



# AMENDMENT NOTICE

**DATE:** September 12, 2019

**TO: Mainland Insulator 116 Trade Classification**

Aluma Systems Inc.	Vivian	Eskander
Aluma Systems Inc.	Graham	Brush
Aluma Systems Inc.	Karen	Manuel
Aluma Systems Inc.	Kelly	McNeil
G. & M. Insulation & Siding Limited	Darren	Drew
G. & M. Insulation & Siding Limited	Shawn	Smith
Guildfords (2005) Inc.	Adam	Sheppard
Guildfords (2005) Inc.	Darren	Nantes
Guildfords (2005) Inc.	Malcolm	Robertson
JB Insulators	John	Bray
MacKinnon and Olding Ltd.	Michael	MacDonald
Pro Insul Limited	Danny	Pacione
Zinck's Mechanical Insulation Limited	Catherine	Zinck

**CC:** Matthew Benson, Local 116

**FROM:** Robert Shepherd

**RE: Amendment #2 to Mainland Insulator 116 Collective Agreement 2018-2021  
Change to CLRA Industry Improvement Fund Remittances**

**PAGES:** 11 (including cover page)

EFFECTIVE DATE	CHANGE(S) OR COMMENT(S)	PAGES AFFECTED
September 1, 2019	<ul style="list-style-type: none"> <li>• CLRA Industry Improvement Fund decrease from \$0.18 to \$0.16</li> <li>• Insulators Training, Recreation and Building Trades Fund increase from \$0.47 to \$0.49</li> <li>• Please refer to wage tables for any changes to Hourly Rate and V&amp;H</li> </ul>	Cover page, 16, 17, 20, 21, 34, 36

Please find attached the following information for the attached amendment which is effective September 1, 2019:

- Amendment #2 pages for the 2018-2021 Insulator 116 Collective Agreement
- New CLRA Industry Improvement Fund remittance form and updated instructions

The purpose of this notice is to advise Trade Classification members that a new Industry Improvement Fund (IIF) remittance form is now available for hours being reported for ICI work performed by Mainland Insulator 116 employees from September 1, 2019 onward in conjunction with this amendment.

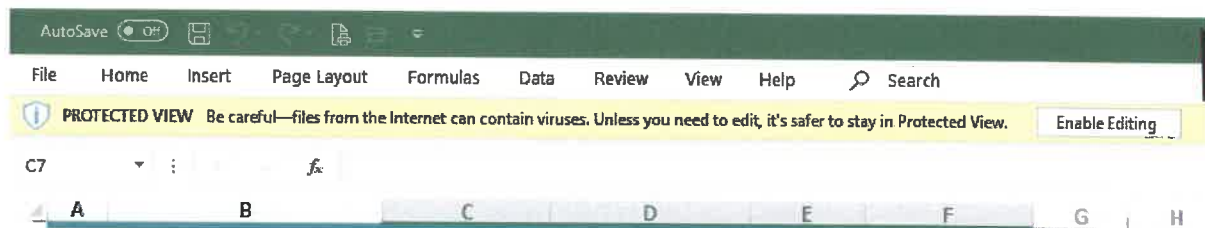
Please note that the total IIF amount has decreased from eighteen cents (\$0.18) to sixteen cents (\$0.16) per hour and the Line (A) amount that is HST taxable has increased from eleven cents (\$0.11) to thirteen cents (\$0.13). The "Techsploration" component (a \$0.02 employer and a \$0.02 employee contribution) of the Industry Improvement Fund has been removed. The new remittance form, along with an updated list of detailed instructions, is attached for your reference.



The Insulators Training, Recreation and Building Trades Fund has increased from forty-seven cents (\$0.47) to forty-nine cents (\$0.49).

