Criteria: Ontario Roofing Contractor to become an OIRCA Active Member

1. Applicants will have been engaged in the operation of a successful roofing and related sheet metal business in the Industrial, Commercial, Institutional (ICI) construction sector for a period of at least 5 years and with their place of business in the Province of Ontario. Applicants will submit a copy of the company's Articles of Incorporation verifying that they are an Ontario Corporation as defined by the Ontario Business Corporation Act and provide a list of all officers, directors and major shareholders substantiated in writing by the applicant's lawyer.

2. Applicants will have a permanent and actively operating sheet metal shop on their premises, which must contain, at a minimum, the following equipment:

- a brake, consisting of a minimum of 8 feet in length and capable of forming up to 18-gauge metal;
- a shear/slitter capable of cutting 22-gauge metal;
- a layout bench; and
- sufficient inventory of metal suitable for application on ICI projects;

and permit OIRCA representatives to visit and inspect the applicant's Premises to determine that the company is operating out of a convention office/shop/yard type facility.

3. Applicants will have minimum annual ICI roofing revenue of $5MM for applicants in the Greater Toronto Area (GTA) and $2.5MM for applicants outside the Ontario GTA for the past 5 calendar years. This requirement to be verified in writing by the applicant's accountant. OIRCA Members cannot subcontract more than 15% of annual ICI revenue to non-OIRCA members and applicants agree to abide by this requirement should they be successful in securing membership in the Association

4. Applicants will submit company financial statement (minimum statement: notice to reader) for the past 5 fiscal years. Statements will be submitted to our third-party accountants for review (accountant information is included in this package).

5. Applicants will submit WSIB Premium Rate Extended statements.

6. Applicants will submit a formal application (attached) with an EFT or cheque in the amount of $8,500.00 (plus HST), payable to the OIRCA, which will be considered the applicant's **Application Fee**. When accepted as an Active Member, annual dues of $4,012.00 (plus HST) will be assessed.

Unionized contractors will pay Industry Fund dues of $0.10 per man hour worked to cover the OIRCA Labour Relations Section operation and Ontario Construction Secretariat fees.

Companies with branch offices will be required to pay a Branch Membership Fee equal to 50% of the Active Membership Fee, for each satellite location.

7. Applicants will submit an EFT or cheque for $12,000 (plus HST) payable to OIRCA, which represents an up-front **Inspection Fee** to cover "third party" in-progress (workmanship and safety) and completed project inspections. *The applicant will be required to submit, on a monthly basis, a list of roofing projects, with a minimum roof area of 5,000 sq. ft., including the following information: project name, location, size, new or re-roof, type of system being installed, detailed scope of work, anticipated start and completion dates as well as the client's jobsite contact with telephone number.* ***Sub-contracted projects will not be eligible.***

Applicants will prove compliance with OIRCA and industry standards as well as proficiency in all three generic types of low-slope roofing systems: BUR-hot or cold, single-ply and modified bitumen.

8. Applicants will complete the attached **ROOFING CONTRACTOR'S QUALIFICATION FORM** and **include** requested documentation.

9. Applicants will submit two (2) letters of recommendation addressed to the Corporation from each of the following: building owners, general contractors, and roofing consultants/ engineers/architects. The letters will describe the work performed by the applicant and attest to the satisfactory performance of such work by the applicant. Each letter shall refer to a different project, all of which must have been completed within the 5-year period preceding the date of the applicant's application.

10. The applicant will submit to an independent "third party" Safety Evaluation to confirm the company's compliance with the **Occupational Health & Safety Act and Construction Regulations.**

All applicants are encouraged to review their present Health and Safety Program to ensure compliance with industry standards prior to applying for membership. To assist you with determining whether your company's program meets OIRCA's minimum standards we encourage you to contact IHSA directly to have one of their Health and Safety Consultants review your current program. An inadequate safety program is the single biggest reason for applicant rejection. The applicant's written Policy/Program will meet a minimum passing score of 80%.

