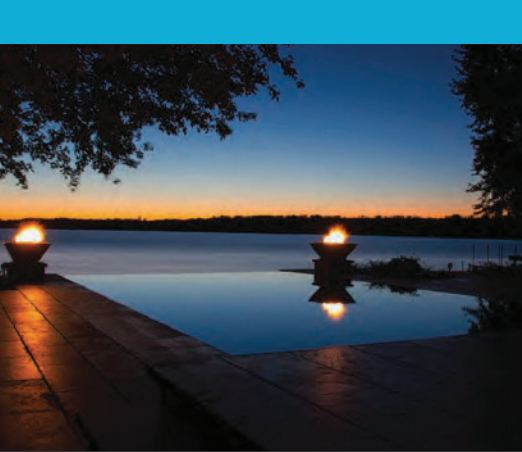




Pool & Hot Tub Council of Canada
Conseil canadien des piscines et spas

MEMBERSHIP

What are you waiting for?



Great Reasons to Belong

- Access to Education
- Canadian Pool & Spa Conference & Expo
- The Peer Network
- Industry Representation & Advocacy
- Promotion of the Industry
- Promotion of the Members
- Affiliated Membership with PHTA
- Affinity Program
- Chapters
- National Awards Program
- Information Source
- Publications

*Applies to membership classes 5 & 12.
See page 6 for class descriptions.

BENEFITS OF BEING A MEMBER

Becoming a member of the Pool & Hot Tub Council of Canada will provide your business with many opportunities and business services designed to help give you an edge over the competition.

Some benefits of being a member include:



Access to Education – The PHTCC regularly organizes technical training and professional development opportunities that are provided to Members at preferred rates. Courses and seminars are held during the annual Conference and also at some Chapter meetings.



Industry Certification Program – Become qualified as an Aquatic Recreation Industry SPECIALIST (Level One - Fundamentals) and Achieve the designation of Aquatic Recreation Industry EXPERT (Level Two - Advanced) at the Member rate.



Canadian Pool & Spa Conference & Expo – Thousands attend this annual event, and Members are eligible to register to attend at a special rate for both delegates and exhibiting companies.



The Network – The Council makes up an extensive network of pool and spa professionals across the country. The exchange of information and knowledge shared among peers and industry experts provides tremendous value to all Members that choose to actively participate.



Industry Representation & Advocacy – As a Member, you have an active voice in important industry issues. The PHTCC works with allied organizations to promote the safe and healthy enjoyment of use of pool and spa products. As well, the Council effectively represents the industry to governments and regulatory authorities at all levels.



Promotion of the Industry – Through a variety of media, the Pool & Hot Tub Council of Canada promotes the many benefits of owning pools and hot tubs. Regional public awareness campaigns on water safety are also supported.



Promotion of the Member – All Members abide by the Code of Ethics, and in so doing are recognized as reputable and responsible companies that perform to the highest of standards. These attributes are broadcast widely to consumers.

BENEFITS OF BEING A MEMBER



Affiliated Membership with PHTA – Members in categories 5 and 12 automatically become members of the Pool & Hot Tub Alliance (PHTA) - Formerly APSP & NSPF.



Publications – Members are able to purchase a number of industry publications at a reduced rate.



Affinity Program – Members can take advantage of some exclusive products and services offered at special group rates.



Chapters – Regional meetings and social activities take place from coast to coast throughout the year. These are ideal venues at which to learn from one another, and gain awareness of current industry issues and new products and technologies.



National Awards Program – Outstanding performance is recognized through an extensive awards program that rewards excellence in design, construction, service and contributions to the industry.



Information Source – The Council provides regular news updates on key issues and events, and is a source of recommended operating guidelines for the industry.



MEMBERSHIP CATEGORIES

There are many different classifications for membership in the Pool & Hot Tub Council of Canada. This list accommodates most companies and organizations. If your business does not fit one of these categories, or if you have any questions about membership in the Pool & Hot Tub Council of Canada, please contact our Council Office at 800-879-7066.

