



MEMBERSHIP APPLICATION FORM

Full Name								
List Professional Designation(s) (CRSP, CHRL, P.Eng., CHSC, CTDP, RN, etc.)								
Title – Current Position								
Municipality/City/Town/Organization								
Address								
Email								
Telephone		Fax						
Length of time in this position								
Years of Health and Safety experience		Municipal	Private Sector					
List other Association memberships (CSSE, HRP AO, OMHRA, MUG, etc.)								
How many other people in your organization have a Health and Safety role or responsibility?								
Operational Area of Responsibility (please check all that apply):								
A	<input type="checkbox"/>	Refuse Collection	G	<input type="checkbox"/>	Wastewater Treatment	M	<input type="checkbox"/>	Transit
B	<input type="checkbox"/>	Roads	H	<input type="checkbox"/>	Parks & Recreation	N	<input type="checkbox"/>	Home for the Aged
C	<input type="checkbox"/>	Vehicle Maintenance	I	<input type="checkbox"/>	Property Maintenance	O	<input type="checkbox"/>	Public Health
D	<input type="checkbox"/>	Traffic Operations	J	<input type="checkbox"/>	Fire	P	<input type="checkbox"/>	Libraries
E	<input type="checkbox"/>	Sewer & Water	K	<input type="checkbox"/>	Police	Q	<input type="checkbox"/>	Day Care Centres
F	<input type="checkbox"/>	Water Treatment	L	<input type="checkbox"/>	EMS	R	<input type="checkbox"/>	Landfill
Role Responsibility/Diversity (please check all that apply):								
1	<input type="checkbox"/>	Health & Safety	7	<input type="checkbox"/>	Human Resources		<input type="checkbox"/>	WSIB Schedule 1
2	<input type="checkbox"/>	Health & Safety Training	8	<input type="checkbox"/>	Emergency Mgmt Team		<input type="checkbox"/>	WSIB Schedule 2
3	<input type="checkbox"/>	JHSC Mgmt Representative	9	<input type="checkbox"/>	CISM Team		<input type="checkbox"/>	WSIB Schedule 1 & 2
4	<input type="checkbox"/>	Wellness	10	<input type="checkbox"/>	Accessibility - AODA		<input type="checkbox"/>	
5	<input type="checkbox"/>	WSIB Claims Mgmt	11	<input type="checkbox"/>			<input type="checkbox"/>	
6	<input type="checkbox"/>	Disability Mgmt	12	<input type="checkbox"/>			<input type="checkbox"/>	

Membership Type Applying For	Full Membership <input type="checkbox"/>	Related Discipline <input type="checkbox"/>	Related Association <input type="checkbox"/>
Fee Before June 30th	\$ 140.00 <input type="checkbox"/>	Fee After July 1st	\$ 70.00 <input type="checkbox"/>
Internet Associate Member		Annual Fee	\$ 50.00 <input type="checkbox"/>
Please check if an invoice is required to generate payment for Membership			Invoice <input type="checkbox"/>
Please make cheque payable to	Ontario Municipal Health and Safety Representatives Association		
Email Membership Application to	omhsramembership@eagle.ca		
OR Mail Membership Application to	OMHSRA - 701 Rossland Rd. E., Suite 349, Whitby, Ontario L1N 9K3		

I hereby certify that the information submitted on this Membership Application Form is correct and that I am in a professional management position, responsible for the development, implementation and co-ordination of health and/or safety programs, employed by an Ontario Municipality (or related association). I have read and agree to comply with the By-laws (attached) as established by OMHSRA. I understand the OMHSRA Executive Committee reviews all applications for membership and eligibility is based on the parameters outlined in the OMHSRA Constitution and By-laws.

Applicant Signature		Date	
Membership Director Signature		Date	



By-laws
of the
Ontario Municipal Health and Safety
Representatives Association
(OMHSRA)

January 2018

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Article - Name

The name of this organization shall be “*The Ontario Municipal Health and Safety Representatives Association*”, herein after referred to as “*the Association*”.

