



AGM

MAY 19, 2021

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TAB 1
AGM AGENDA – MAY 19, 2021



CANADIAN ROOFING CONTRACTORS ASSOCIATION ANNUAL GENERAL MEETING AGENDA

DATE: May 19, 2021
TIME: 12:00pm (noon) Ottawa time
LOCATION: Zoom on-line meeting

CHAIR PRESIDING: Jacques Beaulieu, CRCA President

1. Report on quorum and motion for Approval of Agenda – Jacques Beaulieu, President (**Motion required for approval of the AGM agenda**)
2. Minutes of Previous Annual Meeting held on December 17, 2020 (Zoom virtual meeting) – Jacques Beaulieu, President (**Motion required to approve and accept the AGM minutes of December 17, 2020**)
3. CRCA 2020 Annual Report
 - a) Technical – Stephane Poissant, Chair CRCA National Technical Committee
 - b) President – Jacques Beaulieu, President CRCA
4. Financial
 - a) Presentation of Audited 2020 Year End Financial Statements – Yves Bradet, Treasurer
 - b) Presentation of the CRCA 2021 Budget – Yves Bradet, Treasurer
5. Appointment of Auditors – Yves Bradet, Treasurer (**Motion required to appoint Raymond Chabot Grant Thornton as the external auditor for CRCA fiscal 2021**)
6. Election of Directors – Terry Casey, Chair of the Nominating Committee (**Motion required to elect the slate of CRCA directors**)
7. Adjournment (**Motion required to adjourn the AGM**)

Note: After the adjournment of the AGM, CRCA will announce the recipients of the 2021 Roofing Canada Award, Frank Ladner Award and the Honourary Member Award.

TAB 2

2020 AGM MEETING MINUTES –
ZOOM VIRTUAL – DEC 17, 2020

CANADIAN ROOFING CONTRACTORS ASSOCIATION (CRCA)

ANNUAL GENERAL MEETING (AGM) MINUTES

Date: Thursday, December 17th, 2020

Location: ZOOM virtual meeting

CRCA President, Jacques Beaulieu occupied the chair at 12:10pm. He welcomed everyone and then introduced the CRCA Board of Directors.

The Executive Director (Bob Brunet) acted as the secretary of the meeting having ascertained that a quorum was present in person or by proxy, noted that the meeting was regularly constituted. Forty-four (44) voting delegates were present in person and by proxy.

1. Agenda

Prior to approving the agenda previously circulated to all members, Jacques asked if there were any additional topics to be added as other business and none were brought forward. **Doug Rossum**, put forward a **motion** that today's agenda for the CRCA AGM be approved as presented. **Seconded by Terry Casey**. The motion was **carried**.

2. Minutes of the last meeting

The minutes of the last AGM held on Monday; April 15, 2019 in Montreal QC were presented and reviewed. **John Mills**, put forward a **motion** that the minutes from CRCA's AGM held on April 15, 2019 be approved as presented. **Seconded by Stephane Poissant**. The motion was **carried**.

3. a) Technical Report

On behalf of the National Technical Committee, the committee Chair Ed Gallos gave a report on the activities of the CRCA National Technical Committee.

b) Presidents' Report

The CRCA President, Jacques Beaulieu gave a report on the activities of the association.

4. Treasurers' report

a) Yves Bradet, CRCA Honourary Treasurer presented the audited financial statements of the Association for the year ending December 31, 2019.

b) Yves Bradet, CRCA Honourary Treasurer presented the Board approved 2020 budget for the Association.

5. **Appointment of Auditors**

Peter Serino, put forward a **motion** that Raymond Chabot Grant Thornton, chartered accountants, Ottawa, Ontario be appointed as the Association's auditor for the current year. **Seconded by Jordan Magnusson**. The motion was **carried**.

6. **Nominations**

A report of the nominations of the Board of Directors as circulated to the membership was given by Terry Casey, Chair of the Nominating Committee (see **Appendix I**). No additional nominations had been received. **Pierre Lafontaine**, put forward a **motion** that the 2020/2021 CRCA board of directors be elected as presented and serve until CRCA's next AGM in 2021. **Seconded by Peter Serino**. The motion was **carried**.

7. **CRCA Bylaw changes**

The current CRCA By-laws only allow for in person Board meeting and members meetings (AGMs and SGMs). After seeking clarification and guidance from Megan Wallace (Partner and Head of Not-for-profit and Charity Law) at Perley-Robertson, Hill & McDougall LLP – the proposed changes to allow for virtual board and members meetings; as previously circulated to all members, were reviewed.

Terry Casey, put forward a **motion** that: firstly, the amended by-laws of the Corporation (the "By-Laws") are hereby approved in the form presented to the members and are hereby in effect and secondly; that any officer or director of the Corporation is hereby authorized to take all such actions and execute, deliver and file all such documents, including the By-Laws, which are necessary or desirable for the implementation of this resolution. **Seconded by Jason Baptist**. The motion was **carried**.

8. **Adjournment**

Being no further business, **Peter Serino**, put forward a **motion** that today's AGM meeting be adjourned. **Seconded by Lindsay Pochynuk**. The motion was **carried**.

Appendix I

CRCA Directors (2020-2021) for AGM By Terry Casey, Chair of the Nominating Committee

BC	Murray Tysowski	AURORA ROOFING LTD. PO Box 70, 1850 Alberni Hwy, Coombs BC V0R 1M0
AB	Doug Rossum	CCS Contracting Ltd. 2611 – 58 Avenue SE, Calgary AB T2C 0B4
SK	Lindsay Pochynuk	Clark Roofing (1964) Ltd. 842 59th Street E., Saskatoon SK S7K 5Z6
MB	Jacques Beaulieu	Atlas-Apex Services (Manitoba) inc 1546 Wall Street, Winnipeg MB R3E 2S4
ON	Rob Kucher	CARDINAL ROOFING & SHEET METAL INC. 1670 Rosslyn Road, Thunder Bay ON P7K 1J3
QC	Pierre Lafontaine	GROUPE RAYMOND – RAYMOND & ASSOC. ROOFING INC. 65, rue Jean-Proulx, Gatineau QC J8Z 1W2
NB	Yves Bradet	ATLANTIC ROOFERS LTD. 118 Cocagne Cross Road, Cocagne NB E4R 2J2
NS	Paula Webber	PMC ROOFING LTD. 304 Dakota Road, Debert NS B0M 1G0
At-large	Terry Casey	NORTH SHORE ROOFING LTD. 89 Bremigens Blvd, Paradise NL A1L 4A2
Associate	John Mills	SIKA CANADA INC. 6915 Davand Drive, Mississauga ON L5T 1L5

TAB 3

CRCA ANNUAL REPORT 2020

CRCA Annual Report: 2020 in review

Jacques Beaulieu, CRCA President and Bob Brunet, CRCA Executive Director

It's been over a year since the pandemic entered every aspect of our lives. We're grateful for our members who have been resilient in the face of incredible change. What hasn't changed is our commitment to you, and we look forward to sharing our activities since our last Annual General Meeting.

