

**ACTION PLAN - YEAR 2 PROGRESS UPDATE**  
**DEPT OF LANDS & FORESTRY: HUNTING & FISHING GUIDES**

As per the following Action Plan Progress Report and FRPA Review Officer comments, of the 13 compliance areas originally identified in the [May 2021 FRPA review report](#), 2 (Areas 4 and 8) have now been addressed and the remaining 11 are in progress. Full compliance is expected to be demonstrated in the Year 3 progress report, **due May 5, 2024**.

**ACTION PLAN TIMELINES:**

<b>TIMELINES FOR ACTION PLAN PROGRESS UPDATES</b>					
<b>Due Date</b>	<b>Action Plan Deadline</b>	<b>Action Plan Progress Update 1</b>	<b>Action Plan Progress Update 2</b>	<b>Action Plan Progress Update 3</b>	
Actual Completed Date	2021-01-14	2022-05-17	2023-05-10	2024-05-05	

**ACTION PLAN:**

<b>ACTION PLAN – AREA #1:</b>	<b>Response to FRPA Review Questions #1 &amp; 2:</b>
<b>FRPA SECTIONS:</b>	<b>Sections 6, 7(a), (c), 9(a), 16(3)(a), (b) and (g)</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	Areas of non-compliance to be addressed in an action plan are as follows: - provide clear instructions on what documentation must accompany applications - ensure that information regarding registration requirements and how requirements are to be met is clear and easily accessible in the public domain through print and electronic media.
<b>REGULATOR ACTION PLAN:</b>	- Update the application process for Hunting, Fishing and Master Guide, identifying documentation that must accompany the application and ensure this information aligns with Regulations - Update Policy/Procedure - Update the Guide website information at novascotia.ca/natr/hunt - Provide information on who provides training, details of training program, acceptable equivalencies, documentation required for equivalencies or will be accepted as proof of experience
<b>INTENDED COMPLETION DATE:</b>	- Sept 30 2021 for process and information updates - Mar 31 2022 for updated Policy/Procedures - June 30 2022 for website updates
<b>Year 1: Action Plan update. Due: 2022-05-05</b>	Application process was updated in the review and update of the Guides Policy and Procedures Guides Policy and procedures have been reviewed and updated, waiting for senior management approval before being distributed. Website work is scheduled for Fall 2022/Winter 2023
<b>FRPA Review Officer Comments:</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required until complete.
<b>Year 2: Action Plan update. Due: 2023-05-05</b>	A new system is being developed for the public to submit an application for Hunting, Fishing and Master Guide in NS. This new system will specify what information needs to be provided, and applicants will be able to submit documents electronically for review. This system and website is scheduled to be launched/updated September 2023.
<b>FRPA Review Officer Comments (2023-05-10):</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required <b>on or before May 5, 2024</b> . Full compliance is expected by that time.

<b>ACTION PLAN – AREA #2:</b>	<b>Response to FRPA Review Question #3:</b>
<b>FRPA SECTIONS:</b>	<b>Sections 6, 7(a), (c), 9(a), 16(a), (b) and (g)</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	<p>Areas of non-compliance to be addressed in an action plan are as follows:</p> <ul style="list-style-type: none"> <li>- ensure that information regarding registration requirements and how requirements are to be met by <b>applicants who received their qualifications outside of Canada</b> is clear and easily accessible in the public domain through print and electronic media.</li> <li>- provide clear instructions on what documentation must accompany applications</li> </ul>
<b>REGULATOR ACTION PLAN:</b>	<ul style="list-style-type: none"> <li>- Update the application process for Hunting, Fishing and Master Guide, identifying documentation that must accompany the application for people who received training outside of Canada and ensure this information aligns with Regulations</li> <li>- Update Policy/Procedure</li> <li>- Update the Guide website information at novascotia.ca/natr/hunt - Provide clear information on acceptable equivalencies, documentation required for equivalencies or will be accepted as proof of experience for training that occurred outside of Canada.</li> </ul>
<b>INTENDED COMPLETION DATE:</b>	<ul style="list-style-type: none"> <li>- Sept 30 2021 for process and information updates</li> <li>- Mar 31 2022 for updated Policy/Procedures</li> <li>- June 30 2022 for website updates</li> </ul>
<b>Year 1: Action Plan update. Due: 2022-05-05</b>	<p>Application process was updated in the review and update of the Guides Policy and Procedures</p> <p>Guides Policy and procedures have been reviewed and updated, waiting for senior management approval before being distributed.</p> <p>Website work is scheduled for Fall 2022/Winter 2023</p>
<b>FRPA Review Officer Comments:</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required until complete.
<b>Year 2: Action Plan update. Due: 2023-05-05</b>	A new system is being developed for the public to submit an application for Hunting, Fishing and Master Guide in NS. This new system will specify what information needs to be provided, and applicants will be able to submit documents electronically for review . This system and website is scheduled to be launched/updated September 2023
<b>FRPA Review Officer Comments (2023-05-10):</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required <b>on or before May 5, 2024</b> . Full compliance is expected by that time.

