the close of every General Meeting without notice;

d. A meeting may be held without formal notice if all the Directors are present or if those absent have signified their assent to such meeting or their consent to the business transacted at such meeting;

e. A resolution in writing signed by all the Directors shall be as valid as if passed at a duly constituted meeting of Directors; and

f. Directors may participate at a meeting of Directors by conference call or other means of telecommunication whereby each person is able to hear all the other persons.

Proxies

61. The Registrar shall provide to any voting member who requests a proxy form for General Meetings. At any General Meeting, any voting member may appoint any other Registered member to vote on his behalf by proxy, provided however no person may be a proxy for more than two other members. A proxy is valid for only one meeting. All completed proxy forms must be received by the Secretary prior to the commencement of the meeting.

62. Any member is entitled to be present at a General Meeting of the Association. Any other person may be admitted at the initiation of the chairperson of the meeting or with the consent of the Registered members attending the meeting.

Amendments of By-laws

63. No by-law of the Association or any amendment or repeal thereof is effective unless passed by Special Resolution in accordance with s. 42 of the Act.

Continuing Education

64. Registered members, Intern members and Non-resident Registered members are required to satisfy the continuing education (CEU) requirements specified by IDCEC to qualify for annual renewal of their IDNS registration. The IDCEC professional development cycle will commence on January 1, 2013 with a three year reporting period to gain the mandatory requirements. At the conclusion of each three year period on December 31 the reporting cycle will expire with a new three year cycle commencing on January 1.

65. Tracking of the CEU Credits is to be administered by IDCEC or other IDNS or IDC Board-approved organization.

66. One (1.0) CEU means credit for successful completion of a period of study, lectures or other programming in interior design education or experience that is accredited for continuing education purposes by IDCEC or the IDNS Board. The reported activity must be a minimum of one hour (1.0 CEU Credit) and multiples of whole hours. Activities of less than one hour cannot be claimed. An activity can be claimed only once and no duplicate submissions of the same activity or item are permitted.

67. An applicant for membership in the Registered Class, Intern Class or Non-resident Registered Class shall be enrolled in the IDCEC CEU tracking system as administered by IDCEC or IDC.

68. An applicant for registration or renewal of registration in the Registered Class, or Non-resident Registered Class must have completed a minimum of 30 credit hours which include a mandatory requirement of 15 IDCEC approved CEUs of which 8 must be registered in Health, Safety and Welfare (HSW). An applicant for registration or renewal of registration in the Intern Class must have completed a minimum of 15 credit hours in IDCEC approved CEUs of which 5 must be registered in Health, Safety and Welfare (HSW).
An applicant for new registration shall comply with the prorated Chart for New members joining mid-cycle as issued by IDCDC and IDC.
An applicant for registration or renewal shall provide proof of their CEU Credits by attaching a CEU Credit tracking certificate issued by IDCEC to their renewal form.

69.
#69 & 70 DELETED with CEU by-law change (#'s 64. – 68. Above) Vote passed &carried Jan. 2013
70.

Use of Titles by Members

71. A Registered member in good standing is entitled to use the designation "Interior Designer", "Registered Member of the Association of Interior Designers of Nova Scotia", "Registered Member IDNS" or "Member IDNS";

72. An Intern member in good standing may use the designations “Intern Interior Designer”, “Intern Member of the Association of Interior Designers of Nova Scotia” and “Intern Member IDNS” but they shall not use any other designation in conjunction with their name indicating that they are a member.

73. An Inactive member may not use any designation in conjunction with their name indicating that they are a member.

74. An Allied member may not use any designation in conjunction with their name indicating that they are a member.

75. A Student member may not use any designation in conjunction with their name indicating that they are a member.

76. A Retired member may not use any designation in conjunction with their name indicating that they are a member.

77. A Fellow member may use the designation “Fellow” in addition to any other designation they are entitled to use by reason of membership in another class of membership.

78. A Non-resident Registered member in good standing may use the designations “Interior Designer”, “Non-resident Registered Member of the Association of Interior Designers of Nova Scotia”, “Non-resident Registered Member IDNS”.

Code of Ethics

79. The Code of Ethics attached as Annex “A” is hereby established as the Code of Ethics of the Association pursuant to paragraph 41(j) of the Act.

