

2014

Fish Harvesters Registration and Certification Board of Nova Scotia

Governance Policy

December 2014



GOVERNANCE POLICIES AND PROCEDURES

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The structure and mandate of the Fish Harvesters Registration and Certification Board Nova Scotia are defined by the Fish Harvesters Registration and Certification Act and the bylaws. The following governance policies and procedures have been created to further define the Fish Harvesters Registration and Certification Board of Nova Scotia.

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1. Mandate, Purpose and Objectives

a. Vision

To have a system in place that will register and certify fishermen in the Province of Nova Scotia, along with improving skills and knowledge and strengthening a training and safety culture amongst fishermen

b. Mandate

The mandate of the Fish Harvesters Registration and Certification Board of Nova Scotia is to administer a registration and certification system and coordinate training for fish harvesters in Nova Scotia.

c. Purpose

The purpose of the board is to

- Register and certify fish harvesters in the Province of Nova Scotia;
- Establish certification criteria based on the knowledge, skills and experience of fish harvesters;
- Fund and coordinate training opportunities to improve the safety and knowledge of fish harvesters; and
- Promote the sustainability and economic viability of the fishing industry

d. Objectives

The objectives of the board are to

- Improve capacity of fishermen
- Improve the image of work in the fishery
- Promote and strengthen a training and safety culture amongst fishermen

e. Role and Responsibilities

The role of the board is to

- operate and maintain a fish harvester registration system;
- issue registration certificates to fish harvesters who meet the registration criteria and who pay the applicable fee;
- develop, fund and coordinate training courses for fish harvesters;
- issue written confirmation of individual fish harvester training and skill development courses;
- identify and access funding sources to assist fish harvesters with training and skills development
- advise the federal and provincial governments regarding
 - training and skills development,
 - the safety of fish harvesters,
 - product value return to participants, and

- the improvement of the capacity of fish harvesters to support, and optimize fish quality improvements;
- improve the image of fish harvesting as a viable career option; and
- adopt a Code of Ethics for fish harvesters in relation to training.

2. BOARD STRUCTURE AND RESPONSIBILITIES

2.1 Board Structure

The number of directors shall not be fewer than eight directors and no more than fifteen directors representing geographical areas and industry fleet sectors, elected by fish harvester's organizations and other fish harvester groups recognized by the Minister (Nova Scotia Department of Fisheries and Aquaculture) (See Appendix 1). The elected officers of the organization are the Chair, Vice-Chair, Treasurer, Secretary and one member at large. The Fish Harvesters Registration and Certification Board of Nova Scotia also invite representation from a number of departments to sit on the board as advisory (non-voting). The departments and agencies represented are:

1 representative - Nova Scotia Department of Fisheries and Aquaculture

1 representative - Nova Scotia Department of Labour and Advanced Education

2 representatives - Fisheries and Oceans Canada - Maritimes Region and Gulf Region

1 representative - Transport Canada

1 representative - post secondary education training institution

2.2 Terms of Office

Directors of the board shall be elected for an initial term of 3 years and are eligible for re-election.

- Directors shall be limited to 2 consecutive terms on the board, but may be eligible for re-election after a minimum of one-year.
- Directors shall retire from office at the end of each annual general meeting following the completion of such directors' term at which time their successors are elected. Retiring directors shall be eligible for re-election.
- Notwithstanding original elections, and regarding re - election one-third shall be elected for a term of one year, one-third shall be elected for a term of 2 years and one-third shall be elected for a term of 3 years.

- The appointment of a person to fill a vacancy on the board shall be made in keeping with the criteria for re - election.
- If a director resigns his/ her office or ceases to be a representative of the harvesting sector, his/her office as director shall be deemed vacated and the vacancy shall be filled for the un-expired portion of the term by the board of Directors from among representatives of their respective harvesting sector.

2.3 Criteria of a Director

Directors are to be elected from within their zone and fleet sector. Directors are to be either registered with the board or are a representative of a fish harvester's organization in Nova Scotia. In the case of a representative of a fish harvester's organization who have members that are registered with the board, a letter from the membership would need to be on file which endorses the individual to represent them. Directors are to be under the understanding that they are there to represent the interests of all fishermen in Nova Scotia not just their particular area, fleet sector or association and are to bring to the table suggestions and views that represent a broad view of fishermen.

2.4 Selection of Directors

Transition Board - In order to maintain continuity the working group of the Fish Harvesters Registration and Certification Board of Nova Scotia will be identified as the Transition Board starting in 2015 (see Appendix 2 for a list of the working group). The transition board will be identified as the board for a total of 3 year in order to support the startup of the organization. During the three year period the transition board will begin election of directors from each of the zones. Members of the transition board will still qualify for position on the board after the three year period, as long as they meet the criteria of a director.

Directors are to be elected from within their zone and are based on fleet sector and geographical representation. The process for the election of directors will be conducted in the following manner:

- An election committee will be formed (3 members) from the Transition Board of the Fish Harvester Registration and Certification Board of Nova Scotia.

- The election committee will request the Minister to identify recognized fish harvester organizations in each of the zones that would be eligible to vote.
- This committee will work with each of the zones identified to seek nominations from within each zone, keeping in the spirit of the criteria for directors
- The committee will then screen the nominations in each of the zones to make sure the nominee meets the director criteria. An election will take place within each zone and the results will be recommended to the Transition Board of the Fish Harvesters Registration and Certification Board of Nova Scotia
- Those elected from each of the zones will then be ratified by the transition board at the Annual General Meeting and will be considered the directors of the Fish Harvesters Registration and Certification Board of Nova Scotia for 2018.
- Replacement of directors will follow the criteria as listed in Section 2.5 of this document

2.5 Recruitment and Replacement of Directors

Recruitment and replacement of directors will be based on geographical area and fleet sectors. The Election Committee will, as director vacancies occur or are anticipated, contact the necessary zone for nominations. That said zone will put forward names which follow the criteria for directors. The Election Committee shall review those names put forward by the zone and determine if they meet the criteria of a director. An election will then be held in the zone in order to fill the vacancy. The individual elected will be invited to the next meeting of the board after the election and the board will motion the individual as a director. The Election Committee will maintain a file of all interested candidates who have been so reviewed.

2.6 Orientation of New Directors

New Board members shall receive a thorough orientation to their position within one month of becoming a member of the Board. Each new member shall also be assigned a more experienced member as a “buddy” or guide to help integrate the new member and answer any questions he or she may have about Board procedures. Orientation includes but is not limited to:

- The history, mandate and objectives
- by-laws and governance policy
- An overview of funding sources and activities
- Role, structure and functions of the Board
- Board member Oath of Office & Confidentiality Agreement, Code of Conduct and conflict of Interest policies
- Procedural guidelines for Board meetings
- Procedures for Board member expenses
- Introduction to key staff

2.7 Conflict Resolution

Directors are commonly recruited to bring diverse views on issues to board debates and decision-making. Constructive disagreements between directors are encouraged in a well-functioning board. They can generally be managed by following proper rules of procedure and encouragement of good listening skills. However, in the heat of director debate, disagreements sometimes degenerate into serious conflict on issues or between personalities.

The chair is responsible for managing such conflicts. A neutral director or third party should be selected if the chair is a party to the conflict. It is important to identify early on whether the conflict is based on the immediate issue at hand or has deeper roots based on differences in personal values and history, personalities, personal or political agendas, gender or culture.

2.7.1 Managing Issues-Based Conflict

The following techniques are suggested to assist in managing issue-based conflicts:

1. Acknowledge the value and importance of divergent views in informing decision making;
2. Practice and encourage good listening skills, understanding and respect. Clarify the ground rules for effective communication: confidentiality of discussions, allowing others to have their say, listening to understand, group ownership of problems and solutions, focus on issues rather than personalities or personal attacks;
3. Assist the parties in defining the issue. State what you understand to be the substance of the issue and seek agreement between them on a clear definition of the issue. Name the problem!;
4. Seek agreement on the objectives, outcomes or decisions sought by placing this item on the board agenda;
5. Assist the disputants to identify and expand points of agreement;

6. Assist them in identifying why this issue is important to them rather than encouraging more debate on who has the best solution/idea;
7. Ask each to 'step into the other's shoes' and 'role play' the debate from the other's Perspective;
8. Paraphrase or summarize the discussions repeatedly until they've reached consensus on points of agreement and disagreement;
9. Encourage both parties and other board members to suggest new insights or compromises. Seek agreement on a compromise;
10. Re-state the favoured solution. Check with both parties to see if it is acceptable and will allow them to resolve the matter;
11. Table the item to be dealt with after a 'cooling off' period either later in the meeting, at a future meeting of the board or privately with the parties outside a board meeting.

2.7.2 Managing Personality-Based Conflict

The following techniques, in addition to those suggested for managing issue-based conflicts, are offered to assist in managing conflicts based on personality, personal or political agendas, or other more deeply rooted factors too time-consuming and disruptive to deal with during board meetings:

1. Do not waste valuable board time and energy in attempting to resolve such conflicts at the board table;
2. Meet with the parties individually outside the board meetings to express concern about the negative effect of their conflict on board deliberations, attempt to define the issues and seek a resolution of the conflict;
3. Meet with the parties together to determine whether an accord can be reached between them that will allow the board to function effectively with their continued membership. Seek to mediate their conflicts;
4. In the event that such an accord cannot be reached then suggest that either or both parties consider resigning their positions as directors of the corporation;
5. Recommend disciplinary action to the board in the event that resignations are not forthcoming.

