



## **INSTALLER MEMBERSHIP APPLICATION**

The undersigned hereby applies for membership in the Architectural Woodwork Manufacturers Association of Canada - Ontario Chapter and hereby acknowledges they have read the Constitution & By-Laws, the Code of Conduct (**attached as Appendix A**) and the full contents of this membership application form and agrees to abide by these documents and any amendments thereto.

### **Company Profile**

Company Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Additional Address: \_\_\_\_\_

City/Province/Postal Code: \_\_\_\_\_

Website: \_\_\_\_\_

Main Representative: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Alternate Representative: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Incorporation Number: \_\_\_\_\_ Year of Incorporation: \_\_\_\_\_

Number of Owners: \_\_\_\_\_

Full Names of All Owners and Percentage of Ownership per Director:

	%
	%
	%
	%
	%
	%

President of Company: \_\_\_\_\_

Secretary: \_\_\_\_\_

*\* In the event that any changes are made to the above, AWMAC Ontario Chapter must be notified of such changes.*

***Please complete pages 1, 2, 4 and 5 and Appendix B (pages 8 & 9)***



Any firm or corporation engaged in the installation of architectural woodwork. Such members shall have full voting rights and shall be entitled to the privileges and responsibilities of the Association, including the right to sit as Director at the AWMAC National Board.

**Initiation Fee: \$500.00**

**Annual Participation Fee: \$200.00**

**Annual Dues: \$1,450.00**

An Installer membership application form received by the end of June will pay initiation fee, annual participation fee and annual dues, plus HST.

Forms received from July 1<sup>st</sup> to the end of the year will pay the initiation fee, annual participation fee and annual dues, plus HST, as follows:

Forms received from October to the end of the year will pay the initiation fee + annual dues (see chart below) + annual participation fee (for next year) + full annual dues (for next year), plus HST.

Month	Initiation fee	Participation Fee	Dues
July	\$500.00	\$200.00	\$725.00
August	\$500.00	\$200.00	\$625.00
September	\$500.00	\$200.00	\$525.00
October	\$500.00	n/a	\$425.00
November	\$500.00	n/a	\$325.00
December	\$500.00	n/a	\$225.00

## **Installer Membership Criteria**

Membership in AWMAC Ontario Chapter carries the following obligations and responsibilities:

1. Each applicant must at the time of application for membership, have been in business for a period of five (5) years, or have demonstrated experience in the industry, to the satisfaction of the Board of Directors.
2. Each Applicant will serve a probationary period of 2 years.
3. Each Applicant has 45 days from membership acceptance to successfully complete the Installers Standards Questionnaire (ISQ) before membership will be finalized and company will be considered Member in Good Standing. Company name will then be added to the AWMAC Ontario website. If the ISQ is not completed in forty five (45) days, then the application will be rescinded and membership denied, there will be no refund of dues paid and the applicant can only re-apply after a two (2) year period.
4. Invoicing for membership is conducted on an annual basis. Failure to submit payment for membership within the time allotted will nullify your membership and your name will be removed from the roster and website.



5. AWMAC Ontario Chapter supports and enforces its GIS and IS programs both provincially and nationally. All installer members are required to support and comply with both of these programs. As an AWMAC Ontario Chapter member, if you are installing architectural woodwork on a project which specifies either of these programs, as part of the millwork tender, you are obligated to:
  - a) Notify the GIS Office if you are the successful installer awarded an installation contract on a GIS project;*
  - b) Provide the GIS Office with hard copies of all requisite documentation in a timely manner;*
  - c) Install millwork to AWMAC standards unless specifications contradict the standards. Specifications over-rule AWMAC standards, however, every effort should be made to make the owner/architect aware of the conflict between their specification and AWMAC standards as early on as possible;*
  - d) Rectify all deficiencies set forth in AWMAC inspection reports in a timely manner and advise the manufacturer and GIS Office in writing of the completion of the rectifications setting out each noted deficiency individually and the manner in which it was rectified;*
  - e) Submit any comments or conflicts regarding an inspection report to the manufacturer and GIS Office in writing within 3 business days of receipt of the report by fax or email.*
  - f) Must abide by current AWMAC GIS Policies & Procedures (refer to GIS P&P Manual).*
6. Membership will be terminated should a member company go bankrupt or into receivership.
7. Membership will be terminated if the Board of Directors deems a written complaint from an owner, architect or corporate member justifiable. Any reasonable inspection costs incurred as a result of the justifiable complaint will be borne by the applicant after full discussion between AWMAC Ontario Chapter and the applicant, prior to the inspection.
8. AWMAC Ontario Chapter members are provided with two written notices of non-compliance. Should the member not respond and/or rectify the issue of non-compliance within the allotted time period contained in the notice, the defaulting member will be given a final written warning advising of the date of revocation of their membership failing proper rectification.
9. An applicant is free to reapply for membership two (2) years after the date of membership denial or termination.