As the President of CRCA, it is my pleasure to have served the members of CRCA and the roofing industry for two consecutive terms - 2019/2020 and 2020/2021. I have never experienced anything like the **COVID pandemic** that we've seen. This crisis and pandemic are something that I nor any of my roofing colleagues would ever have to face. As roofing contractors, manufacturers, suppliers and consultants, each of us has had to make many changes to our way of doing business and many tough decisions impacting the way we do business moving ahead. The passing of each day brings new challenges to the forefront but we also hope that it also brings us a light at the end of the tunnel.

Throughout the pandemic, CRCA has kept contact with our provincial affiliate roofing associations and other like-minded Canadian construction associations. We also participated in many virtual meetings with NRCA and roofing associations in Germany, the UK, New Zealand and the International Roofing Federation to assess the ongoing issues and challenges that the roofing and construction industry are facing. Each provincial affiliate roofing association is remaining in close contact with their members and their respective provincial governments to best serve our members and the industry as a whole. In March we wrote directly to the Prime Minister of Canada lobbying to make the roofing industry an essential service/business during the pandemic. We also launched our COVID-19 website resource page for our members and remain in constant contact with our friends at the Federal government, the National Trade Contractors Council of Canada, the Canadian Construction Association and the National Roofing Contractors Association to keep abreast of the impact of COVID-19 on the construction industry.

There has never been a better time to keep the lines of communication open at the association level as well as with our employees, suppliers, friends and families and provide support where needed. I'm sure that many more challenges will arise but we will tackle each of these challenges to bounce back as a stronger roofing industry across Canada.

CRCA continues the pursuit of key strategies identified in our Strategic Plan. We pursue these strategies by **building and refining our core member services**. These member services include:

- Advocacy
- Publications
- Information/networking
- Awards and
- Affinity programs

Advocacy

CRCA advocates for our members by representing and defending their interests on national and international issues. One way that we do this is through two standing committees: the Associate Members Committee and the National Technical Committee (NTC).

We also established many key alliances with other like-minded groups to advocate on behalf of our members. Our alliances include: the National Trade Contractors Council of Canada, the Canadian Construction Association, the Canadian Apprenticeship Forum, the International Institute of Building Enclosure Consultants, and the National Roofing Contractors Association.

Research and Technical

The National Technical Committee (NTC) was established as a forum for representatives of CRCA Active members, Provincial Affiliate associations, and Associate members to discuss and address important technical issues that face the roofing industry.

The NTC meets twice a year, and in 2020 the committee met virtually on April 16th and September 1st.

As was announced at the CRCA AGM in December 2020 marked a change in the leadership of the NTC as Stéphane Poissant and Jason Baptist were appointed as the new chair and vice chair. Stéphane takes over from Ed Gallos who served as NTC Chair for many years. Thank you to Ed for his knowledge and leadership in guiding the NTC.

The NTC discusses and is involved in many technical issues including:

1. Research Projects
 - a) Special Interest Group for Dynamic Evaluation of Roofing Systems (SIGDERS)
 - b) Energy Resistance of Commercial Roofs (ERCR)
 - c) Wind Resistance of Vegetated Roof Assemblies
 - d) Ridging and Wrinkling of Modified Bituminous Membranes
 - e) Coverboard performance
 - f) Performance of Photovoltaic Roof Assemblies (PVRA)
2. CRCA Publications
 - a. Advisory Bulletins
 - b. Roofing Reference Manual

CRCA, through the NTC, has a long history of involvement and engagement in **roofing research** that has greatly enhanced our industry's knowledge and understanding of roofing. CRCA continues to actively collaborate and support the cutting-edge research related to roofs that has been undertaken by the National Research Council of Canada (NRC) and the team lead by Dr. Bas Baskaran. Through our close relationship with the NRC and our collaborative partnerships with our affiliate provincial associations, associate members, national and North American roofing organizations including the National Roofing Contractors Association (NRCA), International Institute of Building Enclosure Consultants (IIBEC) and Single Ply Roofing Industry (SPRI), this

research has resolved many roofing problems, and significantly improved the design, specification and construction of commercial roofing systems such as:

- Wind uplift performance
- Air leakage and energy resistance
- Vegetative roofing systems
- Photovoltaic roof assemblies
- Coverboard performance

This research has not only resulted in better roof performance and fewer problems, but has led to the development of standards, and practices that shape our building codes and the way that roofs are constructed.

Despite the NRC testing facilities, due to COVID, being closed during the majority 2020 and operating at limited capacity from November onwards, the NRC research work for several of the research projects continued.

a) Special Interest Group for the Dynamic Evaluation of Roofing Systems (SIGDERS)

Since its inception in 1991, SIGDERS has carried out research related to evaluating roofing systems under a dynamic environment and has made major technological contributions for the advancement of the North American roofing industry, including the development of *CSA A123.21 Standard test method for the dynamic wind uplift resistance of membrane-roofing systems*.

SIGDERS, continued in the 8th phase, with the field monitoring of several buildings to quantify and verify the wind uplift pressure coefficients that are required in the building codes.

Phase 9 will commence in 2021 and will examine concrete and wood deck and the equivalence flow charts that are currently in CSA A123.21 wind uplift standard.

b) Energy Resistance of Commercial Roofs (ERCR)

In the exterior commercial building framework, roofs typically represent a large portion of the building enclosure. The energy efficiency of buildings has become one of the most important factors impacting our energy security, reducing energy consumption and achieving our goal of mitigating climate change. In Canada, the National Energy Code for Buildings (NECB) establishes minimum performance requirements for the design of energy efficient buildings and each new revision there are increases in efficiency requirements. An industry consortium, led by NRC, was established to develop performance data that will provide energy ratings for commercial roofs.