Users will notice that the attached form has removed the availability to report total monthly hours per employee. Effective September 1, 2019, companies will only need to report Mainland Insulator 116 total hours for the company per month. **Due to privacy reasons, we will require that companies only send this new IIF form with their remittance as we are no longer able to accept alternate reports which contain Social Insurance Numbers.**

This form is also available for download in Adobe Acrobat and Excel formats in the "Forms" section of our website, [www.nscdra.ca/forms.asp](http://www.nscdra.ca/forms.asp). We recommend using the Excel version of this form as it will provide the amount to be remitted simply by entering the total monthly hours and is also a great tool to utilize to double check your own calculation method. Depending on the version of Excel that you are using, you may receive the following message and will need to "Enable Editing" before you can type in the form:



If you have any questions regarding this new form, please do not hesitate to contact myself ([admin@nscdra.ca](mailto:admin@nscdra.ca)) or Nancy Alvarez ([nalvarez@nscdra.ca](mailto:nalvarez@nscdra.ca)) via email or phone (902-468-2283).

Reminder: IIF remittances are due to be received in our office by the (fifteenth) 15<sup>th</sup> day of the following month. To avoid delinquency, please allow enough time to prepare and send your remittance so that it will arrive by the 15<sup>th</sup>. Within the province of Nova Scotia, you should allow at least three (3) business days to ensure that your remittance is not late. i.e. if the 15<sup>th</sup> falls on a Monday, your remittance should be in the mail by Wednesday the 10<sup>th</sup>.

Please review these pages and forward to your accounting and/or payroll departments as needed. The full amended appendices and the amended pages are now available for download on our website, [www.nscdra.ca](http://www.nscdra.ca).

*If the person receiving this message is not the person who takes care of payroll for your company, please speak with your payroll department to ensure that they have received a copy of this notice.*

If you have any questions or concerns, please feel free to contact our office.

Thank you.

**INSULATORS – MAINLAND NOVA SCOTIA  
A COLLECTIVE LABOUR AGREEMENT  
2018 - 2021**

**BETWEEN:**

**NOVA SCOTIA CONSTRUCTION LABOUR RELATIONS ASSOCIATION LIMITED**

(hereinafter referred to as the "CLRA")

260 Brownlow Avenue, Unit No. 1

Dartmouth, NS B3B 1V9

Phone: (902) 468-2283

Fax: (902) 468-3705

- and -

**INTERNATIONAL ASSOCIATION OF HEAT AND FROST INSULATORS  
AND ALLIED WORKERS, LOCAL UNION 116, A.F.L., C.L.C., C.I.**

(hereinafter referred to as the "Union")

110 Chain Lake Drive, Unit 3-J

Halifax, Nova Scotia, B3S 1A9

Phone: (902) 450-5605

Fax: (902) 450-5613

***THIS AGREEMENT*** dated at Dartmouth, this 24th day of August, 2018.

**EFFECTIVE DATE:** July 5, 2018

**EXPIRATION:** April 30, 2021

**Amendment #1 – May 1, 2019**

**Amendment #2 – September 1, 2019**

## ARTICLE 19 - WAGES

19.01 **MECHANICS** – For regular hours of work:

<b>Mechanics</b>		
<b>Effective Date</b>	<b>Wage Rate Major Industrial</b>	<b>Wage Rate All Other Work</b>
<u>July 5, 2018</u>	<u>\$39.04</u>	<u>\$36.38</u>
<u>May 1, 2019</u>	\$39.04	\$36.38
<b><u>September 1, 2019</u></b>	\$39.04	\$36.38
<u>May 1, 2020</u>	<b><u>\$39.40</u></b>	<b><u>\$36.74</u></b>

## ARTICLE 20 - EMPLOYER CONTRIBUTIONS

20.01 Employers signatory to this Agreement shall remit monthly to the Administrator of Records before the tenth (10th) day of the month following, the sum equal to the following:

<b>Effective Date</b>	<b>Employer Contributions</b>	
	<b>Pension</b>	<b>Benefit</b>
July 5, 2018	\$6.00	\$2.30
<b><u>May 1, 2019</u></b>	<b><u>\$6.40</u></b>	\$2.30