2.8 Committees

Ad hoc committees or working groups, such as the Election Committee, or Registration Fee Committee may be established by the Board from time to time to carry out certain tasks or make recommendations to the Board on specific issues. Ad hoc committees should be automatically disbanded by Board motion when the task is completed or no longer relevant. Committee membership

should provide for balanced views of the geographical area and industry fleet sectors. Terms of Reference outlining committee membership, mandate and procedures are required for all committees. The Board Chair and Executive Director are ex-officio members of all committees.

Committees have an advisory function to the Board. They do not speak or act for the Board unless such authority is formally delegated, is time-limited, and is for specific purposes.

They do not have any authority to direct staff although they may, through the board, ask the Executive Director to allocate resources in support of committee activities. Ad-hoc committees may be established until a specific task is completed.

2.9 Director Expenses

Directors are entitled to be reimbursed for expenses occurred during activities required to carry out their duties on behalf of the Board.

- a) Mileage and meal rates will be in accordance to NS Provincial rates and will be updated periodically;
- b) All Director expenses must be documented on an expense form.

2.10 General Responsibilities of the Board

The Fish Harvesters Registration and Certification Board of Nova Scotia is incorporated under the Fish Harvesters Registration and Certification Board Act and it is the responsibility of the directors to govern the affairs of the board within the framework of this act. The Fish Harvesters Registration and Certification Board of Nova Scotia are given the legal authority and responsibility for the achievement of the organization's mission, for its stability and for provision of systematic linkage with other organizations engaged in the pursuit of similar objectives, and the community at large. It is responsible for ensuring that it has adequate information to monitor major areas of performance.

The directors, in fulfilling its responsibilities for the governance of the Board, oversee the management of the Board's finances. The Directors ensure the proper and adequate fulfillment of this duty through its Treasurer acting on behalf of and reporting to the Board.

2.11 Major Duties of the Board

- Oversee development and approval of a long-term plan and approve annual budgets and operating plans;

- Define and/or safeguard the organizational mandate, objectives and operating guidelines within which it expects the Board to be administered, and to review these periodically;
- Select and support an Executive Director to whom the responsibility for administration of the Board is delegated;
- Review and evaluate regularly the performance of the executive director on the basis of a specific job description and approved objectives;
- Seek and secure sufficient resources for the Board to finance its programs adequately;
- Ensure prudent and proper management of the Board's resources;
- Approve and periodically review personnel policies within which human resources will be managed;
- Establish guidelines within which management may negotiate pay and benefits agreements with staff;
- Participate in board of director meetings and committee meetings as necessary.
- Oversee the development and approval of an annual training plan for the organization. This plan will outline what training is supported, who will qualify for training and subsidizes, training development supported, coordination of training, and tracking of completed training.

2.12 Due Diligence - Responsibilities of Individual Directors

Each director is expected to become an active participant in a body that functions effectively as a whole. In addition to assisting in the exercise of the major duties of the Board outlined above, directors are responsible to exercise due diligence in the performance of their duties. They are responsible to:

- Be informed of the articles of incorporation under which the Board exists (Fish Harvesters Registration and Certification Board Act), its by-laws, mandate, objectives, code of conduct, and policies as they pertain to the duties of a Director;
- Keep generally informed about the activities of the Board;
- Attend Board meetings regularly, serve on committees of the Board and contribute from personal, professional and life experience to the work of the Board;
- If a director is unable to attend a meeting of the board they are required to notify the Executive Director or Chair of the board signifying their regrets. Directors who miss two or more meetings will receive notice and could be subject to termination of their elected position on the board;
- Exercise the same degree of care, diligence and skill that a reasonably prudent person would show in comparable circumstances;
- Offer their personal perspectives and opinions on issues that are the subject of board discussion and decision;

- Voice, clearly and explicitly at the time a decision is being taken, any opposition to a decision being considered by the Board;
- Maintain solidarity with fellow directors in support of a decision that has been made in good faith in a legally constituted meeting, by directors in reasonably full possession of the facts. Maintain respect for all fellow Directors at all times and work in a spirit of collegiality and co-operation;
- Work with the staff of the Fish Harvester Registration and Certification Board of Nova Scotia on committees of the Board;
- Know and respect the distinction in the roles of Board and staff consistent with the principles underlying these governance policies;
- Exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with the Board's By-laws and policies.

2.13 Oath of Office and Confidentiality

Respect for confidentiality is the cornerstone of trust and confidence. All matters dealt with by the Board during in-camera meetings and matters related to personnel must be held in strictest confidence. Confidentiality means Directors may not relate such matters to anyone including immediate family members. The duty of confidentiality continues indefinitely after a Director has left the Board. Board members shall agree to an Oath of Office and Confidentiality upon joining the Board of Directors.

2.14 Code of Conduct

Fish Harvesters Registration and Certification Board of Nova Scotia and staff are expected to comply with the prescribed Code of Conduct that encourages the development of a spirit of collective decision-making, shared objectives and shared ownership of and respect for Board decisions.

Directors and staff of the organization will at all times conduct themselves in a manner that:

- Supports the objectives of the Fish Harvesters Registration and Certification Board of Nova Scotia
- Serves the overall best interests of the Board rather than any particular constituency
- Brings credibility and good will to the Board
- Respects principles of fair play and due process
- Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances
- Respects and gives fair consideration to diverse and opposing viewpoints

- Demonstrates due diligence and dedication in preparation for and attendance at meetings, special events and in all other activities on behalf of the Board
- Demonstrates good faith, prudent judgement, honesty, transparency and openness in their activities on behalf of the Board
- Ensures that the financial affairs of the Board are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities and public trusteeship
- Avoids real or perceived conflicts of interest
- Conforms with the By-law and policies approved by the Fish Harvesters Registration and Certification Board of Nova Scotia, in particular this Code of Conduct, the Oath of Office and Confidentiality and Conflict of Interest policies
- Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of the Board's business
- Communicates professionally with other directors and ensures that sensitive information is not distributed outside the Fish Harvesters Registration and Certification Board of Nova Scotia environment

2.15 Conflict of Interest Policy

Directors of the Fish Harvesters Registration and Certification Board of Nova Scotia shall act at all times in the best interests of the Board rather than particular interests or constituencies. This means setting aside personal self-interest and performing their duties in transaction of the affairs of the Society in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Board. Directors shall serve without remuneration. No director shall directly or indirectly receive any profit from his/her position as such, provided that directors may be paid reasonable expenses incurred by them in the performance of their duties. The pecuniary interests of immediate family members or close personal or business associates of a director are considered to also be the pecuniary interests of the director.

2.15.1 Definition of Conflict of Interest:

- Directors are considered to be in a "conflict of interest" whenever they themselves, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position on the Board;
- A conflict of interest may be "real", "potential" or "perceived"; the same duty to disclose applies to each;
- Full disclosure in itself, does not remove a conflict of interest.

2.15.2 Principles for Dealing with Conflict of Interest:

- a) The Director must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the board or its committees deal with the matter at issue;
- b) If the Director is not certain he/she is in a conflict of interest position, the matter may be brought before the Chair, Executive Committee or Board for advice and guidance;
- c) If there is any question or doubt about the existence of a real or perceived conflict, the Board will determine by vote if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote;
- d) It is the responsibility of other Directors who are aware of a real, potential or perceived conflict of interest on the part of a fellow Director to raise the issue for clarification, first with the Director and, if still unresolved, with the Board Chair;
- e) The Director must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and unless otherwise decided by the Board, must leave the meeting room for the duration of any such discussion or vote;
- f) The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the person left and returned to the meeting shall also be recorded.

2.15.3 Examples of Conflict of Interest on the part of a Director:

- a) Any circumstance that may result in a personal or financial benefit to a director or his family, business associate or friend. This includes, but is not limited to, accepting any payment for services rendered to the corporation, including contracted work or honoraria; accessing financial or other resources for personal use, i.e. transportation, training costs, supplies, equipment, etc;
- b) Personal interests which conflict with the interests of clients or are otherwise adverse to the interests of the Board;
- c) Seeking, accepting or receiving any personal benefit from a supplier, vendor, or any individual or organization doing or seeking business with the Board;
- d) Being a Director or staff of another organization which might have material interests that conflict with the interests of the Board or its clients; and, dealing with matters on one Board which might materially affect the other Board;
- e) Any involvement in the hiring, supervision, grievance, evaluation, promotion, remuneration or firing of a family member, business associate or friend of the director;
- f) Individuals who serve as directors on the same board with members of their family or others with whom they have a direct business or personal relationship will be subject to an immediate perception of apparent conflict of interest.

2.16 Disposition of Complaints and Disputes involving Directors

- a) The Executive Committee, in a meeting duly called for the purpose, shall review any complaints that a director has violated any provision of the By-laws, Governance Policies, Code of Conduct, Oath of Office & Confidentiality Agreement;
- b) The Executive Committee shall similarly review disputes between directors of the Board that interfere with the ability of the Board to carry on its business;
- c) Complaints of a grave nature may be referred to an independent arbiter;
- d) Allegations of illegal activity shall be immediately referred to police, child welfare or other appropriate authorities for investigation. Any director against whom such allegations are made shall take a leave of absence from the Board pending completion of the investigation;
- e) The review of such complaints or disputes shall include an opportunity for the members concerned to present their positions. Executive Committee members who originate or are the subject of such complaints or disputes must declare their conflict and absent themselves from such meetings;
- f) Every attempt should be made to resolve such matters expeditiously and fairly;
- g) The recommendations regarding resolution of such matters shall be brought to the Board for approval;
- h) The ruling of the Board shall be final. Should the director refuse to abide by the ruling the Board may table the matter pending determination of disciplinary action. Such action may include formal or informal censure by the Chair or the board, suspension or a request for the director's resignation.