The key objectives of Phase 1 of the project were to quantify the influencing parameters on the thermal resistance of the roofing systems including fasteners and location of joints between insulation and to develop a test methodology to evaluate Roof Energy Resistance. Testing was completed on a total of 36 roofing assemblies (adhesive applied (AARS), partially adhered (PARS) and mechanically attached (MARS)) with three different insulations: expanded polystyrene, polyisocyanurate and stone wool. The effect of fastener density, type of fastener plate (plastic vs metal), depth of fastener penetration and effect of offset and gaps in staggered insulation was also investigated. The results of testing highlighted that the effective energy performance of a

roofing assembly is directly influenced by fastener density, fastener diameter, location of fastener within multilayer insulation layout, and/or gap orientation and offset. The testing also determined that thermal factors could contribute to an average 2 to 20% decrease below the design value of roofing assemblies.

As a result of the testing in Phase 1, an online design tool (ENERGY – RCI) has been developed that will provide guidance for energy resistance and the impact of the thermal factors on different roof assemblies in accordance with NECB and ASHRAE requirements. The online tool has been available for general use since spring 2020.

Phase 2 of the ERCR research will continue in 2021 and will examine the following items:

- NECB 2017 changes to thermal resistance requirements of roof assemblies and
- Impact of rooftop penetrations, parapets, pipes and curbs.

c) Wind Resistance of Vegetated Roof Assemblies

CRCA, in collaboration with industry partners, led a research study by NRC to evaluate the wind uplift resistance of vegetated roofs. The first research project resulted in the development of the national standard for modular vegetated roof systems *CSA A123.24 Standard test method for wind resistance of modular vegetated roof assembly*. A second industry consortium, under the direction of NRC, was formed to conduct research for the purpose of developing a standard for built-in-place vegetated roof systems.

CRCA took on the responsibility of leading and managing this important research project. The built-in-place research project was completed with testing on new, 12-week, and 1-year vegetative growth specimens. As a result of the research, the initial standard was revised to include built-in-place vegetative roof assemblies: *CSA A123.24 Standard test method for wind resistance of vegetated roof assembly* and the updated standard was reviewed by the CSA TC Bituminous Roofing in 2020 and has been published in 2020. The standard is also being reviewed by the Canadian Commission on Building and Fire Codes (CCBFC) Task Group for inclusion into the 2025 National Building Code.

d) Coverboard performance

It is widely recognized that cover boards in low-slope commercial roofing systems can enhance the performance, strength, durability by providing a stable and robust bearing surface for the roof membrane while protecting the insulation below it. A wide variety of materials can be used as a cover board and each has its own unique performance characteristics. Unfortunately, to date, there has been no defined set of criteria or material standardization for these products. This has led to the use of products that are not suitable for specific applications which has resulted in costly performance problems.

NRC formed a research consortium with CRCA and other industry partners to research the performance requirements of cover boards used in commercial roofing. The research consisted of the testing of 5 different types of cover boards (asphaltic core board, fiber-based board, gypsum/cement-based board, insulation-based board and recycle-based board) for both material

and interface properties including dimensional stability, water absorption, compression, flexural, tensile and shear strength, peel resistance and pull-through. The results of the research have provided a basis for the development of a material standard CSA A123.CB that will specify performance and material criteria for the use of cover boards in low-slope commercial roof assemblies. The draft standard is currently being developed by NRC for presentation and review by the research consortium.

e) Performance of Photovoltaic Roof Assemblies (PVRA)

Photovoltaics (PV) are becoming a standard component of the building assembly and low-slope roofs provide an ideal platform for solar installations. With the increase installation of PV systems on low-slope roof assemblies, it came apparent that current standards do not address roof-specific issues such as wind resistance of PV, load transfer, waterproofing of roof penetrations and the impact of PV system on the durability of the roof assembly. NRC formed a research consortium in 2018 to investigate the wind resistance of roof mounted solar and its impact on roofing systems durability and serviceability. A testing protocol has been developed and testing of PV systems is will continue in 2021. A draft standard for PV systems will be developed by NRC as testing progresses, which will be reviewed by the consortium and CSA for inclusion in the building code.

CRCA, through the technical staff, Wendy Fraser and Troy Ferreira, continues to participate in national and international committees and projects relevant to the roofing industry, including Canadian Standards Association (CSA), Underwriters' Laboratories of Canada (ULC), American Society of Testing and Materials (ASTM), International Institute of Building Enclosure Consultants (IIBEC) and International Council for Research and Innovations in Building and Construction (CIB). In addition, we continue to liaise with government and industry organizations such as National Research Council of Canada, Canadian Commission on Building and Fire Codes and National Master Specifications Secretariat.

The CRCA National Technical Committee is committed to keeping abreast of important technical issues, responding to them in a timely manner and providing valuable information to all CRCA members.

The NTC is very thankful for the time, energy, expertise and commitment so graciously volunteered by all of its members.

As a founding member of the **National Trade Contractors Council Canada**, CRCA and ten other trade contractor associations work on areas of national common concern to all trade contractors.

After lobbying the federal government for many years, CRCA and NTCCC finally received the best of news as it relates to **federal prompt payment legislation**. On June 21, 2019 – the Senate of Canada passed Bill C-97 (The Budget Implementation Act) which included the Prompt Payment for Construction Work Act and in the afternoon, the Governor General gave the bill royal assent. There still remains much work to do and CRCA and NTCCC met with the federal government (Public Services & Procurement Canada) in January 2020 to discuss the proposed adjudication,

rules & regulations and amendments before the law comes into force. The process will take some time and we don't expect the legislation to be in force until the spring of 2022.

In January 2020, CRCA and NTCCC also met with the federal government's Employment & Social Development Canada to open discussions on **workforce development, community benefits, apprenticeship, skilled trades awareness** and how we can effectively reach and educate the many stakeholders – such as students, parents and employers. We continue to meet with ESDC to discuss these topics throughout the year.

In 2019 CRCA and the provincial affiliates received some very good news from the **Red Seal Secretariat**; namely, that the **roofer trade has been added to the Secretariat's work plan to harmonize the trade across Canada**. The first step for harmonization was achieved and laid the basis for harmonization. This first step included, that the provincial/territorial apprenticeship committees reached consensus for the name (Roofer), total training hours (5,400) and levels of apprenticeship training (3). In January 2020, CRCA had the opportunity to contribute to updating the Red Seal Occupational Standard (RSOS) for roofers at a national workshop held in Ottawa. A total of eighteen industry representatives (including two CRCA staff) attended the RSOS workshop for the Roofer trade, which took place between January 19 and 24, 2020. Some time was also dedicated to a discussion about harmonizing the sequencing of training across all provinces and territories. CRCA made available to the Red Seal Secretariat and to the workshop participants the new Roofing Reference manual for usage. The workshop was organized and facilitated by Employment and Social Development Canada (ESDC). We hope to see full implementation of roofer trade harmonization by September 2021.