Fees and Dues

80. The Board shall make a recommendation to a General Meeting each year to determine annual fees for the following year payable by applicants for each class of membership or for renewal of each class of membership, which may differ among the various classes of membership. The notice calling the meeting must include the recommended fee schedule. Fees may include dues payable to the Association and dues payable by the Association to IDC and collectible from each of the members. The annual fees shall become effective upon approval of the members at the General Meeting and the annual fees shall be payable on the first business day of January following the General Meeting or such other date as is set by the Board.

81. The Board may make a recommendation to a General Meeting for special assessments from time to

time applicable to membership classes, which may differ among the various classes of membership. The notice calling the meeting must include the recommended special assessment. The special assessment shall become effective upon approval of the members at the General Meeting shall become payable on the due date set by the General Meeting, or if no date is set, then on such date as is set by the Board.

82. Each member shall pay to the Association the fees and assessments approved in accordance with sections 80 and 81 of these by-laws as and when due.

83. Interest shall accrue on any fees and dues not paid by the due date at the rate of the prime lending rate of Royal Bank of Canada plus two percent (2%) per annum, compounded monthly.

84. The Treasurer shall on or before November 30th send an invoice to each member for annual fees for the following year and shall send an invoice for any other fees or dues on such date as stipulated by the Board, or if no date is set then as soon as reasonably practicable after the General Meeting at which such fees or dues were established.

Monitoring & Evaluating Qualifying Intern Experience

85. An applicant for Intern membership shall gain Qualified Work Experience of not less than 3,520 hours in Interior Design under the supervision of a Registered interior designer; or Registered architect who provides interior design services. Work experience hours for which academic credit has been received will not count toward the Qualified Work Experience hours.Enrolment in the Interior Design Experience Program (IDEP) administered by NCIDQ is optional as a route to gain Qualified Work Experience. At completion of the Qualified Work Experience, a log is to be submitted to the IDNS Registrar for evaluation.

Forms

85. Applications and other forms shall be in such forms as the Directors adopt from time to time.

86. Applicants shall establish the veracity of all information in their applications for membership or renewal of membership in such manner as the Registrar or Membership Director shall require.

Annex "A"
Code of Ethics
Association of Interior Designers of Nova Scotia
January , 2005

1. Members, when in carrying out their practice of interior design, shall conduct their affairs in a manner that will command the respect of clients, the general public, other members and other professionals and in accordance with this Code of Ethics.

2. Members shall seek to continually upgrade their professional knowledge, so that they maintain current knowledge of interior design principles and practices.

3. Members shall engage in the humane and environmentally responsible practice of interior design.

4. Members shall seek to cooperate with other professionals and other persons involved in the building industry for the purpose of enhancing the health, safety and welfare of the public.

5. Members will honestly and diligently represent their employers or clients within the term of their professional engagements.

6. Members will disclose, preferably in writing, to their employers and/or clients prior to any engagement as a practising member, any financial interest that they may have that could affect their impartiality in the specification of goods and/or services. Performance of services in which the member has a financial interest in the supply of goods that may be recommended by rendering such services will not constitute qualifying practice experience or qualifying intern experience.

7. Members, in the case of a dispute not involving them directly during the period their engagement on a project, will take an independent position with respect to the parties in dispute.

8. Members will not seek to supplant a fellow member who is already engaged in a project.

9. Members will, in competition with other members, seek their engagements only through their knowledge, skill, understanding and by observing high professional ethics.

10. Members will not knowingly plagiarize the design of another member.

11. Members will do everything reasonably possible to assist the profession and the Association to function properly and effectively.

12. Members shall strive to ensure that any proposed action or policy concerning Association matters undertaken by said member is done in the collective interest of other members and the public

13. Members shall endeavour to respect and cooperate with other members on Association matters.

14. Members shall respect the Association as the governing body for the practice of interior design for the Province of Nova Scotia.

15. Members shall select as their directors on the Board individuals who are able to assume their share of responsibility for the direction of the Association. All members shall give their full support to their directors so that they may effectively carry out their Association responsibilities.

16. The Association and its directors shall conduct their affairs to reflect favourably on the members.

17. Directors shall conduct all Association business in a professional manner through respectful cooperation with Association members as well as with other directors.

18. Directors shall strive to ensure that any proposed action and/or policy undertaken is done in the collective interest of all Association members.