Article II - Definitions

Municipality: For the purposes of these By-laws, reference to “municipal”, “municipality” and/or “municipalities” shall include; municipal & regional, government, First Nations council bands, utilities, conservation authorities, publicly funded transportation services, and agencies, library and school boards, commissions and other organizations which are funded by municipal or regional levels of government and comparable levels of public service organizations as determined by the Executive.

Article III - Mission

The Association will represent the interests of its members in Ontario by:

- a) Providing a forum for the exchange of health and safety information amongst municipalities;
- b) Encouraging the development and exchange of ideas, methods and standards of practice;
- c) Assessing the impact of legislative initiatives;
- d) Working in conjunction with government agencies to provide assistance and information; and
- e) Providing and encouraging professional development of the membership.

Article IV - Membership

Application for Membership

To become a member of *the Association*, a person must submit a written application to the Executive. Membership will be granted by a majority vote of the Executive.

To be eligible for membership, the applicant must satisfy the criteria as defined below.

Practising Member

This member is in an active professional and non-union occupational health and safety role. This may include: municipal & regional, government, First Nations council bands, utilities, conservation authorities, publicly funded transportation services, agencies, library and school boards, commissions and other organizations which are funded by a municipal or regional level of government, and comparable levels of public service organizations, as determined by the Executive.

Membership is based on the fact that the individual spends approximately 50% of their time providing occupational health and safety expertise to the organization. This may include internal Health & Safety Consulting, Training, Claims Management, Disability Management, Human Resources, Driver Trainer, Emergency Management, performing the duties of a JHSC Management Co-Chair, etc. A membership application should include a copy of a job description or posting. This member has voting rights within *the Association*.

Associate Member

By approval/invitation of the Executive, this member is in a professional occupational health and safety role from the public sector and is not an employee of a municipal & regional, government organization defined as a practising member. Their work meets the membership requirements of a practising member. An invitation will only be extended if ratified by a majority show of hands of all Practising Members in attendance at a general meeting. An Associate member does not have voting rights with *the Association*.

Internet Associate Member

By approval/invitation of the Executive, an individual working in a field related to Health and Safety will be permitted to participate in the OMHSRA electronic mailing list. An invitation will only be extended if ratified by a majority show of hands of all Practising Members in attendance at a general meeting.

This membership is intended for participation by out of province members.

The Executive reserves the right to rescind such privilege, as they deem necessary.

Honourary Member

At the discretion of the Executive, and by member request, an Honourary Membership may be conferred upon a former member of *the Association* who meets the following criteria:

- i) Ten years as a member (in any membership class) of *the Association*, or
- ii) Five years as a member (in any membership class) of *the Association*, including at least one year on the Executive, and
- iii) Is retired and is no longer employed full-time in the Occupational Health & Safety field.

Honourary Members will be exempt from payments of dues and will receive minutes and OMHSRA ML access at their request.

An Honourary member who returns to full-time gainful employment shall relinquish their Honourary Membership and may reapply at a future date in time.

Transferability

Title to the membership belongs to the payer of the membership fee.

The Executive may permit transfer of membership, at the request of the payer, provided the person to whom the membership is transferred meets the criteria for membership.

Termination of any Membership

For just cause and upon the recommendation of the Executive, individual membership may be suspended or terminated.

Article V – Rights and Responsibilities of Members

- a) Members have a responsibility to promote health and safety within the municipal environment and to assist fellow members with the development and implementation of effective policies and procedures.
- b) Only Practising Members are entitled to vote on matters presented to the membership for a vote.
- c) No member shall use or permit the use of membership in *the Association* or *the Association's* membership list, minutes, OMHSRA Mailing List content or contents of the OMHSRA Policies & Procedures or media storage devices by non-members for the purposes of solicitation..
- d) With the exception of information in the public domain, no member shall share specific information that identifies another municipality or member without the explicit permission of that member.
- e) Members are to act in good faith and with the understanding that information shared at meetings or via electronic means may be confidential in nature.