20.02 Such remittance shall be made on forms provided and payable to Benefit Plan Administrators Limited “In Trust” at the following address:

**Benefit Plan Administrators Limited**

Suite 216, Tower 1  
7001 Mumford Road  
Halifax, NS B3L 4N9  
Phone: (902) 455-7277  
Fax: (902) 454-5936

20.03 Employers signatory to this Agreement shall remit monthly, as per Article 22 - Insulators Training, Recreation and Building Trades Fund, the sum of forty-seven cents (\$0.47) per hour worked **and effective September 1, 2019, the sum of forty-nine cents (\$0.49) per hour worked** to the Administrator of Records before the tenth (10th) day of the month following at the following address:

**The Administrator**

International Association of Heat & Frost Insulators & Allied Workers Local 116  
110 Chain Lake Drive Unit 3-J  
Halifax, NS B3S 1A9

Amendment #1 – May 1, 2019  
Amendment #2 – September 1, 2019

- 20.04 Remittances to the CLRA Industry Improvement Fund in the amount of eighteen cents (\$0.18) per hour worked **and effective September 1, 2019, in the amount of sixteen cents (\$0.16) per hour worked** will be on the form provided, indicating the specific fund breakdown and sent to:

**The Administrator**  
260 Brownlow Avenue, Unit No. 1  
Dartmouth, NS B3B 1V9

### **ARTICLE 20A - BENEFIT PLAN CONTRIBUTIONS**

- 20A.01 The parties agree that the Declaration of Trust Establishing the Local 116 Heat & Frost and Allied Workers Benefit Plant Trust and the Local 116 Heat & Frost Insulators and Allied Workers Pension Trust Fund is an integral part of this agreement and forms part of this Agreement, and any employer may, upon request, receive copies of the Declaration of Trust from the Union.
- 20A.02 The parties recognize and agree that timely contribution benefits under the Benefit Plan Trust and Pension Trust are requirements of this collective Agreement and the parties will not tolerate late payments of monies, such payments to be made in accordance with Article 20.01.
- 20A.03 Either party to the Collective Agreement may enforce the provisions of either trust Agreement and the provisions of this Collective Agreement through the grievance provisions of the Trade Union Act and either party is specifically authorized to act on behalf of the Trustees of the Trust Funds for the purpose of enforcing the provisions of the Trusts only as they relate to the collection of delinquencies.
- 20A.04 When an employer fails to remit contributions in accordance with Article 20.01, either party, in accordance with this Collective Agreement and the aforementioned Trust Agreements, may file a grievance in accordance with the Trade Union Act to collect the delinquency. Should either party be required to collect delinquency, and even if the delinquent employer pays the contributions prior to arbitration, the delinquent employer shall be required to pay a 20% administration fee to the trustees for the collection of the delinquency. The aforementioned 20% administration fee will be in lieu of all costs, legal fees, and sheriff fees and other administrative costs incurred by either party of the Trustees in the collection of said amount. Any arbitrator appointed to take jurisdiction over these matters should in any award provide the aforementioned 20% administration fee.

**Amendment #2 – September 1, 2019**

## ARTICLE 22 – INSULATORS TRAINING, RECREATION AND BUILDING TRADES FUND

22.01 All employers must contribute and remit each month, by the tenth (10th) day of the following month, to the Insulators Training, Recreation and Building Trades Fund, the amount indicated in the appropriate table of Appendix “A” and “B” for each hour worked in that month by any employee covered by this Agreement and a completed remittance form provided to the employer by the Administrator.

