



# Township of/ Canton DE Tiny

**TO: Our Valued Partners**

RE: Vendor Compliance Verification

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Dear Contractor or Service Provider,


Township of Tiny is committed to the health and safety of all workers that we share responsibility for under the law. Prior to performing any work on our behalf we require ongoing verification of compliance in order to maintain your eligibility to provide service to our operations.

In order to complete the registration and verification we are requesting proof of compliance including:

- **Canada Revenue Business Number;**
- **Workers Safety Insurance Coverage;**
- **Commercial General Liability Insurance Coverage** with Township of Tiny named as Additional Insured;
- **Business License or Registration** (where applicable);
- **Health and Safety Program for your company.**

We also require you to provide proof of compliance on behalf of your workers, including:

- **First and Last Names** of all workers performing work for Township of Tiny;
- **Certificates of Qualification** from an industry authority related to their profession or trade.
- **Proof of Training** for all safety requirements related to the work they perform.

We are requesting all contractors to  **Get Verified** by Compliance Sync within 30 days of receiving their invitation. You are required to enroll all workers who perform work on our behalf. Verification must be performed annually. There is a small premium for verification based on the number of workers that are enrolled. For your convenience we are enclosing helpful information about the Compliance Sync Community, Frequently Asked Questions and the Verification Premium Schedule.

Compliance Sync is a contractor advocate that promotes higher standards by providing transparency between companies that work together and share risk. Compliance Sync allows you to manage and track all of your company's compliance and safety records online. Once verified you can easily share your compliance profile with other clients. Being a Compliance Sync member provides you with greater opportunities for ongoing work with the Township of Tiny as a preferred client who can demonstrate compliance as it relates to health and safety standards.

We would like to thank you for supporting this important initiative to protecting our businesses, promoting the health and safety of our workers, and ensuring open and fair business practices.



TOWNSHIP OF/CANTON DE  
**Tiny**

For more information about becoming a Verified Contractor please contact Compliance Sync at 1-844-400-4484 or visit [www.compliancesync.com](http://www.compliancesync.com)

**In the coming days you will be receiving an invitation to register online and complete the verification process.** (Please do not register prior to receiving your invitation from Township of Tiny.)

If you have any questions about the compliance verification process or require assistance then please do not hesitate to contact the undersigned.

Thanks & Regards,

Brenda Biggs  
IT/Health and Safety Administrator

Important Notice on use of Sub-Contractors:

Where a Contractor requires the services of a Sub-Contractor to fulfill the scope of work, then the Contractor shall ensure compliance on behalf of the Sub-Contractor, and acknowledges that the Sub-Contractor must also be verified by Compliance Sync *and* approved by Township of Tiny. It is the responsibility of the Contractor to ensure that the Sub-Contractor is aware of all compliance standards and abides by the terms of Contract.

## Registered Trades in Ontario

### Did you know...?

- There are 156 Registered Trades in Ontario;
- 22 are Compulsory Trades and require annual membership in the Ontario College of Trades;
- 66 require a Certificate of Qualification but no membership in the Ontario College of Trades;
- 68 Require a Certificate of Apprenticeship;
- Some 90 Trades have a Voluntary Certificate of Qualification.

### Did you also know that some Trades are regulated by...?

- The Technical Standards and Safety Authority (TSSA)
- The Ministry of the Environment (MOE)
- The Ontario Building Code

For Voluntary Trades see pages 2 and 3...



### Can You Tell Them Apart?

Due diligence doesn't simply end with health and safety certification. Know your workers.