<b>ACTION PLAN – AREA #3:</b>	<b>Response to FRPA Review Question #4:</b>
<b>FRPA SECTIONS:</b>	<b>Sections 3, 6, 7(a), (c), 9(a), 16(a), (b) and (g)</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	<p>Areas of non-compliance to be addressed in an action plan are as follows:</p> <ul style="list-style-type: none"> <li>- ensure that information about registration requirements and how requirements are to be met by <b>applicants who received their qualification outside NS but within Canada</b> is clear and easily accessible in the public domain through print and electronic media.</li> <li>- ensure that information about registration requirements and how requirements are to be met by <b>applicants registered in another Canadian jurisdiction</b> are based on certificate-to-certificate recognition and are clear and easily accessible on the public domain through print and electronic media.</li> <li>- provide clear instructions on what documentation must accompany applications</li> </ul>
<b>REGULATOR ACTION PLAN:</b>	<ul style="list-style-type: none"> <li>- Complete a jurisdictional review across Canada of Guiding certification requirements</li> <li>- Create registration requirements for applicants who received qualifications outside of NS but within Canada. To be aligned with CFTA (there is no exception in place for Guiding)</li> <li>- Update Policy/Procedures to address the transfer of Canadian credentials to Nova Scotia</li> <li>- Update the Guide website information at novascotia.ca/natr/hunt - Provide clear information on process and documentation required for the transfer of credentials.</li> </ul>
<b>INTENDED COMPLETION DATE:</b>	<ul style="list-style-type: none"> <li>- Mar 31 2022 for jurisdiction review and creation of requirements for applicants</li> <li>- Mar 31 2022 for updated Policy/Procedures</li> <li>- June 30 2022 for website updates</li> </ul>
<b>Year 1: Action Plan update. Due: 2022-05-05</b>	<p>Jurisdiction review has been completed.  Registration requirements have been identified for applicants outside of Nova Scotia, but within Canada.  Policy/Guidelines work for the transfer of Canadian credentials slated for Fall 2022/Winter 2023  Website work is scheduled for Fall 2022/Winter 2023</p>
<b>FRPA Review Officer Comments:</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required until complete.
<b>Year 2: Action Plan update. Due: 2023-05-05</b>	A new system is being developed for the public to submit an application for Hunting, Fishing and Master Guide in NS. This new system will specify what information needs to be provided, and applicants will be able to submit documents electronically for review. This system and website is scheduled to be launched/updated September 2023
<b>FRPA Review Officer Comments (2023-05-10):</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required <b>on or before May 5, 2024</b> . Full compliance is expected by that time.

<b>ACTION PLAN – AREA #4:</b>	<b>Response to FRPA Review Question #6:</b>
<b>FRPA SECTIONS:</b>	<b>Sections 9(b), 16(3)(c)</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	Areas of non-compliance to be addressed in an action plan are as follows: - document guidelines that describe alternatives that would be acceptable when documentation that must accompany an application cannot be obtained for reasons beyond the applicant's control
<b>REGULATOR ACTION PLAN:</b>	- Create a list of acceptable alternative documentation that would be accepted if original documentation cannot be provided (proof of training course, previous licenses held, statement of attestation, etc)
<b>INTENDED COMPLETION DATE:</b>	Sept 30, 2021
<b>Year 1: Action Plan update. Due: 2022-05-05</b>	In progress - Guides wanting to transfer credentials to NS must be certified as a guide through taking actual guide training. Some provinces you can purchase a guide license with no training program required. If the applicant has completed guide training certification training, they may qualify for transfer of guiding credentials. Each applicant is reviewed in an individual basis.
<b>FRPA Review Officer Comments:</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required until complete.
<b>Year 2: Action Plan update. Due: 2023-05-05</b>	Completed.
<b>FRPA Review Officer Comments (2023-07-14):</b>	Based on additional information provided by e-mail on July 12, 2023, compliance with the above cited FRPA Sections was determined.