In December through the NTCCC, CRCA partnered with the Canadian Construction Association (CCA), the Association of Consulting Engineering Companies – Canada (ACEC), the Canadian Council for Public-Private Partnerships (CCPPP) and the Associated Equipment Distributors (AED) to launch the **Build for Recovery** campaign, an effort to encourage all levels of government to prioritize infrastructure investments to fuel Canada's post COVID-19 economic recovery. This coalition was developed to encourage individuals working in and supportive of the construction sector to send a letter to their local representative at both the federal and provincial levels, asking for support to deliver infrastructure investments to help rebuild the Canadian economy in the wake of COVID.

Despite billions of dollars of existing infrastructure commitments, these investments have been slow to roll out. The construction sector is ready to rebuild Canada's economy, but all levels of government must deliver on **infrastructure investments** now in order to get projects started. While rebuilding Canada's economy following the COVID pandemic will require a comprehensive stimulus plan, investing in infrastructure has a proven return on investment. The Public Policy Forum has found that for every dollar invested in public infrastructure, governments can expect to see a return of two to four dollars. To get involved, send a letter. Member can learn more about the Building for Recovery coalition at www.buildforrecovery.ca. We encourage you to make your voice count and write to your provincial and federal MPs via this link! The Build for Recovery campaign will continue to be an advocacy priority in 2021.

COVID has impacted construction job sites and one significant impact that the roofing industry has felt is material shortages. Collectively roofing associations in Canada and the USA are lobbying their respective governments to increase infrastructure spending to get construction projects started and help stimulate the economy. For the roofing industry to be ready to hit the ground running, we need to get a better handle on the supply and demand of roofing materials and plan accordingly. CRCA has partnered with: International Institute of Building Enclosure Consultants (IIBEC), National Roofing Contractors Association (NRCA), National Women in Roofing (NWiR), Asphalt Roofing Manufacturers Association (ARMA), Chemical Fabric & Film Association Inc. (CFFA) EPDM Roofing Association (ERA), Roof Coatings Manufacturers Association (RCMA), Polyisocyanurate Insulation Manufacturers Association (PIMA), Metal Construction Association (MCA) and Single Ply Roofing Industry (SPRI) to launch the **Market Index Survey for Reroofing** in December. The purpose of the survey is to take the pulse of the reroofing industry on a quarterly basis and become a regular barometer of our industry's business conditions. Roofing contractors and consultants will be asked to complete the survey on a quarterly basis throughout 2021. For those roofing contractors and consultants that participate, it will be a great opportunity to benchmark/compare your business with other contractors throughout North America.

Publications

CRCA offers numerous industry publications, including a Preventative Maintenance Manual, Roofing Specifications Manual, the Canadian Roofing Reference Manual, Technical and Advisory Bulletins, the *Roofing Canada* magazine & Enews, *CRCA Members Only* quarterly newsletter and the National Torch Safety Program.

In addition to the research activities, NTC oversees the development of Advisory Bulletins that are issued by the CRCA. In 2020, CRCA issued two Advisory Bulletins as follows:

a. Torch Application – Guideline to mitigate rooftop fires

This bulletin was developed to address and promote awareness for the mitigation of rooftop fires due to torching.

b. Review and Acceptance of the Roof Deck Prior to Roofing Installation

This bulletin was developed to address the roofing contractors' responsibilities as it relates to reviewing the surface of a roof deck.

The revised **Canadian Roofing Reference Manual** was released to members and the entire roofing industry in 2020. The extensive updates to the original 1999 manual ensure that the manual harmonizes with apprenticeship information from across Canada. The Roofing Reference Manual is a core training document that provides technical information for apprentices and other roofing workers. The manual is available in both french and english, print format and electronically on the CRCA website.

Information and networking

In late February, CRCA launched our **social media** platforms and we encourage you to follow us on our Twitter, Facebook and LinkedIn pages to help us advance the success of the roofing industry.

We will be posting the most up-to-date information on events, member services, insider tips on our social channels, so please be sure to follow CRCA. To date, it is fantastic to see such growth in a short period – the results have been beyond our expectations.

The CRCA Workforce Solutions Committee (a standing committee of the Board of Directors) launched Canada’s first annual **National Roofing Week** from August 24 to 28, 2020. Throughout the week, our members including; contractors, manufacturers, suppliers, consultants and others involved in the roofing industry, highlighted through various actions and initiatives, the importance of roofers in Canada, whether for job creation, continuing education, or involvement in the community. Each day throughout the week, had a dedicated theme:

- Monday: Employee Appreciation
- Tuesday: Employee Training
- Wednesday: Charitable Projects
- Thursday: Signature Projects
- Friday: Celebration Day

This initiative of CRCA and our provincial affiliates from coast to coast, aims to raise awareness of the importance of “having a roof over your head”, bring awareness to the roofing industry and the important work that CRCA members perform year-round.

All in all, close to 20% of our members – from across Canada got involved in the activities during Roofing Week. Social media was flooded with postings on Roofing Week in both Canada and in the USA. CRCA’s social media was lit up and resulted in a total of **37,378 impressions** during the week. LinkedIn led the way with 16,482 impressions followed by Twitter at 10,900 and Facebook with 9,996 impressions. This means that our posts appeared 37,378 times on a user’s computer, tablet or cellphone!

CRCA released a wrap up video of the 2020 National Roofing Week Highlights that features some of the many actions and initiatives that showcase our members involvement to increase the awareness on the importance of the roofing industry in Canada. The video can be found at: www.roofingcanada.com/canadian-roofing-events/national-roofing-week.

We look forward to your participation in Roofing Week 2021 taking place from June 7 to 11. More details on how to participate will follow.

CRCA’s **2020 Annual Conference and AGM** scheduled to take place in Edmonton, Alberta from May 1 to 3, 2020 at the JW MARRIOTT Edmonton Ice District hotel – had to be cancelled due to COVID. CRCA hosted their first virtual AGM on December 17, 2020 and close to 50 members participated in the Zoom meeting.

