

Gouvernement du Québec

O.C. 120-2023, 1 February 2023

Act respecting collective agreement decrees
(chapter D-2)

Comité paritaire du personnel de l'industrie de la signalisation routière du Québec — Keeping of a registration system, a monthly report and a levy

Regulation of the Comité paritaire du personnel de l'industrie de la signalisation routière du Québec respecting the keeping of a registration system, a monthly report and a levy

WHEREAS, under the first paragraph of section 16 of the Act respecting collective agreement decrees (chapter D-2), the Comité paritaire du personnel de l'industrie de la signalisation routière du Québec was formed for the purpose of overseeing and ascertaining compliance with the Decree respecting personnel in the traffic control industry in Québec, enacted by Order in Council 1529-2022 dated 24 August 2022;

WHEREAS, under subparagraph *g* of the second paragraph of section 22 of the Act, from the mere fact of its formation, the parity committee may, as of right, by regulation, approved by the Government and published in the *Gazette officielle du Québec*, render obligatory for any professional employer a system of registration for any work which the employer controls or the keeping of a register in which are shown the name, address and social insurance number of each employee in the employer's employ, the employee's competency, the exact hour at which the work was begun, interrupted, resumed and ceased each day, the nature of the work and wage paid, with mention of the method and time of payment, and all other information deemed useful in the application of the decree;

WHEREAS, under subparagraph *h* of the second paragraph of section 22 of the Act, from the mere fact of its formation, the parity committee may, as of right, by a regulation approved by the Government and published in the *Gazette officielle du Québec*, oblige any professional employer to transmit to it a monthly report giving:

— the name, address and social insurance number of each employee in the employer's employ, the employee's competency, the nature of the work, the regular and extra hours of labour done each week by the employee, the total number of such hours, the employee's hourly wage rate and total earnings;

— the allowances paid to each employee for annual vacations with pay and paid holidays and any other allowance or benefit of a monetary value;

WHEREAS, under subparagraph *h* of the second paragraph of section 22 of the Act, the regulation may also render compulsory the use of a form;

WHEREAS, under subparagraph *i* of the second paragraph of section 22 of the Act, from the mere fact of its formation, the parity committee may, as of right, by a regulation approved by the Government and published in the *Gazette officielle du Québec*, levy upon the professional employer alone or upon both the professional employer and the employee, or upon the employee alone, the sums required for the carrying out of the decree. Such levying is to be subject to the following conditions:

— such levy must not exceed the 1/2% of the employee's remuneration, and the 1/2% of the professional employer's pay-list;

— the regulation may determine the basis for the calculation of the levy in the case of a workman or artisan who is not serving a professional employer, and determine that the levy is to be collectable from such workman or artisan although demandable only from the professional employer;

— the professional employer may be required to collect the levy imposed upon the employee by retaining same out of the wages of the latter;

— the Government may, at any time, by an order published in the *Gazette officielle du Québec*, terminate or suspend the levy or reduce or increase the rate thereof;

WHEREAS the parity committee adopted the Regulation of the Comité paritaire du personnel de l'industrie de la signalisation routière du Québec respecting the keeping of a registration system, a monthly report and a levy at its sitting of 12 October 2022;

WHEREAS, in accordance with sections 10 and 11 of the Regulations Act (chapter R-18.1), a draft Regulation of the Comité paritaire du personnel de l'industrie de la signalisation routière du Québec respecting the keeping of a registration system, a monthly report and a levy was published in Part 2 of the *Gazette officielle du Québec* of 9 November 2022 with a notice that it could be approved by the Government on the expiry of 45 days following that publication;

WHEREAS it is expedient to approve the Regulation with amendments;

IT IS ORDERED, therefore, on the recommendation of the Minister of Labour:

THAT the Regulation of the Comité paritaire du personnel de l'industrie de la signalisation routière du Québec respecting the keeping of a registration system, a monthly report and a levy, attached to this Order in Council, be approved.

YVES OUELLET
Clerk of the Conseil exécutif

Regulation of the Comité paritaire du personnel de l'industrie de la signalisation routière du Québec respecting the keeping of a registration system, a monthly report and a levy

Act respecting collective agreement decrees
(chapter D-2, s. 22, 2nd par., subpars. *g*, *h* and *i*)

DIVISION 1 GENERAL

1. This Regulation applies to professional employers subject to the Decree respecting personnel in the traffic control industry in Québec (enacted by Order in Council 1529-2022 dated 24 August 2022).

2. In this Regulation, “committee” means the Comité paritaire du personnel de l'industrie de la signalisation routière du Québec.

