

## Department of Labour and Workforce Development

### Non-Adjudicative Board Selection Criteria

NON-ADJUDICATIVE		Fuel Safety Board of Examination
<b>1</b>	<b>Statute</b>	Fuel Safety Regulations made under Section 51 of the Fire Safety Act
<b>2</b>	<b>Purpose</b>	The purpose of the Fuel Safety Board of Examination is to ensure safe fuel practices in Nova Scotia by certifying only safe and qualified candidates and providing advice to the Minister.
<b>3</b>	<b>Functions</b>	<p>The Board is responsible for advising the Department of Education, the Minister of Environment and Labour, the Fire Safety Advisory Board and the Fire Marshal on matters within the scope of the Fuel Safety Regulations. The Board also makes recommendations to the Minister of Environment and Labour concerning the general administration of the Fuel Safety Regulations and any amendments that may be required.</p> <p>The Board serves as the board of examiners for the various classes of certification established by the Regulations. This includes prescribing the form of examinations, determining the qualifications required by candidates, approving courses of instruction for candidates, conducting examinations, evaluating candidates, and recommending successful candidates for certification. The Board is responsible for recommending the suspension or cancellation of fuel safety certificates after due inquiry.</p>
<b>4</b>	<b>Composition</b>	The Board must consist of at least five but no more than nine members to be appointed by the Minister. The Minister must appoint one of the members of the Board of Examination to be the Chair of the Board. The Chief Inspector shall serve as secretary to the Board.
<b>5</b>	<b>Formal Qualifications</b>	<p>The Board must consist of at least five but no more than nine members to be appointed by the Minister, as follows:</p> <ul style="list-style-type: none"> <li>(a) 1 representative from the Apprenticeship Training Division of the Department of Education, who is a non-voting member of the Board;</li> <li>(b) 1 member with experience in the propane industry;</li> <li>(c) 1 member with experience in the natural gas industry;</li> <li>(d) 1 member active in education and training for the gas industry;</li> <li>(e) 1 member who is a consumer or user of gas products;</li> <li>(f) 2 members with experience in the oil industry;</li> <li>(g) up to 2 other members as the Minister considers necessary for the efficient and effective operation of the Board of Examination.</li> </ul>
<b>6</b>	<b>Work &amp; Experience Requirements</b>	One member must be employed in the propane industry, one must be employed in the natural gas industry, and one must be active in education and training for the gas industry. All members should demonstrate some work, experience, or strong interest in the gas industry or safety.

7	<b>Skills Required</b>	The Board members must have a sound knowledge of health and safety concerns pertaining to the gas industry in Nova Scotia. They must also have a good knowledge of the Fire Safety Act, and the Fuel Safety 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	<b>Statutory/Traditional Nomination Requirements</b>	Members should not have a common employer. Members should be drawn from a number of different areas of the fuel industry covered by the Regulations (gas, propane, commercial, transportation, residential, etc.). 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.
9	<b>Term of Appointment</b>	Members of the Board are appointed for 3 year terms, and may be reappointed.
10	<b>Remuneration</b>	The members of the Board shall serve without remuneration but shall be reimbursed for the expenses necessarily and reasonably incurred by them in attending meetings of the Board.
11	<b>Anticipated Time Commitments</b>	This is a part-time position and workload will vary. The Board usually conducts ten meetings per year, or sits approximately once per month.
12	<b>Other Notes</b>	