The CRCA Board also made the tough call to cancel the **2021 CRCA Conference & AGM** due to COVID. It was to be held in St-John’s Newfoundland from May 14 to 16, 2021. CRCA will be holding the AGM virtually on May 19, 2021. More details will follow.

CRCA is optimistic that going forward, we will be able to meet face to face. With that in mind, we are pleased to announce that we have booked the following dates for our future Conference & AGMs:

- **2022 CRCA Conference & AGM** in Edmonton AB at the JW Marriott Edmonton Ice District from May 13 to 15, 2022
- **2023 CRCA Conference & AGM** in St-John's NL at the Sheraton Hotel Newfoundland from May 24 to 28, 2023

Mark your calendars and we hope to see you there!

COVID also led to the cancellation of **ROOFTech 2021**. Originally planned to take place in Toronto on April 20 and 21, we are now working with our suppliers to plan our next ROOFTech in March/April 2023. More details will follow.

Awards

CRCA is very proud of its awards program, recognizing the extraordinary accomplishments of roofing professionals across Canada.

The association's **Roofing Canada Award** recognizes outstanding workmanship, innovation, service to the community and or the industry. In 2020 and for the first time, the award went to two members who worked together on a very unique project. The joint winners for 2020 are Dean-Chandler Roofing Limited and Flynn Canada Ltd. (Mississauga) for their work on the Rogers Centre (SkyDome) reroofing project. Site coordination was critical as the building remained in use during the work. The work began at the Toronto Blue Jays stadium in the winter so that it would not impact the start of the baseball season in April and the weather was a major challenge. Snow damaged the swing stages and made work areas impassable. As you can imagine, reroofing a domed curved area presented a daily set of challenges – not to mention supplying electrical power 800 feet up in the air. Most roofers are used to working on flat surfaces and the dome's curvature required customized project specific swing stages to complete the work.

The project and the two winners; Dean-Chandler Roofing Limited and Flynn Canada Ltd., will be featured on the cover and inside CRCA's Fall 2020 edition of Roofing Canada magazine. The project will also be featured in all marketing material for National Roofing Week 2021.

The **Jacques Chevalier Scholarship Program** encourages and supports CRCA members, their employees and their children in the pursuit of higher education. In December 2020, the Scholarship Committee reviewed the applications and awarded two scholarships to:

- Ms. Ruby Harrington, is attending Acadia University and completing a Bachelor of Arts degree in Psychology. Her father, John Harrington is the Production Supervisor at PMC Roofing Ltd. in Debert, Nova Scotia.
- Mr. Aidan Taylor, is attending Queen's University and completing an Honours Bachelor of Science degree in Life Sciences with a specialization in Bio-Psychology. His father, Bruce Taylor is President of Duron Roofing Limited in Burnaby, British Columbia.

CRCA awards **Honorary Memberships** to recognize a person for their significant contribution to the advancement of the Association and or the roofing and related sheet metal industry. In 2020, CRCA welcomed two honorary members.

In December 2019, CRCA welcomed John Wells as a CRCA Honorary member. John's contributions over a 50-year career were numerous as both an industry consultant and past Technical Manager at RCABC. Sadly, John lost his battle with an illness and passed away in February 2020.

The second recipient of a CRCA Honorary member is Serge LaFleur. Now retired from the industry, his contributions to the Quebec Master Roofers Association and to CRCA were abundant. He served on the CRCA Board for close to 10 years and as President in 2003/2004. He also served many years as CRCA's representative on the board of NRCA and as the ROOFTech Chair in 2011.

CRCA's **Frank Ladner Award** recognizes a person for their technical contribution to the roofing industry. In 2020, the award was presented to David Miller. Now retired from IKO where he was their Senior Manager of Codes and Approvals. Throughout his career, Dave contributed to the roofing industry as a member of the CRCA Board of Directors and to many technical committees where he sat as a member – including, NTC, SIGDERS, NRC, RCI, CSC, CSA, ULC, PIMA and many more.

In 2020, CRCA had the pleasure of recognizing several members who reached not only the **25-year membership** milestone, but two that achieved the **50-year membership** milestone.

25 YEARS

- Morin Isolation et Toitures Ltée. – Québec
- Standard Roofing & Exteriors Ltd. – Alberta
- Toitures Léon Inc. – Québec

50 YEARS

- Dowd Roofing Inc. – New Brunswick
- Ernest Hotte Inc. – Quebec

Affinity programs

As a CRCA member, you have access to exclusive savings through our **Affinity Program Partners**: Cotney Construction Law, Choice Hotels, Enterprise Rent-a-Car, GM Canada, National Car Rental, Enterprise Fleet Management and HRdownloads.

In July, CRCA welcomed **Cotney Construction Law** as our newest affinity partner. Through this offer, CRCA members can take advantage of free legal support. All CRCA members have access to 30 minutes per month of free legal support through Cotney Construction Law and 15 minutes per month of free operational support through Cotney Consulting Group. CRCA and Cotney also launched an on-line legal library for CRCA members. The bilingual library contains information on: contracts, workplace health & safety, labour & employment, immigration, COVID-19 and construction law issues. The library is available exclusively to CRCA members and is designed to

better educate our members and provide guidance on legal matters allowing them to better manage their risk. To gain access to the legal library, members are invited to register through CRCA's website. Cotney Construction Law provides legal services for the construction sector in both the USA and Canada. With a specialty in roofing legal matters, they are dedicated to fighting for the roofing industry. Cotney services approximately 3700 roofing contractors in the USA through NRCA and will now share this learned knowledge with CRCA members.

Since launching the **Enterprise FLEET Management** program, many members have welcomed the program and have enjoyed significant savings by doing so. Some of the highlights are:

- **70+ CRCA member fleets** have come on board and are being managed by the ENTERPRISE team. They provide services such as: vehicle acquisition, funding programs, reporting, vehicle resale, maintenance programs, fuel management, fleet cards and GPS.
 - On average these members have decreased their fleet operational costs by 15%
- **800+ new vehicles for CRCA members** have been delivered or ordered through ENTERPRISE and or GM directly.
 - It is interesting to note that based on an average rebate of \$8,000 per vehicle - CRCA members have saved close to **\$6.4 million** on vehicle acquisition costs.
- Through this program, CRCA members qualify for exclusive lease/purchase rebates on select GMC models.