DIVISION 2 KEEPING OF A REGISTRATION SYSTEM

3. The professional employer must keep a registration system in which are shown the surname, given name, date of birth, address and Social Insurance Number of each employee, the employee's competency or classification, the date of the first day worked for the employer, as well as the following information, as the case may be, for each pay period:

- (1) the number of hours of work per day, including the hour at which the work was begun, interrupted, resumed and ceased each day;
- (2) the total number of hours of work per week;
- (3) the number of overtime hours;
- (4) the number of days of work per week;
- (5) the wage rate;

(6) the nature and amount of premiums, indemnities, allowances or commissions paid, as well as the mandatory contributions to the group registered retirement savings plan;

(7) the amount of gross wages;

(8) the nature and amount of deductions made, including the current and cumulative amount of the voluntary contribution to the group registered retirement savings plan;

(9) the amount of net wages paid to the employee;

(10) the work period corresponding to the payment;

(11) the date of payment;

(12) the reference year;

(13) the length of the employee's vacation;

(14) the departure date of the employee's annual leave with pay;

(15) the date on which the employee was entitled to a statutory general holiday with pay or to another day of leave, including the compensatory holidays for statutory general holidays with pay.

The registration system must also contain a register of all the places where work subject to the Decree is carried out.

4. The registration system, including the up-to-date register of all the places where work subject to the Decree is carried out, and the timesheets must be kept for 3 years at the principal establishment of the professional employer.

DIVISION 3 MONTHLY REPORT

5. The professional employer must send the committee, on the form provided for in Schedule I, a monthly report indicating

(1) the surname, given name, address, Social Insurance Number and date of birth, the employee's competency, the nature of the work, the number of regular and overtime hours worked each week, the total number of such hours, the hourly wage rate and total earnings;

(2) the allowances paid to each employee for annual leaves with pay and paid holidays and any other allowance or benefit of a monetary value;

(3) the mandatory contributions of the employer as well as the voluntary contributions of employees.

6. The monthly report must be signed by the professional employer or an authorized representative and sent to the head office of the committee not later than the 15th day of each month. The monthly report covers the preceding monthly work period.

The professional employer must send a report for every monthly work period even if no work was carried out by the employer or its employees.

7. The monthly report may be sent by mail or by any means based on information technology.

The means based on information technology used by the professional employer must first be authorized by the committee so that the method is compatible with the technological equipment owned by the committee.

DIVISION 4

LEVY

8. The professional employer must pay the committee an amount equivalent to 0.50% of the gross wages the employer pays to employees subject to the Decree.

9. The employee must pay the committee an amount equivalent to 0.50% of the employee's gross wages.

10. The professional employer must collect, for each pay period, on behalf of the committee, the levy imposed upon its employees by deducting it from their wages.

The professional employer must remit to the committee the amounts payable by the employer and by employees at the same time it submits its monthly report to the committee. The levy and the contributions to the group registered retirement savings plan must be sent separately.

DIVISION 5

FINAL

11. This Regulation comes into force on 24 February 2023.

SCHEDULE I
(Section 5)