2.17 Voting

The board will work on consensus when dealing with issues that require motions and/or votes. Items that would require the board to vote would be in relation to making approvals to such things as agenda, minutes, financials, training plans, officers and directors. Other items in relation to registration and certification as deemed necessary may be voted on as well. The chair will try and reach consensus when a vote is conducted. If consensus isn't reached, the chair will ask for a show of hands or a secret ballot will be conducted.

2.18 Reporting to the Minister

As outlined in Section 16 of the Fish Harvesters Registration and Certification Board Act, the Board shall annually prepare and submit to the Provincial Minister of Fisheries an annual report of the activities and operations for the Board during the preceding fiscal year. The report must include the audited

financial statements of the Board, the financial projections for the following year and any other information that the Minister requests.

Upon receipt of the annual report the Minister shall table the report in the House of Assembly within fifteen sitting days following receipt thereof or, if the Assembly is not then sitting, within fifteen days of the commencement of the ensuing sitting.

3. ROLE OF THE OFFICERS OF THE BOARD

Officers of the Board are in the service of the Board. Individual officers may not act in place of the Board except when acting together as an Executive Committee in accordance with the bylaws.

3.1 Chair

The role of the Chair is to ensure the integrity of the Board's processes. The Chair shall be responsible for the effectiveness of the board and shall perform other duties as assigned by the directors.

- a) The Chair presides as the 'manager' of the Board's activities, ensuring that the Board follows its own rules and those legitimately imposed upon it by statute or regulation. Since most of the work of the Board will be done during regularly scheduled Board meetings, the Chair is responsible for ensuring that the work is conducted efficiently and effectively. The Chair has no authority to make decisions outside the by-laws or the parameters of policies created by resolution of the Board;
- b) The Chair, will set the agendas for meetings of the Board with input from the directors of the Board and with the assistance of the Executive Director;
- c) The Chair will plan the conduct and timing of Board meetings in conjunction with the Executive Director and will chair meetings of the Board and Executive Committee;
- d) The Chair will ensure that the Directors are properly informed about the operations of the Board and have the information and opportunity necessary to come to decisions on matters within its mandate;
- e) The Chair will be the Board's primary liaison with the Executive Director, who is responsible for the execution of Board policy and directives, and for determining the means, organizational structure and management processes necessary to achieve the corporate objectives;
- f) The Chair will act as public and media spokesperson for the Board as required.

3.2 Vice Chair

In addition to assuming the duties of the Chair during his/her absence, illness or incapacity, or when the Chair may request him/her to do so, the Vice-Chair shall perform other duties prescribed from time to time by the Board, coincident to the office.

3.3 Treasurer

The Treasurer shall monitor the financial activities of the Board; ensure that complete and accurate records are kept of all of the Board's financial matters in accordance with generally accepted accounting practices; act as a signing authority for the Board as approved in the By-law or by resolution of the Board; provide the Board, monthly or as otherwise required, a report of all financial transactions and of the financial position of the Board; recommend a competent auditor or external reviewer to be appointed annually; and, collaborate with the auditor or external reviewer and Executive Director in review and presentation of annual audited financial statements. The Treasurer will be responsible to present the financials at a board of directors meeting or annual general meeting. He/She will ask for a motion of approval.

3.4 Secretary

The Secretary shall ensure that all secretarial functions are performed for the Board and Executive Committee, and those records are kept of all proceedings and transactions. The Secretary is the custodian of the corporate seal and of all official books, papers, records, documents and correspondence of the Society. S/He shall:

Oversee the keeping of records of meetings, policies, and any other records required by law.

- Have custody of the Seal, if any, which may be affixed to any document upon resolution of the board of directors;
- Ensure that minutes are taken at all regular and special meetings of the Board of Directors;
- Ensure that copies of minutes and agendas are circulated to directors prior to each meeting;
- Maintain, or ensure the maintenance of, the files and records of the board to be passed on to future officers and ensure the security and confidentiality of all such files and records.
- File with the Province of Nova Scotia:
 - Within fourteen (14) days of their election or appointment, a list of directors with their addresses, occupations, and dates of appointment or election

- A copy of every special resolution within fourteen (14) days after the resolution is passed; and
- Have other duties as assigned by the board.

The directors may also appoint a Recording Secretary

- Who is responsible for taking minutes of all board meetings, and
- Who need not be a director.

3.5 Officer at Large

One of the officers shall be the Officer at Large. The Officer at Large shall be responsible for duties as assigned by the board.

4. Registration Guidelines

Fish Harvester Registration System

The Fish Harvesters Registration and Certification Board of Nova Scotia (FHRCBNS) have a responsibility to register and certify fish harvesters. Fish Harvesters have a choice to either register with the Fish Harvesters Registration and Certification Board of Nova Scotia or Fisheries and Oceans Canada. There are benefits (access to training, information resources) to registering with the FHRCBNS, as fish harvesters will be able to access the programs and services offered by the board. The first initial step is to register with the FHRCBNS and pay the applicable fee. Fish Harvesters would then be considered a registrant. The second step is to be certified at a level that the fish harvester is qualified to be certified at. This level would either be a “Certified Professional Fish Harvester” “Professional Fish Harvester”, “Certified Apprentice” or “Apprentice”. The Fish Harvesters Registration and Certification Board of Nova Scotia (FHRCBNS) shall establish and keep a registry of all fish harvesters, who meet the registration criteria and pay the applicable annual fee as defined in the registration guidelines.

4.1 Registration Criteria

The registration criteria is that you are an active participant in the commercial fishery, and a Canadian Citizen, or a permanent resident (landed immigrant), or a foreign crew member who is the holder of a valid work permit and working on a Canadian fishing vessel.

Please note that fish harvesters under age 16, and for those fishing licenses issued under the Aboriginal Communal Fishing Licence Regulations are not required to register with the FHRCBNS but can register if they choose.

4.2 Registration Categories of Fish Harvesters

All fish harvesters registered with the FHRCBNS shall be in the same registration category. Each fish harvester is identified by a registration number.

4.3 Registration Certificate

A fish harvester's certificate would be identified as the registration card issued by the FHRCBNS. This card would identify that the fish harvester is registered with the board.

- a) The registration card will list the fish harvesters:
 - i. Full Name
 - ii. Registration Number
 - iii. Certification Level
 - iv. Expiry Date of Registration

4.4 Fish Harvesters Registration Fees

The FHRCB shall charge an applicable annual fee of \$50 for the registration and certification of a fish harvester.

4.5 Process for Changing the Annual Registration and Certification Fee

Any changes made to the annual fee charged for registration and certification would have to be supported by the board and the Minister of Fisheries in the Province of Nova Scotia. A committee would be established with a minimum of 5 people. These 5 people would be made up of directors (3) and industry at large (2). The committee would develop options for change and these suggested options would be presented to the full board of directors for consideration. Opportunity for feedback would be given. If there is identified support for change, it would have to be made at an annual general meeting of the board.

4.6 Payment Options

The FHRCBNS would offer payment options for the **collection of registration and certification fees**. Options proposed are cheque, money order, cash, and

credit card. Collection of fees would be done via mail, in person or through the phone. Future consideration to online payment options may be put forward.

4.7 Fish Harvester Registration Process

During the transition year, a letter would be sent, with assistance from Fisheries and Oceans Canada to all Personal Fishing Registration (PFR) holders in Nova Scotia, with an option to register with the FHRCBNS. This letter would state the process for registering with the FHRCBNS. The letter would include a registration form (Appendix 3) and a section that would allow the potential registrant to authorize the FHRCBNS to access their registration information with Fisheries and Oceans Canada for the purpose of registering and certifying.

- ❖ If the fish harvester decides to continue to register with Fisheries and Oceans Canada, the same process will follow as outlined by DFO.
- ❖ If the fish harvester decides to register with the FHRCBNS, a **Registration Card** would be issued to the individual and it would state the certification level they are certified at, along with their name, registration number and a sticker indicating the year it is valid for.
- ❖ This Registration Card would be wallet size. This card would be valid for one year (calendar year). The individual would be required to renew this each year.
- ❖ During subsequent years, a renewal form would be mailed to each individual registered, in which they would have to complete the form, and make payment to the board.
- ❖ A sticker would be returned to the registrant, in which they would place it on to the card in order to show its validity for the year.
- ❖ If a card is lost or misplaced the individual would have to request a new one. A fee would be charged for replacement of a card.

4.8 Registration Certificates and Certification Records

The FHRCBNS office would **maintain records** on individuals in relation to registration, certification status and training participation. This information would be captured on the renewal application form which is completed by the registrant each year. Also included on the form will be authorization to provide information to Fisheries and Oceans Canada on registration, certification status and demographics only. Records would be maintained electronically and a hard copy would be stored. Information collected would be held in confidence and

only used for the intended purposes. This information would be used to register the individual, determine the certification level they are certified at and their previous and current training participation. When required, information collected would be shared with Fisheries and Oceans Canada in relation to registration and certification status in order to assist in their licensing program. The FHRCBNS will abide to the rules under the Freedom of Information and Protection of Privacy Act of Nova Scotia when it comes to personal information gathered as part of the registration and certification process.