This contribution shall be made payable to the "Insulators Training, Recreation and Building Trades Fund" and remitted to the following address:

**The Administrator**

International Association of Heat & Frost Insulators & Allied Workers Local 116  
110 Chain Lake Drive Unit 3-J  
Halifax, NS B3S 1A9

22.02 This remittance of forty-seven cents (\$0.47) **(and effective September 1, 2019, forty-nine cents (\$0.49))** shall be distributed as follows: Ten cents (\$0.10) per hour of this fund shall be remitted to a Recreation Fund and twenty-five cents (\$0.25) per hour of this fund shall be remitted to a Training Fund, to be administered by the Union. Twelve cents (\$0.12) per hour **(and effective September 1, 2019, fourteen cents (\$0.14))** of this fund shall be remitted by the Administrator to the Mainland Nova Scotia Building Trades Council. In the event that this fund is wound up, these amounts shall be returned to the wage package.

22.03 The parties hereto agree that either party, pursuant to the Agreement establishing the Insulators Training, Recreation and Building Trades shall have the authority to utilize the arbitration procedures set forth herein for the collection of delinquent accounts for individual contributions required to be made pursuant to this Article. Any arbitrator appointed pursuant to this clause is hereby expressly conferred jurisdiction to deal with the awarding of contributions, damages and all related costs.

22.04 Neither the Union nor the CLRA shall incur any legal liability with regard to claims arising from the Insulators Training, Recreation and Building Trades Fund.

**Amendment #2 – September 1, 2019**

- 22.05 It is agreed that Insulators 116 retains the exclusive right to allocate and/or reallocate wages to the various benefit trust funds and any other union funds designated in the current collective agreement. Insulators 116 shall give at least thirty (30) days notice to the Nova Scotia Construction Labour Relations Association, on any impending changes regarding distribution of wages between designated union funds.
- 22.06 The parties agree that this Fund is a term or condition of employment of employees covered by this Collective Agreement.

### **ARTICLE 23 – CLRA INDUSTRY IMPROVEMENT FUND**

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- 23.01 All employers must contribute each month to the CLRA Industry Improvement Fund a total sum equal to eighteen cents (\$0.18) for each hour worked **and effective September 1, 2019, a total sum equal to sixteen cents (\$0.16) for each hour worked** in that month to any employee covered by this Agreement.

This will be paid by cheque made out in favour of the CLRA Industry Improvement Fund and forwarded to the Administrator at the following address on or before the tenth (10<sup>th</sup>) day of the following month:

**The Administrator**  
260 Brownlow Avenue, Unit #1  
Dartmouth, NS B3B 1V9

Remittance forms for this fund are available at [www.nscra.ca](http://www.nscra.ca) or by phone at 902-468-2283.

- 23.02** It is agreed that the CLRA has the right to allocate increases to the CLRA's Industry Improvement Fund, provided that the union receives thirty (30) days notice of such change.

**Amendment #2 – September 1, 2019**

## APPENDIX “A” – WAGE RATES

## WAGE RATES FOR ALL WORK OTHER THAN MAJOR INDUSTRIAL (APPENDIX “B”)

JOURNEYMAN								
Effective Date	Hourly Rate	V & H (9%)	Benefit	Training, Rec & Bldg Trades	Total Package	HF	Skills Fund	Total
<u>July 5, 2018</u>	<u>\$36.38</u>	<u>\$3.27</u>	\$8.30	\$0.47	<u>\$48.42</u>	\$0.18	\$0.54	<u>\$49.14</u>
<u>May 1, 2019</u>	\$36.38	\$3.27	<b>\$8.70</b>	\$0.47	<u>\$48.82</u>	\$0.18	\$0.54	<u>\$49.54</u>
<b>September 1, 2019</b>	\$36.38	\$3.27	\$8.70	<b>\$0.49</b>	<b>\$48.84</b>	<b>\$0.16</b>	\$0.54	\$49.54
<u>May 1, 2020</u>	<b>\$36.74</b>	<b>\$3.31</b>	\$8.70	\$0.49	<b>\$49.24</b>	\$0.16	\$0.54	<u>\$49.94</u>