19. Members have a duty to report to the Association particulars of improper professional conduct by another member if it is reasonably perceived by the reporting member that such conduct may result in serious damage to a client or other member of the public. [Members who have a tendency to disregard the Code of Ethics, unless checked at an early stage, may cause loss or damage to clients or other. Evidence of minor breaches may, on investigation, disclose a more serious situation or may indicate the beginning of a course of action that would lead to serious breaches in the future].

THE ASSOCIATION OF INTERIOR DESIGNERS OF NOVA SCOTIA
REGISTERED INTERIOR DESIGNERS SEAL
JUNE, 2017

INTRODUCTION

The purpose of this guideline is to provide registered interior designers with guidance on the proper use of the interior designers seal. The seal is the distinguishing mark of the profession, and an indication to recipients and users of interior design documents that the content of the documents were prepared by or under the direct supervision of a registered interior designer.

The interior designer, by affixing the seal, assumes responsibility and is answerable for the quality of the work presented. Proper use of the seal is essential, not only for complying with the Interior Designers Act, but also for assuring the public that the seal represents the profession's commitment to standards of care and excellence.

For the public, the seal constitutes the distinctive mark of the registered interior designer. It must be used to identify all work prepared by, or under the direct supervision of, a registered interior designer as part of interior design services rendered to the public. It assures the document's recipient that the work meets the standards of professionalism expected of competent, experienced individuals who take personal responsibility for their judgments and decisions. The seal is important because it is a visible commitment to the standards of the profession and signifies to the public that a particular registered interior designer accepted professional responsibility for the sealed documents.

USE OF THE SEAL

The seal used on a document is the impression of the rubber stamp issued by the Interior Designers of Nova Scotia to each registered member. An interior designer must always retain full control over the use of the seal, and any reproduction of the seal so that no one can use it without explicit authorization. Such authority should not be given unless the interior designer has had direct supervision of the work. The Association of Interior Designers of Nova Scotia also allows, but does not require, registered members to use electronic seals. An electronic seal is a facsimile of the impression produced by the rubber stamp in electronic format, either scanned or created as a drawing object by a software program. The electronic facsimile must be identical in scale, shape, and content to the seal created by the rubber stamp. This impression has the same value as an impression generated by the original of the seal. A registered interior designer must at all times retain full control over the electronic version of his or her seal. A registered interior designer allowing another person to access an

electronic seal could be held liable for any use made of the seal by that person. The seal must be clear and legible when applied to the document, regardless of how it is applied. An electronic facsimile of the seal may also include an electronic facsimile of the registered interior designer's handwritten signature.

WHAT TO SEAL

Interior Designers must seal all final documents that are within the scope practice of interior design, provided as part of a service to the public.

This includes all documents containing interior design specifications, or giving opinions and instructions based on interior design judgement. Seals must be affixed to drawings, specifications, or sketches accompanying change notices and site instructions and studies containing technical information or interior design direction. Registered interior designers should also apply their seals to forms for government or regulatory authority use that specifically require a registered interior designer's seal, such as a Commitment to Review or a Letter of Undertaking.

Reports providing technical information or interior design direction to the user must be signed and sealed. Drawings bound into reports need not be sealed individually, provided the document itself is signed, sealed and dated.

WHAT NOT TO SEAL

Draft or incomplete documents and documents of a non-interior design nature (personal or business correspondence, contracts, leases, sales brochures, passport applications, etc.) should not be sealed. The registered interior designer's seal cannot be used for purposes where a notary seal is required. Contracts and other legal business documents are sealed with a corporate seal, if the business entity is a corporation. If not, signatures suffice.

WHO SEALS

The registered interior designer who is taking professional responsibility for the work must seal documents. This is generally the registered interior designer, who provided the largest contribution to preparing the documents, or, where interns or staff did the work, by the interior designer who closely supervised the work.

In general, draft or preliminary documents should not be sealed and should be clearly marked as "Draft", "Preliminary", "For Review Only", "For Discussion", "Not for Construction", or some other indication that the documents are not ready for anyone to rely on the contents.

Registered interior designers should closely control such documents and not release them to anyone who might depend on the validity of the contents. If it is necessary to sign and seal preliminary documents (such as to fulfill the requirements of a regulatory agency), this guideline's recommendations for sealing final documents should be followed.
Signed and sealed preliminary documents should be clearly marked as incomplete and restricted to the particular use for which the document was released.

