

Fact Sheet

ONTARIO-QUÉBEC LABOUR MOBILITY AGREEMENT

CONTRACTORS BIDDING ON CALLS FOR TENDERS OR WORKING ON CONSTRUCTION CONTRACTS IN ONTARIO

Four-step process

1. **Register your business with the Ontario Ministry of Government Services (MGS) in one of the following ways:**

In person — Business names may be searched, registered, updated or cancelled (revocation of a registration) in person from 8:30 a.m. to 5:00 p.m. on normal business days at the office of the Companies and Personal Property Security Branch in Toronto. For an application made in person, the MGS will issue an identification number to a Québec contractor within one working day, provided that the application is complete and meets the requirements.

Address:
Ministry of Government Services

Companies and Personal Property Security Branch
375 University Avenue, 2nd floor
Toronto, Ontario
M5G 2M2

Telephone:
Toronto: 416 314-8880
(toll-free): 1 800 361-3223
TDD (hearing impaired): 416 212-1476

By mail — An Ontario business name registration application may be downloaded (<http://www.gov.on.ca/GOPSP/fr/graphics/054574.pdf>) and submitted by mail for processing. The \$80 fee pertaining to a business name registration or renewal form sent by mail is payable by cheque or money order made out to the Minister of Finance. A business name search service by e-mail is also available. There is a \$12 supplemental fee to avail oneself of this service.

On-line — The Ontario Business Connects web site gives you access to the [integrated business services application](#). This application allows contractors to submit an electronic application for:

- Registering or renewing a business name,
- Retail sales tax (RST),
- Employer Health Tax (EMT),
- Workplace Safety and Insurance Board (WSIB).

There is a \$60 business name registration or renewal fee payable by Master Card, American Express or Visa. You will receive your main business licence immediately when you successfully complete your business name registration on-line during the hours indicated. You will receive your licence by mail within two weeks when you renew the

business name of your enterprise. Applications to the RST, the EMT and the WSIB will be sent directly, and the representatives of these programs will contact you directly.

2. Register with the Workplace Safety and Insurance Board (WSIB) of Ontario in one of the following ways:

By mail – Complete the “Employer Registration” form and mail it to the RSIB:

Workplace Safety and Insurance Board

200 Front Street West
Toronto Ontario
M5V 3J1

By fax – Complete the “Employer Registration” form and fax it to the WSIB:

Toronto: 416 344-4684
(toll-free): 1 888 313-7373

On-line – The Ontario Business Connects web site gives you access to the [integrated business services application](#). This application allows contractors to submit an electronic application for:

- Registering or renewing a business name,
- Retail sales tax (RST),
- Employer Health Tax (EMT),
- Workplace Safety and Insurance Board (WSIB).

3. Register with the Ontario Ministry of Finance Retail Sales Tax Branch.

Contractors who do not have a permanent place of business in Ontario must register with the Ministry of Finance Retail Sales Tax Branch and submit a retail sales tax payment guarantee equivalent to 4% of the amount of each construction contract awarded to them in Ontario.

The guarantee may be given in cash or in the form of a certified cheque, a letter of credit or a security bond. If the contractor fails to register and provide a guarantee, his client may withhold 4% of all of the amounts owed to the contractor and remit the withheld sums to the Ontario Minister of Finance.

At the end of the contract, the contractor must fill out a return provided by the Retail Sales Tax Branch. If the contractor gave a guarantee in cash or in the form of a certified cheque, he must make up any insufficient payment or obtain the reimbursement of any overpayment. If the contractor submitted a security bond, it will be debited until the applicable tax has been paid in full.

To register with the Retail Sales Tax Branch and to obtain information on the filing of a security bond, contractors should contact:

Ministry of Finance

Retail Sales Tax Office
Central Register
35 King Street West P.O. Box 623
Oshawa, Ontario L1H 8H7

Telephone: 905 433-6170
(toll-free): 1 800 265-2587
Fax: 905 433-5433

In the Ottawa-Carleton area, requests for information (but not registrations) may be addressed to:

Ministry of Finance

Retail Sales Tax Office
1400 Place Blair, suite 300
Ottawa, Ontario K1J 8B8

Telephone: 613 746-9200
(toll-free): 1 800 461-4909
Fax: 613 842-3593

On-line — The Ontario Business Connects web site gives you access to the [integrated business services application](#). This application allows contractors to submit an electronic application for:

- Registering or renewing a business name,
- Retail sales tax (RST),
- Employer Health Tax (EMT),
- Workplace Safety and Insurance Board (WSIB).

