



MEMBERSHIP APPLICATION PROCESS

THIS MAP INDICATES THE MUSKOKA BUILDERS' ASSOCIATION'S LOCAL MEMBERSHIP AREA FOR APPLICATION PURPOSES:

To become a member outside of the area indicated below by the dashed line, please apply using our Out of Area Membership application form.

Should an MBA membership applicant be able to demonstrate that their business holds a registered business address, within the defined boundary below, their application may be considered for Local Membership application.

Please note: P.O. Boxes do not serve as a qualifier for locally designated membership.



APPLICATION REQUIREMENTS:

The following are the requirements for a complete application to become a member of the Muskoka Builders' Association:

1. Determine your Local or Out of Area eligibility
2. One (1) Sponsorship letter by a current MBA Member. Out of Area applicants require Three (3) sponsors
3. Two (2) Reference letters from Muskoka Businesses, Trades or Customers (Applicable to Local Applicants only)
4. Completion of Application
5. Agreement to meet "voting" member status for your 1st year of Membership (attend any 5 association-hosted events)

Once all application information has been received, a virtual interview will be scheduled for you. These interviews are required, only take a small bit of your time and are meant as a way to meet you and for you to have a chance to meet us!

After your virtual interview you will receive a Welcome Package and an invoice for Membership Dues.

If you have any questions during your application process. Please feel free to email, call or text us.



Membership Application Checklist – Out of Area

- Complete Application (*All listed steps are REQUIRED*)
- Submit with your application three (3) Sponsorship Letters (from any *current* MBA member)

Once all documentation has been received your application will be circulated to the Board of Directors for review. If approved to proceed to the interview step MBA Admin staff will reach out to schedule a brief virtual Interview for you to meet the President, Kurt Browne, Executive Officer, Kathy McConnell, and other Directors that can attend. At your interview, you will be advised of your membership acceptance.

Following the interview, Kathy will ensure you receive confirmation of your Membership, along with your 'New Member Orientation Package'. We will ask for your company logo so we can add it to our directories. As well as share the MBA logo with you, in different formats, for your use while an active member of the MBA.

*Along the way, if you have any questions,
please reach out to the email listed below.*



MEMBERSHIP APPLICATION

Please browse our Membership List on our website at www.muskokabuilders.com/find-a-professional/ to find Three (3) current Members you know and ask them to sponsor your application to meet the 3 Sponsorship Letter requirement. They will need to provide a brief letter of sponsorship for you as to their experience working with/for/alongside you and the reasons they are recommending you for membership.

Please note we encourage all new members to achieve Voting Member status for your first year of membership (attend any 5 association-hosted events)

Membership year = November 1 - October 31

APPLICANT DETAILS

Company Name: _____

Company Mailing Address: _____

Number of Years in Business (*minimum one year required*): _____

Number of Employees (*including yourself*): _____

Tarion / HCRA Registration #: _____

HST / Business # (*required*): _____

WSIB #: _____

Liability Insurance Carrier: _____

**MBA Internal Details Required:**

Primary Contact Name: _____

Primary Contact Email: _____

Primary Contact Phone #: _____

Marketing Contact Name: _____

Marketing Contact Email: _____

Marketing Contact Phone #: _____

Accounting Contact Name: _____

Accounting Contact Email: _____

Accounting Contact Phone #: _____

SPONSOR DETAILS

Sponsor Company: _____

Sponsor Contact Full Name: _____

Sponsor Contact Position / Job Title: _____

SPONSOR DETAILS

Sponsor Company: _____

Sponsor Contact Full Name: _____

Sponsor Contact Position / Job Title: _____

SPONSOR DETAILS

Sponsor Company: _____

Sponsor Contact Full Name: _____

Sponsor Contact Position / Job Title: _____



MBA PUBLIC WEBSITE DETAILS

Company Description:

Phone & Fax as you want them listed on the MBA website:

Address as you want it listed on the MBA website:

Website:

Facebook:

YouTube:

Instagram:

How potential clients/customers find you on the MBA website:

Type of Company (choose all that apply):

Builder

Renovator

Supplier and/or Installer

Trade Contactor

Service Professional



Sub-categories/Key Search Words for customers (choose all that apply):

