



<p style="text-align: center;">CRITERIA FOR AN ONTARIO ROOFING CONTRACTOR TO BECOME AN OIRCA ACTIVE MEMBER</p>

1. Each applicant must, at the time of application for membership and during the whole of their time of membership, have engaged in operating a successful roofing and related sheet metal business in the I.C.I. sector, for a period of at least three (3) years in the Province of Ontario, and have their operating location in the Province of Ontario. They shall cease to be an OIRCA member should they, at any time, not be so engaged.

2. Must have a permanent sheet metal shop at their premises in Ontario with the minimum equipment of:
 - a brake (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 lay out bench.
 - an inventory of metal suitable for applying to I.C.I. roofing projects.

Must permit OIRCA representatives to visit and inspect their shop premises.

3. Must submit the attached formal application, with a cheque in the amount of \$1,000.00 +HST payable to OIRCA, which will be termed an ***Application Fee***. When accepted as a member of OIRCA, annual dues of \$2,975.00 plus HST will be assessed.

Unionized contractors will pay additional dues of \$0.07 per man-hour worked on the roof to cover OIRCA Labour Relations 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.

4. Must complete the attached ***ROOFING CONTRACTOR'S QUALIFICATION FORM***, and ***include*** requested documentation.

5. Must submit a cheque for \$2,500.00 + HST payable to OIRCA, which represents an up front **Inspection Fee** to cover inspection costs incurred by an “independent” roofing authority who will inspect projects both completed and in progress, that were or are being done by the applicant. As well, this fee will cover “independent” site safety inspections. *The applicant will be required to submit, on a monthly basis, a list of roofing projects, with a minimum roof area of 2000 sq.ft., including the following information: project name, location, size, new or re-roof, type of system being installed, anticipated start and completion dates as well as the client’s jobsite contact with telephone number.*
6. Must submit letters of recommendation addressed to the OIRCA from at least three (3) owners, architects, engineers or general contractors, which describe the work performed by the applicant and attest to the satisfactory performance of such work by the applicant. All projects to have been completed within 2 years of the date of the application.
7. Will submit to an independent Safety Evaluation to confirm the company’s compliance with the **Occupational Health & Safety Act of Ontario**. *Note: All applicants are encouraged to review their present Health and Safety Program to ensure compliance with industry standards prior to applying for membership. The enclosed CSAO booklet entitled “Health and Safety Program Planning for Construction” will help you determine whether your company’s program meets OIRCA’s minimum standards. In addition, you may wish to contact CSAO directly to have one of their field consultants review your current program. An inadequate safety program is the single biggest reason for applicant rejection.*
8. Will attend an “orientation” meeting at the OIRCA office. This meeting will take place following OIRCA’s receipt of the completed application package including all payments owing at the time of application. The purpose of this meeting is to establish awareness with the applicant as to exactly what is expected from them during the evaluation process.
9. The principals of the 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, neither the OIRCA nor the applicant are at liberty to invite any third party agent, including legal counsel, to any meetings relating to the application for Active Membership. The applicant will be required to sign a waiver to this effect.

10. 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 will occur of the contractor's roofing projects in progress. 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 two thousand (2,000) square feet or more in size.

A Probationary Period Inspection fee of \$1,500.00 + 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,

- (a) the inspection process uncovers a serious violation of good roofing practices,
- (b) a written complaint from an owner, architect, roofing consultant or OIRCA member is deemed justifiable or fraudulent,
- (c) the annual dues are not paid or the requested project list is not registered and/or incomplete,

The OIRCA Board of Directors may terminate the roofing contractor's membership in the Association.

Prior to the expiry of the Probationary Period, the Probationary Active Member must:

- 1) provide the OIRCA with evidence that it has successfully participated in the Ontario Roofing Apprenticeship Program, and
- 2) have on staff at least one journeyman roofer who has met the certified Apprenticeship Program standards.

11. It is obligatory that Active Members of OIRCA also become members of the Canadian Roofing Contractors Association (CRCA). CRCA will not consider an application for membership until an application for OIRCA membership is approved. Therefore, at the time of submitting the OIRCA membership application, an application for CRCA membership must also be submitted, both to be sent to the OIRCA office. When the OIRCA application is accepted, OIRCA will then forward the CRCA membership application to CRCA for processing.