Article VI - Fees

- a) The annual membership fees will be recommended by the Executive each year (in the 3rd quarter) for a ratification vote by those Practising Members in attendance. Subject to paragraph (b) below, fees will be for one calendar year and will be due by the end of March of the affected membership year.
- b) New Members whose application is received after July 1st in a given year shall be half the Full Membership fee for that year.

- c) Failure to pay the annual membership fee will result in termination of the membership on a date deemed appropriate by the Executive.

Article VII – Election of Officers

- a) Election of officers will be initiated by the Chairperson in the 3rd quarter general meeting. Nominations will be accepted at the 4th quarter general meeting and elections will be opened during that general meeting prior to the end of that calendar year.
- b) Only Practising Members may run for office.
- c) The officers of *the Association*, collectively referred to as “the Executive”, shall include:
 - (i) Chairperson
 - (ii) Vice-Chairperson
 - (iii) Secretary
 - (iv) Treasurer
 - (v) Membership Director
 - (vi) Program Director
 - (vii) Immediate Past Chairperson
- d) The Chairperson, Vice Chairperson and Treasurer will be elected for a term of two calendar years.
- e) The Membership Director, Programs Director, and Secretary will be elected for a term of two calendar years.
- f) The Immediate Past Chairperson may remain as a member of the Executive until such time that a new Chairperson is elected.
- g) Elections will be held by secret ballot.
- h) Officers will be elected by a majority vote of all Practising Members, casting ballots. (A candidate has a “majority” of the votes if he or she receives more votes than any other candidate).
- i) In the event of a tie, a second ballot will be conducted.
- j) Vacancies which occur in the Executive will be filled at the discretion of the Executive, for the remainder of the term.
- k) Nominations for the Chairperson and Vice-Chairperson require the nominee to have served at least two years on the Executive.
- l) Any member of the Executive who fails to attend three consecutive meetings (either executive or regular meetings of the membership) may have their executive status revoked and their office deemed vacant by the remainder of the Executive.
- m) The Executive may appoint non-elected members to assist them in performing their duties. Non-elected members will not have voting rights on the Executive. These roles may include: Communications, Technology or Resource roles deemed

necessary by the Executive for the continuing functioning and betterment of the Association.

Article VIII – Authority of the Executive

The Executive has the authority to conduct the day-to-day business of *the Association*. It has the authority to:

- a) Establish the dates, times and locations of the general meetings, subject to paragraph (c) of Article X;
- b) Change the date, time and/or location of a meeting, provided notice was given to all members two weeks prior to the originally scheduled date or the new date, whichever is earlier;
- c) Approve any expenditures which are related to the normal day-to-day operating costs of *the Association*;
- d) Establish a yearly operational budget to be presented to the membership at the last general meeting to allocate funding for the activities of *the Association* for the up-coming year;
- e) Spend up to \$2,000.00 on any single expenditure, including honourariums, without the prior approval of the membership, consistent with the established budget;
- f) Conduct negotiations and enter into contracts on behalf of *the Association*, and for the purpose of carrying out the general business of *the Association*, without prior approval of the membership;
- g) Establish business partnerships to improve recognition of OMHSRA and for the betterment of its membership;
- h) Establish reasonable fees for organizations wishing to advertise potential employment or up-coming event opportunities for OMHSRA members; and
- i) Conduct any other business related to the day-to-day operation of *the Association* as deemed necessary by the Executive as a whole.

Article IX – Duties of Officers

General Duties

All officers must abide by *the Association's* By-Laws.

All officers are authorized to conduct correspondence on behalf of *the Association*. Copies of all correspondence are to be given to the Secretary.