<b>ACTION PLAN – AREA #5:</b>	<b>Response to FRPA Review Questions #8 &amp; 9:</b>
<b>FRPA SECTIONS:</b>	<b>Sections 16(3)(h)</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	<p>Areas of non-compliance to be addressed in an action plan are as follows:</p> <ul style="list-style-type: none"> <li>- document a description of the accommodation practices for applicants which includes: <ul style="list-style-type: none"> <li>- how to request an accommodation</li> <li>- guidelines regarding types of accommodations</li> </ul> </li> <li>- ensure that practices are adaptable if a new situation arises</li> </ul>
<b>REGULATOR ACTION PLAN:</b>	<ul style="list-style-type: none"> <li>- Create a description of accommodations that are provided to the public as part of the training and application process – in consultation with NS Guides Assoc.</li> <li>- Provide this information on the website</li> <li>- Update Policies/Procedures with this information</li> </ul>
<b>INTENDED COMPLETION DATE:</b>	<ul style="list-style-type: none"> <li>- Sep 30 2021 for process and information updates</li> <li>- Mar 31 2022 for updated Policy/Procedures</li> <li>- June 30 2022 for website updates</li> </ul>
<b>Year 1: Action Plan update. Due: 2022-05-05</b>	<p>Completed - description of accommodations provided to the public  Policy/Guidelines work for accommodations - slated for Fall 2022/Winter 2023  Website work is scheduled for Fall 2022/Winter 2023</p>
<b>FRPA Review Officer Comments:</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required until complete.
<b>Year 2: Action Plan update. Due: 2023-05-05</b>	In progress
<b>FRPA Review Officer Comments (2023-05-10):</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required <b>on or before May 5, 2024</b> . Full compliance is expected by that time.

<b>ACTION PLAN – AREA #6:</b>	<b>Response to FRPA Review Questions #10 &amp; 11:</b>
<b>FRPA SECTIONS:</b>	<b>Sections 7(a), (d), 16(3)(b) and (i)</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	Areas of non-compliance to be addressed in an action plan are as follows: - document all criteria that are used to assess whether requirements for certification have been met - ensure that information is clear and easily accessible in the public domain through print and electronic media.
<b>REGULATOR ACTION PLAN:</b>	- Document assessment criteria in conjunction with NS Guides Association, establish benchmarks - Create a service agreement with NS Guides that outlines service expectations (for both government and NS Guides), accountabilities - Post information to website
<b>INTENDED COMPLETION DATE:</b>	- Mar 31 2022 for assessment criteria - Sept 30 2022 for website updates - Service Agreement: Mar 31 2022
<b>Year 1: Action Plan update. Due: 2022-05-05</b>	In progress
<b>FRPA Review Officer Comments:</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required until complete.
<b>Year 2: Action Plan update. Due: 2023-05-05</b>	In progress – delays have been encountered due to higher priority department legal requirements.
<b>FRPA Review Officer Comments (2023-05-10):</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required <b>on or before May 5, 2024</b> . Full compliance is expected by that time.

ACTION PLAN – AREA #7:	Response to FRPA Review Question #12:
<b>FRPA SECTIONS:</b>	<b>Sections 8(c), 10(1)</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	Areas of non-compliance to be addressed in an action plan are as follows: - document a process to ensure that applicants who are not granted registration are provided with a written decision that includes the reasons why registration has been denied - ensure that information about the internal review process is provided to applicants who have not been granted registration.
<b>REGULATOR ACTION PLAN:</b>	- Develop written response template for transfer of credentials denial. - Update Policy/Procedure with this information/template
<b>INTENDED COMPLETION DATE:</b>	- Sept 30 2021 for process and information updates - Mar 31 2022 for updated Policy/Procedures
<b>Year 1: Action Plan update. Due: 2022-05-05</b>	Response template is in progress Policy/Guidelines work slated for Fall 2022/Winter 2023
<b>FRPA Review Officer Comments:</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required until complete.
<b>Year 2: Action Plan update. Due: 2023-05-05</b>	Completed.
<b>FRPA Review Officer Comments (2023-07-14):</b>	Compliance with the above cited FRPA Sections could not be determined based on the above response or from the additional information provided by e-mail on July 12, 2023. Therefore, another update will be required <b>on or before May 5, 2024</b> . Full compliance is expected by that time.  To comply, the regulating body only needs to provide a statement confirming compliance with the following:  <i>8 A regulating body shall  (c) where registration is not granted, provide written decisions that include reasons to applicants within a reasonable time respecting registration decisions...</i>  <i>10 (1) Where a regulating body does not grant registration to an applicant, the regulating body ...shall inform the applicant of the internal review process and of the procedures and time frames for the internal review.</i>

