

# Department of Labour, Skills and Immigration

The Nova Scotia Department of Labour, Skills and Immigration (LSI) works to create a thriving province that welcomes and retains greater numbers of people and contributes to a competitive workforce by making strategic investments in people, programs, services and partnerships.

## Vision

Everyone has an opportunity to thrive in Nova Scotia.

## Mission

The Department of LSI will work as a trusted partner to help people live, learn and work to their highest potential in vibrant businesses and communities across Nova Scotia.

## Mandate

The broad mandate for LSI is to grow Nova Scotia's population and provide a fair, equitable, safe, productive, and inclusive environment in which to live, learn and work. This includes:

- regulatory responsibility for occupational health and safety, technical safety, labour relations, labour standards and the Workers' Advisers Program;
- improving access among Nova Scotians to labour market information, employment and career planning services, work experiences and quality learning programs that support their skills development, and labour market attachment and growth;
- strategic action to align the skills of individuals with those of employers to help all Nova Scotians prepare for, find, and keep employment while creating more productive workplaces;
- providing opportunities for individuals to advance in the community, or in the workplace through adult learning, literacy and essential skills, and skills development programs;
- promoting the province as an attractive and welcoming immigration and newcomer destination in which to live, learn and work; and
- delivering immigration programs that support population growth, fulfill labour market needs and contribute to Nova Scotia's economy.

## **Responsibilities**

### **CORPORATE POLICY AND SERVICES**

The branch is the department's primary link with government. The branch helps ensure the department aligns with and adheres to government policies, priorities, and processes, and supports government decision-making. The branch also coordinates FOIPOP, correspondence, internal health and safety, and additional employee supports for the department.

#### **Policy and Planning Division**

The division provides strategic policy advice and issues management support to ensure the department aligns with and adheres to government priorities, policies and processes, and in turn supports government decision making. The division is the key liaison with the Executive Council Office and is the departmental lead for submissions to Executive Council, including Agencies, Boards and Commissions, procurement, and Requests for Legislation. The division takes a lead role on preparing ministerial and deputy ministerial briefing materials, strategic and business planning, preparations for the House of Assembly and policy advice to the Minister on self-regulated professions.

#### **Research, Accountability and Intergovernmental Affairs Division**

The division provides evidence-based decision support to the department and its stakeholders through strategic and collaborative research, analysis and advice. This includes the provision of labour market information and advancing intergovernmental relations, evaluation and accountability functions across the department.

#### **Professional Services Division**

The division provides support in three areas - Facilities Management, Health and Safety and Information Management. The division coordinates services including property and office space allocation, records and information management and supports the department's health and safety management system.

### **IMMIGRATION AND POPULATION GROWTH**

The branch's mission is to attract, integrate, and retain immigrants and interprovincial migrants to the province by taking a lead role in engaging and working with partners to ensure Nova Scotia is well positioned for growth. The branch supports this mission through the work of its core divisions.

### **Programs Division**

The division is responsible for the administration of the province's economic immigration programs, the Nova Scotia Nominee Program and the Atlantic Immigration Program. The division is also responsible for working with settlement services provider organizations to support the retention of immigrants in Nova Scotia.

### **Attraction and Engagement Division**

The division focuses on the attraction of immigrants and interprovincial migrants through marketing activities and participation in engagement events. This work is supported by Navigators, which provide information and resources to help newcomers successfully connect to communities in Nova Scotia. The division also engages with key employers, industry organizations, stakeholders, and partners throughout Nova Scotia.

### **Investigations and Compliance Division**

The division works closely with the Programs Division to investigate suspected cases of fraud, conduct compliance reviews, and supports the branch with information related to fraud trends and schemes.

### **Strategic Policy Division**

The division is responsible for supporting evidence-based program development, leading inter-governmental relations related to immigration, and managing responses to general inquiries by e-mail, in-person, and by phone.

## **LABOUR SERVICES**

The branch administers the Province's labour and employment legislation and helps ensure Nova Scotia's labour and employment laws are fair and balanced for both employers and employees.

