

Fact Sheet

Ontario-Quebec Labour Mobility Agreement

Contractors bidding and working on construction projects in Quebec

Contractors who wish to work in Québec must be licensed as general or specialized contractors with the Régie du bâtiment du Québec (RBQ) before they can bid on a construction project. Plumbing and electrical contractors must register with and be licensed by Quebec associations specific to their trade.

The requirement to be licensed before bidding on a project applies equally to contractors who live in Quebec and contractors from other provinces. A fee must be paid with the application for a licence. The licence must be renewed annually.

Ontario contractors whose bids are unsuccessful may be eligible, under certain conditions, for a refund of the fees paid to the RBQ.

Four steps to obtain a licence from the RBQ

1. Obtain and complete an Application for a Contractor's Licence from the RBQ.
2. Pass three RBQ exams:
 - Construction project management
 - Site safety management,
 - Administrative management.

The exams are available in English and may be written by one or more full-time officers of a company. Instead of writing the exams, company officers have the option to complete a relevant training program recognized by the RBQ.

For those contractors who must complete step 2, it usually takes 4 to 6 weeks to process the application form.

Some Ontario contractors may be exempt from writing the three exams.

Ontario contractors can be exempted from the requirement to write exams if they prove one of the following:

- Company registration with Tarion Warranty Corporation (formerly known as Ontario New Home Warranty Program) for at least three years (for the residential sector); or
- Registration as a corporation with the Companies and Personal Property Security Branch of the Ministry of Government Services (MGS) for at least five years (for all construction sectors); or
- Registration of the company name with the Companies and Personal Property Security Branch of the MGS for at least five years, regardless of whether the company is a partnership, limited partnership, or sole proprietorship.

The RBQ has developed a special application package for Ontario contractors who do not have to write the exams and an RBQ licence can generally be issued in 24 hours if the application is complete.

3. Prove three or five years experience relevant to the subcategory (ies) of licence applied for. Providing copies of contracts or invoices for each selected subcategory meets this requirement. A list of subcategories for general contractors and subcontractors is included in the RBQ licence application package.
4. There are several additional documents that an Ontario contractor must submit with the RBQ's Application for a Contractor's Licence:
 - Proof of corporate status, such as letters of patent, certificate of incorporation or partnership agreement.

(Note: Sole proprietors are exempted from this requirement if their company name uses the owner's name.)

- \$10,000 security bond issued by an organization recognized by the RBQ.

This bond must use the exact wording required by the RBQ (sample wording is included in the application package).

(Note: Members of the Guarantee Plan for New Residential Buildings do not have to submit this security bond if they are applying only for licences to build new residential buildings covered by a guarantee plan.)

- Signed and dated balance sheets, review engagement reports and/or financial statements indicating that the company has a net equity of \$20,000 (for a general contractor) or \$10,000 (for a specialized contractor), and a minimum working capital ratio of 1.1/1.

The most recent year's information must be provided. Incorporated companies must provide financial statements prepared by a professional accounting corporation governed by a professional code. This information does not have to be submitted by members of the Guarantee Plan for New Residential Buildings.

- Proof of qualification with one of the authorized managers of the Guarantee Plan for New Residential Buildings for contractors wanting to build new residential buildings covered by a guarantee plan. Further information is available from the managers.
- Payment of the licence fee in the form of a certified cheque or money order payable to the Ministre des finances. (Licence fees are determined annually.)

Electrical Contractors

Ontario contractors who specialize in electrical work must apply to the Corporation of Master Electricians of Quebec (Corporation des maîtres électriciens du Québec) (CMEQ) to obtain their contractor's licence and mandatory membership in the corporation. Contractor's licence and membership must be renewed annually. Renewal fees are applicable.

Plumbing and Heating Contractors

Ontario contractors who specialize in plumbing, heating, heating systems, natural gas burner or oil burner systems, must apply to the Corporation of Master Pipe Mechanics of Quebec (Corporation des maîtres mécaniciens en tuyauterie du Québec) (CMMTQ) to obtain their contractor's licence and mandatory membership in the corporation. Contractor's licence and membership must be renewed annually. Renewal fees are applicable.

Refund of RBQ Fees

The RBQ will refund fees paid to it by an Ontario contractor if the contractor informs the RBQ that it wishes to terminate its licence within 15 days of being notified that a bid was unsuccessful. The RBQ will refund the licence fee within 15 days. (If construction work has already been performed under that licence, or if the licence is a renewal from previous years, there will be no refund.)

In order to obtain a refund, a contractor must complete a reimbursement form and supply proof that the bid was unsuccessful.