Choice Hotels offers CRCA members, their employees and their families up to 20% off regular room rates. Choice Hotels is Canada's largest hotel franchisor with ten great brands. To save on your next stay, call 1-800-4CHOICE (800-424-6423) and quote ID# 00229670 or visit www.choicehotels.com/?clientid=00229670.

For more information on all of CRCA's affinity programs, please visit: <https://roofingcanada.com/membership/member-services-benefits/affinity-programs/>.

Looking ahead

Whether through our affinity program, our advocacy efforts, or our many industry publications, our goal at CRCA is to make a difference in the Canadian roofing industry. CRCA is an association driven by its members and we welcome your feedback on current activities and future initiatives. We look forward to building and improving on your core services in the future.

TAB 4

**CRCA 2020 AUDITED
FINANCIAL STATEMENTS
AND 2021 BUDGET**

**Canadian Roofing
Contractors' Association
Financial Statements
December 31, 2020**

Independent Auditor's Report	2 - 4
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Cash Flows	7
Financial Position	8
Notes to Financial Statements	9 - 14

Independent Auditor's Report

Raymond Chabot
Grant Thornton LLP
2505 St-Laurent Blvd.
Ottawa, Ontario
K1H 1E4

T 613-236-2211

To the Members of
Canadian Roofing Contractors' Association

Opinion

We have audited the financial statements of Canadian Roofing Contractors' Association (hereafter "the Association"), which comprise the statement of financial position as at December 31, 2020, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditor's responsibilities for the audit of the financial statements" section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other matter - Budget information

The budget information included in the Operations is not an integral part of the financial statements. We have not audited or reviewed this budget information and, accordingly, we do not express an audit opinion, a review conclusion or any other form of assurance on the budget information.

Responsibilities of management and those charged with governance for the financial statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control;
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management;

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern;
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Raymond Chabot Grant Thornton S.E. N.C. R. L.

Chartered Professional Accountants,
Licensed Public Accountants

Ottawa, Canada
March 17, 2021

Canadian Roofing Contractors' Association Operations

Year ended December 31, 2020

	2020		2019
	Budget (unaudited) \$	Actual \$	Actual \$
Revenues			
Membership dues	565,170	558,933	558,928
Trade show			234,133
Conference	155,850		99,301
Manuals	28,750	14,195	13,052
Research income (Note 8)	112,500		
Interest	19,000	17,491	22,562
Technical committee	7,500		8,517
Guarantee certificates, warranty and maintenance	18,750	8,435	13,425
Technical bulletins	375	250	150
Advertising revenue	62,000	41,739	52,362
Other revenues	7,500	8,320	28,640
Government assistance		135,303	
	977,395	784,666	1,031,070
Expenses			
Salaries and benefits	445,522	478,971	404,471
Conference	147,527	3,535	112,654
Manuals	18,000	7,904	39,675
Directors' meetings and travel	75,000	30,533	83,970
Rent	43,418	43,914	42,721
Trade show		3,245	106,636
Amortization of tangible capital assets	715	715	
Recruiting fee			13,800
Office expenses	50,000	42,021	45,701
Staff travel	34,000	12,098	41,762
Technical committee meetings and travel	13,000		13,485
Subscriptions	14,000	14,905	14,419
Professional fees	8,600	9,961	9,849
Telephone	3,960	4,536	3,976
Scholarships	4,000	4,000	2,000
Postage and shipping	6,250	5,839	7,764
Research expenses (Note 8)	176,167	14,500	16,500
Marketing, advertising and promotion		9,800	7,157
Bank charges	3,420	3,187	3,118
Professional liability insurance	1,000	923	817
	1,044,579	690,587	970,475
Excess (deficiency) of revenues over expenses	(67,184)	94,079	60,595

The accompanying notes are an integral part of the financial statements.

Canadian Roofing Contractors' Association Changes in Net Assets

Year ended December 31, 2020

	2020			2019
	Internally restricted	Invested in capital assets	Unrestricted	Total
	\$	\$	\$	\$
Balance, beginning of year	40,608	3,575	841,514	825,102
Excess (deficiency) of revenues over expenses		(715)	94,794	60,595
Internal restriction	10,000		(10,000)	
Balance, end of year	50,608	2,860	926,308	885,697

The accompanying notes are an integral part of the financial statements.

Canadian Roofing Contractors' Association Cash Flows

Year ended December 31, 2020

	<u>2020</u>	<u>2019</u>
	\$	\$
OPERATING ACTIVITIES		
Excess of revenues over expenses	94,079	60,595
Non-cash items		
Amortization of tangible capital assets	715	
Changes in working capital items		
Trade and other receivables	(2,304)	(6,924)
Prepaid expenses	9,110	(2,531)
Accounts payable and accrued liabilities	3,040	(2,066)
Deferred revenues	30,234	(1,310)
Deferred contributions		(607)
Cash flows from operating activities	134,874	47,157
INVESTMENT ACTIVITIES		
Receipt of investments	913,994	893,321
Purchase of investments	(1,080,462)	(913,994)
Acquisition of tangible capital assets		(3,575)
Cash flows from investing activities	(166,468)	(24,248)
Net increase (decrease) in cash	(31,594)	22,909
Cash, beginning of year	54,819	31,910
Cash, end of year	23,225	54,819

The accompanying notes are an integral part of the financial statements.

Canadian Roofing Contractors' Association

Financial Position

December 31, 2020

	<u>2020</u>	<u>2019</u>
	\$	\$
ASSETS		
Current		
Cash	23,225	54,819
Trade and other receivables (Note 4)	31,700	29,396
Prepaid expenses	<u>27,452</u>	<u>36,562</u>
	82,377	120,777
Long-term		
Investments in term deposits	1,080,462	913,994
Tangible capital assets (Note 5)	<u>2,860</u>	<u>3,575</u>
	<u>1,165,699</u>	<u>1,038,346</u>
LIABILITIES		
Current		
Accounts payable and accrued liabilities	32,273	29,233
Deferred revenues (Note 6)	146,100	115,866
Deferred contributions (Note 7)	<u>7,550</u>	<u>7,550</u>
	<u>185,923</u>	<u>152,649</u>
NET ASSETS		
Internally restricted	50,608	40,608
Invested in capital assets	2,860	3,575
Unrestricted	<u>926,308</u>	<u>841,514</u>
	<u>979,776</u>	<u>885,697</u>
	<u>1,165,699</u>	<u>1,038,346</u>

The accompanying notes are an integral part of the financial statements.