PROCEDURES

The registered interior designer's signature and the date on which the document was sealed, handwritten (as opposed to block letters) within or beside the stamp, must always be included. Initials alone are not acceptable. The registered interior designer's handwritten signature is an authenticating mark that complements the seal. The handwritten signature affixed to the document can be an electronic facsimile of a handwritten original, although for security reasons it is preferable that the signature and date be affixed to plans and specifications in a manner that is separate from that of the seal.
Interior design documents cannot be signed by a proxy, i.e. by another person signing on behalf of ("per") the individual identified on the seal.

SEALING DOCUMENTS

For documents covering work developed by a single registered interior designer, or by others under his/her direct supervision that registered interior designer must seal the document. For documents covering work within a single discipline but developed by several interior designers, the document should be sealed by the registered interior designer responsible for coordinating the work of the team or by the supervisory registered interior designer if he or she was sufficiently involved in overseeing the work.
Where registered interior designers review or verify documents, they should not affix their seals. Instead, they should insert their initials in a "Verified by" or "Reviewed by" box on the document. When more than one registered interior designer contributed to and had decision-making authority regarding the work, each registered interior designer willing to take responsibility may seal the document.

SHOP DRAWINGS

Generally applicable design details developed by manufacturers or standards organizations, verified by testing and/or approved by government bodies, do not need to be sealed.

However, details or designs produced by manufacturers or contractors for specific projects, or applications that require registered interior design input or judgment, needed for coordination by the registered interior designer, must be sealed, to ensure there is consistent delineation of design responsibility for all aspects of the work.

AS-BUILT AND RECORD DRAWINGS

Registered interior designers should use the following distinction between as-built and record drawings. Drawings referred to as "as-built" are prepared by a third party, or by the registered interior designer using information furnished by the contractor or other field staff. Record drawings are those prepared by the registered interior designer after verifying in detail the actual conditions of the completed project. For some projects, this verification may require frequent presence on site.

Because registered interior designers are responsible for the content of drawings bearing their seals, as-built drawings should not be sealed, since the registered interior designer is not responsible for the content of these documents.

Some of the information provided on as-build drawings might be changes authorized by the registered interior designer during construction. Other information might reflect changes initiated by other parties due to site conditions or other causes. Changes by the registered interior designer will already have been documented by change orders, sealed sketches, or sealed reports, so there is no need to seal the as-built. Where changes are by others, although the registered interior designer will have a responsibility to advise the client whether the change was the result of a safety concern or a contravention of codes or standards, the registered interior designer should not be forced to seal the documents, since to do so might imply that the changes were part of the original design. If as-built are produced by making changes to the original construction drawings, the seal should not be applied, or should be removed if already in place, and the drawings marked "as-built drawings". In place of the seal, there should be a note referencing the original sealed drawings.

Sealing of drawings with record information might imply to some parties that the registered interior designer is providing some type of warranty or certification of the construction. This is never the case, since the contractor is always responsible for construction.

USE AND CONTROL OF ELECTRONIC DOCUMENTS

Provincial Laws give legal recognition to electronic documents, even in cases where the document exists only in electronic format. Electronic documents are documents "created,

recorded, transmitted or stored in digital form or in other intangible form by electronic, magnetic or optical means or by any other means that has capabilities for creation, recording, transmission or storage similar to those means". By this definition, a drawing created using a computer drafting package, a faxed copy of a letter, and a report stored on a compact disk are all electronic documents. Recognizing that electronic documents in Nova Scotia now have the same legal force as paper documents, use of seals on electronic format documents is now allowed. This includes the use of scanned and electronically drawn seals on electronic documents and scanned copies of sealed original hardcopies. The principles applying to sealing paper documents apply equally to interior design documents created, stored, distributed, or used in electronic formats.

PROFESSIONAL RESPONSIBILITY

Professional responsibility refers to the registered interior designer's obligations to conduct themselves in accordance with the technical, legal and ethical standards of the profession, including the higher duty of care associated with professional status. Whenever individuals act in their capacity as registered interior designers, they must be prepared to answer for their conduct in discharging their obligations to the profession and to the public. The seal is an indication of who is taking professional responsibility for the content of a document. By affixing the seal, a registered interior designer agrees to take the responsibility and to be accountable for any deficiency of skill, knowledge or judgment found in his or her work. Should a complaint be made regarding a document that is alleged to demonstrate negligence or incompetence, the registered interior designer who seals the document is answerable to the Association of Interior Designers of Nova Scotia.

Accepting this responsibility is part of the commitment made by each individual when accepting The exclusive right to practise afforded by the interior designer's registration.