Successful Bids

After securing a contract in Quebec, but before performing construction work, contractors with the appropriate licence must:

- a) Contact the Régistraire des entreprises du Québec to obtain an NEQ number (Numéro d'entreprise du Québec). The Commission de la Constryction du Québec (CCQ) will request this number when you register with them.

All firms carrying out commercial activities in Quebec must have an NEQ number and renew their registration annually.

- b) Contact the Ministère du revenu du Québec to:
 - i. register for the Quebec sales tax (QST)
 - ii. meet the other obligations contractors have as businesses and, where applicable, as employers.
- c) Register with the Commission de la santé et de la sécurité du Travail (CSST) [in french only] (same as WSIB).

Obtain an employer number, produce declaration of wages, and find out the contribution rate applicable to the type of construction work performed.

- iii. As either prime contractors, or those responsible for all work on the construction site, notify the CSST in writing of the opening of the construction site, at least 10 days before work begins, and on the appropriate form.
- d) Register with the CCQ to:
 - iv. obtain an employer number and fill out monthly reports on hours worked by all workers and applicable deductions; and
 - v. become a member of the Association des entrepreneurs en construction du Québec (AECQ), to which all construction contractors working in Quebec must belong.
- e) Register heavy equipment with the Société de l'assurance automobile du Québec (SAAQ), when it is brought into Quebec.
- f) Register trucks with the Commission des transports du Québec (CTQ) and a brokerage service, where required. (For road building contracts, you must register with a brokerage agency to be able to work on certain projects.)

There are other requirements specific to certain construction activities: gas, petroleum, propane, work on high pressure equipment, and other specialties.

Tendering of Construction Contracts

Crown Corporations

Ontario contractors have access to construction contracts of Crown Corporations at or above \$100,000. The Crown Corporations covered by the Labour mobility agreement are:

- Société des alcools du Québec
- Société des loteries du Québec

Electrical Utility Corporations

Ontario contractors can bid on any Hydro-Quebec construction contracts when such contracts are open for bidding to all Quebec contractors, and are subject to the same conditions applicable to Quebec contractors.

In addition, Ontario contractors are entitled to bid on any Hydro-Quebec construction contracts to be performed in the Outaouais administrative region, when such contracts are open for bidding to contractors in this region, and are subject to the same conditions applicable to contractors in this region. For this purpose, Ontario contractors will be considered to have their Head Office in the Outaouais administrative Region.

Please inquire about registration requirements with the Quebec authorities or the Jobs Protection Office (JPO), which can also help with other questions about working in the construction industry in Quebec, prior to engaging in any construction projects.

A list of addresses and phone numbers for all above-mentioned organizations is attached to this fact sheet.

Further Information

For general assistance or information contact:

Jobs Protection Office of the Ministry of Labour
347 Preston Street, 4th Floor, Suite 430
Ottawa Ontario K1S 3J4

Toll-free: 1 888-998-9959

General inquiry: 613 288-3847

Fax: 613 727-2900

E-mail: Oqconstruction@ontario.ca

Official Contact for Ontario:

Mrs. Lori Ann Hay

Manager (A), Jobs Protection Office

Visit the [Ministry of Labour](http://Ontario.ca/labour) website at < Ontario.ca/labour >

This fact sheet is provided for your information and convenience only. It is not a legal document. For further information contact the Jobs Protection Office of the Ministry of Labour.

(Ce document est également disponible en français.)

List of Contacts

Ontario

Ontario Government Organizations	Ontario Government Organizations
<p>Ministry of Labour 347 Preston Street, 4th Floor Ottawa ON K1S 3J4 Tel.: 613-228-8050 or 1-800-267-1916 Fax: 613-727-2900 Website: "Ontario.ca/Labour"</p>	<p>Jobs Protection Office of the Ontario Ministry of Labour 347 Preston Street, Suite 430 Ottawa ON K1S 3J4 Tel.: 613-288-3827 or 1-888-998-9959 Fax: 613-727-2900 Website: "Ontario.ca/Labour" E-mail: ogconstruction@ontario.ca</p>
<p>Ministry of Advanced Education and Skills Development (MAESD) 347 Preston Street, 3rd Floor, Suite 310 Ottawa ON K1S 3H8 Tel.: 613-731-7100 or 1-877-221-1220 Fax: 613-731-4160 Website: "Ontario.ca/Edu"</p> <p>Cornwall Office: 132 Second Street, Suite 202 Cornwall ON K6H 1Y4 Tel.: 613-938-9702 or 1-877-668-6604 Fax: 613-938-6627</p>	<p>Ontario College of Trades 655 Bay Street, Suite 600 Toronto ON M5G 2K4 Tel.: 647-847-3000 or 1-855-299-0028 Fax: 1-866-398-0368 Website: "Ontario College of Trades" <www.collegeoftrades.ca></p>
<p>Ministry of Government and Consumer Services 900 Bay Street 6th Floor, Mowat Block Toronto ON M7A 1L2 Tel: 416-327-8300 or 1-800-361-3223 Fax: 416-326-1947 Website: "Ministry of Government and Consumer Services" <www.mgs.gov.on.ca></p>	<p>Ontario Business Connects Court House 161 Elgin Street, 2nd floor Ottawa ON K2P 2K1 Tel: 613-239-1200 or 1-800-565-1921 Fax: 613-566-2234 Website: "Ministry of Government and Consumer Services" <www.mgs.gov.on.ca></p>