<b>ACTION PLAN – AREA #8:</b>	<b>Response to FRPA Review Question #13:</b>
<b>FRPA SECTIONS:</b>	<b>Sections 8(d) and 16(3)(k)</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	Areas of non-compliance to be addressed in an action plan are as follows: - consider opportunities that might be available to support future success such as referral to a relevant training program, practice exam, etc. - provide information with respect to measures or programs that may be available to assist unsuccessful applicants in obtaining certification, at a later date
<b>REGULATOR ACTION PLAN:</b>	- Written response for denial of credentials will include information on what is required to become a successful applicant or obtain proper certification at a later date.
<b>INTENDED COMPLETION DATE:</b>	- Sept 30 2021 for process and information updates - Mar 31 2022 for updated Policy/Procedures
<b>Year 1: Action Plan update. Due: 2022-05-05</b>	Response template is in progress
<b>FRPA Review Officer Comments:</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required until complete.
<b>Year 2: Action Plan update. Due: 2023-05-05</b>	Completed.
<b>FRPA Review Officer Comments (2023-07-14):</b>	Compliance with the above cited FRPA Sections was determined based on information found on this regulating body's website.



<b>ACTION PLAN – AREA #9:</b>	<b>Response to FRPA Review Questions #14 &amp; 15:</b>
<b>FRPA SECTIONS:</b>	<b>Sections 7(a), 10(1)(2)(4) and 16(3)(m)</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	<p>Areas of non-compliance to be addressed in an action plan are as follows:</p> <ul style="list-style-type: none"> <li>- document a clearly defined process for an internal review of the registration decision which includes: <ul style="list-style-type: none"> <li>- procedures</li> <li>- timeframes</li> <li>- opportunities the applicant has to provide new information and to make submissions in support of their position (e.g. documented evidence, hearing, etc.)</li> </ul> </li> <li>- ensure that information on the internal review process is clear and easily accessible in the public domain through print and electronic media</li> <li>- document the timeline and process by which an applicant who has been denied registration is informed about the procedures and time frames for the internal review.</li> </ul>
<b>REGULATOR ACTION PLAN:</b>	<ul style="list-style-type: none"> <li>- Internal Review Process to be developed and incorporated in the review denial response for Q12 and Q13.</li> <li>- Website to be updated and timelines identified to applicants/public.</li> </ul>
<b>INTENDED COMPLETION DATE:</b>	March 30 2023
<b>Year 1: Action Plan update. Due: 2022-05-05</b>	Not yet started
<b>FRPA Review Officer Comments:</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required until complete.
<b>Year 2: Action Plan update. Due: 2023-05-05</b>	Not yet started.
<b>FRPA Review Officer Comments (2023-05-10):</b>	As noted by the regulating body, this area is incomplete. Therefore, another update will be required <b>on or before May 5, 2024</b> . Full compliance is expected by that time.