12. Any contractor who has had their membership application denied or terminated, and wishes to obtain additional information as to the reasons for denial or termination, may appeal their case to the OIRCA Membership Committee.

A roofing contractor may reapply for OIRCA membership one (1) year after the date of membership denial or termination.

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APPLICATION FOR ACTIVE MEMBERSHIP IN OIRCA

COMPANY: _____
(Please Print or Type)

ADDRESS: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____ WEB: _____

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.

SIGNATURE: _____ DATE: _____

This application is to be accompanied by cheques, payable to OIRCA, in the amounts of \$1,000.00 + HST covering the Application Fee and \$2,500.00 + HST covering the up front Inspection Fee.

ACCEPTED BY: _____
(For the OIRCA Board of Directors)



ROOFING CONTRACTOR'S QUALIFICATION STATEMENT

1. Roofing Contractor's Name _____

Address _____

Telephone (_____) _____ Fax (_____) _____

Year of Incorporation _____ Province of Incorporation _____

2. Name and titles of Contractor's Officers, Partners, Individual Owner:

(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 _____

5. (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. Sales income of roofing/sheet metal work done in the past four (4) years:

20 ___\$ _____ 20 ___\$ _____ 20 ___\$ _____ 20 ___\$ _____

9. Work Place Safety & Insurance Board (WSIB) Information:

Firm No. _____ Account No. _____

10. Enclose copy of **WSIB Certificate**.

11. Insurance Information (**Enclose Certificate of Insurance**):

Agent's Name _____

Policy No. _____

Liability Coverage \$ _____ Liability Deductible \$ _____

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 of Company's **Safety Policy and Programme**.

14. Enclose copy of WSIB's most recent **CAD 7 Rating Form**.

15. Names of major suppliers from whom you have purchased roofing materials in the past 18 months (minimum of 3):

_____ Telephone _____

_____ Telephone _____

_____ Telephone _____

_____ Telephone _____

_____ Telephone _____

_____ Telephone _____

16. List principal projects your company has completed in Ontario *in the past 2 years*:

(a) Project _____

Owner _____ Contact _____

Telephone _____

Roofing Contract Value \$ _____

Roofing System Applied _____

New Construction _____ Re-roofing _____

Architect/Engineer/Consultant _____

Contact _____ Telephone _____

(b) Project _____

Owner _____ Contact _____

Telephone _____

Roofing Contract Value \$ _____

Roofing System Applied _____

New Construction _____ Re-roofing _____

Architect/Engineer/Consultant _____

Contact _____ Telephone _____

(c) Project _____

Owner _____ Contact _____

Telephone _____

Roofing Contract Value \$ _____

Roofing System Applied _____

New Construction _____ Re-roofing _____

Architect/Engineer/Consultant _____

Contact _____ Telephone _____

17. List principal projects your company has *in progress*:

(a) Project _____
Owner _____ Contact _____
Telephone _____

Roofing Contract Value \$ _____
Roofing System Applied \$ _____
New Construction _____ Re-roofing _____

Architect/Engineer/Consultant _____
Contact _____ Telephone _____

(b) Project _____
Owner _____ Contact _____
Telephone _____

Roofing Contract Value \$ _____
Roofing System Applied \$ _____
New Construction _____ Re-roofing _____

Architect/Engineer/Consultant _____
Contact _____ Telephone _____

(c) Project _____
Owner _____ Contact _____
Telephone _____

Roofing Contract Value \$ _____
Roofing System Applied \$ _____
New Construction _____ Re-roofing _____

Architect/Engineer/Consultant _____
Contact _____ Telephone _____

18. I hereby advise that the information provided is true and correct to the best of my knowledge.

Firm Name _____ Signature _____

Date _____ Title _____



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 also acknowledge that neither the OIRCA nor ourselves are at liberty to invite any third party agent, including legal counsel, to any meetings relating to our application for Active Membership.

Applicant: _____

Representative: _____

Signature: _____

Date: _____

January 2009