Officers shall submit to the Treasurer all information, accounts, receipts, etc., pertaining to purchases and expenditures. To be considered for payment, receipts and invoices must be submitted to the Treasurer within 30 days and must include the name of the officer submitting the receipt or invoice, the name of the vendor, the date of the transaction and clearly indicate the service or product that was purchased.

Written executive, finance, membership and program reports shall be submitted to the secretary, where required, as soon as possible prior to a general meeting.

Officers that are absent shall ensure that their functions and responsibilities are adequately carried out by another member. This will not preclude the executive attendance requirement.

Chairperson

2 Year Term: Annual Commitment all General and Executive Meetings plus 100 hours, as follows:

- a) Responsible for all correspondence on behalf of *the Association* - Copies of all correspondence shall be forwarded to the Secretary for records retention;
- b) Provides an Annual Report to *the Association* membership during the last General Meeting of each calendar year;
- c) Has the authority to appoint special committees that will report to *the Association* Executive;
- d) Has the authority to form Sub-committees/Ad-hoc committees, and call special Executive Meetings. The Chairperson and Secretary will be responsible for notifying the Executive Committee members of these meetings;
- e) Consults with the Program Director on General Meetings and bookings;
- f) Establishes dates for Executive and General Meetings as well as other functions of *the Association* in conjunction with the Executives;
- g) Arranges locations of Executive Meetings;
- h) Has financial co-signing authority on behalf of *the Association*;

- i) Ensures that Executive Committee members' attendance at meetings is upheld in accordance with Article VII (l) of *the Association By-laws*;
- j) Ensures that any vacancy on the Executive Committee is brought to the next Executive Meeting for action;
- k) Shall preside over all Executive and General Meetings;
- l) Responsible for the enforcement of *the Association By-laws* by members;
- m) Negotiates all Service Level Agreements (SLAs) with OHS providers and organizations for the full benefit of *the Association* membership; and
- n) Serves as the representative of *the Association* at various meetings and conducts business activities on behalf of *the Association*.

Vice Chairperson

2 Year Term: Annual Commitment of all General and Executive Meetings plus 60 hours, as follows:

- a) Responsible for ensuring that Ad-hoc Committees appointed by the Chairperson are fulfilling their mandate;
- b) Sits on Ad-hoc Committees and provides regular updates on progress to the Executive and the General membership;
- c) Responsible for the preparation and submission of a written report on the activities of all Ad-hoc Committees for the last General Meeting of the year;
- d) Provide support to the Chairperson and acts as Chair in the Chairperson's absence at Executive and General Meetings, as may be required;
- e) Has financial co-signing authority on behalf of *the Association*; and
- f) Serves as the representative of *the Association* at various meetings and conducts business activities on behalf of *the Association*.

Secretary

2 Year Term: Annual Commitment of all General and Executive Meetings plus 60 hours, as follows:

- a) Responsible for reviewing the Executive Committee and General Meeting Agendas prior to notice and distribution to *the Association* membership;
- b) Manages the tracking of topics that arise between meetings and ensure they are added to the appropriate Executive Committee or General Meeting agenda for discussion by the Executive Committee;

- c) In conjunction with the Communications Officer, records the minutes of the Executive and General Meeting minutes, and review of, prior to distribution to *the Association* membership;
- d) Arranges correspondence/cards/greetings on behalf of the Executive Committee to members as may be required;
- e) In conjunction with the Communications Officer, manages the storage and retention of all correspondence, minutes of Executive, General and Special Meetings as well as Service Level Agreements, and other *Association* documents; and
- f) Responsible for and manages *the Association* forms, templates, revisions, logo and design of *the Association* literature (brochures, flyers, promotional literature, etc.).

