

INSTRUCTION SHEET

Application For Accreditation

(Trade Union Act, Section 97 - Construction Industry)

This form can be used to apply to the Board for accreditation as the bargaining agent for unionized employers in a geographic area engaged in a particular sector of the construction industry.

By filing this application, the applicant claims that they are an employers' organization within the meaning of section 92(g) of the Trade Union Act.

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*.
- This application can be filed in relation to the construction industry.

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](#)
- [Policy Statement – Work and the Employer in the Construction Industry](#)

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.

APPLICANT INFORMATION (Party Making This Application)

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

APPLICANT COUNSEL INFORMATION (if applicable)

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

RESPONDENT(S) INFORMATION

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

OTHER PARTY CONTACT INFORMATION

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

SECTION B – DESCRIPTION OF ACCREDITATION CLAIM

1) Provide a detailed description of the unit of unionized employers that the applicant claims to be appropriate for accreditation:

(Include the sector(s) of the construction industry claimed and the geographic area affected.)

2) Identify the suitability of the unit described in paragraph above, including history of collective bargaining, if any, of the applicant and respondent:

3) What is the approximate number of unionized employers in the unit described in question 1? _____

4) Provide the name and address of any other employers' organization, trade union or council of trade unions which may have an interest in this application.

SECTION C – OTHER INTERESTED PARTY

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

SECTION D – ATTACHED DOCUMENTATION

1. Attached is a copy of the constitution, rules, and by-laws of the application employer's organization and marked as "Exhibit A":

- YES
- NO

2. Provide reasons if the constitution, rules or by-laws are not attached:

3. Is a list of the duly elected officers of the applicant employer's organization attached and marked as "Exhibit B"?

- YES
- NO

4. If no, explain why the duly elected officers of the applicant employer's organization are not attached:

5. Is a list of the unionized employers for the sector and area applied that designates the trade union for each bargain and those who are members in good standing of the applicant employer's organization attached and marked as "Exhibit C"?

- YES
- NO

6. Provide reasons if the list of unionized employers is not attached:

7. Statutory declarations for each member of the applicant in the sector and area applied need to be signed by a person or persons authorized in accordance with Section 5 of the *Act* to sign a collective agreement on behalf of the member employer to state that the member employer has vested authority in the applicant employer's organization to enable it to discharge the responsibilities of an accredited bargaining agent. Are the statutory declarations as described above attached in alphabetical order and marked as "Exhibit D"?

YES

NO

8. If the statutory declarations are not attached, provide explanation:

9. Is a copy of the resolution authorizing the undersigned to sign this application pursuant to Section 5 of the *Trade Union Act* attached and marked "Exhibit E"?

YES

NO

10. If the resolution authorizing the applicant is not attached, provide explanation:

11. Does the applicant intend to rely on paragraph (b) of subsection (3) of Section 95 of the *Act*?

YES

NO

12. If **yes to question 11**, is material verified by statutory declaration demonstrating that employees employed by unionized employers in the geographic area and sector being applied for is attached and marked "Exhibit F".

YES

NO

13. If no statutory declarations are attached, provide explanation:

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 _____,)
)
)
20____.)
)
)
)
_____)
To be declared before a commissioner for taking affidavits or any)
person authorized by law to administer an oath)

Applicant's Signature

Applicant's Signature