APPRENTICES								
Hours	Hourly Rate	V & H (9%)	Benefit	Training, Rec & Bldg Trades	Total Package	HF	Skills Fund	Total
<b>Effective Date: <u>July 5, 2018</u></b>								
0 - 1000 hours	<u>\$19.56</u>	<u>\$1.76</u>	\$0.00	\$0.47	<u>\$21.79</u>	\$0.18	\$0.54	<u>\$22.51</u>
1000 - 2000 hours	<u>\$20.56</u>	<u>\$1.85</u>	\$2.30	\$0.47	<u>\$25.18</u>	\$0.18	\$0.54	<u>\$25.90</u>
2000 - 4000 hours	<u>\$22.17</u>	<u>\$1.99</u>	\$8.30	\$0.47	<u>\$32.93</u>	\$0.18	\$0.54	<u>\$33.65</u>
4000 - 6000 hours	<u>\$25.72</u>	<u>\$2.31</u>	\$8.30	\$0.47	<u>\$36.80</u>	\$0.18	\$0.54	<u>\$37.52</u>
6000 - 8000 hours	<u>\$30.16</u>	<u>\$2.71</u>	\$8.30	\$0.47	<u>\$41.64</u>	\$0.18	\$0.54	<u>\$42.36</u>
<b>Effective Date: <u>May 1, 2019</u></b>								
0 - 1000 hours	<u>\$19.72</u>	<u>\$1.78</u>	\$0.00	\$0.47	<u>\$21.97</u>	\$0.18	\$0.54	<u>\$22.69</u>
1000 - 2000 hours	<u>\$20.75</u>	<u>\$1.87</u>	\$2.30	\$0.47	<u>\$25.39</u>	\$0.18	\$0.54	<u>\$26.11</u>
2000 - 4000 hours	<b>\$22.05</b>	<b>\$1.98</b>	<b>\$8.70</b>	\$0.47	<u>\$33.20</u>	\$0.18	\$0.54	<u>\$33.92</u>
4000 - 6000 hours	<b>\$25.62</b>	<b>\$2.31</b>	<b>\$8.70</b>	\$0.47	<u>\$37.10</u>	\$0.18	\$0.54	<u>\$37.82</u>
6000 - 8000 hours	<b>\$30.11</b>	<b>\$2.71</b>	<b>\$8.70</b>	\$0.47	<u>\$41.99</u>	\$0.18	\$0.54	<u>\$42.71</u>
<b>Effective Date: <u>September 1, 2019</u></b>								
0 - 1000 hours	\$19.72	<b>\$1.77</b>	\$0.00	<b>\$0.49</b>	<b>\$21.98</b>	<b>\$0.16</b>	\$0.54	<b>\$22.68</b>
1000 - 2000 hours	<b>\$20.74</b>	\$1.87	\$2.30	<b>\$0.49</b>	<b>\$25.40</b>	<b>\$0.16</b>	\$0.54	<b>\$26.10</b>
2000 - 4000 hours	<b>\$22.04</b>	\$1.98	\$8.70	<b>\$0.49</b>	<b>\$33.21</b>	<b>\$0.16</b>	\$0.54	<b>\$33.91</b>
4000 - 6000 hours	\$25.62	\$2.31	\$8.70	<b>\$0.49</b>	<b>\$37.12</b>	<b>\$0.16</b>	\$0.54	\$37.82
6000 - 8000 hours	<b>\$30.10</b>	\$2.71	\$8.70	<b>\$0.49</b>	<b>\$42.00</b>	<b>\$0.16</b>	\$0.54	<b>\$42.70</b>
<b>Effective Date: <u>May 1, 2020</u></b>								
0 - 1000 hours	<b>\$19.88</b>	\$1.79	\$0.00	\$0.49	<b>\$22.16</b>	\$0.16	\$0.54	<b>\$22.86</b>
1000 - 2000 hours	<b>\$20.93</b>	\$1.88	\$2.30	\$0.49	<b>\$25.60</b>	\$0.16	\$0.54	<b>\$26.30</b>
2000 - 4000 hours	<b>\$22.28</b>	\$2.01	\$8.70	\$0.49	<b>\$33.48</b>	\$0.16	\$0.54	<b>\$34.18</b>
4000 - 6000 hours	<b>\$25.90</b>	\$2.33	\$8.70	\$0.49	<b>\$37.42</b>	\$0.16	\$0.54	<b>\$38.12</b>
6000 - 8000 hours	\$30.42	\$2.74	\$8.70	\$0.49	<b>\$42.35</b>	\$0.16	\$0.54	\$43.05