An **administrative agreement** will be signed between Fisheries and Oceans Canada and the FHRCBNS to confirm the sharing of registration/demographic information on all fish harvesters registered. Since fish harvesters would currently have the option of registering with either Fisheries or Oceans Canada or the FHRCBNS and both parties would still have interest in information concerning who is participating in the commercial fishing industry, this agreement would be a necessity.

4.9 List of Applicable Fees

Annual Fee for Registration and Certification	\$50
Replacement of a Lost/Misplaced Registration Card	\$15

5. Certification Guidelines

5.1 Certification System

The Fish Harvesters Registration and Certification Board of Nova Scotia (FHRCBNS) have a responsibility to register and certify fish harvesters. The first initial step is to register with the FHRCBNS and pay the applicable fee. The second step is to be certified at a level that the registrant is qualified to be certified at.

The intent of certification for the FHRCBNS is to certify members at a level that they qualify to be certified at. The FHRCBNS will be certifying members at four different levels –**Certified Professional Fish Harvester, Professional Fish Harvester, Certified Apprentice and Apprentice**. Each level has criteria that the registrant must meet to be certified at that level. The certification process gives opportunity for the FHRCBNS to recognized fish harvesters experience and training obtained.

Every registrant who applies for certification and meets the criteria as set out in the certification guidelines will be certified at the appropriate certification level.

Role of the Registrar: The registrar of the FHRCBNS will assess each registrant to determine which level they will be certified at. In the coming into force of the program, the existing industry will be “grandfathered” into the new certification levels. If a registrant requests to move to a higher certification, the registrar will review that they meet the qualifications at that certification level.

Role of the Training Coordinator: As part of the certification process it will also be the role of the training coordinator to provide each registrant with information on training requirements which are set out by his/her fleet sector. This information will help registrants obtain the necessary training that they are required to have as set out by either provincial or federal government departments. The training coordinator will conduct a training needs assessment to identify what training is needed by the individual.

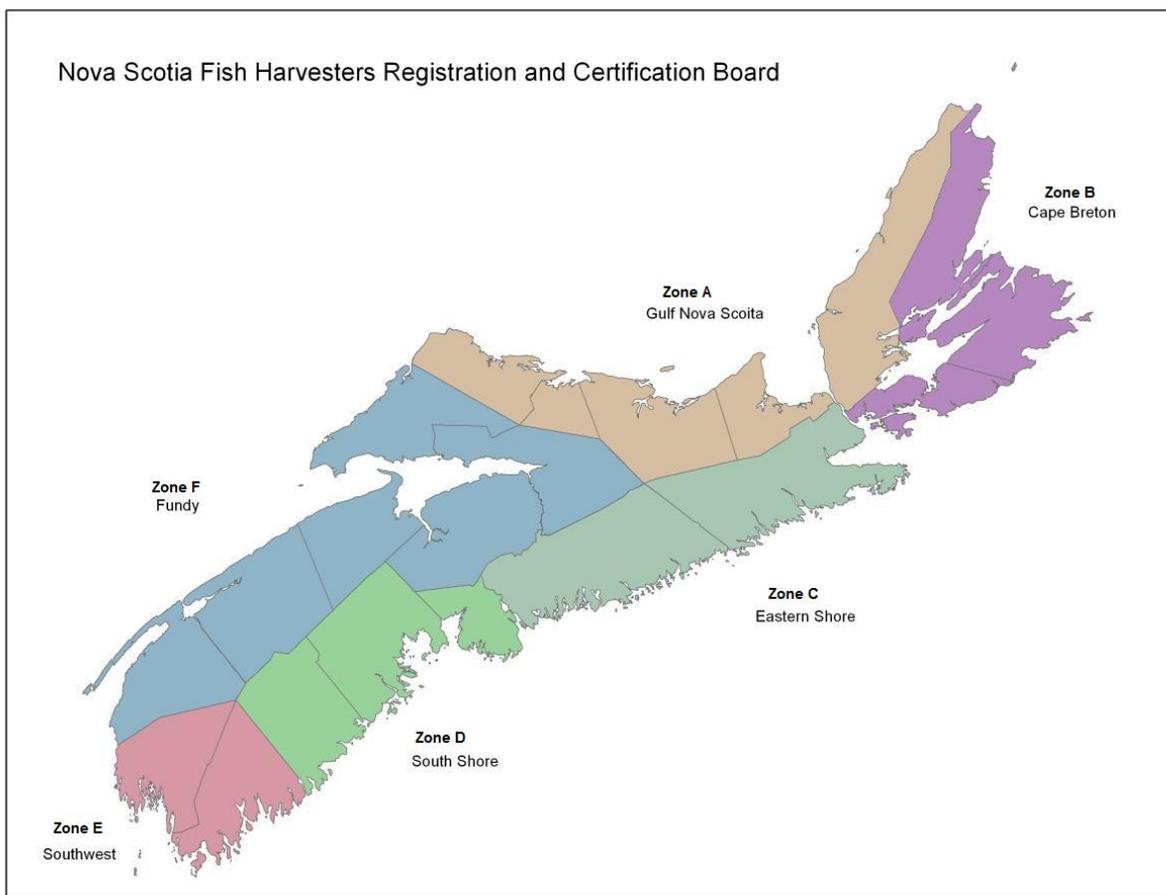
Process for change – The board recognizes the importance of monitoring current labour market demands and the need to have criteria that is reflective of the labour force. No changes would be made unless there was support by the board. In order to consider a change to the criteria which would have impact on registrants from a particular geographical area (ie: season qualification) a committee would be established with a minimum of 3 directors and membership/associations from that particular geographical area. This committee would make recommendations for change and present to the full FHRCBNS for support and endorsement. If a change was being considered that would affect the full membership a committee would be established with a minimum of 3 directors and 6 members from across the province (one from each zone). This committee would make recommendations for change and present to the full FHRCBNS for support and endorsement.

5.2 Outline of the Certification Criteria for the Existing Industry and New Entrants

Level	Criteria
Certified Professional Fish Harvester	<ul style="list-style-type: none"> ❖ Must be registered with the Board ❖ Must be a Canadian Citizen, or a permanent resident (landed immigrant), or a foreign crew member who is the holder of a valid work permit and working on a Canadian fishing vessel

	<ul style="list-style-type: none"> ❖ Must be a Commercial Fishing Licence Holder* ❖ Must have fished on a commercial basis for the required period of time set out by the zone (see chart below) ❖ Holds necessary Certification (s) for fleet sector
Professional Fish Harvester	<ul style="list-style-type: none"> ❖ Must be registered with the Board ❖ Must be a Canadian Citizen, or a permanent resident (landed immigrant), or a foreign crew member who is the holder of a valid work permit and working on a Canadian fishing vessel ❖ Must be a Commercial Fishing Licence Holder* ❖ Must have fished on a commercial basis for the required period of time set out by the zone (see chart below) ❖ Does not hold necessary Certification (s) for fleet sector ❖ Has completed an individual training needs assessment
Certified Apprentice	<ul style="list-style-type: none"> ❖ Must be registered with the Board ❖ Must be a Canadian Citizen, or a permanent resident (landed immigrant), or a foreign crew member who is the holder of a valid work permit and working on a Canadian fishing vessel ❖ Does not hold a Commercial Fishing Licence ❖ Must have fished on a commercial basis for the required period of time set out by the zone (see chart below) ❖ Holds Fish Harvester Training Certification (s) ❖ Has completed an individual training needs assessment
Apprentice	<ul style="list-style-type: none"> ❖ Must be registered with the Board ❖ Must be a Canadian Citizen, or a permanent resident (landed immigrant), or a foreign crew member who is the holder of a valid work permit and working on a Canadian

	<p>fishing vessel</p> <ul style="list-style-type: none"> ❖ Does not hold a Commercial Fishing Licence ❖ Has not fished on a commercial basis for the required period of time set out by the zone (see chart below) ❖ May holds Fish Harvester Training Certification (s) ❖ Has completed an individual training needs assessment
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Required Period of Time to Qualify as a Season:

Zone A Gulf Nova Scotia	5 weeks per calendar year	A minimum of two of the last five years
Zone B Cape Breton	4 months per calendar year	24 month period
Zone C Eastern Shore	4 months per calendar year	24 month period

Zone D South Shore	6 months per calendar year	24 month period
Zone E Southwest	8 months per calendar year	24 month period
Zone F Fundy	6 months per calendar year	24 month period

Please note that the required period of time to qualify for a season as outlined above would be reviewed on an annual bases to ensure that it is respectful of geographical diversity and labour market requirement. If changes are necessary there would be a process put in place to review.

*In the case of company held Commercial Fishing Licences it would be the designated operator that would be certified

5.3 Process for Certifying Registrants of the Fish Harvesters Registration and Certification Board of Nova Scotia

The FHRCBNS has outlined a policy as to how each individual registrant will be assessed. The policy will take into account the existing industry and how they have been assessed in the past by Fisheries and Oceans Canada, along with how new entrants will be assessed.