**\*\*Please check all boxes that apply to your company:**

**We are able to work on Union projects.**

**We are able to work on Non Union projects.**



Our payment for membership, is enclosed as follows:

Initiation Fee	_____
Annual Participation Fee (See Appendix C)	_____
Annual Dues	_____
Sub-Total	_____
HST (#R124359670)	_____
<b>Total Enclosed</b>	_____

**Cheques are to be made** payable to the **Architectural Woodwork Manufacturers Association of Canada – Ontario Chapter.**

**Credit cards payments** to include the following information:

VISA/Mastercard #: \_\_\_\_\_

Expiry Date & CVC: \_\_\_\_\_

Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_

**Under the manufacturer membership category, each applicant will be required to include the following documentation with the completed application form:**

- a) **Appendix B** attached – 4 completed projects over \$10,000 during the last 2 years.
- b) Copy of WSIB Certificate.
- c) Copy of Insurance Policy.
- d) Articles of Incorporation.

All fees will be processed upon receipt of application. If a manufacturing membership application is not approved by the AWMAC Ontario Board of Directors, all amounts paid will be refunded, **except for the cost of the inspector's time.**



**Please complete and sign below:**

I acknowledge that I have read and fully understand the responsibilities and obligations of membership in the Architectural Woodwork Manufacturers Association of Canada - Ontario Chapter. I acknowledge that I have read the Constitution & By-Laws, the Code of Conduct (**attached as Appendix A**) and the full contents of this membership application form. I agree to abide by these documents and any amendments thereto and to uphold the highest standards possible within the industry.

**Dated:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

In compliance with Canada's anti-spam laws, we would like to ensure we have your consent to receive our membership information, publications, invitations to conferences, events, and programs offered by AWMAC, announcements, messages and other communications (collectively, the "Communications") that we send to you from time to time for the purpose of:

- (i) sharing information with you about our programs and services; or
- (ii) establishing, developing and/or managing our relationship with you.

If you wish to receive, or to continue to receive, Communications from us, please check the box provided below next to the wording "I subscribe to receiving AWMAC Communications". If we do not receive your consent we may be unable to send, or continue to send, Communications to you.

**I wish to subscribe to receiving AWMAC Communications.**

**I wish to unsubscribe to receiving AWMAC Communications.**

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ARCHITECTURAL WOODWORK  
MANUFACTURERS ASSOCIATION  
OF CANADA

ASSOCIATION DES MANUFACTURIERS  
DE MENUISERIE ARCHITECTURALE  
DU CANADA

ONTARIO CHAPTER

**AWMAC Ontario Chapter Use:**

**Date Presented:** \_\_\_\_\_

**Board's Decision:** \_\_\_\_\_



## Appendix A

### Code of Business Conduct

As a member of the Architectural Woodwork Manufacturers Association – Ontario Chapter, this firm subscribes to the following code of business conduct:

We believe that all our business transactions should be based upon that which is morally right, rather than upon that which may be legally enforced.

We will support the financial and moral objectives of the Association and participate in all Association activities, in order to foster common goals for the betterment of the entire industry.

We will abide by all bylaws and regulations passed by the Board of Directors in accordance with the Constitution of the Association.