Amendment #1 – May 1, 2019

Amendment #2 – September 1, 2019



## WAGE RATES FOR ALL MAJOR INDUSTRIAL WORK

JOURNEYMAN								
Effective Date	Hourly Rate	V & H (9%)	Benefit	Training, Rec & Bldg Trades	Total Package	IIF	Skills Fund	Total
<u>July 5, 2018</u>	<u>\$39.04</u>	<u>\$3.51</u>	\$8.30	\$0.47	<u>\$51.32</u>	\$0.18	\$0.54	<u>\$52.04</u>
<u>May 1, 2019</u>	\$39.04	\$3.51	<u>\$8.70</u>	\$0.47	<u>\$51.72</u>	\$0.18	\$0.54	<u>\$52.44</u>
<b><u>September 1, 2019</u></b>	\$39.04	\$3.51	\$8.70	<u>\$0.49</u>	<b><u>\$51.74</u></b>	<b><u>\$0.16</u></b>	\$0.54	\$52.44
<u>May 1, 2020</u>	<u>\$39.40</u>	<u>\$3.55</u>	\$8.70	\$0.49	<u>\$52.14</u>	\$0.16	\$0.54	<u>\$52.84</u>

APPRENTICES								
Hours	Hourly Rate	V & H (9%)	Benefit	Training, Rec & Bldg Trades	Total Package	IIF	Skills Fund	Total
<b>Effective Date: <u>July 5, 2018</u></b>								
0 - 1000 hours	<u>\$20.75</u>	<u>\$1.87</u>	\$0.00	\$0.47	<u>\$23.09</u>	\$0.18	\$0.54	<u>\$23.81</u>
1000 - 2000 hours	<u>\$21.94</u>	<u>\$1.98</u>	\$2.30	\$0.47	<u>\$26.69</u>	\$0.18	\$0.54	<u>\$27.41</u>
2000 - 4000 hours	<u>\$23.97</u>	<u>\$2.16</u>	\$8.30	\$0.47	<u>\$34.90</u>	\$0.18	\$0.54	<u>\$35.62</u>
4000 - 6000 hours	<u>\$27.73</u>	<u>\$2.50</u>	\$8.30	\$0.47	<u>\$39.00</u>	\$0.18	\$0.54	<u>\$39.72</u>
6000 - 8000 hours	<u>\$32.45</u>	<u>\$2.92</u>	\$8.30	\$0.47	<u>\$44.14</u>	\$0.18	\$0.54	<u>\$44.86</u>
<b>Effective Date: <u>May 1, 2019</u></b>								
0 - 1000 hours	<u>\$20.92</u>	<u>\$1.88</u>	\$0.00	\$0.47	<u>\$23.27</u>	\$0.18	\$0.54	<u>\$23.99</u>
1000 - 2000 hours	<u>\$22.13</u>	<u>\$1.99</u>	\$2.30	\$0.47	<u>\$26.89</u>	\$0.18	\$0.54	<u>\$27.61</u>
2000 - 4000 hours	<u>\$23.85</u>	<u>\$2.15</u>	<u>\$8.70</u>	\$0.47	<u>\$35.17</u>	\$0.18	\$0.54	<u>\$35.89</u>
4000 - 6000 hours	<u>\$27.65</u>	<u>\$2.49</u>	<u>\$8.70</u>	\$0.47	<u>\$39.31</u>	\$0.18	\$0.54	<u>\$40.03</u>
6000 - 8000 hours	<u>\$32.39</u>	<u>\$2.92</u>	<u>\$8.70</u>	\$0.47	<u>\$44.48</u>	\$0.18	\$0.54	<u>\$45.20</u>
<b>Effective Date: <u>September 1, 2019</u></b>								
0 - 1000 hours	<u>\$20.91</u>	\$1.88	\$0.00	<u>\$0.49</u>	<u>\$23.28</u>	<u>\$0.16</u>	\$0.54	<u>\$23.98</u>
1000 - 2000 hours	<u>\$22.12</u>	\$1.99	\$2.30	<u>\$0.49</u>	<u>\$26.90</u>	<u>\$0.16</u>	\$0.54	<u>\$27.60</u>
