



AMENDMENT **NOTICE**

DATE: September 16, 2019

To: Roofer 409 Trade Classification

Atlantic Roofers Limited	Jeremy	Croft
Flynn Canada	Eric	Veniot
Fosco Roofing Limited	Paul	Cox
Fosco Roofing Limited		
PMC Roofing Limited	John	Harrington
PMC Roofing Limited	Paula	Webber

CC: George MacDonald, Local 409

FROM: Angela Gallant, Administrative Assistant

RE: Amendment #2 to Roofer 409 Collective Agreement 2018-2021

PAGES: 7 (including cover page)

EFFECTIVE DATE	CHANGE(S) OR COMMENT(S)	PAGES AFFECTED
September 1, 2019	<ul style="list-style-type: none">• Article 24.01 – removed wording relating to Techsploration• New remittance form for Industry Improvement and Administration Fund	Cover page, 17, 19

Attached are the amended pages for the Roofer 409 Collective Agreement 2018-2021 Amendment #2, effective September 1, 2019.

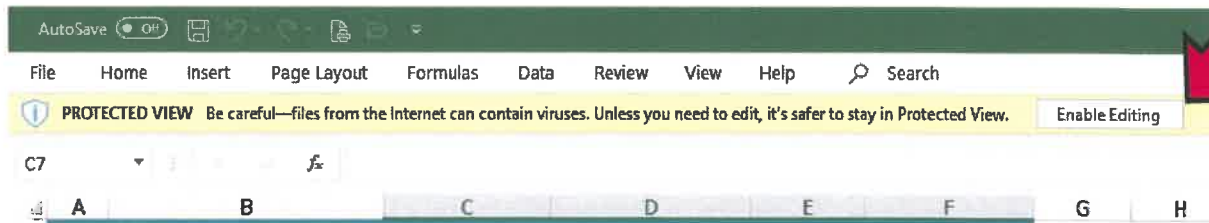
The purpose of this notice is to advise Trade Classification members that a new Industry Improvement & Administration Fund (IIF) remittance form is now available for hours being reported for ICI work performed by Roofer 409 employees from September 1, 2019 onward in conjunction with this amendment.

Please note that although the total IIF amount of forty-six cents (\$0.46) has not changed, the method of calculation and the amount that is HST taxable have changed. This new form, along with an updated list of detailed instructions, is attached for your reference.

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.nsclra.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@nsclra.ca) or Nancy Alvarez (nalvarez@nsclra.ca) via email or phone (902-468-2283).

Reminder: IIF remittances are due to be received in our office by the (tenth) 10th 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 10th. 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 10th falls on a Monday, your remittance should be in the mail by Wednesday the 5th.

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.

Thank you

**ROOFER LOCAL 409
INDUSTRY IMPROVEMENT & ADMINISTRATION 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	
NAME OF EMPLOYEE	HOURS WORKED
TOTAL HOURS WORKED	

	REPORTED HOURS	RATE	TOTAL
<i>The shaded fields in this table will automatically calculate when using the Excel version of this form. Download this form from www.nsclra.ca.</i>			
(A) I.I.F. (Industry Improvement Fund)		\$0.13	
(B) CALCULATE HST ON LINE (A) ONLY		15%	
(C) Roofers Union IIF		\$0.30	
(D) Nova Scotia Construction Sector Council		\$0.03	
(E) TOTAL CONTRIBUTION DUE (A + B + C + D)			

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):

Please retain one copy of this form for your files and return one copy with your remittance made payable
CLRA - Roofer 409 IIF
260 Brownlow Avenue, Unit 1
Dartmouth, NS B3B 1V9

TOTAL RATE: \$0.46
RATE EFFECTIVE SINCE: September 1, 2019
FORM UPDATED: September 9, 2019
REASON FOR UPDATE: New rate structure & form, updated guidelines

PHONE: 902-468-2283
FAX: 902-468-3705
EMAIL: iif@nsclra.ca
WEBSITE: www.nsclra.ca

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@nscra.ca).

This form is available for download in the "Forms" section of our website, www.nscra.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, the month and year being reported, plus the name of each employee and their total hours for the month (worked or earned as per the collective agreement).

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@nscra.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@nscra.ca), fax (902-468-3705) or mail. When your company employs eligible employees again for a particular trade, resume sending remittances.