4. Register with the Ontario Technical Standards & Safety Authority (TSSA).

A Québec contractor wishing to do work in Ontario in one of the following construction fields must register with the TSSA:

- handling of gasoline,
- elevating devices (installation, modification and maintenance of elevating devices),
- energy,
- installation of equipment (requiring welding work, pipework or other pressure vessels).

The TSSA will register a Québec contractor within a period of ten working days following the receipt of an application, provided that it is complete and meets the requirements.

By mail:

Technical Standards & Safety Authority

14th Floor, Centre Tower
3300 Bloor Street West
Toronto, Ontario
M8X 2X4

By telephone:
1 877 682-8772

On-line:
Consult the web site of the Technical Standards & Safety Authority at the following address:
<http://www.tssa.org/>.

N. B. – Electrical contractor: register with the Electrical Safety Authority (ESA).

Any contractor wishing to do electrical work in Ontario must also register with the Electrical Safety Authority (ESA).

By telephone:
1 877 372-7233

On-line:
Consult the web sites of the ESA and the Electrical Contractor Registration Agency at the following addresses:

<http://www.esainspection.net/index.php>
<http://www.esaecra.info/site/index.php>

You will find enclosed a list of Ontario ministries, agencies and associations.

Further information

To obtain general assistance or information, contact:

The Ministère du Travail

Service à la clientèle
200, chemin Sainte-Foy, 6^e étage
Québec (Québec) G1R 5S1
General information: 418 643-4817 or 1 800 643-4817
Fax: 418 528-0559
E-mail: service_clientele@travail.gouv.qc.ca

Also visit the web site of the Ministère du Travail:
http://www.travail.gouv.qc.ca/actualite/mobilite_main_d_oeuvre/index.html .

APPENDIX LIST OF ORGANIZATIONS

ONTARIO GOVERNMENT ORGANIZATIONS

Ministry of Labour 1111 Prince of Wales Drive Ottawa, Ontario K2C 3T2 Tel.: 613 228-8050 (toll-free): 1 800 267-1916 Fax: 613 727-2900 Web site: http://www.labour.gov.on.ca/index.html	Jobs Protection Office, Ministry of Labour 2378 Holly Lane, suite 202 Ottawa, Ontario K1V 7P1 Tel.: 613 260-8351 (toll-free): 1 888 998-9959 Fax : 613 260-8369 E-mail: oqconstruction@mol.gov.on.ca Web site: http://www.labour.gov.on.ca
Ministry of Training, Colleges and Universities (MFCU) 1355 Bank Street, suite 703 Ottawa, Ontario K1H 8K7 Tel. : 613 731-7100 (toll-free): 1 877 221-1220 Fax: 613 731-4160 Web site: www.edu.gov.on.ca	MFCU, Cornwall office 55 Water Street West, suite L50 Cornwall, Ontario K6J 1A1 Tel. : 613 938-9702 (toll-free): 1 877 668-6604 Fax: 613 938-6627
Ministry of Government Services 393 University Avenue, suite 200 Toronto, Ontario M5G 2M2 Tel.: 416 314-8880 (toll-free): 1 800 361-3223 Fax: 416 314-4812 Web site: www.mgs.gov.on.ca	Ontario Business Connects Courthouse, 2 nd floor 161 Elgin Street Ottawa, Ontario K2P 3T2 Tel.: 613 238-3630 (toll-free): 1 800 565-1921 Fax: 613 566-2234
Ministry of Finance Retail Sales Tax Office 33 King Street West P.O. Box 623 Oshawa, Ontario L1H 8H5 Tel.: 905 433-6004 (toll-free): 1 800 263-7965 Fax: 905 436-4445 Web site: www.fin.gov.on.ca	Ottawa Regional Tax Office 1400 Blair Place, suite 300 Ottawa, Ontario K1J 8B8 Tel.: 613 746-9200 (toll-free): 1 800 461-4909 Fax: 613 842-3593

