

INSTRUCTION SHEET
Application For Resolution of a Question
(Trade Union Act, Section 30)

This form can be used to apply to the Labour Board for a resolution of a question under Section 30 of the Trade Union Act

By filing this application, the applicant claims that:

- That the applicant or another trade union have entered into a recognition agreement or it forms part of the collective agreement with the respondent.
- A question has arisen as to whether a recognition agreement represents or represented a majority of employees in the unit defined in the agreement.

Important to note:

- Do not modify this form.
- This form must be completed in its entirety and properly signed before the application will be processed. The authority to sign an application is dealt with in Section 5 of the Trade Union Act.
- Applications may be delivered by email, personal service, or by registered mail or other similar mail services.
- If an application is filed on a Saturday, Sunday, or holiday, it will be deemed to be filed on the following business day, as set out in the *Trade Union Act General Regulations*.

Useful resources are available at <https://novascotia.ca/lae/labourboard/>, including:

- [The Nova Scotia Trade Union Act and Regulations](#)
- [Labour Board Rules of Procedure](#)
- [Past decisions of the Labour Board \(CanLII\)](#)
- [Information Bulletin: Dispute Resolution Alternatives](#)

Applications can be submitted to:

Labour Board
1601 Lower Water Street, 3rd Floor
PO Box 202
Halifax NS B3J 2M4
Email: labourboard@novascotia.ca

Access

The Board aspires to provide services that are universally accessible. Once your application is submitted, the Board will contact you to provide information about the process. Any accessibility requests that you have can be discussed at that time including language translation and any accommodation that may be required. The Labour Board does not provide legal advice. You may want to contact the [Legal Information Society of Nova Scotia](#) for legal assistance.

Privacy Statement

Any personal information requested in this form is collected under the authority of the Nova Scotia *Trade Union Act* (“TUA”) and the Nova Scotia *Freedom of Information and Protection of Privacy Act* (“FOIPOP”). It is collected for the purpose of processing your Application to the Labour Board. The collection, use and disclosure of this information is managed under the TUA and FOIPOP. Any information provided to the Board may be shared with all parties affected by this application, subject to the discretion and policies of the Board. The Board’s decision in this matter will be published online on CanLII and Carswell, both of which are publicly accessible databases.

SECTION A – CONTACT INFORMATION

We need to know how to reach the individuals involved in this application. Fill out as much of this section as possible. It is your responsibility to update the Board if there are any changes in your contact information.

TRADE UNION INFORMATION

If the party is a council of trade unions, provide the full name and address of each constituent union of the council.

Full Legal Name of Union:		Local No.:
Contact Person and Position:		
Gender Pronouns:	Phone No.:	
Email Address:		
Street Address:		
Town/City:	Province:	Postal Code:

If applicable, fill out the following information related to the Union’s Counsel and Law Firm:

Law Firm Name:		
Counsel Name:		
Gender Pronouns:	Phone No.:	
Email Address:		
Street Address:		
Town/City:	Province:	Postal Code:

EMPLOYER INFORMATION

Full Legal Name of Employer:		
Contact Person and Position:		
Gender Pronouns:	Phone No.:	
Email Address:		
Street Address:		
Town/City:	Province:	Postal Code:

If applicable, fill out the following information related to Employer’s Counsel and Law Firm:

Law Firm Name:		
Counsel Name:		
Gender Pronouns:	Phone No.:	
Email Address:		
Street Address:		
Town/City:	Province:	Postal Code:

SECTION B – APPLICATION CONFIRMATION

The Applicant is:

- The Trade Union
- The Employer

SECTION C – APPLICATION DETAILS

1. The recognition agreement in question is between the respondent and:

- Another Trade Union
- The Applicant(s)

2. The name and address of that other trade union is:

3. Is the recognition agreement part of a collective agreement:

- YES**
- NO**

4. The termination date, if any, of the recognition agreement or the collective agreement of which it is a part of is: _____

5. Copy of recognition agreement or collective agreement:

A copy of the recognition agreement or collective agreement of which it is a part of is attached.

A copy of the recognition agreement or collective agreement of which it is a part of is not attached.

6. The employer:

Has posted a copy of the recognition agreement made per s30 of the Act, with an enclosed affidavit confirming posting.

Has **not** posted a copy of the recognition agreement made per s.30 of the Act, with an enclosed affidavit confirming posting but provides an explanation below:

7. Other facts relevant to the question that has arisen regarding the alleged recognition agreement are:

If the Applicant is signing alone on behalf of the union:

I have attached a copy of the resolution authorizing the undersigned to sign this application, pursuant to s. 5 of the Trade Union Act

OR

A current copy of an authorization (e.g., a resolution) is already on file with the Board.

IMPORTANT: This application must be completed in full, with all necessary documents attached. An incomplete application form will not be processed. Note that, except where protected by statute or Board policy, all information collected in this application form will be shared with other parties involved in this matter. Also, note that the decision of the Board may be posted online to searchable legal databases including Carswell and CanLII.

I/We _____
(print full name(s) of the applicant(s))

declare that the statements made and information given herein are true in substance and in fact and I/we make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and made by virtue of the *Canada Evidence Act*.

DECLARED before me at:)	
)	
_____, Nova Scotia)	
)	
this _____ day of _____,)	_____
)	Applicant's Signature
)	
20_____.)	
)	
)	
_____)	_____
)	Applicant's Signature
To be declared before a commissioner for taking)	
Affidavits or any person authorized by law to administer)	
an oath)	