Ontario Government Organizations	Ontario Government Organizations
<p>Ministry of Finance Retail Sales Tax Central Registry 33 King Street West Oshawa ON L1H 8H5 Tel.: 1-866 ONT-TAXS (1 866 668-8297) Website: "Ministry of Finance" www.fin.gov.on.ca</p>	<p>Taxation-Ottawa 1400, Place Blair, Suite 300 Ottawa ON K1J 8B8 Tel.: 1-866 ONT-TAXS (1 866 668-8297)</p>

Ontario Contractor Associations	Ontario Contractor Associations
<p>Council of Ontario Construction Associations 180 Dundas Street West, Suite 2001 Toronto ON M5G 1Z8 Tel.: 416-968-7200 Fax: 416-968-0362 Website: "Council of Ontario Construction Association" <www.coca.on.ca></p>	<p>Greater Toronto Home Builders Association 20 Upjohn Road Suite 100 North York ON M3B 2V9 Tel: 416-391-3445 or 416-391-4663 Fax: 416-391-2118 Website : "Greater Toronto home Builders Association" <www.newhomes.org_></p>
<p>Ontario General Contractors Association 6299 Airport Road, Suite 703 Mississauga ON L4V 1N3 Tel.: 905-671-3969 Fax: 905-671-8212 Website: "Ontario General Contractors Association" <www.ogca.ca></p>	<p>Ontario Home Builder's Association 20 Upjohn Road, Suite 101 North York ON M3B 2V9 Tel.: 416-443-1545 or 1-800-387-0109 Fax: 416-443-9982 Website: "Ontario Home Builder's Association" <ohba.ca></p>
<p>The Ottawa Construction Association 196 Bronson Avenue Ottawa ON K1R 6H4 Tel.: 613- 236-0488 Fax: 613- 238-6124 Website: "Ontario Construction Association" <www.o.ca></p>	<p>Greater Ottawa Home Builder's Association 30 Concourse Gate Suite 108 Ottawa ON K2E 7V7 Tel: 613-723-2926 Fax: 613-723-2982 Website: "Greater Ottawa Home Builder's Association" <www.gohba.ca></p>
<p>Electrical Contractors' Association of Ottawa 86 Greenfield Avenue Ottawa ON K1S 0X7 Tel.: 613-238-1124 Fax: 613- 238-8194 Website: "Electrical Contractor's Association of Ottawa" <www.ecaottawa.org></p>	<p>The Mechanical Contractors' Association of Ottawa 280 Albert Street, Suite 601 Ottawa ON K1P 5G8 Tel.: 613- 232-0492 Fax: 613 -235-2793 Website: "Mechanical Contractor" <www.mcac.ca></p>

Ontario Contractor Associations	Ontario Contractor Associations
<p>Workplace Safety and Insurance Board (WSIB) 200 Front Street West Toronto, ON M5V 3J1 Tel: 416-344-1000 Fax: 1-888-313-7373 1-800-387-0750 Website: "workplace Safety and Insurance Board" <www.wsib.on.ca></p>	<p>Tarion Warranty Company 1580 Merivale Road Suite 508 Ottawa ON K2G 4B5 Tel: 1-877-982-7466 Fax: 1-877-664-9710 Website : "Tarion Warranty Company" <www.tarion.com></p>
<p>Infrastructure Health and Safety Association (IHSA) 5110 Creekbank Road, Suite 400 Mississauga ON L4W 0A1 Tel: 905-625-0100 Fax: 905-625-8998 1-800-263-5024 Website: <Infrastructure Health and Safety Association> "www.ihsa.ca"</p>	<p>Electrical Safety Authority 155 A Matheson Boulevard West Suite 202 Mississauga ON L5R 3L5 Office: GTA: 905-712-5696 Prov: 705-541-8407 Fax: 905-507-4712 Website: "Electrical Safety Authority" <www.esasafe.com></p>
<p>Technical Standards and Safety Authority (TSSA) Centre Tower 14th Floor 3300 Bloor Street West Toronto, Ontario M8X 2X4 Tel: 416-734-3300 Fax:416-231-1626 1-877-682-8772 Website : "Technical Standards and Safety" <www.tssa.org></p>	<p>Provincial Building and Construction Trades Council of Ontario 35 International Boulevard Etobicoke ON M9W 6H3 Tel: 416-679-8887 Fax: 416-679-8882 Website: "Ontario Building Trades" <www.ontariobuildingtrades.com></p>
<p>Building and Construction Trades Council of Eastern Ontario and Western Quebec 5 Beechwood Avenue Ottawa ON K1M 2J5</p>	