MONTHLY REPORT

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TEL: _____

RAPPORT MENSUEL DE PAYSÉ
MONTHLY PAYROLL REPORT

MOIS DE - MONTH OF: _____

NUMÉRO DE L'EMPLOIÉ - EMPLOYEE NO.: _____

NUMÉRO DE L'EMPLOIÉ (E-EMPLOYEE NO.): _____

NOM DE L'EMPLOIÉ - EMPLOYEE NAME: _____

ADRESSE - ADDRESS: _____

CLASSIFICATION	GROSS SALARY RECORDS		REER - RSP		ADJUSTMENTS	
	TYPE	AMOUNT	DATE	AMOUNT	TYPE	AMOUNT
1	01	1000.00		100.00	01	100.00
2	02	500.00		50.00	02	50.00
3	03	1500.00		150.00	03	150.00
4	04	2000.00		200.00	04	200.00
5	05	1000.00		100.00	05	100.00
6	06	1000.00		100.00	06	100.00
7	07	1000.00		100.00	07	100.00
8	08	1000.00		100.00	08	100.00
9	09	1000.00		100.00	09	100.00
10	10	1000.00		100.00	10	100.00
11	11	1000.00		100.00	11	100.00
12	12	1000.00		100.00	12	100.00
13	13	1000.00		100.00	13	100.00
14	14	1000.00		100.00	14	100.00
15	15	1000.00		100.00	15	100.00
16	16	1000.00		100.00	16	100.00
17	17	1000.00		100.00	17	100.00
18	18	1000.00		100.00	18	100.00
19	19	1000.00		100.00	19	100.00
20	20	1000.00		100.00	20	100.00
21	21	1000.00		100.00	21	100.00
22	22	1000.00		100.00	22	100.00
23	23	1000.00		100.00	23	100.00
24	24	1000.00		100.00	24	100.00
25	25	1000.00		100.00	25	100.00
26	26	1000.00		100.00	26	100.00
27	27	1000.00		100.00	27	100.00
28	28	1000.00		100.00	28	100.00
29	29	1000.00		100.00	29	100.00
30	30	1000.00		100.00	30	100.00
31	31	1000.00		100.00	31	100.00
32	32	1000.00		100.00	32	100.00
33	33	1000.00		100.00	33	100.00
34	34	1000.00		100.00	34	100.00
35	35	1000.00		100.00	35	100.00
36	36	1000.00		100.00	36	100.00
37	37	1000.00		100.00	37	100.00
38	38	1000.00		100.00	38	100.00
39	39	1000.00		100.00	39	100.00
40	40	1000.00		100.00	40	100.00
41	41	1000.00		100.00	41	100.00
42	42	1000.00		100.00	42	100.00
43	43	1000.00		100.00	43	100.00
44	44	1000.00		100.00	44	100.00
45	45	1000.00		100.00	45	100.00
46	46	1000.00		100.00	46	100.00
47	47	1000.00		100.00	47	100.00
48	48	1000.00		100.00	48	100.00
49	49	1000.00		100.00	49	100.00
50	50	1000.00		100.00	50	100.00
51	51	1000.00		100.00	51	100.00
52	52	1000.00		100.00	52	100.00
53	53	1000.00		100.00	53	100.00
54	54	1000.00		100.00	54	100.00
55	55	1000.00		100.00	55	100.00
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65	65	1000.00		100.00	65	100.00
66	66	1000.00		100.00	66	100.00
67	67	1000.00		100.00	67	100.00
68	68	1000.00		100.00	68	100.00
69	69	1000.00		100.00	69	100.00
70	70	1000.00		100.00	70	100.00
71	71	1000.00		100.00	71	100.00
72	72	1000.00		100.00	72	100.00
73	73	1000.00		100.00	73	100.00
74	74	1000.00		100.00	74	100.00
75	75	1000.00		100.00	75	100.00
76	76	1000.00		100.00	76	100.00
77	77	1000.00		100.00	77	100.00
78	78	1000.00		100.00	78	100.00
79	79	1000.00		100.00	79	100.00
80	80	1000.00		100.00	80	100.00
81	81	1000.00		100.00	81	100.00
82	82	1000.00		100.00	82	100.00
83	83	1000.00		100.00	83	100.00
84	84	1000.00		100.00	84	100.00
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86	86	1000.00		100.00	86	100.00
87	87	1000.00		100.00	87	100.00
88	88	1000.00		100.00	88	100.00
89	89	1000.00		100.00	89	100.00
90	90	1000.00		100.00	90	100.00
91	91	1000.00		100.00	91	100.00
92	92	1000.00		100.00	92	100.00
93	93	1000.00		100.00	93	100.00
94	94	1000.00		100.00	94	100.00
95	95	1000.00		100.00	95	100.00
96	96	1000.00		100.00	96	100.00
97	97	1000.00		100.00	97	100.00
98	98	1000.00		100.00	98	100.00
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102	102	1000.00		100.00	102	100.00
103	103	1000.00		100.00	103	100.00
104	104	1000.00		100.00	104	100.00
105	105	1000.00		100.00	105	100.00
106	106	1000.00		100.00	106	100.00
107	107	1000.00		100.00	107	100.00
108	108	1000.00		100.00	108	100.00
109	109	1000.00		100.00	109	100.00
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111	111	1000.00		100.00	111	100.00
112	112	1000.00		100.00	112	100.00
113	113	1000.00		100.00	113	100.00
114	114	1000.00		100.00	114	100.00
115	115	1000.00		100.00	115	100.00
116	116	1000.00		100.00	116	100.00
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118	118	1000.00		100.00	118	100.00
119	119	1000.00		100.00	119	100.00
120	120	1000.00		100.00	120	100.00
121	121	1000.00		100.00	121	100.00
122	122	1000.00		100.00	122	100.00
123	123	1000.00		100.00	123	100.00
124	124	1000.00		100.00	124	100.00
125	125	1000.00		100.00	125	100.00
126	126	1000.00		100.00	126	100.00
127	127	1000.00		100.00	127	100.00
128	128	1000.00		100.00	128	100.00
129	129	1000.00		100.00	129	100.00
130	130	1000.00		100.00	130	100.00
131	131	1000.00		100.00	131	100.00
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134	134	1000.00		100.00	134	100.00
135	135	1000.00		100.00	135	100.00
136	136	1000.00		100.00	136	100.00
137	137	1000.00		100.00	137	100.00
138	138	1000.00		100.00	138	100.00
139	139	1000.00		100.00	139	100.00
140	140	1000.00		100.00	140	100.00
141	141	1000.00		100.00	141	100.00
142	142	1000.00		100.00	142	100.00
143	143	1000.00		100.00	143	100.00
144	144	1000.00		100.00	144	100.00
145	145	1000.00		100.00	145	100.00
146	146	1000.00		100.00	146	100.00
147	147	1000.00		100.00	147	100.00
148	148	1000.00		100.00	148	100.00
149	149	1000.00		100.00	149	100.00
150	150	1000.00		100.00	150	100.00
151	151	1000.00		100.00	151	100.00
152	152	1000.00		100.00	152	100.00
153	153	1000.00		100.00	153	100.00
154	154	1000.00		100.00	154	100.00
155	155	1000.00		100.00	155	100.00
156	156	1000.00		100.00	156	100.00
157	157	1000.00		100.00	157	100.00
158	158	1000.00		100.00	158	100.00
159	159	1000.0				