GUIDELINES FOR REGISTERED INTERIOR DESIGNERS REGARDING FIELD REVIEW OF CONSTRUCTION CERTIFICATES
DRAFT FOR REVIEW AND COMMENT
JUNE 2017

I FOREWARD

1) The purpose of this Guideline is to establish the procedures for Registered Interior Designers involved in complying with the requirements for the ***Field Review of Construction,*** in accordance with the 2017 Nova Scotia Building Code Regulations, Section 2.2.1.2 pursuant to Section 4 of the Building Code Act, R.S.N.S., 1989, c.46. 2012.

2) Section 2.1.1.5 of the Nova Scotia Building Code Regulations states:

   "The owner who undertakes to construct or have constructed a building or part thereof within the scope of Part 3 or Part 4 of the National Building Code of Canada shall:

   i) ensure that an architect, professional engineer, interior designer, as required, are appointed to undertake the design of the building or part thereof, and
   ii) complete and submit a letter of undertaking in the form specified in Schedule "A" for the Field Review of Construction of such buildings.

3) An effective ***Field Review of Construction process*** is achieved when there is harmony and understanding between the Designer, Owner, Authority, Constructor, and the Professional engaged to provide the field review during construction. This Guideline provides a base for that harmony and understanding and covers the portion of the project development process involving the interior designers issuance of Certificates related to the various aspects of the Field Review of Construction. The recommended procedures contained herein are intended to guide registered interior designers in the use of the various certificates identified.

4) The Field Review of Construction process, identified in the Nova Scotia Building Code Regulations and referred to in this guideline, is to be applied in the same manner whether the project is of a design tender nature or involves the "Design Build" approach.

5) This Guideline is not intended to be a legal document nor to supersede or replace contractual arrangements that are designed to satisfy specific situations. IDNS will not be responsible for any damages, howsoever caused, resulting from its use or non-use on any assignment or project.

6) The attached Schedules A, A1, A9, A11 form part of the Building Code Regulations and are to be completed, as required, to meet the requirements of this legislation.

II DEFINITIONS

Following are definitions contained in the Nova Scotia Building Code Regulations, 1997, and are to be used in reading this Guideline.

Architect	A member licensed to practice or licensee of the Nova Scotia Association of Architects
Professional Engineer	A member or licensee of the Association of Professional Engineers of Nova Scotia
Interior Designer	A member licensed to practice or licensee of the Association of Interior Designers of Nova Scotia
Code	The Nova Scotia Building Code and Regulations
Field Review of Construction	This is limited to the review of the construction work, at intervals appropriate to the stage of construction, at the project site and, where applicable, at the fabrication location where building components are fabricated for use at the project site, that the designer in their professional discretion consider necessary to determine general compliance with the design drawings accepted by the Authority having jurisdiction and all revisions thereto. Field Review of Construction does not include the coordination, quality and performance of construction.
National Building Code of Canada, 2015	The National Building Code of Canada, 2015 as issued by the Canadian Commission on Building and Fire Codes, National Research Council of Canada,

	including all revisions and errata and corrections to errata made by that body
Owner	Includes a person controlling the property under consideration and also, prima facie, the assessed Owner of the property whose name appears on the assessment role prepared in accordance with the Assessment Act

III PROCEDURAL GUIDELINES

The purpose of this Section is to encourage province and industry wide uniformity in the application of the attached Schedules in the interests of overall efficiency, effectiveness and safety.

A General

The Owner of a building who undertakes to construct a building, or part thereof, within the scope of Part 3 and Part 4 of the Code must, as part of the submission for a Building Permit, include a letter of undertaking to the Authority having jurisdiction (the appropriate Municipal Authority) for the Field Review of Construction.(See Schedule A.)

In instances where the Owner is taking responsibility for the completion of the appropriate Construction Design Certificate, the Owner must ensure the appropriate Field Review of Construction Certificates are submitted as requested. In instances where the Owner has appointed a Registered Interior Designer as the Prime Consultant to coordinate the Field Review of Construction, The Registered Interior Designer who is acting as Prime Consultant in his capacity shall complete Schedule A1, a copy of which is included in the Appendices.