### **Labour Standards Division**

The division administers the *Labour Standards Code*, which sets out minimum employment rights, primarily for non-unionized employees. The division investigates and resolves complaints, issues orders, collects payment of wages found owing, and promotes compliance with the legislation through proactive awareness and audit/inspection activities. It also administers the Foreign Worker provisions of the Code which include recruiter licensing and employer registration requirements.

### **Conciliation and Mediation Services Division**

The division provides impartial conciliation, mediation, and dispute resolution services focused on settling workplace disputes with the goal of decreasing conflict in the workplace, grievance arbitrations, and work stoppages. Additionally, the division encourages harmonious labour relations through the delivery of high quality educational programming. The division is also responsible for the appointment of arbitrators to resolve grievance disputes.

### **Workers' Advisers Program**

The Workers' Advisers Program is established under Part III of the *Workers' Compensation Act* and regulations to provide free legal assistance, advice, and representation to eligible injured workers and their families seeking workers' compensation benefits.

### **Labour Board**

The Labour Board is an independent, adjudicative tribunal established under the *Labour Board Act* to adjudicate and resolve disputes under various provincial labour and employment laws, including the *Trade Union Act*, *Occupational Health and Safety Act* and *Labour Standards Code*.

## **SAFETY**

The branch supports the delivery of effective and efficient regulatory management to enhance the protection of the public and workers' safety. This is achieved by setting and updating requirements, promoting compliance through greater understanding of legislation, codes and standards, verifying compliance through monitoring and inspection, and enforcing compliance where necessary.

### **Occupational Health and Safety Division**

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

### **Technical Safety Division**

The division works with industry, municipalities, stakeholders and the public to safely regulate amusement devices, elevating devices, boiler systems and plants, electrical work, cranes and fuel safety using a range of compliance tools including certification, registration, licensing, permitting and inspections.

### **Strategic Planning and Accountability Division**

The division leads the formulation, planning, integration, review and evaluation of strategies, policies, programs and services that advance the overall purposes of the Safety Branch, and supports branch activities with information, systems and analytics.

### **SKILLS AND LEARNING**

The branch supports unemployed Nova Scotians to prepare for and secure work; helps businesses, industries and their employees become more productive through skills training, strategic HR services, and industry/sector partnerships; provides adult learners with foundational education to enable further education or labour force attachment; and supports career-oriented work experiences for post-secondary students, and employment for recent graduates.

### **Employment Nova Scotia Division**

The division is dedicated to helping Nova Scotians meet their full employment potential, help employers find the employees they need to prosper, and to help communities play an active role in developing well-balanced local labour markets. Working closely with a network of external service providers, the division is responsible for the management and ongoing development of the province's employment services delivery system, Nova Scotia Works, through which most of its programs are initially accessed by the public. It is also responsible for coordination of transition services for employees effected by industry downsizing or closures.

### **Adult Education Division**

The division is dedicated to improving the education and employment prospects of Nova Scotia's adults by funding, developing, coordinating and upgrading adult educational programs and services, promoting family literacy, and supporting the recognition of prior learning and international qualifications as well as ensuring fair labour mobility practices.

The division coordinates the Nova Scotia School for Adult Learning, administers the General Education Development (GED) testing program, supports workforce capacity-building through the Recognition of Prior Learning funding program and International Qualification Recognition program, and ensures fair labour mobility practices through the administration of the *Fair Registration Practices Act* and implementation of the Labour Mobility Chapter of the Canada Free Trade Agreement.

### **Workplace Initiatives Division**

The division is dedicated to building a vibrant and adaptable workforce in Nova Scotia by partnering with and providing support to employers and industry to ensure they have the skilled employees and HR practices to effectively compete and grow in a global marketplace. The division provides the programs and tools that support industry, business and organizations to build knowledge, develop new skills and access tools to hire and performance manage staff.

### **Strategy and Business Innovation Division**

The division works across the branch to facilitate strategic, operational and investment planning to advance the goals of the branch. It promotes program excellence across all branch division's, through a comprehensive suite of support services, including program review and evaluation, training, financial/investment management, systems support via LaMPSS, and the application of Lean Six Sigma tools and techniques. The division stewards the Canada-NS Labour Market Transfer Agreements through both administration and intergovernmental relationships.