Treasurer

2 Year Term: Annual Commitment of all General and Executive Meetings plus 120 hours, as follows:

- a) Maintains and keeps secure *the Association's* financial books and records;
- b) Has financial co-signing authority on behalf of *the Association*;
- c) Provides the Membership Director or appropriate Executive of status of payments and outstanding invoices;
- d) Pays all approved debts and accounts of *the Association*;
- e) Collects and reconciles revenues for *the Association*: membership fees, meeting fees, bank reconciliations, manages financial administrative documents;
- f) Prepares Financial Reports for the Executive and presents these reports to the membership at General Meeting;
- g) Prepares *the Association* annual financial report, for distribution to the membership as well as quarterly financial statements; and
- h) Provides complete and up-to-date financial records and statements to the Review Committee as required.

Program Director

2 Year Term Annual Commitment of all General and Executive Meetings plus 100 hours, as follows:

- a) Researches, plans and organizes all programs, speakers, etc. for *the Association* General Meetings;
- b) With the assistance of the Executive, books meeting space, researches and engages speakers, provides for audio visual equipment and copies of speaker

- presentations for distribution to the membership (as applicable), and negotiates and arranges for catering for General Meetings;
- c) Determines, annually where possible, programs/topics in advance to be presented to the membership at each General Meeting for the upcoming year;
 - d) Ensures General Meeting dates, locations, and speakers are posted to the OMHSRA members page 6 months in advance;
 - e) Manages speaker functions at each General Meeting, including notices to the Communications Officer and Secretary to prepare the agenda for each General Meeting;
 - f) Procures recognition awards for speakers with the assistance of the Executive; and
 - g) In conjunction with the Executive, coordinates *the Association* Conference, including the program, venue, speakers, catering, and activities as applicable.

Membership Director

2 Year Term Annual Commitment of all General and Executive Meetings plus 160 hours, as follows:

- a) Manages the process for *the Association* new membership applications and renewals including: notice to the Executive Committee members to review applications; forwards membership fees to the Treasurer; process approved applications; add to master membership list and database; advise Communications Officer and any Service Level Agreement provider of new members; send invoice/receipt and member package to applicant;
- b) Orients new members to *the Association* and introduces them at a General Meeting;
- c) Responsible for all membership enquiries including those related to fees and annual policy and procedure media device;
- d) Manage *the Association* membership listing as well as letters, emails, telephone contact to prospective members for the purposes of increasing the membership population;
- e) Tracks and coordinates Long-Term Service Recognition for members;
- f) Responsible for distribution of *the Association* annual Policy and Procedure media device;
- g) Updates Membership Directory in June and December of each year; and
- h) Prepares membership update report for the Executive Committee and presents this report to the membership at quarterly General Meetings.

Immediate Past Chairperson

2 Year Term: Annual Commitment of all General and Executive Meetings plus 24 hours.

- a) The Immediate Past Chairperson serves as an advisor to the Executive to provide consistency during transfer of the Executive between terms and is a full voting member of the Executive Committee.
- b) Duties may be assigned to the Past Chairperson by the Chairperson that relate to on-going business activities that flow through the elected terms.

Ex-officio Resource Assistant(s)

2 Year Term: Appointed by Executive at the commencement of each term (as needed).
Annual Commitment of all General and Executive Meetings plus 24 hours, as follows:

- a) Selected by the Executive to serve as an Ex-officio due to their knowledge to serve specific functions as determined by the Executive;
- b) Provide advice/opinion on *Association* matters and business, as required; and
- c) Does not exercise voting rights.

Communications Officer, Ex-Officio

2 year Term: Appointed by the Executive at the commencement of each term (as needed)
Annual Commitment of all General and Executive Meetings as follows;

- a) Prepare an Agenda for each of the 6 General and 4 Executive Meetings for distribution to the membership, approximately two (2) weeks prior to each meeting;
- b) Advise the Secretary in advance, where possible, of absence at any meeting;
- c) Work with the Secretary to prepare the transcript of the Executive and General Meeting minutes for review and approval for distribution to *the Association* membership. Wherever possible, this will be done within three (3) weeks after each meeting;
- d) Responsible to receive an electronic version of the presentation of a guest speaker from the Programs Director and record question and answer discussions following the topic presentation, for distribution within the Meeting minutes, to the membership;
- e) Manage *the Association* website and the membership electronic communication portal known as the Mail List (ML); and
- f) Track, manage and compile shared documents for creation of *the Association* annual Policy and Procedure media device.