On behalf of the Board,



Director



Director

Canadian Roofing Contractors' Association

Notes to Financial Statements

December 31, 2020

1 - GOVERNING STATUTES AND PURPOSE OF THE ASSOCIATION

The Canadian Roofing Contractors' Association's (the "Association") mission is to be the national voice of the roofing industry in Canada and to provide leadership through education, information and a forum for consensus building.

The Association was incorporated without share capital under Section 211 of the Canada Not-for-profit Corporations Act and is thus exempt from income taxes. The Association has received its Certificate of Continuance under the Canada Not-for-profits Corporation Act (NFP Act).

2 - SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The Association's financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Accounting estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the amounts recorded in the financial statements and notes to financial statements. These estimates are based on management's best knowledge of current events and actions that the Association may undertake in the future. Actual results may differ from these estimates.

Revenue recognition

Contributions

The Association follows the deferral method of accounting for contributions. Under this method, contributions restricted for future period expenses are deferred and are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Membership dues

Membership dues are recognized in accordance with the terms of agreements with its members, for the period to which the dues relate, when the dues are fixed or determinable and collection is reasonably assured. The membership dues are deferred and amortized on a straight-line basis over the membership dues period.

Conference and trade show

Conference and trade show revenue is recognized as revenue in accordance with the agreement between the parties, when the conference or the trade show takes place, amounts are fixed or determinable and collection is reasonably assured. The amount received but unearned portion of revenues from conference and trade show fees is recognized in the statement of financial position as deferred revenues.

Canadian Roofing Contractors' Association

Notes to Financial Statements

December 31, 2020

2 - SIGNIFICANT ACCOUNTING POLICIES (Continued)

Manuals

The Association sells technical manuals to both its members and the general public. Revenue is recognized when persuasive evidence of an arrangement exists, delivery has occurred, that is, the purchaser has taken possession of the manual, the price to the purchaser is fixed or determinable and collection is reasonably assured.

Advertising revenue

Advertising revenue is recognized as revenue in accordance with the agreement between the parties, when the service has occurred, when the price is established or is determinable and collection is reasonably assured.

Guarantee certificates, warranty and maintenance

Guarantee certificates, warranty and maintenance contracts revenue are recognized when the service is provided or the certificate is issued provided that there is an agreement between the parties, the fees are fixed or determinable and collection is reasonably assured.

Research income

Research income is recognized on the condition that there is an agreement between the parties, the services have been provided, the fees are fixed or determinable and collection is reasonably assured.

Interest income

Investment transactions are recorded on the transaction date and resulting revenues are recognized using the accrual method of accounting.

Interest income is recognized on a time apportionment basis.

Interest income is not subject to externally imposed restrictions and is recognized in the statement of operations under interest.

Research and development costs

Research costs as well as development costs are expensed as incurred.

Financial assets and liabilities

Initial measurement

Upon initial measurement, the Association's financial assets and liabilities are measured at fair value, which, in the case of financial assets or financial liabilities that will be measured subsequently at amortized cost, is increased or decreased by the amount of the related financing fees and transaction costs.

Canadian Roofing Contractors' Association

Notes to Financial Statements

December 31, 2020

2 - SIGNIFICANT ACCOUNTING POLICIES (Continued)

Subsequent measurement

At each reporting date, the Association measures its financial assets and liabilities at amortized cost (including any impairment in the case of financial assets).

With respect to financial assets measured at amortized cost, the Association assesses whether there are any indications of impairment. When there is an indication of impairment, and if the Association determines that during the year there was a significant adverse change in the expected timing or amount of future cash flows from a financial asset, it will then recognize a reduction as an impairment loss in earnings. The reversal of a previously recognized impairment loss on a financial asset measured at amortized cost is recognized in operations in the year the reversal occurs.

Tangible capital assets

Tangible capital assets acquired are recorded at cost. When the Organization receives contributions of tangible capital assets, their cost is equal to their fair value at the contribution date plus all costs directly attributable to the acquisition of the tangible capital assets, or at a nominal value if fair value cannot be reasonably determined.

Amortization

Tangible capital assets are amortized over their estimated useful lives according to the straight-line method over the following periods:

	<u>Period</u>
Office equipment	5 years

Write-down

When conditions indicate that a tangible capital asset is impaired, the net carrying amount of the tangible capital asset is written down to the tangible capital asset's fair value or replacement cost. The write-down is accounted for in the statement of operations and cannot be reversed.

Government assistance

Government assistance related to current expenses is accounted for as revenues. Government assistance is accrued in the year in which the current expenses are incurred, provided that the Association is reasonably certain that it will be received. Since government assistance resulting from the Canada Emergency Wage Subsidy and the 10% Temporary Wage Subsidy for Employers may be examined by the tax authorities, retroactive application clarifications were introduced after the programs were announced and some rules may be interpreted differently by the tax authorities, it is possible that the amounts granted will differ from the amounts recorded.

Contributed supplies and services

The Association may recognize contributed supplies and services when the fair value of these contributions can be reasonably estimated and if it would have had to otherwise acquire these supplies and services for its normal operations.

Canadian Roofing Contractors' Association

Notes to Financial Statements

December 31, 2020

3 - INTERNALLY RESTRICTED NET ASSETS

These net assets have been restricted by the Board of Directors for the purpose of funding the Jacques Chevalier Scholarship Fund. The Board has set an internal target of \$100,000 for the Fund which includes both internally restricted net assets and deferred contributions. Annual scholarship payments are to be funded by the general operations until the Fund has reached its target.

The Board of Directors approved that 50% of the excess of revenue over expenses, up to a maximum of \$10,000 per year, be transferred from unrestricted net assets to internally restricted net assets with respect to the Jacques Chevalier Scholarship Fund until it reaches \$100,000.

4 - TRADE AND OTHER RECEIVABLES

	<u>2020</u>	<u>2019</u>
	\$	\$
Trade accounts receivable	16,303	15,335
Government assistance receivable	13,038	
Sales taxes receivable	2,359	14,061
	<u>31,700</u>	<u>29,396</u>

As at December 31, 2020, amounts owing from one customer represent 69% of the total trade accounts receivable (36% as at December 31, 2019).