Year 1

In taking into consideration that Fisheries and Oceans Canada no longer issues renewal forms to PFR holders, an agreement will need to be developed between DFO and FHRCBNS to issue letters of intent to PFR holders that will outline the services of the board. PFR holders can then decide if they would like to register with FHRCBNS and complete the necessary application form. These application forms will be sent back to the Certification Board for registration and certification. The FHRCBNS will verify with DFO in both regions the status of each registrant in order to determine which certification level they are eligible for. These forms will be inputted into the new registration/certification system under the category of **Certified Professional Fish Harvester, Professional Fish Harvester, Certified Apprentice or Apprentice.**

Existing Industry – The existing industry will be “grandfathered” into the new certification classifications based on information completed on their application form. The FHRCBNS will recognize the experience and past training that fishermen have acquired so therefore will be certified at one of the first three classifications (Certified Professional Fish Harvester, Professional Fish Harvester or Certified Apprentice).

New Entrants – As new entrants register with the FHRCBNS, they will be entered under the category of **Apprentice** until such time as they meet the criteria of one of the first three classifications (Certified Professional Fish

Harvester, Professional Fish Harvester or Certified Apprentice) and request a classification change.

Year 2 and Subsequent Years

During the renewal process, the FHRCBNS will send renewal forms to all persons registered with the board. If a registrant wants to move to a higher category, he/she would complete the category change application form provided by the board. As the certification process is reflective of experience and training the board would require sea time to be documented and training obtained would be assessed.

Process for changing classifications –

Step 1 - Registrant makes application to the FHRCBNS to move to a higher classification

Step 2 - The applicant will document previous training and sea time acquired

Step 3 - The registrar will assess the application and determine if a higher classification is warranted

5.4 Certification Records

The FHRCBNS shall maintain record of fish harvester's certification. Upon request from the fish harvester, the FHRCBNS shall issue a record of certification.

Where a fish harvester does not maintain current certification criteria established by these guidelines, the board may, at any time, suspend, cancel or revoke the fish harvester's certification.

6. Appeals

An aggrieved person may appeal any Board decision relating to registration and certification. The Fish Harvesters Registration and Certification Board Act outlines the appointing of an Appeal Panel in order to deal with aggrieved people.

6.1 Appeal Panel

(a) The Provincial Minister of Fisheries shall appoint an appeal panel to conduct a hearing. The appeal panel consists of three persons, selected from

- i. the Department of Fisheries and Aquaculture;
- ii. the Department of Labour and Advanced Education;
- iii. the Department of Transport (Canada);
- iv. the Department of Fisheries and Oceans (Canada); and
- v. fish harvesters who are not directors.

(b) The appeal panel is governed by the principles of natural justice, the Fish Harvesters Registration and Certification Board Act and the by-laws of the Fish Harvesters Registration and Certification Board of Nova Scotia in the conduct of a hearing.

(c) The decision of the appeal panel is final and binding.

(d) The members of the appeal panel shall serve without remuneration.

(e) The members of the appeal panel shall be reimbursed for reasonable expenses necessarily incurred in the performance of their duties.

6.2 Procedures for Conducting an Appeal

(a) If an aggrieved person would like to appeal a decision in relation to registration and certification they shall submit their appeal in writing to the Minister.

(b) All matters in relation to the appeal will be handled by the Appeal Panel which is appointed by the Minister as outlined in the Act.

(c) Results of the appeal will be conveyed to both the aggrieved person and the Board.

6.3 Process for Conducting an Appeal

Any person who would like to request an appeal must do so in writing to the Minister. The following steps will outline the process of how the appeal is handled:

- Appeal is received by the Minister's office
- Minister's office will document the appeal and submit it to the appeal panel

- The Appeal Panel will review the appeal and determine if the request is in relation to registration and/or certification
- If the appeal is in relation to any other matters it will be directed back to the individual requesting the appeal
- If it is in relation to registration and/or certification the appeal will be reviewed and all relevant information will be gathered from the Registrar.
- If further information is required, the Appeal Board will reach out to the individual requesting the appeal
- Once all information is gathered, the Appeal Panel will make their decision and the results will be conveyed in writing to the individual requesting the appeal at the FHRCBNS.
- The decision of the appeal panel is final and binding.
- Individuals have up to 90 days to appeal a decision in relation to registration and certification.

7. Staffing

The Fish Harvester Registration and Certification Board of Nova Scotia will employ those individuals that will assist in carrying out the mandate, objectives and activities of the Board. It is anticipated that the following position will be required:

Executive Director – The directors contracts with the Executive Director for the management and administration of the Board. The Executive Director is responsible, within parameters established by the Board, for determining the methods by which the Board's directions and policies will be executed and the desired outcomes achieved. The Executive Director is employed by the board of directors and is, therefore, responsible to the board as a whole rather than to individual members of the board. S/He is required to implement policies as determined by the Board and consistent with the requirements of any legislation or regulations. In the exercise of these responsibilities, the Executive Director is:

- a) Authorized to expend funds within the limits of the annual budget and operating plan approved by the board;
- b) Responsible for bringing to the attention of the board, the need for special and exceptional expenditures not included in the budget;

- c) Required to report to the board if it is not possible to operate within the limits of the budget approved by it;
- d) Expected to serve as an advisor to the directors on policy and program issues which affect the services provided by the Board;
- e) Required to provide the directors with the information it requires to govern effectively, make informed decisions and monitor the overall performance of the Board in achievement of approved goals;
- f) Responsible for employing staff members within the classifications and salary ranges approved by the board. Directors should bear in mind that the staff are responsible to the Executive Director or to a person designated by him or her, not the board as a whole or any individual officer or director. In the supervision, direction and deployment of personnel, the Executive Director is governed by the documented personnel practices and procedures approved by the board;
- g) Specific responsibilities are described in the policies related to responsibilities of the Board, the roles of Chair, of other Officers and individual members, and in the job description of the Executive Director.

Registrar - This person would manage the registration system for the Province of Nova Scotia. This would involve the input of each renewal form, the issuance of registration cards, and certification at the respectable level. All registration records would be maintained by the registrar. This person will also collect all registration fees and maintain financial records to support the collection. This person would take direction from the Executive Director and work closely with industry and Fisheries and Oceans staff.

Training Coordinator - This person would coordinate training programs for Professional Fish Harvesters and Apprentices along with conducting individual training needs assessment and issuing confirmation of individual fish harvester training. They would also be involved in any necessary industry lead training development. The Training Coordinator would be responsible for the day to day delivery of the training plan which is developed by the Executive Director and approved by the board of directors. The training plan will outline the training that will be provided, who will qualify for the training, training development to take place, methods to coordinate training, and the tracking of completed and previous training.

Network Coordinators - A Network Coordinator would be designated for each zone in the Province. These Network Coordinators would be as needed on a contract bases and would provide support in industry at the wharf level. The Network Coordinator would be tasked to improving capacity and knowledge on areas of interest to fishermen. Areas of focus are not limited to training and certification, safety at sea, quality handling practices, eco-certification and governance.

Other Administrative Support – As required, administrative support would have to be secured during peak periods to assist the registrar and training coordinator.

8. Training

Besides registration and certification of fish harvesters, a main objective of the Fish Harvesters Registration and Certification Board is the coordination and funding of training initiatives. In order to achieve this objective, the board must offer a multitude of training methods in order get buy in from fishermen. Methods such as formal class room delivery, short workshops, demonstrations, outreach sessions, paper/web based distribution of information all help in building a training culture in Nova Scotia.

Fish Harvesters that are registered with the board are eligible for training coordinated and financially supported by the board

Training Needs Assessment

As fish harvesters register with the board they complete an application form that captures previous training and potential training needs. This needs assessment of individual fish harvesters will build into an overall training needs assessment for Nova Scotia. Information gathered will determine where efforts are needed in order to improve capacity in the industry. We have determined from past efforts the follow:

- There is a lack of knowledge of training certification requirements as issued by Transport Canada
- There are a number of items that industry is faced with that require further knowledge in order for them to improve decision making, increase value in their products, represent themselves to government – ie eco-certification, quality handling practices, organizational development and support
- Efforts to improving essential skill are needed – ie computer literacy in order to support the new National Online Licencing System
- Better education and awareness around safety
- As government services continue to downsize and the responsibility lies with industry to communicate information it is noted that Fishermen are challenged to know where to go for information.

The FHRCBNS will take into consideration these items along with the information gathered from the first initial registrant's application forms in order to develop a needs assessment. This information will be used to help develop the first initial training plan for the industry. Information will continue to be gathered when it comes to individual training needs assessments and will be utilized for future training plans as well.