2000 - 4000 hours	<u>\$23.84</u>	\$2.15	\$8.70	<u>\$0.49</u>	<u>\$35.18</u>	<u>\$0.16</u>	\$0.54	<u>\$35.88</u>
4000 - 6000 hours	<u>\$27.64</u>	\$2.49	\$8.70	<u>\$0.49</u>	<u>\$39.32</u>	<u>\$0.16</u>	\$0.54	<u>\$40.02</u>
6000 - 8000 hours	\$32.39	\$2.92	\$8.70	<u>\$0.49</u>	<u>\$44.50</u>	<u>\$0.16</u>	\$0.54	\$45.20
<b>Effective Date: <u>May 1, 2020</u></b>								
0 - 1000 hours	<u>\$21.07</u>	\$1.90	\$0.00	\$0.49	<u>\$23.46</u>	\$0.16	\$0.54	<u>\$24.16</u>
1000 - 2000 hours	<u>\$22.31</u>	\$2.01	\$2.30	\$0.49	<u>\$27.11</u>	\$0.16	\$0.54	<u>\$27.81</u>
2000 - 4000 hours	\$24.10	\$2.17	\$8.70	\$0.49	<u>\$35.46</u>	\$0.16	\$0.54	\$36.16
4000 - 6000 hours	\$27.93	\$2.51	\$8.70	\$0.49	<u>\$39.63</u>	\$0.16	\$0.54	\$40.33
6000 - 8000 hours	\$32.71	\$2.94	\$8.70	\$0.49	<u>\$44.84</u>	\$0.16	\$0.54	\$45.54

**Amendment #1 – May 1, 2019**  
**Amendment #2 – September 1, 2019**

# INSULATORS LOCAL 116

## CLRA INDUSTRY IMPROVEMENT FUND

HST Registration #R106970924

**GUIDELINES:** Remittances due for this fund are to be remitted on a monthly basis for hours worked in the preceding month. This remittance is due to be received in our office on or before the tenth (10th) day of the following month. To avoid delinquency, please allow sufficient time to prepare and send your remittance so that it will arrive by the 10th. **Please only send this form with your cheque. Due to privacy reasons, we can no longer accept any alternate reports which contain Social Insurance Numbers. Remittances for multiple trades or funds cannot be combined on a single cheque.** If there are no unionized hours to report for a given month, submit this form showing nil contributions. A complete list of instructions can be found below this form.

Company Name:			
Full Mailing Address:			
Payroll Contact Name:			
Payroll Contact Email:			
Phone:			
Fax:			

MONTH/YEAR REPORTED	TOTAL HOURS WORKED

<i>The shaded fields in this table will automatically calculate when using the Excel version of this form. Download this form from <a href="http://www.nscdra.ca">www.nscdra.ca</a>.</i>	REPORTED HOURS	RATE	TOTAL
(A) I.I.F. (Industry Improvement Fund)		\$0.13	
(B) CALCULATE HST ON LINE (A) ONLY		15%	
(C) Nova Scotia Construction Sector Council		\$0.03	
<b>(D) TOTAL CONTRIBUTION DUE (A + B + C)</b>			