CONTRACTORS' ASSOCIATIONS OF ONTARIO

Council of Ontario Construction Associations 180 Dundas Street West, suite 2001 Toronto, Ontario M5G 1Z8 Tel.: 416 968-7200 Fax: 416 968-0362 Web site: www.coca.on.ca	Greater Toronto Home Builders Association 20 Upjohn Road, suite 100 North York, Ontario M3B 2V9 Tel.: 416 391-3445 Fax: 416 391-2118 Web site: www.newhomes.org
Ontario General Contractors Association 6299 Airport Road, suite 703 Mississauga, Ontario L4V 1N3 Tel.: 905 671-3969 Fax: 905 671-8212 Web site: www.ogca.ca	Ontario Home Builder's Association 20 Upjohn Rd. North York, Ontario M3B 2V9 Tel.: 416 443-1545 (toll-free): 1 800 387-0109 Fax: 416 443-9982 Web site: www.homesontario.com
Ottawa Construction Association 196 Bronson Avenue Ottawa, Ontario K1R 6H4 Tel.: 613 236-0488 Fax: 613 238-6124 Web site: www.oca.ca	Ottawa Carleton Home Builders Association 30 Concourse Gate, suite 203 Nepean, Ontario K2E 7V7 Tel.: 613 723-2926 Fax: 613 723-2982 Web site: www.ochba.com
Electrical Contractors' Association of Ottawa 86 Greenfield Avenue Ottawa, Ontario K1S 0X7 Tel.: 613 238-1124 Fax: 613 238-8194 Web site: www.ecaottawa.org	Mechanical Contractors Association of Ottawa 804-280 Albert Street, Ottawa, Ontario K1P 5G8 Tel.: 613 232-0492 Fax: 613 235-2793 Web site: www.mcac.ca

OTHER ORGANIZATIONS OF ONTARIO

Workplace Safety and Insurance Board (WSIB) 99 Metcalfe Street, suite 700 Ottawa, Ontario K1P 1E8 Tel.: 613 237-8840 (toll-free): 1 800 267-9601 Fax: 613 239-3435 Web site: www.wsib.on.ca	Tarion Warranty Corporation 1145 Hunt Club Road Ottawa, Ontario K1V 0Y3 Tel.: 1 877 982-7466 Fax: 1 877 664-9710 Web site: www.tarion.com
Construction Safety Authority of Ontario (CSAO) 21 Voyager Court South Etobicoke, Ontario M9W 5M7 Tel.: 416 674-2726 (toll-free): 1 800 781-2726 Fax: 416 674-8866 Web site: www.csao.org	Electrical Safety Authority (ESA) 155A Matheson Boulevard West, suite 200 Mississauga, Ontario L5R 3L5 Tel. (Greater Toronto): 905 712-7870 Tel. (the province): 705 541-8407 Fax: 705 941-9475 Contractors: 1 800 249-4583
Electrical Safety Authority Ottawa Office 111 Colonnade Road, suite 200 A Ottawa, Ontario K2E 7M3 Tel.: 613 913-3685 Fax: 613 832-4006 Web site: www.esasafe.com	Technical Standards & Safety Authority (TSSA) Centre Tower, 14 th floor 3300, Bloor Street West Toronto, Ontario M8X 2X4 Tel.: 416 734-3300 (toll-free): 1 877 682-8772 Fax: 416 231-4903
Provincial Building and Construction Trades Council of Ontario 65 International Boulevard, suite 206 Toronto, Ontario M9W 6L9 Tel.: 416 670-8887 Fax: 416 670-8882 Web site: http://www.ontariobuildingtrades.com	Unionized building trades - Eastern Ontario and Western Québec 2100 Thurston Drive, suite 3 Ottawa, Ontario K1G 4K8 Tel.: 613 739-5944 Fax: 613 739-5945 E-mail: unionizedbuildingtrades@hotmail.com
Ontario Workplace Gateway: http://www.serviceontario.ca/workplacegateway/francais/index.htm	