



AMENDMENT NOTICE

DATE: September 17, 2019

To: Sheet Metal 409 Trade Classification

A.B. Mechani	Chris	Brace	C.C. MacDona	Bob	Chisholm	Guildfords (Darren	Nantes
A.J. Murphy	Anthony	Murphy	C.C. MacDona	Craig	MacDonald	Guildfords (Malcolm	Robertson
Atlantica Me	Dave	Vincent	Cowie Metalw	Frank	Cowie	Himmelman Co	Kirk	Himmelman
Atlantica Me	Doug	Shreenan	Fitz's Const	Bill	Fitzsimmons	Ian Tate Plu	Ian	Tate
Atlantica Me	Tom	Vincent	Flynn Canada	Eric	Veniot	Marid Indust	Tina	Lane
Atlantica Me	Doug	Holstead	Fosco Roofin	Paul	Cox	PMC Roofing	John	Harrington
Beaulieu Plu	Carol	Beaulieu	Fosco Roofin			PMC Roofing	Paula	Webber
Beaulieu Plu	Gaetan	Beaulieu	G. & M. Insu	Darren	Drew	Pro Insul Li	Danny	Pacione
Brunswick Sh	Jacques	Gaudet	G. & M. Insu	Shawn	Smith	Sunny Corner	Bill	Schenkels
Brunswick Sh	Leon	Bourque	Gil-Son Cons	Daniel	Hiltz	Sunny Corner	Bruce	Clark
Brunswick Sh	Lise	Bourque	Gil-Son Cons	Don	Hiltz	Western Plum	Derrick	Flinn
BSM Services	Phyllis	Allain	Guildfords (Adam	Sheppard			

CC: George MacDonald, Local 409

FROM: Angela Gallant, Administrative Assistant

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

PAGES: 9 (including cover page)

EFFECTIVE DATE	CHANGE(S) OR COMMENT(S)	PAGES AFFECTED
September 1, 2019	<ul style="list-style-type: none"> • Article 22.01A – removed wording relating to Techsploration • New remittance forms for Administration, Industry Improvement, Promotion and Education Fund for Sheet Metal 409 and Sheeter Decker 409 • Article 24.01(a) - replaced "Construction Association of Nova Scotia (CANS) Mechanical Contractors Section" with "Mechanical Contractors Association of Nova Scotia Fund" 	Cover page, 18, 21

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

The purpose of this notice is to advise Trade Classification members that new Administration, Industry Improvement, Promotion & Education Fund (IIF) remittance forms are now available for hours being reported for ICI work performed by Sheet Metal 409 employees and for Sheeter Decker 409 employees from September 1, 2019 onward in conjunction with this amendment.

Please contact our office at (902) 468-2283 if you do not receive all of the pages indicated above. If you have received this fax in error, please contact us and destroy the fax immediately, as the contents are subject to confidentiality. Thank you.



For Sheet Metal 409 hours:

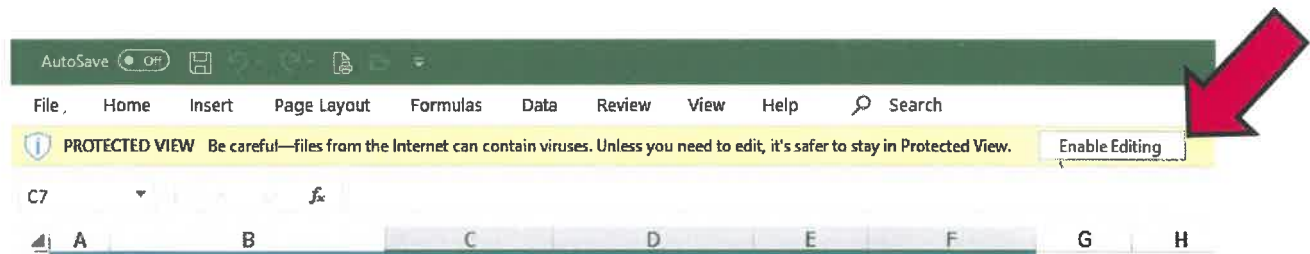
Please note that although the total IIF amount of sixty-one cents (\$0.61) has not changed, the method of calculation and the amount that is HST taxable have changed. This new form, along with an updated list of detailed instructions, is attached for your reference.

For Sheeter Decker 409 hours:

Please note that although the total IIF amount of fifty-four cents (\$0.54) 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 (fifteenth) 15th 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 15th. 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 15th falls on a Monday, your remittance should be in the mail by Wednesday the 10th.

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

SHEET METAL LOCAL 409
ADMINISTRATION, INDUSTRY IMPROVEMENT, PROMOTION & EDUCATION 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 fifteenth (15th) 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 15th. **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	

<i>The shaded fields in this table will automatically calculate when using the Excel version of this form. Download this form from www.nslcra.ca.</i>	REPORTED HOURS	RATE	TOTAL
(A) I.I.F. (Industry Improvement Fund)		\$0.20	
(B) CALCULATE HST ON LINE (A) ONLY		15%	
(C) Administration & Promotion Fund		\$0.38	
(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 - Sheet Metal 409 IIF
 260 Brownlow Avenue, Unit 1
 Dartmouth, NS B3B 1V9

TOTAL RATE: \$0.61
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@nslcra.ca
WEBSITE: www.nslcra.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 15th 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 15th falls on a Monday, your remittance should be in the mail by Wednesday the 10th.* 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.