For purposes of definition, companies in class 1-4 are considered those with manufacturing, warehouse or an office in Canada with one or more full-time Canadian employees. Companies are considered distributors if more than 50% of their Canadian sales are to wholesale trade and are considered retail members if more than 50% of their Canadian sales are to retail customers. Unless otherwise noted in the class description, each member present at Council meetings shall have the right to exercise one (1) vote.

Class #1	Manufacturers, Distributors: Any individual, firm or corporation which supplies the industry on a national or regional basis, including package pool manufacturers, spa and hot tub manufacturers, equipment and chemical manufacturers and wholesale distributors of the aforementioned products with annual sales volume in Canada under \$1,000,000.
Class #2	Manufacturers, Distributors: Same as Class 1, but with annual sales volume in Canada of \$1,000,001 to \$5,000,000.
Class #3	Manufacturers, Distributors: Same as Class 1, but with annual sales volume in Canada of \$5,000,001 to \$10,000,000.
Class #4	Manufacturers, Distributors: Same as Class 1, but with annual sales volume in Canada over \$10,000,000.
Class #5	Builders, Dealers, Installers, Retailers, Franchisees and Buying Groups: Any individual, firm or corporation dealing at the retail level in the industry including, without limitation, retail stores, franchise outlets, construction, service and landscaping contractors, etc., employing three (3) full-time employees or more.
Class #6	Clubs, Associations, Individuals, Public Pool Owners: Any individual, organization or group interested in or allied with the industry or who the board of directors of a Chapter deems to be eligible for membership in the Council.
Class #7	Related Supplier: Any individual, firm or corporation supplying products and services to the pool and hot tub industry, but whose primary business is not directly related to the swimming pool and hot tub industry.
Class #8	International: Any individual or retail firm whose head office is not located in Canada and does not carry out swimming pool or hot tub related business in Canada. Members of this class shall not have any voting rights.
Class #9	Associate: An individual sales representative or employee of a corporation or firm where the company is a Member in any of classes 1 through 4 inclusively, or any branch operation of a Class 5 Member in good standing. Members in this class shall not have any voting rights unless they are affiliated with a Chapter other than that with which the parent company is affiliated.
Class #10	Manufacturer's Sales Agent: Any individual, firm or corporation who acts as an individual sales agent for a manufacturer supplying products to the industry.
Class #11	Honorary Member: Any individual or organization granted honorary membership by a vote of the Board of Directors.
Class #12	Independent Contractor: Any company or person that builds, sells or provides service to swimming pools or hot tubs and has 2 or fewer full-time employees (including the owner & seasonal employees) and that does not conduct any retail operations from a fixed location.
Class #13	Manufacturers, Distributors Branch: A secondary location or division of a company where the parent is a Member in good standing in any of the Classes 1 to 4 inclusively and the secondary location or division is operating under the same business name. To gain admission as a Member, the branch of the corporation shall be required to submit to the Council an application for membership independent of the application filed by its parent corporation.
Class #14	Manufacturers, Distributors Division: A secondary location or division of a corporation or firm where the parent company is a Member in good standing in any of the Classes 1 to 4 inclusively and the secondary location or division operates under a different business name. To gain admission as a Member, the branch or division of the corporation shall be required to submit to the Council an application for membership independent of the application filed by its parent corporation.
Class #15	Affiliate Manufacturer: Any firm or corporation whose head office is located outside of Canada and which is a member in good standing of an affiliated organization that is recognized and deemed eligible by the Council. The firm or corporation cannot own or operate a warehouse or manufacturing facility in Canada, nor have any direct employees in Canada and must operate in Canada under the same name as that of its native membership. To gain admission as a Member, the applicant must submit proof of current membership in the affiliated organization. Members in this class shall not have any voting rights.