**ROOFERS COLLECTIVE AGREEMENT
MAINLAND NOVA SCOTIA
2018 - 2021**

BETWEEN:

NOVA SCOTIA CONSTRUCTION LABOUR RELATIONS ASSOCIATION LIMITED
(hereinafter called the "CLRA")

260 Brownlow Avenue, Unit No. 1
Dartmouth, NS B3B 1V9
Phone: (902) 468-2283
Fax: (902) 468-3705

- AND -

**BUILT-UP ROOFERS', DAMP & WATERPROOFERS' SECTION OF THE
SHEET METAL WORKERS' INTERNATIONAL ASSOCIATION
LOCAL 409**
(hereinafter called the "Union")

14 McQuade Lake Crescent, Suite 105
Halifax, NS B3S 1B6
Phone: (902) 450-5165
Fax: (902) 450-5123

THIS AGREEMENT dated at Dartmouth, this 26th day of June, 2018.

EFFECTIVE DATE: May 29, 2018
EXPIRATION DATE: April 30, 2021

Amendment #1 – February 3, 2019
Amendment #2 – September 1, 2019

ARTICLE 23 - NO STRIKE - NO LOCKOUT

- 23.01 The Union agrees that there will be no strike or other collective action which will interfere with or stop the efficient operation of construction work of the employer or any employer for the duration of this Agreement.
- 23.02 Participation by an employee, or group of employees, in an act violating the above provision will be cause for disciplinary action.
- 23.03 The employer agrees that there will not be any lockout of employees bound by this Agreement during its term.

ARTICLE 24 - EMPLOYER CONTRIBUTIONS

- 24.01 Employers signatory to this Agreement shall remit monthly to the Administrator of Records before the tenth (10th) day of the month following the sums as per the following:

EMPLOYER CONTRIBUTIONS				
	Welfare Fund	Pension Fund		IIF & Admin Fund
		Commercial	Major Industrial	
<u>May 29, 2018</u>	\$1.40	<u>\$6.02</u>	<u>\$6.02</u>	\$0.46
February 3, 2019	\$1.40	<u>\$5.41</u>	\$6.02	\$0.46
<u>May 1, 2019</u>	\$1.40	<u>\$5.48</u>	<u>\$6.09</u>	\$0.46
<u>May 1, 2020</u>	\$1.40	<u>\$5.53</u>	<u>\$6.14</u>	\$0.46

- 24.02 Pension and Welfare Fund remittances shall be made on the forms provided and payable to:

Benefit Plan Administrators Limited

38 Solutions Drive, Suite 100
Ravine Centre Two
Halifax, NS B3S 0H1
Phone: (902) 455-7277
Fax: (902) 454-5936

Remittances for the Industry Improvement & Administration Fund shall be payable to:

Roofers I.I.F. and Administration Fund

c/o The Administrator
260 Brownlow Avenue, Unit 1
Dartmouth, NS B3B 1V9

Amendment #1 – February 3, 2019
Amendment #2 – September 1, 2019

ARTICLE 26 - INDUSTRY IMPROVEMENT FUND & ADMINISTRATION FUND

26.01 All employers must contribute and remit each month, by the tenth (10th) day of the following month, to the Industry Improvement and Administration Fund an amount of forty-six cents (\$0.46). All such remittances shall be for each hour worked in that month by any employee covered by this Agreement along with a completed remittance form provided to the employer by the Administrator. This contribution shall be made payable to the:

Roofer I.I.F. and Administration Fund

c/o The Administrator
260 Brownlow Avenue, Unit 1
Dartmouth, NS B3B 1V9

26.02 The Roofer Industry Improvement and Administration Fund shall be administered according to the terms of an Administration Agreement made between the Parties to this Collective Agreement dated the 1st day of September, 2019.

26.03 The Parties hereto agree that either Party, pursuant to the Agreement establishing the Industry Improvement and Administration Fund 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.

26.04 Neither the Union nor the CLRA shall incur any legal liability with regard to claims arising from the Roofer Industry Improvement Fund and Administration Fund.

26.05 Responsibilities and liabilities shall be outlined in the Administration Agreement.

26.06A It is agreed that Built Up Roofers', Damp & Waterproofers' Section of the Sheet Metal Workers' International Association, Local 409 retains the exclusive right to allocate and/or reallocate annual wage increase to the various benefit trust funds and any other union funds designated in the current collective agreement. Local 409 shall give at least sixty (60) days notice to the Nova Scotia Construction Labour Relations Association, on any impending changes regarding distribution of wage increase between designated union funds.

26.06B It is agreed that the CLRA has the right to allocate increases to the CLRA's Industry Improvement Fund provided that the union receives sixty (60) days notice of such change.

26.07 The Parties agree that this Fund is a term or condition of employment of employees covered by this Collective Agreement.

Amendment #2 – September 1, 2019