**SHEET METAL LOCAL 409 SHEETER DECKER
ADMINISTRATION, INDUSTRY IMPROVEMENT, PROMOTION & EDUCATION FUND**

HST Registration #R106970924

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Full Mailing Address:

Payroll Contact Name:

Payroll Contact Email:

Phone:

Fax:

MONTH/YEAR REPORTED	
NAME OF EMPLOYEE	HOURS WORKED
TOTAL HOURS WORKED	

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(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 - Sheet Metal 409 IIF
260 Brownlow Avenue, Unit 1
Dartmouth, NS B3B 1V9

TOTAL RATE: \$0.54
RATE EFFECTIVE SINCE: September 1, 2019
FORM UPDATED: September 9, 2019

PHONE: 902-468-2283
FAX: 902-468-3705
EMAIL: iif@nslcra.ca

REASON FOR UPDATE: New rate structure & form, updated guidelines **WEBSITE:** www.nslcra.ca

INSTRUCTIONS

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**SHEET METAL COLLECTIVE AGREEMENT
MAINLAND NOVA SCOTIA
2018 -2021**

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

260 Brownlow Avenue, Unit #1
Dartmouth, NS B3B 1V9
Phone: (902) 468-2283
Fax: (902) 468-3705

- AND -

**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 25th day of June, 2018.

EFFECTIVE DATE: May 1, 2018
EXPIRATION DATE: April 30, 2021

Correction #1 – May 11, 2018
Amendment #1 – February 3, 2019
Amendment #2 – September 1, 2019

22.01A

EMPLOYER REMITTANCES		COMMERCIAL	INDUSTRIAL
<u>Effective May 1, 2018</u>			
Pension Fund	Article 23	<u>\$7.17</u>	<u>\$7.17</u>
Welfare Fund	Article 23	\$2.50	\$2.50
Stabilization Fund	Article 34	\$1.50	\$1.50
Training Fund	Article 35	\$0.25	\$0.25
Industry Improvement, Administration, Promo Fund (Remittance per hour worked)	Article 24	\$0.61	\$0.61
Total Remittance Per Hour		<u>\$12.03</u>	<u>\$12.03</u>
<u>Effective February 3, 2019</u>			
Pension Fund	Article 23	<u>\$7.11</u>	\$7.17
Welfare Fund	Article 23	\$2.50	\$2.50
Stabilization Fund	Article 34	\$1.50	\$1.50
Training Fund	Article 35	\$0.25	\$0.25
Industry Improvement, Administration, Promo Fund (Remittance per hour worked)	Article 24	\$0.61	\$0.61
Total Remittance Per Hour		<u>\$11.97</u>	<u>\$12.03</u>
<u>Effective May 1, 2019</u>			
Pension Fund	Article 23	<u>\$7.15</u>	<u>\$7.22</u>
Welfare Fund	Article 23	\$2.50	\$2.50
Stabilization Fund	Article 34	\$1.50	\$1.50
Training Fund	Article 35	\$0.25	\$0.25
Industry Improvement, Administration, Promo Fund (Remittance per hour worked)	Article 24	\$0.61	\$0.61
Total Remittance Per Hour		<u>\$12.01</u>	<u>\$12.08</u>
<u>Effective May 1, 2020</u>			
Pension Fund	Article 23	<u>\$7.23</u>	<u>\$7.32</u>
Welfare Fund	Article 23	\$2.50	\$2.50
Stabilization Fund	Article 34	\$1.50	\$1.50
Training Fund	Article 35	\$0.25	\$0.25
Industry Improvement, Administration, Promo Fund (Remittance per hour worked)	Article 24	\$0.61	\$0.61
Total Remittance Per Hour		<u>\$12.09</u>	<u>\$12.18</u>

22.01B It is agreed that the Union will contribute three cents (\$0.03) via the Mainland Nova Scotia Building and Construction Trades Council to join the Nova Scotia Construction Sector Council (NSCSC) and it is also agreed that the Union has the option to opt out of the NSCSC anytime of this agreement given sixty (60) days notice.

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

**ARTICLE 24 – ADMINISTRATION, INDUSTRY IMPROVEMENT,
PROMOTION & EDUCATION FUND**

24.01 All employers must contribute and remit each month, by the fifteenth (15th) day of the following month, to the Administration, Industry Improvement, Promotion & Education Fund an amount of sixty-one cents (\$0.61) 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 "Sheet Metal Administration, Industry Improvement, Promotion & Education Fund" c/o the Administrator and remitted to the following address:

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

- (a) A portion of this fund is forwarded to the **Mechanical Contractors Association of Nova Scotia Fund**. The purpose of this portion of the fund is to reimburse member contractors a percentage of costs incurred for mechanical industry education and training programs, and for mechanical industry and membership promotion. For details, please view the corresponding link at www.nscra.ca/links.asp or call CLRA at (902) 468-2283.
- 24.02 The Sheet Metal Administration, Industry Improvement, Promotion & Education Fund shall be administered according to the terms of an Administration Agreement made between the Parties to this Collective Agreement effective **September 1, 2019**.
- 24.03 The Parties hereto agree that either Party, pursuant to the Agreement establishing the Sheet Metal Administration, Industry Improvement, Promotion & Education 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.
- 24.04 Neither the Union nor the CLRA shall incur any legal liability with regard to claims arising from the Sheet Metal Administration, Industry Improvement, Promotion & Education Fund.
- 24.05 Responsibilities and liabilities shall be outlined in the Administration Agreement.

Amendment #2 – September 1, 2019