## Compulsory Trades

*(Require annual membership with OCOT)*

<i>Auto Body and Collision Damage Repairer</i>	310B
<i>Auto Body Repairer</i>	310Q
<i>Automotive Electronic Accessory Technician</i>	310K
<i>Automotive Service Technician</i>	310S
<i>Electrician - Construction and Maintenance</i>	309A
<i>Electrician - Domestic and Rural</i>	309C
<i>Fuel and Electrical Systems Technician</i>	310C
<i>Hairstylist</i>	332A
<i>Hoisting Engineer - Mobile Crane Operator 1</i>	339A
<i>Hoisting Engineer - Mobile Crane Operator 2</i>	339C
<i>Hoisting Engineer - Tower Crane Operator</i>	339B
<i>Motorcycle Technician</i>	310G
<i>Plumber</i>	306A
<i>Refrigeration and Air Conditioning Systems Mechanic</i>	313A
<i>Residential Air Conditioning Systems Mechanic</i>	313D
<i>Residential (Low Rise) Sheet Metal Installer</i>	308R
<i>Sheet Metal Worker</i>	308A
<i>Steamfitter</i>	307A
<i>Transmission Technician</i>	310D
<i>Truck and Coach Technician</i>	310T
<i>Truck-Trailer Service Technician</i>	310J

It is illegal to practice a Compulsory Trade in Ontario without a valid Certificate of Qualification *and* a membership in good standing with the Ontario College of Trades.

Compliance Sync clients have visibility to the verified membership status of Trades.

Performing work without a valid trade certificate can render insurance coverage null and void and leave contractors and their clients liable for damages.

## Understanding the Law

*“Everyone who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task.”* Criminal Code of Canada, Bill C-45, Section 217.1

Legislation is clear that *all parties* share responsibility for the health and safety of a contractor’s workers. This includes ensuring **compliance** with requirements for occupational health and safety legislation, promotion of **best practices** and demonstration of **due diligence**. Risk Approved provides **continual verification** of their legal duties for contractors and their workers.

## We are Here to Help you Grow

Looking for better opportunities? Compliance Sync clients hire only those contractors who can verify their professional qualifications and can demonstrate a commitment to health and safety. They are looking for great value and understand the connection between dependable contractors and quality work. Compliance Sync gives organizations the tools to manage their ongoing responsibilities and helps them to create safer work environments and promote best practices. Our community is growing and our member’s commitment to professionalism is the reason why.



## Working Safe is Working Smart!

You have a lot of people depending on you. As your business grows don’t forget the most important one. You!

## Great Value for our Members

Contractors need to take advantage of the way companies do business today. Compliance Sync makes it easy to connect with more and more company’s who are looking for **verified contractors**. *First*, we provide you with a simple tool to organize your professional qualifications. *Second*, we promote your verified compliance status to our ever growing community to strengthen relationships with your clients and provide better opportunities. *Third*, we make it easy for customers to find you by virtually placing you at their fingertips. For added value, we ensure real-time visibility to compliance through your smart phone. Finally, we connect you to resources for safety, training and support by aligning with the industry recognized organizations. **Please call us today at 1-844-400-4484**



## Our Community is Growing!

Get verified today. Visit [www.compliancesync.com](http://www.compliancesync.com). It’s easy.

## What Kinds of Contractors do Compliance Sync Clients Hire?

### Construction Services

- Electrical Workers
- Testing, Inspection, and Related Services
- Office Furniture Installation
- Drain Contractors
- Plumbing, Heating, and Air Conditioning, Installation
- Sheet Metal and Other Duct Work
- Thermal Insulation
- Industrial Maintenance and Repair Contracting
- Gas Distribution Lines
- Highways, Streets, and Small Bridges
- Park Grounds and Recreational Open Space
- Septic System Installation
- Excavating and Grading
- Equipment Rental (with operator)
- Asphalt Paving
- Fencing and Deck Installation
- Swimming Pool Installation
- Plaster, Drywall, and Acoustical Work
- Painting and Decorating
- Terrazzo and Tile Work
- Carpeting and Flooring
- Interior Designing Services
- Insulation Work
- Apartment and Condominium Construction
- Industrial, Commercial, and Institutional Construction
- Heavy Engineering Construction
- Asbestos Abatement Amendment
- Construction Project Management
- Non-structural Interior Demolition
- Roof Shingling
- Sheet Metal and Built-up Roofing
- Gas and Oil Pipelines, Construction
- Large Bridge Construction
- Waterworks and Sewage Systems
- Other Heavy Construction
- Piledriving Work