MEMBERSHIP APPLICATION

APPLICANT INFORMATION

Company Name: _____ Main Contact: _____

Address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Telephone #: _____ Fax #: _____ Cell #: _____

Email: _____ Company Website: _____

Classification Requested (please refer to Membeship Categories): Class Code: _____ Chapter: _____

GENERAL INFORMATION

This company has been in business for _____ years. This Company has _____ full time employees
(To be eligible for membership your company must have been in business at least 1 year.)

Additional company locations (if applicable) _____

Do you have all required licenses to operate legally in this business? YES ☐ NO ☐

Has the company or its principals previously been a member of the Pool & Hot Tub Council of Canada? YES ☐ NO ☐

REFERENCE INFORMATION - Please provide references from current Pool Council members or suppliers to the industry.

Pool Council Reference Company: _____

City: _____ Reference Contact: _____

Pool Council Reference Company: _____

City: _____ Reference Contact: _____

SUPPORTING DOCUMENTS - Copies of the following documents must be submitted with the application unless applying for membership in class 6, 8 or 15.

☐ Valid Clearance Certificate issued by your Provincial Workers Compensation Agency

☐ CSIO Certificate of Insurance (i.e., proof of General Liability coverage) issued by your Insurance Company

PAYMENT INFORMATION - Add applicable taxes (GST or HST) to posted fee

Payment by cheque:

Make cheques payable to:
Pool & Hot Tub Council of Canada

Payment by E-Transfer:

Email: office@poolcouncil.ca

Return Completed Application to
office@poolcouncil.ca

Payment by credit card:

Credit Card Type: _____

Credit Card Number: _____

Expiry Date: _____ CVC: _____

Signature: _____

I hereby certify that the information supplied on this form is correct and in accordance with the guidelines and conditions printed on the reverse of the application and agree to abide by the Code of Ethic and Bylaws of the Pool & Hot Tub Council of Canada.

Signature: _____ Title: _____ Date: _____

LIST OF COMPANY PRODUCTS & SERVICES

To complete the application, enhance your company's profile by completing this form.

Each Member Company of the Pool & Hot Tub Council of Canada is provided with a free corporate listing on the PHTCC website. It allows consumers visiting the site to identify companies operating within their region of the country. Once the membership application is approved, we encourage you to visit the website, log-in, update the information, and upload your company logo. (It only takes a few short minutes. PHTCC staff can provide direction if required.) NOTE: Upon approval of the membership application, every New Member is provided with a unique Membership Number and Password permitting access to the exclusive Member area of the website.

When submitting the membership application please include this form, duly completed. Kindly place a tick (✓) in the box beside each of the products and services that your company presently offers.

- | | |
|---|--|
| ☐ Pool/Hot Tub Chemical Retail | ☐ Chemical Manufacturer |
| ☐ Residential Inground Concrete Pools | ☐ Original Equipment Manufacturer |
| ☐ Residential Inground Fiberglass Pools | ☐ Wholesale Distributor |
| ☐ Residential Inground Vinyl Liner Pools | ☐ Government Agency |
| ☐ Above Ground Pools | ☐ Recreation Facility |
| ☐ Onground Pools | ☐ Related Association |
| ☐ Hot Tub and Spa Sales | ☐ Pool Design and Specification |
| ☐ Hot Tub Service | ☐ Public Pool Construction |
| ☐ Residential Pool Service | ☐ Public Pool Service |
| ☐ Landscaping Products and Services | ☐ Public Pool Management |
| ☐ Pool/Hot Tub Accessories | ☐ Pool Safety Covers |
| ☐ Sauna Sales and Installation | ☐ Thermal Finishes |
| ☐ BBQ Retail | ☐ Education |
| ☐ Patio Furniture Retail | ☐ Site Inspections |
| ☐ Manufacturer Agent | ☐ Leak Detection |

Would you like to be involved in the Council in other areas? (Check areas of interest):

