

# **Nova Scotia Apprenticeship Agency Cook Trade Advisory Committee**

## **Terms of Reference**

### **1. Introduction**

Under the authority of the *Nova Scotia Apprenticeship Agency Operating Charter*, the Nova Scotia Apprenticeship Agency Board (the Board) shall seek the advice and recommendations where appropriate from industry by establishing trade advisory committees (TACs) in order to advise and make recommendations to the Minister regarding the apprenticeship system.

This Terms of Reference (ToR) shall govern the activities of the Cook Trade Advisory Committee (TAC).

### **2. Mandate**

The Cook TAC will advise, make recommendations and provide supporting rationale to the Agency Board on:

- the application to designate Institutional Cook as a trade;
- the policy parameters for the Cook and potentially Institutional Cook trades.
- enhancing employer, journeyperson, and apprentice participation in the Cook and potentially the Institutional Cook trades as listed in the purpose; and
- The TAC may be responsible to develop a workplan, including deliverables and timeframes for approval by the Board.

The Atlantic Apprenticeship Harmonization Project (AAHP) is underway to align the rules, processes, and standards for apprenticeship in the four Atlantic Provinces. The result of this project will be more consistency and efficiency in the way people enter the trades and work toward certification. Atlantic Trade Advisory Committees (ATACs), consisting of industry and training representatives, appointed by the Agency Board continue to support the work of the AAHP. Additionally, there is a national initiative, through the Canadian Council of Directors of Apprenticeship (CCDA) to harmonize trades. All harmonization activities are outside of the mandate of this TAC and will not be revisited unless input is requested.

### 3. Purpose

The Cook TAC will advise and make recommendations to the Agency Board on the following tasks:

- Review the application to designate Institutional Cook as a trade;
- Review and verify trade-specific labour market information and outlooks;
- Review the scope of the Institutional Cook occupation regarding a training pathway that leads to trade certification;
- Advise on other matters as assigned by the Board;
- identify ways to increase employer engagement in the Cook and Institutional Cook trades.

### 4. Membership

The Cook TAC will be comprised of no fewer than 4 persons, at least one of whom is an employer representative and one of whom is an employee representative.

TAC members are to be *actively involved* in the related trade/industry. *Actively involved* means: currently working in the related trade(s); working in a supervisory role with apprentices and/or journey person(s) in the related trade(s); or, considered appropriate for TAC membership by the Board.

In addition to being a qualified person, a person appointed by the Board to the Cook TAC must be reflective of the balance of interests in relation to the issue that is the subject of the TAC's mandate and represent both the Cook and Institutional Cook trades.

#### **The Chair, working in collaboration with the Agency staff:**

- a) will convene and chair TAC meetings and communicate the results of the TAC, and any recommendation(s), to the Board;
- b) will liaise with the College (if necessary) and the Board;

- c) will approve prepared agendas;
- d) will follow-up on action items as required;
- e) will review and approve meeting minutes prior to distribution;
- f) can deem any meeting require mandatory in person attendance based on his/her discretion (with reasonable notice to members); and
- g) can request validation of criteria at any time from a Committee member.

The Board may fill a vacancy on the Committee by appointing a person to fill the former Committee Member's unexpired term.

## **5. Governing Principles**

- a) The role of the TAC is advisory in nature. It will provide advice and recommendations to the Board and the Board of Governors of the NSCC through the Dean of Trades and Technology of the NSCC.
- b) Meetings of the TAC will be supported by the Agency without prejudice to the issues at hand. This includes preparing meeting documentation, recording minutes and other meeting output, making all logistical arrangements for all meetings of the TAC and government officials and other stakeholders.
- c) All advice and recommendations will be arrived at by consensus.
- d) Meeting quorum will consist of fifty percent (50%) of the current voting membership (excluding vacant seats), plus the Chair of the TAC.
- e) TAC members are to encourage open and forthright examination of all issues and, when conflict arises among competing interests, act in the greatest interest of Nova Scotians.
- f) TAC members are to ensure public interest is considered in its decisions and actions.
- g) The TAC may request input from agency staff and such other stakeholder, expert and members of the industry as it deems advisable to fulfill the TAC's mandate.

