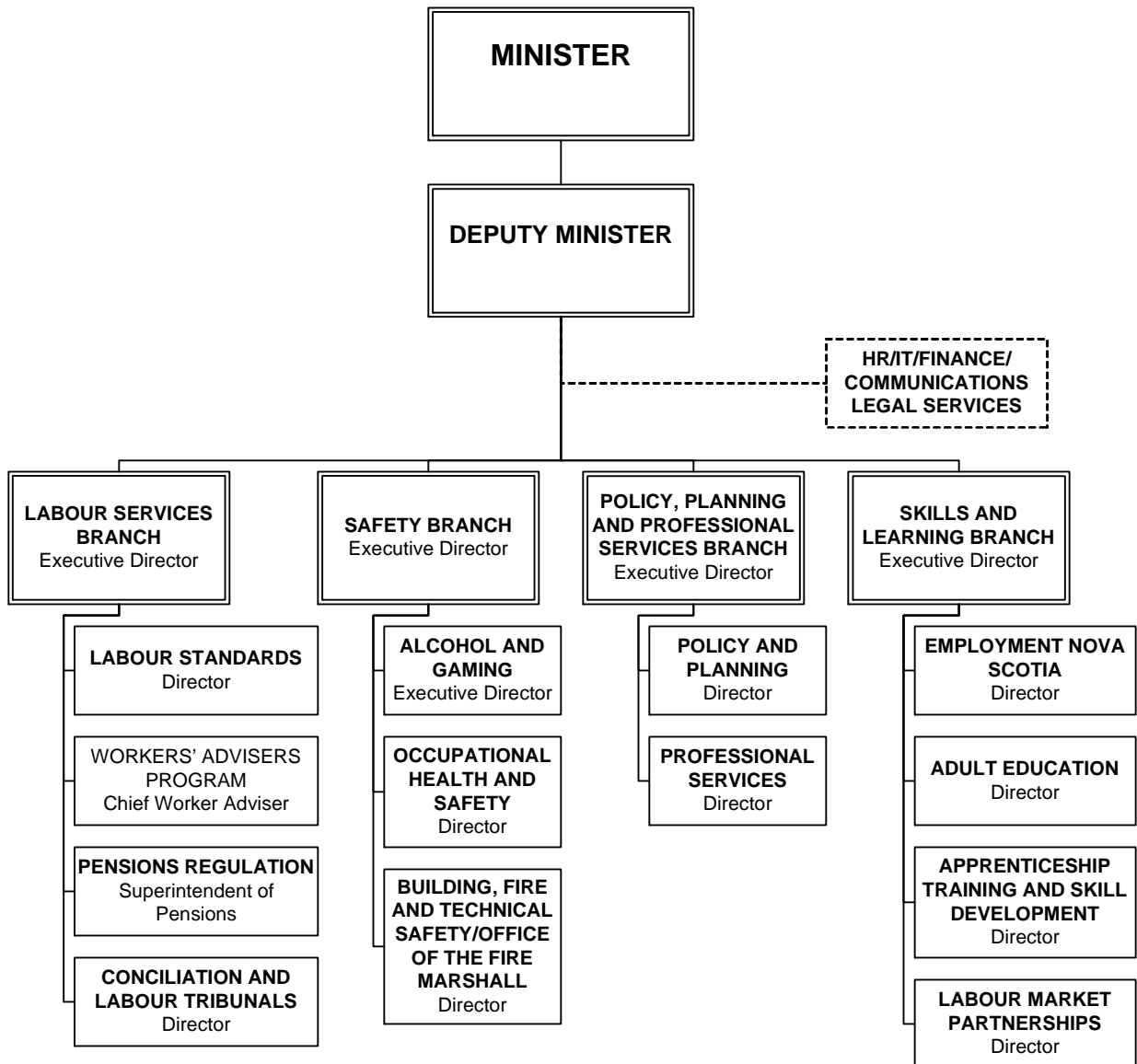


Department of Labour and Workforce Development



Vision

Fairness, safety and prosperity for all Nova Scotians by living, learning and working to our highest potential.