Elements of a Training Plan

Previous experience has demonstrated that the use of multiply deliver methods help to improve capacity in the industry. It has been identified that the following items will be incorporated into a training plan:

- Regulatory Training programs that support certification under the Canada Shipping Act – Marine Personnel Regulations – Transport Canada for the following certificates – Fishing Masters (all levels), Certificate of Service – Master/Watch keeping, Small Vessel Operators Proficiency, Pleasure Craft Operators Certificate – **class room based**
- Regulatory Training programs that support safety under the Canada Shipping Act – Marine Personnel Regulations – Transport Canada for the following certificates – Marine Emergency Duties (all levels), Marine First Aid (Basic, Advanced). – **class room based**
- Regulatory Training programs that are supported under Industry Canada – Radio Operators Certificate – **class room based**
- Non regulatory programs that support the following items:
 - Quality Handling Practices – **workshop based**
 - Eco-Certification – **workshop based**
 - Safety At Sea – **demonstrations, paper/web based**
 - Capacity Building – supporting development of organizations (i.e. Fish Harvesters Organizational Support Act), fisheries management (i.e Seal Human Harvesting Training) and licencing (i.e. National Online Licensing System) – **outreach session based**
 - Other – items identified by industry that require support
- Training tools – development and distribution of informational tools that support and enhance capacity in the industry – safety checklists, quality handling dvd's, career information – **paper/web based**
- Training development – development of training programs that have been identified by industry and address a need – **all of the above**

- Outreach/Workshop sessions – delivery of outreach/workshop sessions that focus on addressing specific topics which are relevant to the needs of industry – **outreach based**
- Training Demonstrations – Are you READY? – a hands on program that incorporates a number of activities to help fishermen know what to do in an emergency situation. Items such as man overboard drills, tossing life ring, donning emersion suits, simulated fire, use of boarding ladders, safety tools identification, etc will all be demonstrated with the captain and crew members. – **demonstration**
- Fisheries Navigator – a tool to help improve capacity and knowledge at the wharf level. Using methods such as -online presence through use of social media, websites, a dedicated phone line that fishermen can call for information, conducting outreach sessions on relevant topics that will in turn improve capacity and knowledge. – **paper/web based, outreach**

Execution of a Training Plan

Each year the Executive Director will be tasked to develop a training plan for the FHRCBNS. This plan will be based on the elements above and will achieve the objectives of the organization, along with fostering an effective training and safety culture. It is estimated that a large portion of the overall budget will be dedicated to program delivery. This will be in the form of training delivery, training development, distribution of materials to increase knowledge and skill and outreach sessions.

In the fall of the year the board will come together to discuss and help shape the training plan. The directors will have opportunity to discuss this with industry in their zones prior to the meeting. Information gathered from the training needs assessments will be taken into account as well in developing the training plan. The Executive Director will use the information gathered at this session and complete the plan. The plan will then be finalized and approved by the board prior to the start of the year. The plan will offer some flexibility as new requests may be brought forward or some items may no longer be needed.

The FHRCBNS will also reach out to training providers to determine availability and capacity to deliver. As the board will be very active in coordinating training in the province it is important to make sure that the training supports are readily available. Conducting a needs assessment will give us the opportunity

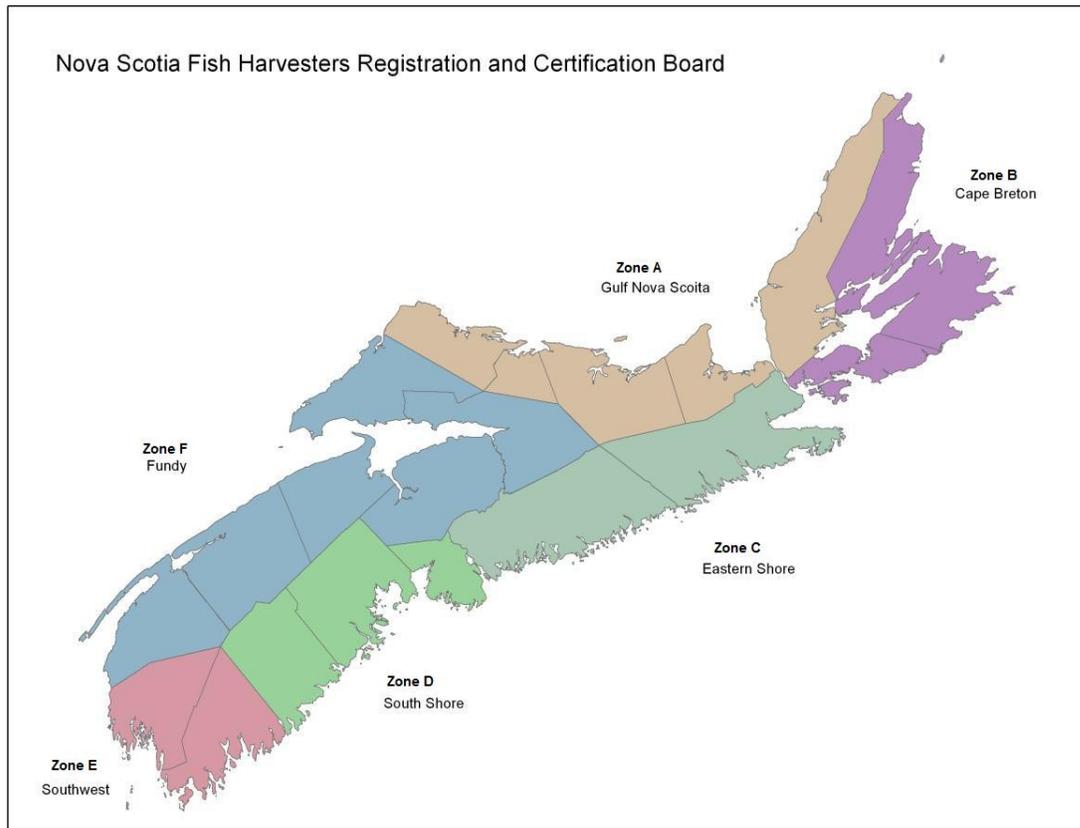
to plan for future training needs and make sure the necessary supports are available.

Transport Canada (TC) has a role to play in delivering a training plan in Nova Scotia. Under their Marine Personnel Regulations they have a responsibility for certification of masters. The board would work closely with TC staff to ensure up to date information is readily available to fish harvesters in regards to their certification requirements under Transport Canada.

Collection of Data

In a recent report conducted by the Canadian Council of Professional Fish Harvesters – *Transport Canada Regulatory Training Needs Assessment*, it was concluded that more work needs to be done by the provinces in capturing accurate data on training conducted and training required. Current practices don't give a sense of how many people have complied with the regulatory training requirements. It was noted in the report that Nova Scotia has very poor data and it is very difficult to reconcile. Our counterparts in Newfoundland, who have an establish certification board were commended for their data collection and training information and were cited as a model for Canada. As a go forward the Fish Harvesters Registration and Training Board of Nova Scotia intends to improve data collection in Nova Scotia and will put forward strategies to capture information from those registered with the board. As part of the application process and renewal, a series of questions will be asked in reference to training. The intended goal is to determine what training has been taken previous to be registered with the board. Information would also be capture on the size of vessel they are working on and the distance from shore. This will help determine what type of training they will need and will give opportunity to develop an individual training needs assessment. Information such as this will be used to build future training plans and help to achieve full compliance of regulatory training in the province. The data will also help to provide input into regulatory changes in the Marine Personnel Regulations. When changes are made, it is unsure as to what the impact is and if the changes will help advance safety in the industry. Having this data readily available will provide the Fish Harvesters Registration and Training Board the voice they need in order to represent fish harvesters in relation to training.

Sample Training Plan



Zone		Total Regulatory	Non Regulatory
	A		
	Regulatory		
	MED	3	7920
	ROC MC	2	4800
	MBFA	2	528
	MAFA	1	1800
	SVOP	2	6000
	SEN	1	2700
	FMIV	1	18000
	FM III		41748
	Non-regulatory		

Quality Handling	1	500	
Eco-Certification	1	500	
Fisheries Mgmt - Seal	1	750	
NOLS	3	2250	
Safe @ Sea Are u READY?	5	2500	6500

B**Regulatory**

MED	3	7920	
ROC MC	2	4800	
MBFA	2	528	
MAFA			
SVOP	2	6000	
SEN	1	2700	
FMIV			
FM III			21948

Non-regulatory

Quality Handling	1	500	
Eco-Certification	1	500	
Fisheries Mgmt - Seal	1	750	
NOLS	2	1500	
Safe @ Sea Are u READY?	5	2500	5750

C**Regulatory**

MED	3	7920	
ROC MC	2	4800	
MBFA	2	528	
MAFA			
SVOP	2	6000	
SEN	1	2700	
FMIV			
FM III			21948

Non-regulatory

Quality Handling	1	500	
Eco-Certification	1	500	
Fisheries Mgmt - Seal	1	750	
NOLS	2	1500	
Safe @ Sea Are u READY?	3	1500	4750

D

Regulatory

MED	4	10560	
ROC MC	3	7200	
MBFA	3	792	
MAFA			
SVOP	2	6000	
SEN	1	2700	
FMIV	1	18000	
FM III			45252
Non-regulatory			
Quality Handling	2	1000	
Eco-Certification	1	500	
Fisheries Mgmt - Seal			
NOLS	4	3000	
Safe @ Sea Are u READY?	12	6000	10500

E**Regulatory**

MED	5	13200	
ROC MC	4	9600	
MBFA	3	792	
MAFA	2	3600	
SVOP	2	6000	
SEN	1	2700	
FMIV	2	36000	
FM III	1	24000	95892
Non-regulatory			
Quality Handling	2	1000	
Eco-Certification	1	500	
Fisheries Mgmt - Seal			
NOLS	4	3000	
Safe @ Sea Are u READY?	13	6500	11000

F**Regulatory**

MED	2	5280	
ROC MC	2	4800	
MBFA	2	528	
MAFA			
SVOP	2	6000	
SEN	1	2700	
FMIV			

FM III			19308	
Non-regulatory				
Quality Handling	1	500		
Eco-Certification	1	500		
Fisheries Mgmt - Seal				
NOLS	3	2250		
Safe @ Sea Are u READY?	4	2000		5250
Total Training			246096	43750
Training tools distribution				289846
Fisheries Navigator				52154
Network Coordinators				25000
Training Development				72000
Total Program Delivery				16400
				455400

Regulatory Price List	Original Price	Discount by			Participant Pay
		Trainer	FHRCBNS		
MED	500	420	220	200	
ROC MC	425	400	200	200	
MBFA	115	72	22	50	
MAFA	350	300	150	150	
SVOP	425	375	250	125	
SEN	500	425	225	200	
FMIV	3250	2850	1500	1350	
FM III	5575	5100	2000	3100	

Linkage to Safety

In 2006, Transport Canada and Fisheries and Oceans Canada entered into an MOU regarding the Safety at Sea of Commercial Fishers. The main objective of this MOU was to promote a safety culture amongst fishers, develop rules, regulations, policies and plans, exchange information, and develop safety goals and monitor progress. This MOU also cited that working with professionalization/certification boards and professionalizing fishermen was a way to improve safety in the industry. The FHRCBNS through their governance structure will have the ability to bring together industry and government stakeholders and work together to improve safety through education and training. With the formation of a provincial working group that would bring

together regulators and industry that all have a vested interest in safety we will help build a better safety culture in Nova Scotia.