Ontario Contractor Associations	Ontario Contractor Associations
Tel: 613-749-6575 Fax: 613-747-9317 Website: " Building Trades Council of Eastern Ontario " <www.buildingtrades.ca/about>	
ServiceOntario Toll Free: 1-800-267-8097 Website: " Ontario.ca/business Services " <www.ontario.ca/page/business-services>	

Québec

Québec Ministries, Agencies, Boards and Commissions	Québec Ministries, Agencies, Boards and Commissions
<p>Quebec Construction Commission Head Office 8485 Christophe-Colomb Avenue Montreal Québec H2M 0A7 Tél: 514-341-2686 Téléc: 514-341-6354 Website: "Commission Head Office" <www.ccq.org></p>	<p>Québec Construction Commission Gatineau Office/ Gatineau Office 225 montée Paiement Gatineau Québec J8P 6M7 Tél : 819-243-6020 Téléc : 819-243-6018 Website: "Commission Head Office" <www.ccq.org></p>
<p>Régie du bâtiment du Québec (RBQ) Direction des licences (Montréal) 545 Crémazie boulevard East, 4th floor Montréal Québec H2M 2V2 Tél : 514-873-0976 Téléc : 514-873-7667 1-800-361-0761 Website: "Régie du bâtiment du Québec" <www.rbq.gouv.qc.ca></p>	<p>Bureau Régional de l'Outaouais 170 rue de l'Hôtel de ville, Suite 9.1 Gatineau Québec J8X 4C2 Tél : 819-772-3860 Téléc : 819-772-3973 1-800-567-6897 E-mail : gatineau@rbq.gouv.qc.ca</p>
<p>Ministère du Revenu du Québec (MRQ) Complexes Desjardins C.P 3000, succursale Desjardins Montreal Québec H5B 1A4 Tél : 1 800 267-6299 Website: "Revenu du Québec" <www.revenuquebec.ca></p>	<p>MRQ-Outaouais 170 rue de l'Hôtel-de-Ville 6^e étage Gatineau Québec J8X 4C2 Tél : 1 800 267-6299 Website: "Revenu du Québec" <www.revenuquebec.ca></p>
<p>Régistrare des entreprises du Québec Immatriculation et modification au registre 3, Complexe Desjardins, secteur D172RE Montréal Québec H5B 1A4 Tél: 514 644-4545 1-877-644-4545</p>	<p>Régistrare des entreprises du Québec (Immatriculation et modification au registre) In person: 2050, rue De Bleury Bureau RC 10 Montréal Québec H3A 2J5</p>

Québec Ministries, Agencies, Boards and Commissions	Québec Ministries, Agencies, Boards and Commissions
<p>Website: "www.Registraire des entreprises" <www.registreentreprises.gouv.qc.ca></p> <p>Mailing address C.P. 1364, succursale Terminus Québec Québec G1K 9B3</p>	<p>514 644-4545 1-877-644-4545</p>
<p>Société de l'assurance automobile du Québec (SAAQ)</p> <p>Centre de Service Case postale 19600, succursale Terminus 333 Jean-Lesage boulevard Québec Québec G1K 8J6 Tél: 514-873-7620 1-800-361-7620</p> <p>Website: "Société de l'assurance automobile" <www.saaq.gouv.qc.ca></p>	<p>SAAQ Centre de Service de Hull 975 St-Joseph boulevard Gatineau Québec J8Z 1W8 1-800-361-7620</p>
<p>Commission des transports du Québec (CTQ) 545 Crémazie boulevard East 10th floor, bureau 1000 Montréal Québec H2M 2V1 Tél: 514-873-6424 Télé: 418-644-8034 1-888-461-2433 Website: "Commission des transports" <www.ctq.gouv.qc.ca></p>	

