

# INSTRUCTION SHEET

## Application For Declaration Terminating Accreditation as Bargaining Agent (Trade Union Act, Section 98 - Construction Industry)

### This form can be used to terminate an accreditation.

By filing this application, the applicant claims that the Respondent no longer represent the employers in the unit of employers for which it is the bargaining agent.

### Important to note:

- Do not modify this form.
- 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](#)
- [Policy Statement – Work and the Employer in the Construction Industry](#)

### Applications can be submitted to:

Labour Board  
1601 Lower Water Street, 3<sup>rd</sup> Floor  
PO Box 202  
Halifax NS B3J 2M4  
Email: [labourboard@novascotia.ca](mailto: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

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

### APPLICANT'S LEGAL COUNSEL INFORMATION

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:

### RESPONDENT(S) INFORMATION

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

**SECTION B – APPLICATION DETAILS**

- 1) Provide a detailed description of the unit of unionized employers for which the Respondent is the bargaining agent:

- 2) Approximate number of unionized employers in the unit described in question 1:

- 3) Approximate number of employees employed by the employers in the unit described in question 1:

- 4) Where the application is made under Section \_\_\_\_\_ of the Act:

a. What is the date of the Respondent’s accreditation certification? \_\_\_\_\_

- 5) Where the application is made under Section \_\_\_\_\_ of the Act:

a. What is the expiry date of the collective agreement between the respondent and the trade union or council of trade unions? \_\_\_\_\_

**SECTION C – RELEVANT DOCUMENTS**

1. The applicant submits with the application documents that show that the employers in the unit have voluntarily signified in writing that they no longer wish to be represented by the respondent:

- YES
- NO

If no, explain below:

2. Approximate number of employees employed by the employer(s) who have voluntarily signified in writing that they no longer wish to be represented by the Respondent: \_\_\_\_\_

3. Identify any other relevant information

**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