### Building and Maintenance Services

- Cleaning and Maintenance
- Environmental Services
- Snow and Ice Management
- Landscape Maintenance
- Waste Management
- Irrigation Systems
- Pest Control
- Equipment Rentals
- Elevator Maintenance
- Monitoring and Fire Systems
- Security Services
- Sprinkler Systems
- Window Cleaning
- Power Washing

And more...

## Voluntary Trades in Ontario

*(Trades in blue not governed by OCOT)*

*C of Q?*

Agricultural - Fruit Grower	640F	No	Electronic Service Technician	416E	No
Agricultural - Swine Herdsperson	640S	No	Elevating Devices Mechanic	636E	No
Agricultural Equipment Technician	425A	Yes	Entertainment Industry Power Technician	269E	Yes
Alignment and Brakes Technician	310E	Yes	<i>Environmental Remediator</i>	<i>ER</i>	<i>No</i>
Appliance Service Technician	445A	Yes	<i>Estimator</i>	<i>ES</i>	<i>No</i>
Arborist	444A	Yes	Exterior Insulated Finish Systems Mechanic	455A	No
Architectural Glass and Metal Technician	424A	Yes	<i>Exterminator</i>	<i>PC</i>	<i>Yes</i>
Assistant Cook	415B	No	Facilities Mechanic	255W	Yes
Automotive Glass Technician	274L	No	Facilities Technician	255B	Yes
Automotive Painter	410N	Yes	<i>Fire Alarm Technician</i>	<i>FAT</i>	<i>No</i>
Baker	423A	No	Fitter – Assembler (Motor Assembly)	661H	No
Baker-Pâtissier	423C	Yes	Floor Covering Installer	448A	Yes
Bearings Mechanic	615A	No	Gemsetter/Goldsmith	606G	No
Blacksmith	600P	No	General Carpenter	403A	Yes
Brick and Stone Mason	401A	Yes	General Machinist	429A	Yes
Cabinetmaker	438A	Yes	<i>Glazier (Glass Worker)</i>	<i>GW</i>	<i>No</i>
Cement (Concrete) Finisher	244G	No	Hardware, Lumber and Building Materials Retailer	606W	No
Chef	415C	No	Hazardous Materials Worker	253H	Yes
Child and Youth Worker	620A	No	Heat and Frost Insulator	253A	No
Child Development Practitioner	620C	No	Heavy Duty Equipment Technician	421A	Yes
Composite Structures Technician	267G	No	Heavy Equipment Operator -Dozer	636C	No
Computer Numerical Control (CNC) Programmer	670C	No	Heavy Equipment Operator - Excavator	636B	No
Concrete Pump Operator	637C	No	Heavy Equipment Operator -Tractor		
Construction Boilermaker	428A	Yes	Loader Backhoe	636A	No
Construction Craft Worker	450A	Yes	Horse Groom	600H	No
Construction Millwright	426A	Yes	Horse Harness Maker	219D	No
Cook	415A	Yes	Horticultural Technician	441C	Yes
Developmental Services Worker	620D	No	Hydraulic/Pneumatic Mechanic	277Z	No
Die Designer	670D	No	Industrial Electrician	442A	Yes
Draftsperson – Mechanical	614A	No	Industrial Mechanic Millwright	433A	Yes
Draftsperson - Plastic Mould Design	614B	No	Information Technology - Contact Centre Customer Service Agent	634E	No
Draftsperson - Tool and Die Design	614C	No	Information Technology - Contact Centre Sales Agent	634D	No
Drywall Finisher and Plasterer	453A	Yes	Information Technology - Contact Centre Technical Support Agent	634A	No
Drywall, Acoustic and Lathing Applicator	451A	Yes	Information Technology - Hardware Technician	634B	No
Educational Assistant	620E	No			
Electric Motor System Technician	446A	Yes			
Electrical Control (Machine) Builder	617A	No			
Electrician (Signal Maintenance)	289F	No			

