

INSTRUCTION SHEET

Notice of Intervention (*Trade Union Procedure Regulations, s.15*)

This form can be used to provide information about a party or parties that want to ask the Board to permit them to intervene in an active matter before the Board in the *Trade Union Procedure Regulations* as described.

By filing this Notice of Intervention, the applicant claims that they have an interest in a matter that is active before the Board, and they would like to apply for intervener status.

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.
- 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*.
- There are time limits for filing this notice of intervention under s.15 under the *Trade Union Procedure 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 \(CanLII\)](#)

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 Notice 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 Notice, subject to the discretion and policies of the Board. The Board’s decision in this matter will be posted online to CanLII and Carswell, which are publicly accessible databases.

SECTION A – CONTACT INFORMATION

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

PERSON APPLYING TO BE INTERVENER #1

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

PERSON APPLYING TO BE INTERVENER #2

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

SECTION B – DETAILS OF APPLICATION BEFORE THE BOARD TO BE INTERVENED**TRADE UNION DETAILS**

Full Legal Name of Applicant:		
Gender Pronouns:	Phone No.:	
Email Address:		
Street Address:		
Town/City:	Province:	Postal Code:

EMPLOYER DETAILS

Employer Full Legal Name:		
Contact Person and Position:		
Gender Pronouns:	Phone No.:	
Email Address:		

SECTION C – REASONS AND GROUNDS FOR INTERVENTION IN APPLICATION

Please provide the reasons why you want to participate in the proceeding as an intervener. In deciding whether to allow a person to participate in all or part of the proceedings as an intervener, the Board may consider any of the following factors set out in Rule 4 of the Board’s Rules of Procedure

- a) the nature of the case,
- b) the issues,
- c) whether the person has a genuine interest in the issues,
- d) the likelihood of the person being able to make a useful and different contribution to the Board’s understanding of the issues,
- e) delay or prejudice to the parties, and
- f) any other matter it considers relevant.

(Please use additional blank pages if needed)

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*.

Appellant Signature

DATED this _____ day of _____, 20_____.
(day) (month) (year)