Article X - Meetings

- a) For the purpose of conducting business for *the Association*, at least 10% of practising members must be present at a general meeting, as well as at least four of the Executive members. For Executive meetings at least four of the Executive, as specified in ARTICLE VII c) must be present, one of whom must be either the Chairperson or Vice-Chairperson.
- b) The schedule of general meetings/workshops for a given year shall be established by the Executive at least 6 months in advance.
- c) Four general meetings shall be held to which *the Association* business is discussed. Additional dates for professional development and discussion shall be established by the Executive.
- d) The Executive shall determine the location, date and time of the meetings.
- e) A member may invite a non-member to attend an OMHSRA function as a guest. Members must inform the Programs Director prior to the meeting. Members are responsible for the guests' meeting fee. Attendance at an OMHSRA function will be at the published rate non-members rate. The Executive reserves the right to limit the number of times a guest may attend general meetings of *the Association*.

Article XI - Proceedings

- a) All operations, management and affairs of *the Association* shall be conducted in accordance with *the Association's* By-Laws.
- b) Voting on general business matters will be by a show of hands by Full Members in attendance.
- c) All Practising Members shall be given the opportunity to vote on any electoral issues including:
 - Amendments to the By-laws
 - Elections of the Executive
 - Changes in the annual membership fee
 - Annual budget

For all issues except amendments to *the Association's* By-Laws, majority rules (those voters have a majority who cast the greatest number of like votes).

- d) Sub-committees and/or Ad-hoc committees may be established to investigate or research health and safety matters relevant to *the Association* in the following conditions:
 - A motion to establish such a committee is approved at a general meeting
 - The motion includes a clear written mandate for the committee
 - Sufficient members, including a Chairperson, Executive member and volunteers to serve on the committee

- Sub-committees/Ad-hoc committees report to the Chairperson or Vice Chairperson via written reports so that they can be presented to the membership as a whole
- e) The Executive will provide a quarterly financial report at the first general meeting following the quarter being reported and a year-end report at the 1st yearly general meeting.

At the discretion of the Executive, or by a motion passed by 66% of the members in attendance at the 1st general meeting, an audit will be conducted by an external agency.

At the discretion of the Executive, or by a motion passed by 66% of the members in attendance at a general meeting, an internal review of the financial statements will be conducted by an Ad-hoc Financial Review Committee. This Committee will be composed of a minimum of two practising members, in good standing, of *the Association*, who are not members of the Executive. The Committee members will be selected by those in attendance at that meeting.

At the end of each two year term of the Treasurer, an internal review of the financial statements will be conducted by an Ad-hoc Financial Review Committee. The Committee will be composed of a minimum two members, in good standing, of *the Association*, who are not members of the Executive. The Committee members will be selected by those in attendance at that meeting.

Article XII – Amendments to the By-Laws

- a) All Practising Members shall be given the opportunity to vote on amendments to *the Association's* By-laws with the exception of grammatical or typographical errors that do not imply a change in the intent of the By-laws.
- b) Voting will be by secret ballot. Ballots that are received by the Executive prior to the deadline, either by mail, fax, e-mail or hand delivered, shall be counted.
- c) Written notice of any proposed amendments shall be submitted at the general meeting preceding the meeting at which the vote is to be tallied.
- d) *The Association's* By-laws can be amended only by 66% vote of those members who cast ballots.
- e) The Executive will review the By-laws annually. Any recommended changes can be brought forward by the Chairperson on behalf of the Executive at any time provided advance notice is provided.