Please retain one copy of this form for your files and return one copy with your remittance made payable to:  
**CLRA - Insulator 116 IIF**  
 260 Brownlow Avenue, Unit 1  
 Dartmouth, NS B3B 1V9

**IF YOUR COMPANY NO LONGER EMPLOYS ELIGIBLE EMPLOYEES FOR THIS TRADE/LOCAL, PLEASE REQUEST DORMANCY HERE BY INDICATING THE EFFECTIVE DATE (BY DOING SO, YOUR COMPANY WILL NO LONGER NEED TO SUBMIT NIL REPORTS UNTIL WORK RESUMES):**

<b>TOTAL RATE:</b> \$0.16	<b>PHONE:</b> 902-468-2283
<b>RATE EFFECTIVE SINCE:</b> September 1, 2019	<b>FAX:</b> 902-468-3705
<b>FORM UPDATED:</b> September 9, 2019	<b>EMAIL:</b> <a href="mailto:iif@nscdra.ca">iif@nscdra.ca</a>
<b>REASON FOR UPDATE:</b> New rate & form, updated guidelines	<b>WEBSITE:</b> <a href="http://www.nscdra.ca">www.nscdra.ca</a>

## INSTRUCTIONS

**Nova Scotia Construction Labour Relations Association (CLRA)** is the Administrator for this fund. If your company has any questions regarding this fund, please do not hesitate to contact Administration via phone (902-468-2283) or email (iif@nscdra.ca).

This form is available for download in the "Forms" section of our website, [www.nscdra.ca](http://www.nscdra.ca), in both Excel and Adobe Acrobat formats. We encourage companies to use the Excel version of this form as it will automatically calculate the amount due based on the total applicable hours that are entered by the user.

### **NEW REQUIREMENT:**

**Please only send the above form with your cheque. Due to privacy reasons, we can no longer accept any alternate reports which contain Social Insurance Numbers.**

### **HOW TO FILL OUT THIS FORM:**

Please fill in all company information on the remittance form, plus the month and year being reported and the total applicable hours (worked or earned as per the collective agreement). A list of employees is not required.

Retain one copy of the completed form above for your files and return one copy directly to our office with your remittance.

### **GUIDELINES:**

As per the current collective agreement, remittances are due to be received in our office each month on or before the 10th day of the following month.

To avoid delinquency, please allow sufficient time to prepare and send your remittance so that it arrives in our office on time. According to current Canada Post guidelines for mailing within the province of Nova Scotia, you should allow at least 3 business days to ensure your remittance is not late. *i.e. If the 10th falls on a Monday, your remittance should be in the mail by Wednesday the 5th.* If the remittance is being mailed from outside Nova Scotia or from a rural community, please allow 3-7 business days or consult with Canada Post.

Remittances for multiple trades or funds cannot be combined on a single cheque.

Please do not alter the rates on this form. The forms available for download on our website will always be correct and up to date.

### **IF YOUR COMPANY HAS NO HOURS TO REPORT FOR A PARTICULAR MONTH:**

If your company does not employ eligible employees for a particular trade for any given month, a report still needs to be submitted (for that trade) to provide complete month to month reporting continuity for your company. Please fill in zero hours on the above form. Nil reports can be submitted by email (iif@nscdra.ca), fax (902-468-3705) or mail and must be received in our office by the due date noted in the guidelines above.

### **IF YOUR COMPANY HAS NO HOURS TO REPORT FOR AN UNDETERMINED PERIOD OF TIME:**

If your company becomes inactive in a particular trade (i.e. shutdown) or is not expected to perform work in a particular trade for an undetermined period of time, please request dormancy (for that trade) by filling in the effective date (month and year) on the above form. Dormancy requests can be submitted by email (iif@nscdra.ca), fax (902-468-3705) or mail. When your company employs eligible employees again for a particular trade, resume sending remittances.