# Certificates of Qualification

Information Technology - Network Technician	634C	No	Process Operator - Food Manufacturing	246T	No
Institutional Cook	415D	No	Process Operator - Power	246R	No
Instrumentation and Control Technician	447A	Yes	Process Operator - Refinery, Chemical and Liquid Processes	246F	No
Ironworker - Generalist	420B	Yes	Process Operator - Wood Products	246W	No
Ironworker - Structural and Ornamental	420A	Yes	Pump Systems Installer	263F	No
Irrigation Professional	IP	Yes	Railway Car Technician	268R	Yes
Landscape Professional	LCP	Yes	Recreation Vehicle Technician	690H	Yes
Lawn Care Professional	LCP	Yes	Refractory Mason	401R	No
Light Rail Overhead Contact Systems Linesperson	207S	No	Reinforcing Rodworker	452A	Yes
Locksmith	259L	No	Relay and Instrumentation Technician	288R	No
Machine Tool Builder and Integrator	430M	Yes	Restoration Mason	244H	No
Marine Engine Technician	435B	Yes	Retail Meat Cutter	245R	No
Metal Fabricator (Fitter)	437A	Yes	Roll Grinder/Turner	602H	No
Micro Electronics Manufacturer	630A	No	Roofer	449A	Yes
Motive Power Machinist	410K	Yes	Saddlery	219C	No
Mould Designer	670E	No	Safety Coordinator	SC	No
Mould Maker	431A	Yes	Saw Filer/Fitter	611B	No
Mould or Die Finisher	277M	No	Security Guard	SG	Yes
Native Clothing and Crafts Artisan	296B	No	Ski Lift Mechanic	297A	No
Native Residential Construction Worker	296A	No	Small Engine Technician	435A	Yes
Network Cabling Specialist	631A	Yes	Snow & Ice Management Professional	SAS	No
Optics Technician (Lens and Prism Maker)	225A	No	Special Events Coordinator	297B	No
Packaging Machine Mechanic	609C	No	Sprinkler and Fire Protection Installer	427A	Yes
Painter and Decorator - Commercial and Residential	404C	Yes	Surface Blaster	278B	Yes
Painter and Decorator - Industrial	404D	Yes	Surface Mount Assembler	630B	No
Parts Technician	240P	Yes	Terrazzo, Tile and Marble Setter	241A	Yes
Pattern Maker	443A	Yes	Thin Film Technician	225F	No
Plastics Worker	PL	No	Tire, Wheel and Rim Mechanic	295A	No
Pool, Hot Tub and Spa - Installer	237T	No	Tool and Cutter Grinder	602C	No
Pool, Hot Tub and Spa - Service Technician	237S	No	Tool and Die Maker	430A	Yes
Powered Lift Truck Technician	282E	Yes	Tool and Gauge Inspector	239B	No
Powerline Technician	434A	Yes	Tool/Tooling Maker	630T	Yes
Precast Concrete Erector	244K	No	Tractor-Trailer Commercial Driver	638A	No
Precast Concrete Finisher	244L	No	Turf Equipment Technician	421C	No
Precision Metal Fabricator	200G	No	Utility Arborist	444B	Yes
Pressure Systems Welder	456P	Yes	Water Well Driller	605B	No
			Welder	456A	Yes
			Wooden Boat Rebuilder	211W	No

# Frequently Asked Questions



## 1. What is Compliance Sync?

Compliance Sync is an online community for sharing documentation related to a contractor's qualifications to perform work and compliance with Occupational Health & Safety Regulations.

## 2. Why am I being asked to register?

As an "employer" your hiring client has a legal responsibility to ensure due diligence for you and your workers.