Mission

Labour and Workforce Development will create winning conditions by fostering the social and economic well-being of Nova Scotians by:

- protecting Nova Scotia's people and property;
- anticipating and responding to workforce needs;
- promoting safety at work, home and play;
- ensuring fairness at work;
- supporting life-long learning; and,
- building capacity to seize opportunities.

Responsibilities

SAFETY BRANCH

Alcohol and Gaming Division

The Alcohol and Gaming Division is the regulatory body charged with administering Part II of the *Gaming Control Act*, parts of the *Liquor Control Act*, and the *Theatres and Amusements Act* as well as enforcing parts of the *Smoke Free Places Act*. In broad terms, the division has the regulatory responsibility for liquor licensing and compliance with the regulations; regulating the conduct of the casinos, bingos, lotteries and other licensed gaming; ensuring the public interest is protected; regulating the safety and control of places of amusement; and ensuring that liquor licensed premises are in compliance with non-smoking legislation.

Building, Fire and Technical Safety Division/ Office of the Fire Marshal

The Building, Fire and Technical Safety Division works with industry, municipalities, stakeholders and the general public to provide safety programs for the construction, repair and occupancy of buildings and facilities. Through the adoption and administration of national and international codes and standards; the division provides approvals and conducts inspections and investigations for: boilers and pressure vessels, elevators, amusement devices, fuels for heating and production, electrical equipment, and government licenced, owned or operated buildings and premises. The division certifies and licences individuals and companies to perform regulated work. The division is responsible for the adoption of regulations which are administered and enforced by municipalities and electrical utilities. The division advises the municipalities on fire department services, administers the national and provincial medals programs, and assumes command and control of the fire services during a state of emergency.

Occupational Health and Safety Division

The Occupational Health and Safety (OHS) Division concentrates its efforts on promoting safe and healthy workplaces, safe work practices, and safe standards that protect people at work. It does this relying on the internal responsibility system, which acknowledges the shared responsibility of employers and employees for workplace health and safety.

SKILLS AND LEARNING BRANCH

Apprenticeship Training and Skills Development

The Apprenticeship Training and Skill Development Division leads the development and delivery of planning, educational and training programs for the future and current Nova Scotia workforce. It supports strategic human resource planning within industry, employer engagement in training and response initiatives for employees who are negatively affected by re-organization or by their workplace closing down. It is responsible for administering the *Apprenticeship and Trades Qualifications Act* and promoting compliance with the act through enforcement measures. The division carries out its work in partnership with industry associations, labour organizations, employers, education/training institutions, and other government groups. The division formally supports industry engagement through the Provincial Apprenticeship Board and the Nova Scotia Partners for Workplace Education.

Employment Nova Scotia

Employment Nova Scotia is responsible for the delivery of programs funded under the Labour Market Development Agreement (LMDA) and the Labour Market Agreement (LMA) with the government of Canada. These two agreements provide over \$100 million annually which is used to address labour market program needs of Nova Scotians experiencing transitions and challenges in their work life. LMDA programs provide employment benefits such as skills training, self-employment, and the development of transferable skills through work experience to people who are, or have recently been, in receipt of federal Employment Insurance benefits. Employment Nova Scotia will take over responsibility for LMDA programs as of July 1, 2009. LMA programming can be used to provide similar services to Nova Scotians not associated with the federal employment insurance program. In addition, LMA programming has additional program flexibility that allows it to be tailored to address the needs of clients who have not traditionally accessed existing labour market supports.

Adult Education

The Adult Education Division coordinates educational programs and services for Nova Scotians 19 years of age and older. It contributes to social and economic development by enhancing the employability of adult Nova Scotians and by ensuring that adults have the necessary foundational skills, knowledge, and education credentials to make successful labour market transitions, and to participate actively in the home, the community, and the workplace. Its primary initiative is the Nova Scotia School for Adult Learning (NSSAL), which was established in September 2001. NSSAL is an administrative body within the division that works with colleges, school boards, and community learning organizations to deliver educational programs ranging from basic literacy to high-school completion (High School Graduation Diploma for Adults) as well as administering the GED test for the province of Nova Scotia.