☐ Accounting	☐ Framing	☐ Publishing
☐ Aggregates	☐ General Contractor	☐ Railings
☐ Alarm Systems	☐ Glass	☐ Rental Equipment / Tools
☐ Architecture	☐ Hardware	☐ Restoration
☐ Architectural Products	☐ HCRA / Tarion Registered Builder	☐ Rock Drilling / Blasting
☐ Audio Video	☐ Heating / Air Conditioning	☐ Rock Removal
☐ Awnings	☐ Heating Fuel	☐ Roofing
☐ Back-Up Power	☐ Home Automation	☐ Security
☐ Barging	☐ Insulation	☐ Septic
☐ Boathouse	☐ Insurance	☐ Septic Pumping
☐ Building Supplies	☐ Interior Design	☐ Septic Systems
☐ Cabinetry / Millwork	☐ Kitchen & Bath	☐ Siding
☐ Cleaning	☐ Landscaping	☐ Site Preparation
☐ Community Services	☐ Landscaping Materials / Products	☐ Stairs
☐ Concrete	☐ Lighting	☐ Steel
☐ Decks	☐ Lumber	☐ Solar Energy
☐ Delivery	☐ Masonry	☐ Stone / Rock
☐ Demolition	☐ Metal Fabrication / Welding	☐ Storage
☐ Design	☐ Mortgages / Loans	☐ Structural Engineering
☐ Dock Building	☐ Natural Gas	☐ Sunrooms
☐ Docks	☐ Paint / Painting Products	☐ Surveyors
☐ Drywall	☐ Painters	☐ Tennis Courts
☐ Eaves / Soffit / Fascia	☐ Paving	☐ Training / Education
☐ Electrical	☐ Planning	☐ Tree Care
☐ Engineering	☐ Plumbing	☐ Waste Disposal / Removal
☐ Excavation	☐ Plumbing Materials / Products	☐ Windows / Doors
☐ Fencing	☐ Portable Toilets	☐ Window Coverings
☐ Flooring	☐ Propane	
☐ Foundations	☐ Property Care	

INFORMATION DISCLOSURE CONSENT FOR ALL MEMBERSHIP CATEGORIES

It is the mandate of the Muskoka Builders' Association to provide information, promote membership, and foster communication, i.e. catalogues of Members, Internet Information, new products/services, etc. The application hereby consents to the use of the information in this application for such purposes.

Name of Person Completing this form: _____ Date: _____



Declaration of a Safety Policy and Plan

I, (Printed Applicant Name), _____,
as an applicant to become a new Member of the Muskoka Builders' Association
do declare that (Company Name) _____
does currently have a Safety Policy and Plan in place.

INITIALS: _____



Professional Standards Acknowledgement

Promoting Professionalism:

Beyond our basic Membership Requirements, we have established Professional Standards that our members are required to adhere to:

- 1) Provide a written contract that includes the scope of work for all jobs
- 2) Offer a minimum of two years of after-sale service
- 3) Carry a minimum of \$2 million liability insurance
- 4) Carry all applicable licenses and permits
- 5) Maintain a professional level of knowledge of current building codes, permit procedures, and technical skills through continuing education.
- 6) Maintain a safe and organized worksite
- 7) Ensure that calls to your company are returned within one business day.

INITIALS: _____



Membership Code of Ethics Agreement

- Members shall comply with the Ontario Building Code and the National Building Code of Canada and/or all additional recognized standards applicable to the individual member as a minimum standard for that member's services and shall work towards industry improvement in the interests of sufficiency, safety, and health.
- Members shall perform their services to conform to the principles of good community development.
- Members shall be fair and honest with their customers, employees, subcontractors, and suppliers in the interests of sufficiency, safety, and health.
- Members shall cooperate, interchange information and experience, and encourage research on materials and techniques to provide the best value for their customers.
- Members shall uphold the principle of reasonable and adequate compensation for the services which they render.
- Members shall avoid advertising that tends to mislead customers, deprecate competitors, or generally bring the reputation of the industry into disrepute.
- Members shall display and encourage a sense of pride in belonging to the Muskoka Builders' Association.
- Members shall perform and cooperate in the completion of their services in a manner that demonstrates the utmost competence.
- Members shall actively encourage fellow members to uphold the professional image and reputation of the Muskoka Builders' Association.
- Members shall avoid all conduct or practice detrimental to the house building industry, to the Association, to the good name or reputation of any of its members, or customers.

INITIALS: _____



Membership Agreement

Membership runs November 1 – October 31 each year. Members' renewal notices Will be sent out in November. We do understand some companies will prefer to pay in the new year, no penalty is charged for this, we simply ask you to notify MBA by email if this is the case. Accounts must be in good standing to renew membership so if there are any outstanding invoices, we will advise you of such at year-end. It is important that as a non-profit association, we ensure we do not run a deficit at year-end.

As part of my membership agreement, I agree to the following:

- Pay renewal fees on time.
- Achieve Voting Member status for your first year of membership (attend any 5 association-hosted events).

If I choose not to renew, I agree to the following:

- Pay all outstanding invoices.
- Remove MBA decals as well as all other potential affiliations from your website, vehicles, social media, etc.
- Complete the exit survey or complete a feedback email for the Board of Directors to review.

I, (Printed Applicant Name) _____, of
(Company Name) _____ as
an applicant to become a new Member of the Muskoka Builders' Association do
agree to all of the above.

Signature: _____

Date: _____