- | | |
|--|--|
| ☐ Local Chapter (Board) | ☐ Course Leader |
| ☐ Promotion & Marketing Committee | ☐ Technical & Standards Committee |
| | ☐ Training & Education Committee |
| | ☐ Awards Committee |



MEMBERSHIP APPLICATION

CLASSIFICATION CODES AND FEES - CLASS IS DETERMINED BY THE TYPE OF BUSINESS. Dues rates effective June 1, 2019

Class Code	Type of Business	Summary of Category	Annual Dues	Applicable Tax (HST or GST)	Total Payable
1	Manufacturer/Distributor	Annual Canadian sales under \$1,000,000.	\$1,056.00		
2	Manufacturer/Distributor	Annual Canadian sales \$1,000,001-\$5,000,000.	\$1,758.00		
3	Manufacturer/Distributor	Annual Canadian sales \$5,000,001-\$10,000,00.	\$2,257.00		
4	Manufacturer/Distributor	Annual Canadian sales over \$10,000,000.	\$2,820.00		
5	Retail, Builder, Service Company	Retail stores, franchise outlets, etc., employing three (3) full-time employees or more.	\$589.00		
6	Associations, Clubs, Schools, Individuals	Any individual, organization or group interested in or allied with the industry.	\$400.00		
7	Related Supplier	Supplying products and services to the pool and hot tub industry, but your business is not directly related to the swimming pool and hot tub industry.	\$400.00		
8	International (non-voting)	Individual or retail firm whose head office is not in Canada and does not carry out swimming pool or hot tub related business in Canada.	\$400.00		
9	Associate Branch or Employee	Any individual of a company where the parent is a Member in good standing or any branch operation of Classes 1 to 5 Member.	\$400.00		
10	Manufacturer's Sales Agent	Any individual, firm or corporation who acts as an individual sales agent for a manufacturer.	\$400.00		
12	Independent Contractor	Any company or person that builds, sells or provides service to swimming pools or hot tubs and has 2 or fewer full-time employees, including seasonal employees.	\$400.00		
13	Manufacturer/Distributor Branch with Same Name	A secondary location or division of a company where the parent is a Member.	\$400.00		
14	Manufacturer/Distributor Branch with Different Name	A secondary location or division of a corporation or firm where the parent company is a Member that operates under a different business name.	\$895.00		
15	Affiliated Manufacturer	Any firm or corporation whose head office is located outside of Canada and which is a member in good standing of an affiliated organization that is recognized and deemed eligible by the Council.	\$400.00		

CHAPTER DESIGNATION - EACH MEMBER WILL BE DEEMED TO BE PART OF THE CHAPTER MOST SUITED TO THEIR BUSINESS. NATIONAL - for all companies and agents who sell their products on a national basis. All other branch operations, retailers, builders, and associates should join locally. The Local Chapters in Canada are: WESTERN CANADA, WESTERN ONTARIO, CENTRAL ONTARIO, NIAGARA, GREATER TORONTO, EASTERN ONTARIO, QUEBEC, and ATLANTIC CANADA. International members are those outside of Canada.

TERMS AND CONDITIONS OF MEMBERSHIP APPROVAL

- The Bylaws and Code of Ethics of the Pool & Hot Tub Council of Canada shall be adhered to at all times.
- Should I/we be denied membership at any time and following all requests for review and an appeal, I/we agree to accept the final decision of the National Board of directors. In the event of denial, all dues, fees and taxes forwarded will be fully refunded.
- I/we understand that membership in the Council is not transferable, including changes in control and or ownership of a member company

- The use of the Pool & Hot Tub Council of Canada logo and trademarks is restricted to members in good standing. In the event that membership is lapsed or terminated for any reason, all rights to use the Pool Council name, logo, other registered trademarks and all benefits of membership are terminated and continued usage may result in prosecution.
- All applications for membership will be presented to the local Chapter for approval and processed within 30 days of receipt.
- Full payment must accompany this application. The membership dues year begins on October 1 each year and ends September 30 the following year.