## 3. Who should register with Compliance Sync?

Contractors who are committed to fair competition, best practices and transparency in business.

## 4. What's in it for me?

An opportunity for growth with customers who are committed to hiring only those contractors who are legally qualified to perform the work and maintain visibility to those credentials through our community.

## 5. Is there a cost to register?

While there is no cost for basic registration in our community, there is a small fee for verification of credentials.

## 6. Who needs to get verified?

Contractors who are awarded work by their clients are required to get verified to ensure eligibility to perform work.

## 7. What is the fee for verification?

The fee is based on the number of workers you must register for verification; the more workers, the lower the cost per worker. Verified memberships start at just \$99 for a company with 1 worker.

## 8. How many of my workers must I register for verification?

You must register all workers who perform work for your clients.

## 9. How do we register?

You can register online at [www.compliancesync.com](http://www.compliancesync.com). If you have been asked to get verified by your client then they will provide you with a [client activation code](#) to sync your business.

## 10. How long does the registration process take?

The basic registration to get you started should only take a few minutes. The verification process requires you to upload documents and will take longer. It is advisable that you return at another time after preparing the required documentation. If you require assistance then please contact a Customer Care Agent at 1-844-400-4484, ext.0

## 11. Is registration in Compliance Sync mandatory?

Registration in Compliance Sync is determined by your clients. Essentially, only those contractors who maintain visibility through their verified memberships will benefit over the long term with committed clients.

## 12. We already have an "accreditation" from another company; do we still need to register with Compliance Sync?

In short, yes. Compliance Sync does not "accredit" contractors; we simply verify your legal qualifications. Third party accreditations are not recognized. Compliance Sync supports only legally recognized standards and authorities.

## 13. Once registered and verified can we share our documentation with our other clients?

Yes. Your Compliance Sync membership allows you to easily share your verified status with your other clients [for free](#). We encourage you to promote the program to build better relationships with all of your customers and educate them on their legal responsibilities. This is *your* community. Help promote best practices in your business.

<b><u>Enrollment Plans</u></b>	<b>Annual Premium</b>	<b>Additional Workers</b>	<b>Smart Plan Savings</b>	<b>Monthly Billing Option<sup>6</sup></b>
Company Basic with 1 worker	\$ 99.00	\$ 99.00		N/A
<b><u>Smart Plans</u></b>				
Company with up to 5 workers	\$ 395.00	\$ 79.00	20%	\$ 7.90
Company with up to 10 workers	\$ 690.00	\$ 69.00	30%	\$ 6.90
Company with up to 15 workers	\$ 975.00	\$ 65.00	35%	\$ 6.50
Company with up to 20 workers	\$ 1,180.00	\$ 59.00	40%	\$ 5.90
Company with up to 25 workers	\$ 1,375.00	\$ 55.00	45%	\$ 5.50
Company with up to 30 workers	\$ 1,470.00	\$ 49.00	50%	\$ 4.90
Company with up to 40 workers	\$ 1,800.00	\$ 45.00	55%	\$ 4.50
Company with up to 50 workers	\$ 1,950.00	\$ 39.00	60%	\$ 3.90
Company with up to 75 workers	\$ 2,925.00	\$ 39.00	60%	\$ 3.90
Company with up to 100 workers	\$ 3,900.00	\$ 39.00	60%	\$ 3.90

1. Verification plans are valid for a minimum one (1) year and renew annually.
2. Compliance documentation may be uploaded upon confirmation of payment.
3. Smart Plans offer flexibility to activate/deactivate workers at anytime.
4. Additional workers can be added at anytime to any plan.
5. Premiums are due at time of verification and payable by cheque or by credit card.
6. Monthly billing option is per worker per month and may be cancelled hassle-free annually.

Payable to: "Compliance Sync Incorporated"

Mailing address: Compliance Sync Incorporated  
 Deloitte Building  
 400 Applewood Crescent - Suite 100  
 Vaughan, ON  
 L4K0C3



**ComplianceSync**