## 6. Roles and Responsibilities of the Members

Committee members are entrusted to direct the activities of the TAC in the interest of the Cook occupation. Individual committee members are expected to:

- a) adhere to the TAC's ToR;
- b) participate in good faith in all the activities of the TAC and attempt to achieve consensus in all recommendations the TAC may deliberate on;
- c) review and consider all documentation prepared for or by the TAC;
- d) as appropriate, maintain strict confidentiality with respect to the business and discussions of the TAC, and materials provided to or produced by the TAC;
- e) communicate the status and decisions of TAC to industry and other stakeholders as per Board policy and as directed by the Board;
- f) be aware of concerns, challenges, and perspectives of other Committee members and stakeholders in order to participate in Committee discussions on a basis consistent with their role;
- g) attend meetings either in person or via teleconference / video conference;
- h) be prepared for Committee meetings and represent views and perspective of their industry constituents as well as their own. Once individual views are communicated, Committee members are expected to work together to achieve consensus;
- i) be equally responsible and accountable for providing direction and oversight for all aspects for the recommendation to the Board;
- j) be bound to support recommendations made by the Committee in communicating with internal and external stakeholders;
- k) provide reasonable advance notice to the Chair in the event they cannot attend a scheduled TAC meeting;
- l) notify the Chair of the Committee regarding changes to their eligibility criteria; and

- m) provide feedback on the effectiveness of the Committee through the completion of an evaluation.

## **7. Meetings**

- a) The Chair shall call a maximum of 10 meetings with an end date of March 31<sup>st</sup>, 2018.
- b) The inaugural meeting of the TAC will require that all members be available. Meetings could be held by teleconference call or videoconference (unless otherwise directed by the Chair – see section 4).
- c) Agendas for all meetings will be prepared by the Chair and circulated to members in a timely manner in advance of the meeting date.
- d) Non-voting persons may be permitted to attend and participate in discussions in an advisory role when deemed necessary by the members of the TAC.
- e) Locations for meetings should take the travelling convenience and availability of the group members into consideration.
- f) Meetings of the TAC will be supported by the Agency without prejudice to the issues at hand. This includes preparing meeting documentation, recording minutes and other meeting output, and making all logistical arrangements for all meetings of the TAC.
- g) Agency staff will also provide support to the TAC members in the drafting of a final report and recommendations to the Board.
- h) The time commitment for the completion of the TAC mandate and tabling of recommendations should extend no more than March 31<sup>st</sup>, 2018 and may be fulfilled sooner.

## **8. Attendance**

Committee members are expected to be available for the meetings for at least three (3) consecutive meetings. If a member of the TAC fails to attend three (3) consecutive meetings without reasonable cause, the Chair will notify the Chair of the Board and the membership status will be reviewed by the Board.

## 9. Decision Making

All advice should be made by consensus. In the event the TAC is unable to reach a consensus, divergent views/positions will be noted in meeting minutes. If consensus cannot be reached, then the options will be presented to the Board.

## 10. Remuneration and Expenses

Each member and the Chair of a TAC shall be paid remuneration and shall be reimbursed for actual and reasonable expenses necessarily incurred by them in fulfilling their duties as members of the TAC as follows:

- a) \$200 for each TAC meeting that exceeds 3.5 hours in length and involves preparatory time on behalf of the member to participate fully in the meeting;
- b) \$100 for each TAC that exceeds 30 minutes and less than 3.5 hours in length;
- c) TAC members who travel over 200kms to attend TAC meetings will receive a travel amount of \$200 roundtrip in addition to actual and reasonable expenses incurred during travel (there are standards per diem amounts for meals and fuel); and
- d) any member traveling less than 200kms may claim travel expense only (\$0.4379 per kilometer).

## 11. Accountability

The TAC will be accountable to the Board and provide regular progress reports to the Board. Although TAC members will be expected to conduct themselves as independent advisors, an affiliation with apprenticeship activities will enable a strong foundation for the provision of advice as it pertains to the Cook occupation.

If a TAC member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Committee Chair.

All TAC members are required to sign the Code of Practice as required by board policy.

## **Nova Scotia Apprenticeship Agency Cook Trade Advisory Committee**

### **Code of Practice**

As a Cook Trade Advisory Committee Member, I agree to:

- Be an ambassador and representative of the Agency
- Attend meetings on a regular basis and prepare in advance of the meeting
- Contribute to the Committee’s perspective and wisdom by sharing knowledge and experience
- Listen and consider the opinions of others
- Encourage diversity and inclusiveness as they pertain to the Committee’s mandate
- Support decisions that are made by the Committee
- Treat Committee matters confidentially, as appropriate, and respect communications protocol
- Declare conflicts of interest as required
- Conduct myself in a manner consistent with the Operating Charter

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