### **Strategic and Youth Initiatives Division**

The division is responsible for establishing and elevating strategic and policy directions in the province to attach youth to the labour force, including the ongoing management and delivery of the youth employment program portfolio to encourage post-secondary student and graduate employment by businesses and other organizations. The division also plays a key role in contributing to the branch's work aimed at addressing issues related to under-employment and barriers to employment for underrepresented groups in Nova Scotia.

## **ENGAGEMENT, EQUITY AND BELONGING**

The branch supports LSI in fostering a diverse, health, equitable, and inclusive workforce. This is achieved by working collectively on transformational change and providing information on the values of engagement, equity and belonging.

## **NOVA SCOTIA APPRENTICESHIP AGENCY**

The Agency is responsible for stewarding and operating a relevant, accessible and responsive industry-led trades training and certification system and improving access to and participation in the system by Aboriginal Peoples, African Nova Scotians, persons with disabilities, immigrants, women and members of other under represented groups.

### **Vision**

The vision for the Agency is an industry-led apprenticeship system that builds and maintains a highly skilled and diverse workforce, contributing to the economic success of Nova Scotia.

### **Mission**

As advocates and stewards, the Agency, industry, and its partners will build a leading-edge apprenticeship system, creating more jobs for apprenticeship, giving broader access to training and certification, and exceeding nationally recognized performance.

### **Partnership and Innovation Division**

The division is responsible for ensuring industry has a strong voice in the apprenticeship and trades training system. This division leverages partnerships to build a culture of innovation and increase relevance, accessibility and responsiveness to industry, equity-seeking groups, employers, youth and potential apprentices. This division manages the Apprenticeship Board, committees of the Board, including Trade Advisory Committees, youth engagement, industry and equity-seeking group engagement, compliance and enforcement, labour market information and marketing and communications.

### **Standards and Examinations Division**

The division ensures educational quality regarding the knowledge, skills and abilities pre-apprentices, apprentices, and trades professionals need to meet industry needs for training and trades certification. Working with industry, equity-seeking organizations and other partners, this division sets standards, develops occupational scopes of practice, occupational and curriculum standards, and trade examinations, and represents the Province and the Agency on national and Atlantic trade harmonization initiatives, including participation in the Red Seal Program.

### **Programs and Operations Division**

The division is responsible for leading the planning, delivery and associated operations of an effective post-secondary industry training system for the skilled trades. The division develops and oversees training sales agreements and joint registration agreements, manages and operationalizes the apprenticeship management system, monitors system performance, develops policy, aligns resources to support industry recommendations and emerging needs to ensure

the modernization of the system. Working with industry, the division develops programs and services to support the success of the employer/apprentice training relationship, provides for the registration, training, monitoring and examination of pre-apprentices, apprentices and trade qualifiers and the issuance of the Certificate of Qualification and endorsements to eligible clients.

## **Legislation**

Note: This list includes all legislation that the Minister of Labour, Skills and Immigration is responsible for in whole or in part.

*Adult Learning Act*

*Amusement Devices Safety Act*

*Apprenticeship and Trades Qualifications Act*

*Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation (Nova Scotia) Act*

*Canadian Free Trade Agreement Implementation Act*

*Civil Service Collective Bargaining Act*

*Community Colleges Act*

*Construction Projects Labour Relations Act*

*Cosmetology Act*

*Electrical Installation and Inspection Act*

*Elevators and Lifts Act*

*Essential Health and Community Services Act*

*Fair Registration Practices Act*

*Highway Workers' Collective Bargaining Act*

*Labour Board Act*

*Labour Standards Code*

*Occupational Health and Safety Act*

*Pay Equity Act*

*Registered Barbers Act*

*Remembrance Day Act*

*Smoke Free Places Act*

*Teacher's Collective Bargaining Act*

*Technical Safety Act*



*Workers' Compensation Act*  
*Youth Secretariat Act*

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