There will be zero tolerance for safety infractions relating to fall protection.

11. Applicants will comply with both the OIRCA Competition Law Guidance and Guidelines Governing OIRCA Meetings by signing and submitting the OIRCA Undertaking to Comply.

12. The applicant will attend an **"orientation" meeting** at the OIRCA office. This meeting will take place following OIRCA's receipt of the completed application package, all payments owing at the time of application and notification that the applicant has received a passing grade on their Health and Safety policy. The purpose of this meeting is to establish awareness with the applicant as to exactly what is expected from them during the evaluation process.

13. It is understood that where a company has applied for Active Membership and they are moving forward within the application process, they refrain from the bidding on any roofing project (new construction or re-roofing) that specifies **only OIRCA members qualify to bid on this project.**

14. The principals of the applicant company will acknowledge and agree not to pursue legal action against the OIRCA, its staff or any of its members, in the event the application for Active Membership is denied. In addition, the applicant will accept that third party representatives including legal counsel are not permitted to participate in the process related to their application, including any meetings or communication between the OIRCA, the Board, the Membership Committee, and the Association's representatives or staff.

15. After the OIRCA Board of Directors approves the membership application, a twenty-four (24) month Probationary Period must be served.

During this twenty-four (24) month Probationary Period, a continual inspection process of the contractor's roofing projects in progress will take place. The applicant must register in advance, on a monthly basis, with the OIRCA office, all projects that they will be doing in the future which are of five thousand (5,000) square feet or more in size. Sub-contracted projects will not be eligible.

A Probationary Period Inspection fee of $7,500 + HST must be submitted to cover the inspection charges that will be incurred during this probationary period. During the probationary period full OIRCA dues must be paid.

If, during the twenty-four (24) month Probationary Period the inspections carried out reveal a serious violation of good roofing practices or a written complaint regarding the New Probationary Active Member is received by the Corporation, the Corporation's Membership Committee will appoint a committee to investigate.

The OIRCA Board of Directors may terminate the New Probationary Active Member's membership in the Association if the violations or complaints are justified and remain unresolved.

16. Active Members of OIRCA must also become members of the Canadian Roofing Contractors Association (CRCA). CRCA will not consider an application for membership until an application for OIRCA Active Membership is approved. At the time of submitting the OIRCA membership application, an application for CRCA membership must also be included. When the OIRCA application is accepted, OIRCA will then forward the CRCA membership application to CRCA for processing.

17. If an applicant's application for Active Membership is denied, the applicant will be entitled to an Appeal Meeting with the OIRCA Appeal Committee.

Should the appeal be unsuccessful, the Applicant may reapply two years following the date that its application was denied; five years if the applicant has been denied twice or more.

ROOFING CONTRACTOR'S QUALIFICATION STATEMENT

1. Roofing Contractor's Name: _____

Address: _____

Telephone: _____ Primary Contact: _____

Email: _____ Year of Incorporation: _____

Province of Incorporation: _____

ENCLOSE COMPANY'S ONTARIO CORPORATION ARTICLES OF INCORPORATION

2. Name and titles of Contractor's Officers, Directors and Major Shareholders:

(a) _____

(b) _____

(c) _____

Key company personnel:

(a) _____

(b) _____

(c) _____

3. Other Trade Affiliated Associations to which Contractor belongs:

(a) _____

(b) _____

(c) _____

4. Average annual number of Employees:

Roofers _____ Sheet Metal Workers _____

(a) Do you sublet all or part of your roofing work*? No ☐ Yes ☐ % _____

(b) Do you sublet all or part of your sheet metal work? No ☐ Yes ☐ % _____

If yes in either (a) or (b) please explain the reasons for doing so:

_____

_____

6. Do you own or lease your roofing/sheet metal equipment?

Own ☐ Lease ☐

7. Union Affiliations & Local No. (if applicable) _____

8. Annual Ontario revenue of roofing/sheet metal work for past five (5) years:

Year	Revenue
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBMIT COMPANY'S FINANCIAL STATEMENTS AS PER CRITERIA AND ACCOUNTANT'S LETTER VERIFYING ABOVE REVENUE