In 2012, the Transportation Safety Board of Canada conducted a Marine Investigation Report to look at Safety Issues Investigation into Fishing Safety in Canada. This report identified ten safety issues and suggested way to address them. It is noted in the report that improvements can be made to training, and there is opportunity to increase knowledge of life saving appliances, stability and safety information. The FHRCBNS will lend their efforts to helping improve training in the province. We will use our resources to improve knowledge and use of life saving equipment and safety information.

In 2014 the Nova Scotia Department of Labour and Advanced Education, along with the Workers Compensation Board of Nova Scotia identified a need to develop a Fishing Safety Action Plan for industry. This 5-year plan will be development with and for industry and will identify recommendations and activities that can be implements with the goal of improving safety on board fishing vessels. This leads to opportunity for the FHRCBNS to be part of the strategy and help to implement action in the industry. With our past experience with “safety at sea” we will have the capacity to deliver.

The Fish Harvesters Registration and Certification Board of Nova Scotia takes a keen interest in improving safety in the industry. A safe workforce is a viable workforce. A well supported prevention strategy that focuses on educating and training will build a strong safety culture. On a federal and provincial level there is growing interest to work with industry and support them in improving safety. The FHRCBNS will have the opportunity to tie their training plan to safety outcomes and be a leader in fisheries safety.

9. Financials

The FHRCBNS will base its budget on the anticipated number of registrants. Decisions will be made by the board as to what activities will be conducted based on the amount of revenue available. Other sources of funding will also be secured to assist in the delivery of programing for the organization.

The following outlines the potential registration that may be received and activities are budgeted accordingly. It will be the role of the directors to operate within the revenue received. This initiative also provides opportunity to leverage other sources of revenue as needed from various provincial and federal departments.

9.1 Sample Annual Budget

Revenue

Registrants - anticipated	6500	9750	13000
	\$ 325,000.00	\$ 487,500.00	\$ 650,000.00

Expenses

Administration

Executive Director, MERC*	\$ 30,000.00	\$ 60,000.00	\$ 60,000.00
Registrar, MERC**	\$ 38,900.00	\$ 38,900.00	\$ 38,900.00
Training Coordinator, MERC**	\$ -	\$ 38,900.00	\$ 38,900.00
Network Coordinator	\$ 36,000.00	\$ 54,000.00	\$ 72,000.00
Support Staff, MERC	\$ 3,000.00	\$ 4,500.00	\$ 6,000.00

Operational

(Rent, Phone, Internet, Power, Insurance, Equipment Service, Bank Charges, audit)	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
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Program Delivery

(Office supplies, postage promotion, meeting expenses)	\$ 8,800.00	\$ 8,800.00	\$ 8,800.00
travel - staff, directors, training	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
training development	\$ 160,000.00	\$ 232,500.00	\$ 367,000.00
	\$ 6,300.00	\$ 7,900.00	\$ 16,400.00

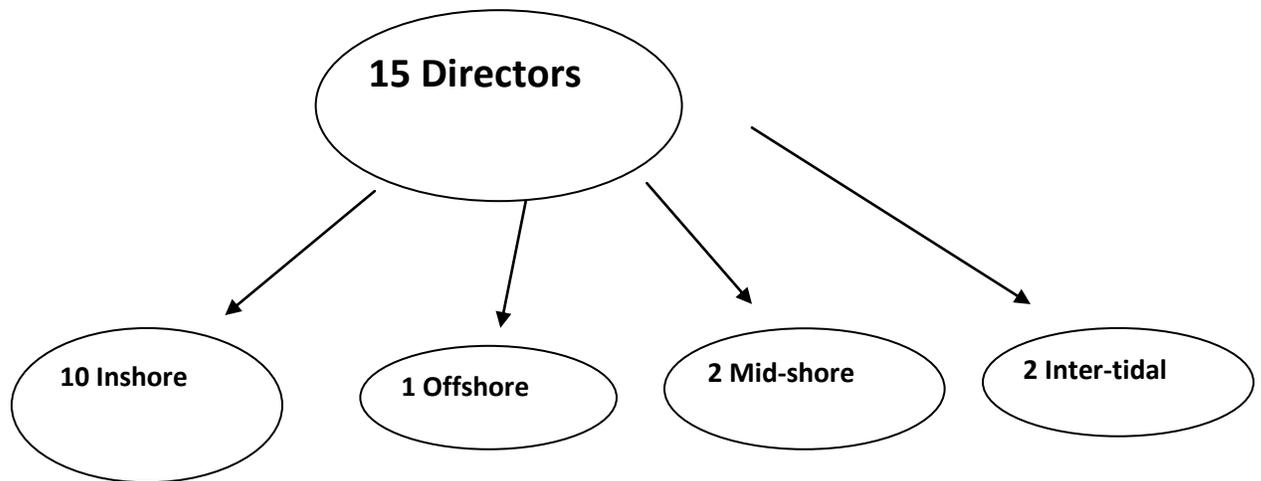
Total Expenses	\$ 325,000.00	\$ 487,500.00	\$ 650,000.00
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*Part time position when
registration
is below 6500

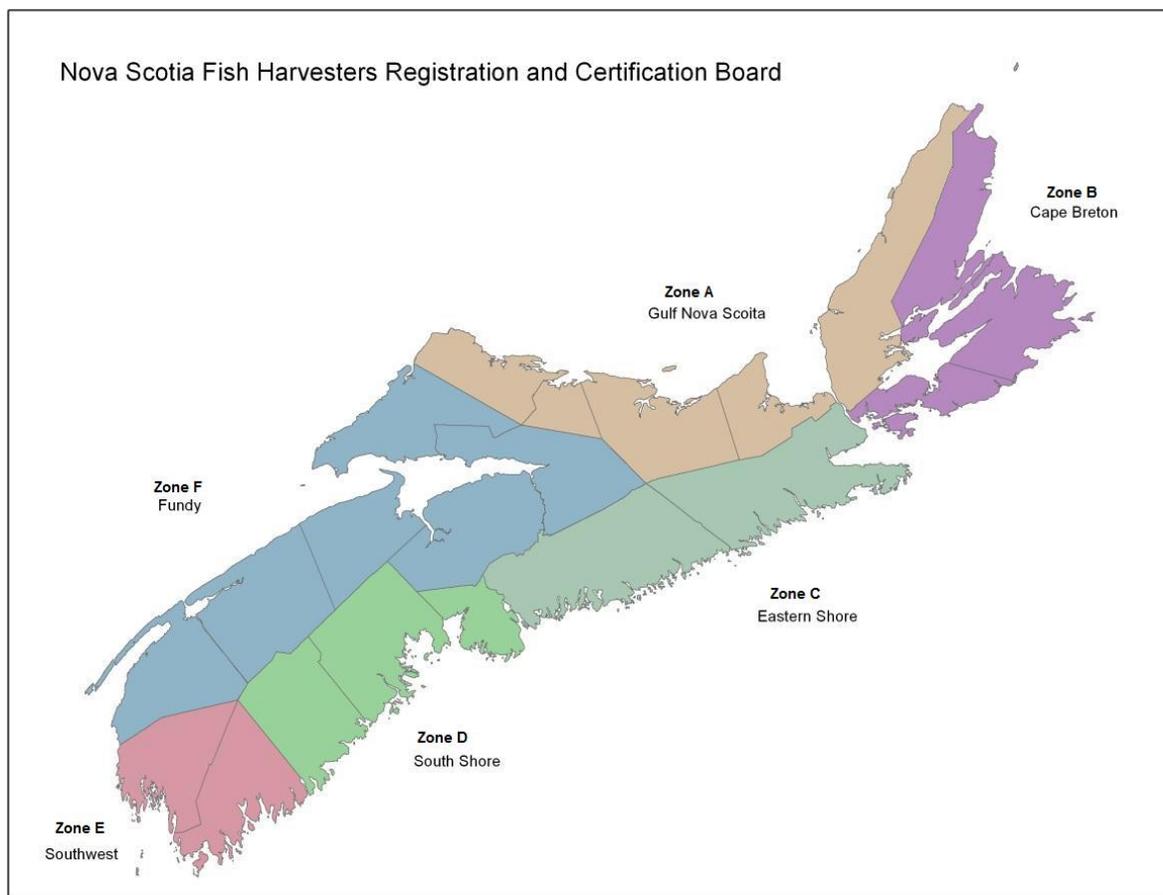
**Registrar and Training
Coordinator
combined position when
registration
is below 6500

Appendix 1: Board Structure

The FHRCBNS would be made up of a total of 15 representatives of the harvesting sector registered with the board. The board provides a broad prospective from across the province. The representatives are chosen in a manner which ensures fair representation of all geographical areas and direct industry fleet sectors are represented on the board.