<b>ACTION PLAN – AREA #10:</b>	<b>Response to FRPA Review Question #16:</b>
<b>FRPA SECTIONS:</b>	<b>Sections 12 and 16(3)(j)</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	<p>Areas of non-compliance to be addressed in an action plan are as follows:</p> <ul style="list-style-type: none"> <li>- develop and document a clearly defined process under which requests for access to records will be considered, including:</li> <li>- the process by which an applicant may make a request</li> <li>- any limitations with regards to access</li> <li>- any fees associated with the request</li> </ul>
<b>REGULATOR ACTION PLAN:</b>	<ul style="list-style-type: none"> <li>- Create a process for clients to request access to documents related to registration/application for Guides Training/Certification</li> <li>- Post to website</li> </ul>
<b>INTENDED COMPLETION DATE:</b>	March 30 2023
<b>Year 1: Action Plan update. Due: 2022-05-05</b>	Not yet started
<b>FRPA Review Officer Comments:</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required until complete.
<b>Year 2: Action Plan update. Due: 2023-05-05</b>	Not yet started
<b>FRPA Review Officer Comments (2023-05-10):</b>	As noted by the regulating body, this area is incomplete. Therefore, another update will be required <b>on or before May 5, 2024</b> . Full compliance is expected by that time.

<b>ACTION PLAN – AREA #11:</b>	<b>Response to FRPA Review Questions #17 &amp; 18:</b>
<b>FRPA SECTIONS:</b>	<b>Sections 10(5) and 16(3)(n)</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	Areas of non-compliance to be addressed in an action plan are as follows: - document the process that is used to ensure that no one who acted as a decision-maker in a registration decision may act as a decision-maker in an internal review of the same decision - include in the description of the internal review process a statement to the effect that no one who acted as a decision maker in a registration decision may act as a decision maker in an internal review of the same decision
<b>REGULATOR ACTION PLAN:</b>	- In the documentation of the review process, identify who the internal reviewers will be (cannot be the decision-maker).
<b>INTENDED COMPLETION DATE:</b>	March 30 2023
<b>Year 1: Action Plan update. Due: 2022-05-05</b>	Not yet started
<b>FRPA Review Officer Comments:</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required until complete.
<b>Year 2: Action Plan update. Due: 2023-05-05</b>	Not yet started
<b>FRPA Review Officer Comments (2023-05-10):</b>	As noted by the regulating body, this area is incomplete. Therefore, another update will be required <b>on or before May 5, 2024</b> . Full compliance is expected by that time.

<b>ACTION PLAN – AREA #12:</b>	<b>Response to FRPA Review Question #19:</b>
<b>FRPA SECTIONS:</b>	<b>Sections 10(3)</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	Areas of non-compliance to be addressed in an action plan are as follows: - ensure that the internal review process includes a requirement for decision makers to provide applicants with a written decision that includes reasons - the internal review process describes the timeframe for a decision to be communicated to the applicant
<b>REGULATOR ACTION PLAN:</b>	- Include written decision requirements for internal review process and applicable timelines for an internal review to be completed.
<b>INTENDED COMPLETION DATE:</b>	March 30 2023
<b>Year 1: Action Plan update. Due: 2022-05-05</b>	Not yet started
<b>FRPA Review Officer Comments:</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required until complete.
<b>Year 2: Action Plan update. Due: 2023-05-05</b>	Not yet started
<b>FRPA Review Officer Comments (2023-05-10):</b>	As noted by the regulating body, this area is incomplete. Therefore, another update will be required <b>on or before May 5, 2024</b> . Full compliance is expected by that time.

<b>ACTION PLAN – AREA #13:</b>	<b>Response to FRPA Review Question #20:</b>
<b>FRPA SECTIONS:</b>	<b>Sections 11, 16(3)(p)</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	Areas of non-compliance to be addressed in an action plan are as follows: - ensure that individuals acting as decision-makers in internal reviews receive training on conducting an internal review. - develop a plan and document training provided to individuals who make internal review decisions
<b>REGULATOR ACTION PLAN:</b>	- identify and put in place training for internal review staff.
<b>INTENDED COMPLETION DATE:</b>	March 30 2023
<b>Year 1: Action Plan update. Due: 2022-05-05</b>	Not yet started
<b>FRPA Review Officer Comments:</b>	As noted by the regulating body, this area is a work in progress. Therefore, another update will be required until complete.
<b>Year 2: Action Plan update. Due: 2023-05-05</b>	Not yet started.
<b>FRPA Review Officer Comments (2023-05-10):</b>	As noted by the regulating body, this area is incomplete. Therefore, another update will be required <b>on or before May 5, 2024</b> . Full compliance is expected by that time.

SIGNATURE OF THE AUTHORIZED MEMBER OF THE REGULATING BODY:

2023-09-11

X 

Signed by: Sandra Johnston

Name (print): \_\_\_\_\_

DATE: Click or tap to enter a date.