LIST OF COMPANY PRODUCTS & SERVICES

Members of the Pool & Hot Tub Council of Canada place a high importance on the protection of consumers and users of swimming pool and hot tub industry products. As a measure to improve industry standards of operation, members of the Pool & Hot Tub Council of Canada must now submit proof of liability insurance coverage and registration with their provincial workplace safety agency. This policy is required at the annual renewal date. Please call the Pool & Hot Tub Council at 1-800-879-7066 if you have any questions.

Workplace Safety

You are required to submit a Clearance Certificate from your provincial workplace safety agency (WCB, WSIB, etc.). A Clearance Certificate is an acknowledgement that your account is in good standing. In all provinces this is a free service to registered employers.

We further recommend that all contracting companies regularly use these certificates in sales presentations to provide assurances that your company is properly covered against workplace injuries. To adequately protect your own business, we also highly recommend that you obtain a Clearance Certificate from every subcontractor you use on your jobsites.

Here is a handy list of contacts for you to easily obtain a Clearance Certificate.

BC	www.worksafebc.com	online request or 1-888-922-2768
Alberta	www.wcb.ab.ca	online request or 1-866-922-9221
Saskatchewan	www.wcbsask.com	online request or 1-800-667-7590
Manitoba	www.wcb.mb.ca	online request or 1-855-954-4321
Ontario	www.wsib.on.ca	online request or 1-800-387-0750
Quebec	www.cnesst.gouv.qc.ca	online request or 1 844 838-0808
New Brunswick	www.worksafenb.ca	online request or 1-800-222-9775
Nova Scotia	www.wcb.ns.ca	online request or 1-800-870-3331
Prince Edward Island	www.wcb.pe.ca	online request or 1-800-237-5049
Newfoundland/Labrador	www.whscc.nf.ca	online request or 1-800-563-9000

Liability Insurance

If your company does not currently have commercial general liability insurance, you are leaving your clients, your business and yourself exposed to potential losses in the event of any accident or unforeseen incident relating to the products and services you provide.

You are required to submit a standardized Certificate of Insurance issued by your insurance carrier. This form is available to you at no charge from your current insurance broker.

Members of the Pool & Hot Tub Council of Canada have access to an exclusive program of comprehensive insurance coverage at special rates. If you need further information on this program or for any of your general insurance needs, we encourage members to contact Oracle RMS Insurance at 1-855-884-6150.



CODE OF ETHICS

18.01 All Members shall observe and be dedicated to the following principles and policies:

- (1) To encourage free enterprise and unselfish service to the public and to the Industry.
- (2) To continually strive to promote the image of the Industry at the local community, and on regional and national levels.
- (3) To make the greatest contribution possible to the health, safety and welfare of the public in the installation, maintenance and operation of swimming pools, hot tubs and spas.
- (4) To support all efforts to improve swimming pool, hot tub and spa services and products; and to encourage research and development of new materials, techniques and methods.
- (5) To advertise and sell the merits of the Industry's products and services; and to refrain from attacking competitors or reflecting unfairly on their products, services or methods of doing business.
- (6) To reveal all material facts and to refrain from the use of misleading advertising or innuendo in advertising and selling to ensure that products or services are fully understood by the consuming public.
- (7) To design, build, service and maintain swimming pools, hot tubs and spas in a manner consistent in all ways with the concepts of public health and safety; and to comply at all times with applicable laws, ordinances and regulations.
- (8) To fulfill promptly and completely all contractual obligations; to offer a reasonable warranty, whether explicit or implied, written or oral; and to process justifiable claims without hesitation or delay in accordance with the Standards & Ethics Procedure for Consumer Complaints.

18.02 Failure to abide by this Code of Ethics may result in a Member having his membership revoked or suspended in accordance with Paragraph 5.10 of this By law.



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