Nova Scotia Fish Harvesters Registration and Certification Board



Provincial Zones

Zone	Location	Number of Seats
A - Gulf Nova Scotia	New Brunswick border to the Inverness/Victoria County line	4
B - Cape Breton	Inverness/Victoria County line to the Canso Causeway	2
C - Eastern Shore	Canso Causeway to Halifax Harbour	2
D - South Shore	Halifax Harbour to the Queen's/Shelburne County line	2
E- Southwestern	Shelburne and Yarmouth Counties	3
F - Fundy	From Yarmouth/Digby County line to the New Brunswick border	2

“Inshore” means the fishing sector where fish harvesters are restricted to using vessels less than 19.8m (65') length over all (LOA).

“Midshore” means the fishing sector where licence holders are permitted to use vessels up to 30.5m (100') LOA, excluding licence holders in the inshore fishing sector.

“Offshore” refers to the fishing sector where licence holders are permitted to use vessels longer than 30.5m (100') LOA.

“Inter-tidal” refers to the fishing sector where vessels may or may not be used and fish or plants are generally found close to shore.

Appendix 2: Working Group Members as Transition Board

Maritimes	Gulf
Norma Richardson	Ronnie Heighton
Gary Dedrick	Leonard LeBlanc
Ken Snow	Robert Courtney/Brian Adams
Kevin Squires	Jordon MacDougall
Marilyn Crook	Dan MacDougall
Govt. Representatives – NSDFA	Alan Chandler/John Bueglas
DFO	Sheila Prall-Dillman/Helen Kerr
New Brunswick Representatives	Scotia Fundy NB -Melanie Sonnenberg
	Gulf NB – no participation
NSFSC	Lisa Fitzgerald - coordinator

Appendix 3:**2015 REGISTRATION AND CERTIFICATION APPLICATION****Please print clearly**

Name: _____ FIN # _____

Address: _____ City/Town _____

Province _____ Postal Code _____

Telephone # _____ Cell # _____

Date of Birth _____ Sex Male Female

Email Address _____

Language of Choice English French Are you a Canadian Citizen or Peranent Resident? Yes No

Home Port (if applicable) _____

Declaration of Consent

In order for the Fish Harvesters Registration and Certification Board of Nova Scotia (FHRCBNS) to assess your Certification level, it is necessary for the FHRCBNS to obtain information from Fisheries and Oceans Canada, and Transport Canada.

The Declaration of consent must be completed in order to process your file. PLEASE PRINT YOUR NAME AND SIGN AND DATE BELOW.

I, _____, hereby authorize Fisheries and Oceans Canada, and Transport Canada to release any information required to assess my Certification Level to the Fish Harvester Registration and Certification Board of Nova Scotia. This information can be released to the FHRCBNS in future years as long as I am registered with the Board. In signing this consent, I authorize the release of DFO's Personal Fishing Registration information and confirmation of license holder information and Transport Canada Marine Personnel Training Certification information. This information is to be used by the FHRCBNS solely for the purposes of the registration and certification program. I also authorize the FHRCBNS to release information on my status under the registration and certification program to Fisheries and Oceans Canada.

In signing this Declaration of Consent, I understand that all information which is transferred to the Fish Harvesters Registration and Certification Board of Nova Scotia will continue to be regarded as confidential. While the Board may make every effort in compliance with the law, to ensure that personal information provided as part of the registration process is not released outside the Board, the Board is subject to FOIPOP and may as a result be required to disclose certain details in particular situations. This information is to be used solely for the purposes of determining my status under the registration and certification program.

Signature of Applicant _____ Date _____

Training Needs Assessment

Size of Current Vessel _____

Distance from Shore Fished _____

CERTIFICATION OF FISH HARVESTER TRAINING: Please check previous training obtained: The
 FHRCBNS will keep a record of individual fish harvester training obtained and will provide written confirmation of training received when registered with the Board. The information provided below will assisted in developing training needs assessments.

Fishing Master Class IV	
Fishing Master Class III	
Fishing Master Class II	
Fishing Master Class I	
Certificate of Service	
Small Vessel Operators Proficiency	
Pleasure Craft Operators Certificate	
Radio Operators Certificate MC	
Marine Emergency Duties A1	
Marine Emergency Duties A2	
Marine Emergency Duties A3	
Marine Basic First Aid - year obtained	
Marine Advanced First Aid - year	

Please ensure all sections of this application form are completed and signed. The completed application must be returned with a cheque or money order in the amount of \$50.00 payable to the Fish Harvesters Registration and Certification Board of Nova Scotia (FHRCBNS) or complete the credit card section below.

I declare that the information provided is true and accurate to the best of my knowledge.

Signature of Applicant _____ **Date** _____

Card Number _____ Expiry Date _____

Card holder's Signature _____ Visa MasterCard

Office Use Only:		Paid _____	Receipt # _____
Cheq <input type="checkbox"/>	M/O <input type="checkbox"/>	Credit Card <input type="checkbox"/>	Cash <input type="checkbox"/>
Registration Number Issued _____		Rec. by _____	Date _____
		Registration Card issued _____	

Fish Harvesters Registration and Certification Board of Nova Scotia

CATEGORY CHANGE APPLICATION

Current Category _____ **Requested Change** _____

Please print clearly

Name: _____ **Registration #** _____

Address: _____ **City/Town** _____ **Province** _____

Postal Code _____ **Telephone #** _____ **Cell #** _____

Email Address _____ **Home Port** _____

Please complete the following information about your fishing activities for the past 5 years preceding the date of this application for category change.

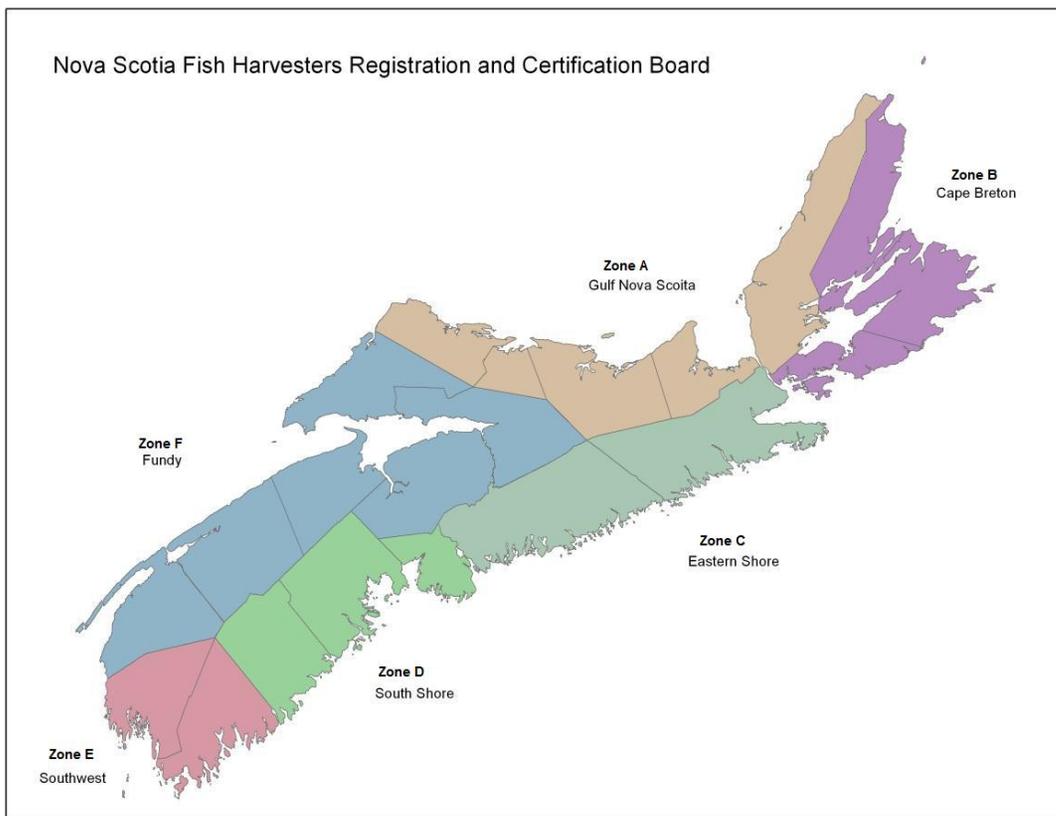
Species	Vessel Name	VRN Number	Start Date	End Date	Authorized Signature*

I declare that the information provided is true and accurate to the best of my knowledge.

Signature of Applicant _____ **Date** _____

***Authorized Signature** - Persons who may sign this document, whom shall not be related to the Applicant, are: A Notary Public, Fish buyer, Fisheries Officer, Owner or Captain of the vessel, Fishermen’s Association Representative, and/or Nova Scotia Provincial Coastal Resource Coordinators. In the case of areas that fall under the Fish Harvesters Organizational Support Act it would be the Accredited Organization that would sign the form.

Required Period of Time to Qualify as a Season:



Zone A Gulf Nova Scotia	5 weeks per calendar year	A minimum of two of the last five years
Zone B Cape Breton	4 months per calendar year	24 month period
Zone C Eastern Shore	4 months per calendar year	24 month period
Zone D South Shore	6 months per calendar year	24 month period
Zone E Southwest	8 months per calendar year	24 month period
Zone F Fundy	6 months per calendar year	24 month period