B Selection of a Registered Interior Designer to Provide Services Related to the Field Review of Construction

Upon receiving a request from an Owner to be engaged to either;

1) act as the Prime Consultant in coordinating the Field Review of Construction or

2) act as the Registered Interior Designer completing the Field Review of Construction Commitment Certificates (Schedules A9 and A11 as applicable to the services being provided),

The Registered Interior Designer should identify to the Owner the appropriate duties (i.e. number of visits to the site required) commensurate with the level of service deemed appropriate by the Registered Interior Designer in keeping with the responsibility identified under the Building Code Regulations. These discussions with the Owner should ensure that the review of construction is carried out at intervals appropriate to the stage of construction so as to allow for the Interior Designer to determine general compliance with the design documents.

The Registered Interior Designer should take into account, when identifying to the Owner the specific duties to be completed, the complexity of the project as well as any special circumstances which may be relevant. Registered Interior Designers are cautioned against signing the documents contained in Schedules A1 to A11 until the terms of their engagement are agreed to.

1) A Registered Interior Designer engaged to complete the Field Review of Construction will sign a Field Review of Construction Commitment Certificate for the following aspects of the building, based on the level of involvement agreed to:
   i) Interior Design Requirement (see Schedule A9)
   This form is then submitted to the Owner, or the Prime Consultant identified under Schedule A1, to coordinate the Field Review of Construction.
   Once submitted, the Owner or the Owner's designated representative applies to the Authority having jurisdiction for a Building Permit and attaches all the relevant Commitment Certificates.

2) The Registered Interior Designer engaged to carry out the Field Review of Construction should then:
   i) Review with the Contractor and Owner the general frequency and schedule of construction review.
3) Upon completion of the field Review of Construction, the Registered Interior Designer, when deemed appropriate, will sign a Certificate (see Schedule

A11) applicable to the obligations identified in the respective Commitment Certificates. This document will then be submitted to the Owner or the Owner's designated representative.

IV RESPONSIBILITIES UNDER THE VARIOUS FIELD REVIEW OF CONSTRUCTION CERTIFICATES

A General

As provided in Section 1.3.1.3 of the NS Building Code Regulations, the Field Review of Construction by Registered Interior Designers does not include the coordination, quality and performance of construction. This is the Contractor's responsibility.

The Field Review of Construction by Registered Interior Designers is required so as to determine that the constructed works are in general compliance with the design drawings.

B Schedule A1, Inspection Commitment Certificate

The Registered Interior Designer acting as a Prime Consultant is coordinating the Field Review of Construction on behalf of the Owner will:

i) coordinate the review of shop drawings by the appropriate professionals
ii) coordinate the review of changes to the design documents which may occur during the construction phase
iii) coordinate the submission of all the relevant Certificates of Field Review of Construction.

C Schedule A9, Interior Design Requirements

This Certificate covers the Field Review of Construction for the Interior Design aspects of the project, which are within Part 3 and Part 5 of the Code and as shown in the design documents submitted to the Authority having jurisdiction

D Schedule A11, Certificate of Field Review of Construction

This Certificate confirms that the Registered Interior Designer has fulfilled their obligations as defined in the Letter of Undertaking and in the Commitment Certificate, and that the constructed works for which they are responsible are in general compliance with the design.

This certificate is submitted to the Owner or the Owner's representative as, until that is done, an Occupancy Permit will not be issued by the Authority having jurisdiction.

V APPENDICES
(refer to documents found within The Nova Scotia Building Code Regulations)

Schedule A	Letter of Undertaking
Schedule A1	Field Review of Construction Inspection Commitment Certificate - Prime Consultant
Schedule A2	Field Review of Construction Inspection Commitment Certificate - Building Design Requirements
Schedule A3	Field Review of Construction Inspection Commitment Certificate - Structural Design Requirements
Schedule A4	Field Review of Construction Inspection Commitment Certificate - Mechanical Design Requirements
Schedule A5	Field Review of Construction Inspection Commitment Certificate - Electrical Design Requirements
Schedule A6	Field Review of Construction Inspection Commitment Certificate - Fire Suppression Systems Design Requirements
Schedule A7	Field Review of Construction Inspection Commitment Certificate - Geotechnical Design Requirements
Schedule A8	Field Review of Construction Inspection Commitment Certificate - Plumbing Design Requirements
Schedule A9	Field Review of Construction Inspection Commitment Certificate - Interior Design Requirements
Schedule A10	Field Review of Construction Inspection Commitment Certificate - Resource Conservation measures - Energy
Schedule A10	Certification of Field Review of Construction