9. ENCLOSE COPIES OF LAST 5 YEARS OF WSIB PREMIUM RATE EXTENDED STATEMENTS

10. ENCLOSE SIGNED OIRCA "UNDERTAKING TO COMPLY" with the competition law guidance and guidelines governing OIRCA meetings

11. Insurance Information:

Insurance_____

Agent's Name _____

Policy No. _____

Liability Coverage $ _____ Liability Deductible $ _____

ENCLOSE CERTIFICATE OF INSURANCE

12. Financial References:

(a) Bank _____

Contact _____Telephone _____

(b) Name of Bonding or Surety Company _____

Contact _____Telephone _____

(c) Other Financial or Credit References:

(i) Name of Agency _____

Contact _____ Telephone _____

(ii) Name of Agency _____

Contact _____ Telephone _____

13. **ENCLOSE COPY (ELECTRONIC) OF COMPANY'S SAFETY POLICY AND PROGRAM**

14. Names of major suppliers from whom you have purchased roofing materials in the past 18 months:

_____Telephone _____

_____Telephone _____

_____Telephone _____

_____Telephone _____

_____Telephone _____

_____Telephone _____

15**. ENCLOSE A LIST OF AT LEAST 5 PROJECTS PER YEAR TOTALLING A MINIMUM REVENUE OF $5MM FOR APPLICANTS IN THE GREATER TORONTO AREA (GTA) AND $2.5 MM FOR APPLICANTS OUTSIDE THE ONTARIO GTA FOR THE LAST 5 YEARS; <u>COMPLETED BY THE COMPANY'S OWN FORCES</u>. PROVIDE THE FOLLOWING INFORMATION FOR EACH PROJECT:**

Project _____ Owner _____

Contact _____ Telephone _____

Roofing Contract Value $ _____ Roofing System Applied _____

New Construction _____ Re-roofing _____

Architect/Engineer/Consultant _____

Contact _____Telephone _____

16. **ENCLOSE A LIST OF PROJECTS YOUR COMPANY CURRENTLY HAS IN PROGRESS. PROVIDE THE FOLLOWING INFORMATION FOR EACH PROJECT:**

Project _____

Owner _____Contact _____

Telephone _____

Roofing Contract Value $_____

Roofing System Applied _____

New Construction _____Re-roofing _____

Architect/Engineer/Consultant _____

Contact _____Telephone _____

17. I declare the information in this form to be true and correct to the best of my knowledge.

Name _____ Signature _____

Date _____ Title _____

OIRCA Members cannot subcontract in excess of 15% of their annual ICI roofing work to non-OIRCA Members

APPLICATION FOR ACTIVE MEMBERSHIP IN OIRCA

COMPANY: _____

ADDRESS: _____

_____

TELEPHONE:_____ E-MAIL: _____

WEBSITE ADDRESS: _____

REPRESENTED BY:_____
(Name & Title)

YEAR THE COMPANY WAS INCORPORATED IN ONTARIO: _____

I hereby make application for Active Membership in the Ontario Industrial Roofing Contractors Association, and undertake the following:

To accept the rules and regulations of the Association as set forth in the Constitution and By-laws.

To pay such membership fees and assessments as may from time to time be levied.

If this application is accepted, by signing this form, I consent to receiving commercial electronic messages and other electronic communications from the OIRCA, including marketing and promotional materials, newsletters, event announcements, industry updates, and information relating to membership and Association activities. I understand that I may withdraw my consent at any time by following the unsubscribe instructions provided in such communications or by contacting the OIRCA.

SIGNATURE:_____ DATE:_____

This application is to be accompanied by cheques, payable to OIRCA, in the amounts of $8,500.00 + HST covering the Application Fee and $12,000.00 + HST covering the up front Inspection Fee.