We recognize the AWMAC Quality Standards for Architectural Woodwork as the industry standard, and will adhere to specifications in the manufacture of their products and to avoid the substitution of inferior quality products, and we agree to support and maintain this standard.

We will maintain the highest integrity and strive for excellence in the quality of our work, our relationship with our employees, clients, and colleagues.

We will neither solicit employees, nor procure contracts surreptitiously from our competitors.

We will promote the products and skills of our company, rather than disparage our competitors.



## Appendix B

### Four Completed Projects over \$10,000 (within the last 2 years)

Project Title \_\_\_\_\_

General or Sub Contractor \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Architect/Owner \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Project Title \_\_\_\_\_

General Contractor \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Architect/Owner \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Project Title \_\_\_\_\_

General Contractor \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Architect/Owner \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_





Project Title \_\_\_\_\_

General Contractor \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Architect/Owner \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_



## **Appendix C**

### **AWMAC Annual Participation Fee**

At its meeting on January 22, 2014, the Ontario Chapter of the AWMAC Board of Directors approved a \$200 annual participation fee for every AWMAC Manufacturer, Installer and Associate member in an effort to encourage broader event participation. This was announced formally at AWMAC Ontario Chapter Annual General Meeting which was held at the Mill St. Brewery on February 20, 2014.

As you may know, members who participate in at least one social event which is organized by AWMAC Ontario Chapter or AWMAC National in a year including the Ontario Chapter Annual General Meeting, National Annual General Meeting, the Annual AWMAC Ontario Chapter Golf Tournament, etc., will be fully reimbursed for the \$200.

## **AWMAC Manufacturer and Installer Member Best Practices**

Manufacturer Member to provide at a minimum:

1. Detailed scope of work including list of millwork items
2. AWMAC Grade specified
3. Inclusions / exclusions such as rough blocking, caulking, hardware, washroom accessories, door frames and doors, hardware prep and undercutting if required
4. Inclusions and exclusions pertaining to delivery, accepting of materials, off loading, on site storage, site dispersal
5. Approximate schedule of delivery and window of installation
6. Fixed price Purchase Order or Sub-Contract capturing all the above, including an agreed upon hourly rate including regular, overtime and double time for Supervisor, Journeyman Carpenter and Labourer.
7. Prompt payment within 35 days of Installer invoices generated for labour
8. Immediate and detailed notice of installation deficiencies and punch lists
9. Exclusion of 10% Holdback held on payments, unless Installer member is contracted with a Project Subcontract.
10. Immediate notice of schedule or scope changes, additions and deletions.
11. Payment for a reasonable additional charge for labour above and beyond the agreed scope of work.

Installer Member to provide at a minimum:

1. Documentation:
  - a. MOL Form 1000
  - b. WSIB Clearance Certificate
  - c. Signed Health and Safety Policy Statement
  - d. Current Health and Safety Manual
  - e. Material Safety Data Sheets (MSDS) for all materials and products supplied by Installer Member
  - f. Designation of Competent Supervisor
  - g. Daily time sheets for work performed including date, number of laborers and hours
2. Skilled Supervisor and / or Lead Hand possessing current certificates:
  - a. Basics of Supervisor Course Training Certificate
  - b. WHIMS
  - c. Fall Arrest
  - d. Working at Heights
  - e. First Aid
  - f. MOL Worker Health and Safety Awareness Training
  - g. MOL Supervisor Health and Safety Awareness Training
  - h. Additional equipment safety training when required (ie. Scissor lift, zoom boom, special equipment and tools training)

3. Skilled Workers and Carpenters adequate to handle the scope of work and meet the pre-determined schedule; all possessing current certificates:
  - a. WHIMS
  - b. Fall Arrest
  - c. Working at Heights
  - d. First Aid Training
  - e. MOL Worker Health and Safety Awareness Training
  - f. Additional equipment safety training when required (ie. Scissor lift, zoom boom, special equipment and tools training)
  - g. Immediate notice of issues on site, missing millwork whole or in part, requests from the site for additional work whether labour only or to supply and install new millwork not captured in agreed scope of work.
  - h. Prompt completion of deficiencies and punch lists pertaining to the agreed scope of work.