Labour Market Partnerships

The Labour Market Partnerships Division (LMP) acts as a catalyst for the strategic development of labour market information, partnerships, strategies, investments, and initiatives that address changing labour market realities in an effort to encourage labour market attachment. Reporting to the Director of Labour Market Partnerships, the division is comprised of two sections: Partnership Development & Coordination and Labour Market Information & Analysis. The Partnership Development & Coordination section coordinates, facilitates, supports, and develops initiatives, strategies, projects, and events to support and increase labour market attachment across province through partnership. The Labour Market Information & Analysis section works with partners and stakeholders to provide quality labour market information and career planning resources through research and analysis to support informed labour market decisions and sustainable labour market attachment.

LABOUR SERVICES BRANCH

Pension Regulation Division

The Pension Regulation Division administers and enforces the *Pension Benefits Act*. The act applies to private sector and municipal government pension plans that have members in Nova Scotia. To ensure that these plans are administered in accordance with the act, the division performs a number of functions, including the following: registers plans and their amendments, reviews annual filings from plan

administrators, investigates complaints of plan members, provides information and support to people on pensions, and approves unlocking of pension funds for reasons of financial hardship.

Conciliation and Labour Tribunals Division

The Conciliation and Labour Tribunals Division is comprised of two core business areas: Conciliation Services and Tribunal Services. Conciliation Services staff provide conciliation/mediation services to the public and private sector unionized work places throughout the Province. Tribunal Services staff provide operational, case management and administrative support to various adjudicative agencies, boards, commissions and tribunals (ABC&Ts) that report to the Legislature through the Minister of Labour and Workforce Development (including Labour Relations Board/Construction Industry Panel, Occupational Health and Safety Appeal Panel and Labour Standards Tribunal). In addition, the division provides operational and administrative support for other programs such as the Non-Binding Arbitration Program and the Dispute Resolution Program, and the appointment of arbitrators on behalf of the Minister.

Labour Standards

The Labour Standards Division administers the *Labour Standards Code*, which sets out minimum employment rights, primarily for non-unionized employees. The division investigates and resolves complaints and orders; collects payment of wages found owing; and promotes compliance with the minimum standards by providing information to employees and employers and auditing workplaces. It also administers the retail closing rules in the *Retail Business Designated Day Closing Act*.

Workers' Advisers Program

The Workers' Advisers Program develops, implements and maintains a process to advise, assist and represent injured workers and their families who are seeking benefits under the *Workers' Compensation Act*. Most of the program's work involves representing injured workers and their families in appeals of workers' compensation decisions of the Workers' Compensation Board, the Workers' Compensation Appeals Tribunal and, occasionally, at the Nova Scotia Court of Appeal. The Workers' Advisers Program is similar to a legal aid program for workers' compensation matters.

POLICY, PLANNING AND PROFESSIONAL SERVICES BRANCH

Policy and Planning Division

The Policy and Planning Division provides policy and planning support for the Deputy Minister and the department. The division leads strategic planning, business planning and accountability reporting; coordinates Cabinet submissions; prepares legislative proposals and coordinates legislative processes; works with other jurisdictions and other departments to ensure harmonized policy and regulatory requirements; coordinates all appointments to the agencies, boards, commissions and tribunals for the department; and ensures the work of the department and its divisions are aligned with government priorities.

Professional Services

The Professional Services Division provides many of the central supports for the department. These include: Information Access and Privacy, including administering various privacy and access to information laws; central filing system and STAR/STOR administration; web site maintenance and enhancements; library services for internal and external clients, including several externally available Decisions databases; coordinating office space requirements and managing facilities issues for all department locations; managing the internal Occupational Health and Safety Program; and staff training.