ACCEPTED BY:

_____ _____
NAME SIGNATURE

Represented, and signed on behalf of the OIRCA Board of Directors, dated: _____

ONTARIO INDUSTRIAL ROOFING CONTRACTORS ASSOCIATION
190 Attwell Drive, Suite 350, Toronto, Ontario M9W 6H8 Tel: (416) 695-4114
web: www.ontarioroofing.com e-mail: oirca@ontarioroofing.com

Applicant Financial Review

Roofing companies applying for Active Membership in the Association are now required to provide corporate financial statements for their past five (5) fiscal years. The minimum statement requirement is “Notice to Reader”.

These statements will be submitted to the OIRCA’s designated third-party accountants for review. Please send your financial statements via regular mail or courier to:

Ken Chong
Tummon Wallington Chong, LLP
205 Norseman Street
Etobicoke, Ontario M8Z 2R5
416-291-2561 Ex. 26

OIRCA staff, members of the Membership Committee and members of the Board of Directors WILL NOT see your statements. Tummon Wallington Chong will only be providing OIRCA with a report on your company’s financial position.

Application Waiver

_____ has applied for Active Membership in the Ontario Industrial Roofing Contractors Association (OIRCA). As principals of the aforementioned company, the undersigned acknowledge and agree not to pursue legal action against the OIRCA, its staff or any of its members, in the event our application for Active Membership is denied.

We acknowledge that third party representatives, including legal counsel are not permitted to participate in the process related to their application, including any meetings or communication between the OIRCA, the Board, the Membership Committee, and the Association's representatives or staff.

We understand that during the application process our company must not bid on projects that specify OIRCA membership as a prerequisite to qualify to bid.

We recognize that any inspection report commissioned during the application process, including accompanying photographs, are the sole property of the OIRCA.

We realize that OIRCA Active Members may not subcontract in excess of 15% of their annual ICI roofing work to non-OIRCA member companies and we agree to abide by this requirement should we be successful in securing membership in the Association.

We also accept that the OIRCA has the authority to make known that we have applied for Active Membership and that we have either been accepted or not.

Applicant: _____

Representative: _____

Signature: _____

Date: _____

APPLICANT - UNDERTAKING TO COMPLY

Reference is made to the Guidelines Governing OIRCA Meetings (the "**Guidelines**") and the preceding OIRCA Competition Law Guidance (the "**Guidance**").

For good and valuable consideration, the receipt and sufficiency of which is acknowledged, the undersigned Applicant confirms receipt of the Guidelines and the Guidance and agrees and will undertake to comply with the Guidelines and the Guidance and to cause its representatives attending OIRCA meetings and social events to comply with the Guidelines should their application be accepted.

Applicant: _____

Name: _____

Title: _____

Signature: _____

Date: _____

CRCA | ACEC
CANADIAN ROOFING CONTRACTORS ASSOCIATION
ASSOCIATION CANADIENNE DES ENTREPRENEURS EN COUVERTURE

APPLICATION FOR ACTIVE MEMBERSHIP

To: Executive Director
Canadian Roofing Contractors Association
Suite 100, 2430 Don Reid Drive, Ottawa ON K1H 1E1
Tel: 613-232-6724

Date: _____

The undersigned hereby applies for Active membership in the Canadian Roofing Contractors= Association.

COMPANY NAME: _____

STREET ADDRESS: _____

CITY/PROVINCE: _____ **POSTAL CODE:** _____

SIGNED: _____ **TITLE:** _____

OUR REPRESENTATIVE WILL BE: _____

Telephone: _____

Web site: _____

E-mail: _____

Acceptance in membership requires compliance with the Constitution, Bylaws and Rules of the Association.

Acceptance as an Active member requires that the applicant first be accepted as a member of the applicable provincial association affiliated with the Canadian Roofing Contractors= Association.

(Applicable Provincial Association)

Date of acceptance

Certified by: _____
Signature

Date admitted to membership in CRCA _____
M/D/Y

By: _____
(For Board of Directors)