Québec Contractor Associations	Québec Contractor Associations
<p>Association des constructeurs de routes et grands travaux du Québec (ACRGTQ) 435, Grande Allée Est Québec Québec G1R 2J5 Tél: 418-529-2949 Télé: 418-529-5139 1-800-463-4672 Website: "Association des constructeurs de route" <http://www.acrgtq.qc.ca></p>	<p>Association de la construction du Québec (ACQ) 375, rue de Verdun, bureau 100 Québec Québec G1N 3N8 Tél: 418-687-4121 Télé: 418- 687-3026 1-888-868-3424 Website: "Association de la construction" <http://www.acq.org></p>
<p>Association provinciale des constructeurs d'habitations du Québec Inc. (APCHQ) 5930, boul. Louis-H.-Lafontaine Montréal, Québec H1M 1S7 Tél: 514- 354-8722 Télé: 514-355-7777 1-877-354-8722 Website : "association provinciale des constructeurs" <www.apchq.com></p>	<p>Association des entrepreneurs en construction du Québec (AECQ) 7905 boul. Louis H. Lafontaine Bureau 101 Anjou Québec H1K 4E4 Tél : 514-353-5151 Télé : 514-353-6689 1-800-361-4304 Website : "Association des entrepreneurs en construction" <www.aecq.org></p>
<p>Corporation des maîtres électriciens du Québec (CMEQ) 5925, boul. Décarie Montréal Québec H3W 3C9 Tél: 514 - 738-2184 Télé : 514 - 738-2192 1-800 - 456-9061 Website : "Corporation des maîtres électriciens" <www.cmeq.org></p>	<p>Corporation des maîtres mécaniciens en tuyauterie du Québec (CMMTQ) 8175, boulevard Saint-Laurent Montréal Québec H2P 2M1 Tél: 514- 382-2668 Télé: 514- 382-1566 1-800-465-2668 Website : "Corporation des maîtres mécaniciens en tuyauterie" <www.cmmtq.org></p>

Other Québec Organizations	Other Québec Organizations
<p>Commission de la santé et de la sécurité du travail (CSST) (WSIB in Ontario) 1, complexe Desjardins Tour Sud, 31e étage Case postale 3 Succursale Place-Desjardins Montréal Québec H5B 1H1 Tél : 866-302-2778 Télé : 514-906-3133 Website : "Commission de la sécurité et de la santé" <www.csst.qc.ca></p>	<p>Bureau des soumissions déposés du Québec (Québec Bid Depository System) Siège social 7750 rue Bombardier Anjou Québec H1J 2G3 Tél : 514-355-4115 or 1-866-355-0971 Télé : 514-355-1241 Website: "bureau des soumissions déposés" <www.bsdq.org></p>

<p>Québec Construction Trade Unions</p>	<p>Québec Construction Trade Unions</p>
<p>CSD- Construction Conseil des syndicats démocratiques du Québec 9403 Sherbrooke Street Est, Suite 1000 Montréal Québec H1L 6P2 Tél : 514-899-1029 Télé : 514-899-9910 1-866-899-1029 Website: "Construction Conseil des syndicats démocratiques" <www.csdconstruction.qc.ca></p>	<p>CSN- Construction Conseil des syndicats nationaux du Québec 2100-B, boulevard Maisonneuve Est Montréal Québec H2K 4S1 Tél : 514-598-2421 Télé : 514-598-2425 Website : "Construction Conseil des syndicats nationaux" <www.csnconstruction.qc.ca></p>
<p>Conseil provincial du Québec des métiers de la construction international (CPQMC) 8500, boulevard Du Golf Anjou Québec H1J 3A1 Tél: 514-723-6555 Télé: 514-723-6444 1-888-927-7624 Website : "Conseil provincial du Québec" <www.cpqmci.org></p>	<p>FTQ-construction Fédération des travailleurs du Québec 9671 boul. Métropolitain Est, bureau 201 Montréal Québec H1J 3C1 Tél : 514- 381-7300 Télé : 514- 381-5173 1-877-666-4060 Website : "Construction Fédération des Travailleurs du Québec" <www.ftqconstruction.org></p>
<p>Syndicat Québécois de la Construction 2121, avenue Sainte-Anne, bureau 102 Saint-Hyacinthe Québec J2S 5H5 Tél : 450-773-8833 Télé : 450-773-2232 1-888-773-8833 Website : "Syndicat Québécois de la construction" <www.sqc.ca></p>	