

Department of Labour and Workforce Development

Adjudicative Board Selection Criteria

ADJUDICATIVE BOARD		Elevators and Lifts Appeal Board
1	Statute	Elevators and Lifts Act and Regulations
2	Purpose	The purpose of the Elevators and Lifts Appeal Board is to fairly adjudicate appeals in a manner that will ensure the appropriate certification of elevator mechanics and elevating devices in Nova Scotia.
3	Functions	The function of the Board is to hear appeals from persons aggrieved by a decision, conditions or an order of the Chief Inspector of the Public Safety Division of the Department of Environment and Labour. An appeal may be made to the Board with respect to a certificate of competency; an application for contractor registration; an application for a certificate of competency; or a licence or an audit.
4	Composition	The Board is composed of a three members and three alternate members. One of the members shall be appointed to act as Chair and one of the alternate members may be appointed to act as alternate chair. The three members must include one mechanic member, an owner or a representative of an owner, and a registered contractor or a professional engineer.
5	Formal Qualifications	<p>The Registered Contractor or Professional Engineer must have professional expertise in the installation or maintenance of elevating devices.</p> <p>The Mechanic must be a person who has been employed as an elevator/lift mechanic for at least 5 years.</p> <p>The Elevating Device Owner (or their representative) must own or represent an owner of an elevating device.</p>
6	Work & Experience Requirements	The Professional Engineer and the Mechanic must be employed in the field related to the use and operation of elevators and lifts on their date of appointment to the Board. Preference will be given to owner representatives who play an active role in the daily operation of elevators and lifts.
7	Skills Required	The Board members must have a practical understanding and experience in the operation of elevators and lifts, a good knowledge of the Elevators and Lift Act and Regulations, and a strong desire for public safety. Additionally, all members of the Board must possess decision making ability, good communication skills, a high degree of integrity, past experience in community related activities and a good reputation amongst their peers. Any individual interested in the position of Chair must have excellent leadership abilities with experience in chairing boards or large meetings and proven accomplishments in negotiation, problem solving and leading groups to bring about consensus decisions. The Chair further requires exceptional communication skills including demonstrated ability to communicate in public forums.

8	Statutory Nomination Requirements	The owner representative must submit a letter of endorsement by an owner.
9	Traditional Nomination Requirements	Members should not have a common employer. Broad geographic representation is sought on the Board from the various regions of the Province. Members should also contribute to the gender and racial diversity of the Board when possible.
10	Remuneration <i>(suggestion as per Crane Operators, Power Engineers)</i>	The Chair and alternate chair are remunerated at the rate of \$400 per day plus reasonable and necessary expenses. Members and alternate members are remunerated at the rate of \$150 per day plus reasonable and necessary expenses.
11	Anticipated Time Commitments	This is a part-time position and the workload will vary depending on the number of appeals and the complexity of the issues. There may be between four and eight appeals per year.
12	Other Notes	Members are generally appointed for three year terms, and may be reappointed.