5 - TANGIBLE CAPITAL ASSETS

	<u>2020</u>		<u>2019</u>
	Cost	Accumulated amortization	Net carrying amount
	\$	\$	\$
Office equipment	<u>19,251</u>	<u>16,391</u>	<u>3,860</u>

6 - DEFERRED REVENUES

	<u>2020</u>	<u>2019</u>
	\$	\$
Membership dues	600	3,366
Research income	112,500	112,500
Conference revenue	33,000	
	<u>146,100</u>	<u>115,866</u>

Canadian Roofing Contractors' Association

Notes to Financial Statements

December 31, 2020

7 - DEFERRED CONTRIBUTIONS

The deferred contribution represents money received years back through a settlement to cover any updates made to the specification manual.

	<u>2020</u>	<u>2019</u>
	\$	\$
Balance, beginning of year	7,550	8,156
Amounts recognized in operations		(606)
Balance, end of year	<u>7,550</u>	<u>7,550</u>

8 - RESEARCH PROJECTS

Since 2013, the Association has been involved in the research projects involving the National Research Council (NRC). As part of its responsibilities in the execution of these projects, the Association received an amount of \$nil (2019 - \$nil) from the NRC, collected an amount of \$Nil (2019 - \$Nil) from its members, and paid an amount of \$14,500 (2019 - \$16,500). Revenue and expenses recorded by the Association with regards to these projects were \$nil (2019 - \$nil) and \$14,500 (2019 - \$16,500) respectively.

9 - FINANCIAL INSTRUMENTS

Financial risks

The Association's main financial risk exposure are as follows.

Credit risk

The Association is exposed to credit risk regarding the financial assets recognized in the statement of financial position. The Association has determined that the financial assets with more credit risk exposure are trade and other receivables (excluding sales taxes receivable) since failure of any of these parties to fulfil their obligations could result in significant financial losses for the Association.

Market risk

The Association's financial instruments expose it to market risk, in particular, interest rate risk resulting from its investing activities:

– Interest rate risk:

Investments in term deposits bear interest at a fixed rate and the Association is, therefore, exposed to the risk of changes in fair value resulting from interest rate fluctuations.

Liquidity risk

The Association's liquidity risk represents the risk that the Association could encounter difficulty in meeting obligations associated with its financial liabilities. The Association is, therefore, exposed to liquidity risk with respect to all of the financial liabilities recognized in the statement of financial position.

Canadian Roofing Contractors' Association

Notes to Financial Statements

December 31, 2020

10 - COMMITMENTS

The Association has entered into a long-term lease agreement expiring on July 31, 2023 which calls for lease payments of \$135,057 for the rental of a building. Minimum lease payments for the next three years are \$45,019 in 2021, 2022 and 2023. The lease contains a renewal option for an additional period of five years which the Company may exercise by giving a nine-month notice.

The Association has also entered into a contract agreement expiring in 2022 which calls for payments of \$112,500 in research spending. Minimum payments for 2022 are \$112,500.

11 - IMPACTS RESULTING FROM THE COVID-19 PANDEMIC

In March 2020, the decree of a COVID-19 state of pandemic and the numerous measures put in place by the federal, provincial and municipal governments to protect the public had impacts on the Association's operations. CRCA staff and Board members did not travel internationally since March until a vaccine is made available for all Canadians. This crisis is likely to cause significant changes to the assets or liabilities in the coming year or have a significant impact on future operations.

Among the measures designed to alleviate the repercussions of this crisis, the Association is eligible for a grant under the Canada Emergency Wage Subsidy program and has applied for a \$129,784 subsidy for the March 15, 2020 to December 20, 2020 period, of which an amount of \$129,784 has been accounted for in the financial statements for the year ended December 31, 2020.

The Association also received the Canada Emergency rent subsidy for a total of \$5,519.

Canadian Roofing Contractors Association (CRCA) - Income statement/budget 2021
Association Canadienne des Entrepreneurs en Couverture - relevé de revenu/budget 2021

Revenues

Membership dues	\$550,970
Trade show	\$0
Conference	\$0
Manuals	\$17,250
Research income	\$0
Interest	\$6,250
Technical committee	\$7,500
Guarantee certificates, warranty and maintenance	\$10,250
Advertising	\$35,000
Other revenues	\$34,550
	<u>\$661,770</u>
Federal COVID subsidies	\$30,000
	<u>\$691,770</u>

Expenses

Salaries and benefits	\$453,080
Conference	\$4,000
Manuals	\$11,000
Directors meetings and travel	\$15,000
Rent	\$45,019
Trade show	\$0
Amortization of tangible capital assets	\$715
Printing and stationary (office expenses)	\$54,000
Staff travel	\$8,000
Technical committee meetings and travel	\$5,000
Subscriptions (memberships)	\$14,000
Professional fees	\$8,800
Telephone	\$3,660
Scholarships	\$4,000
Postage and shipping	\$5,350
Research expenses	\$49,167
Bank charges	\$3,360
Professional liability insurance	\$1,000
	<u>\$685,152</u>

Excess (deficiency) of revenues over expenses

\$6,618

Revenues

Cotisations des membres
Salon commercial
Congres
Manuels
Revenus de recherche
Interets
Comite technique
Certificats de garantie
Publicite
Autres revenue
Assistance COVID federale

Charges

Salaires and charges sociales
Congres
Manuels
Deplacements et reunion CA
Location
Salon Commercial
Amortissement des immobilisations
Imprimerie et fourniture de bureau
Deplacement des employees
Deplacement et reunion comite technique
Abonnements
Honoraires professionnels
Telecommunications
Bourse d'etudes
Poste et messagerie
Frais de resherche
Frais bancaires
Assurances responsabilite professionnelle

Excedent (insuffisance)

TAB 5

**APPOINTMENT OF
CRCA AUDITOR**

Suggested motion:

I (**first and last name from member company**) propose a motion that Raymond Chabot Grant Thornton, chartered accountants, Ottawa, Ontario be appointed as the Association's auditor for the current year.

TAB 6

**CRCA SLATE OF DIRECTORS
2021-2022**



**CRCA Directors (2021-2022) for AGM
Directeurs de l'ACEC (2021-2022) pour AGA
By Nomination Chair: Terry Casey**

BC	Murray Tysowski	AURORA ROOFING LTD. PO Box 70, 1850 Alberni Hwy, Coombs BC V0R 1M0
AB	Bob James	TRU-CRAFT ROOFING (2005) LTD. 4828 – 30 Street SE, Calgary AB T2B 2Z1
SK	Lindsay Pochynuk	CLARK ROOFING (1964) LTD. 842 59th Street E., Saskatoon SK S7K 5Z6
MB	Jacques Beaulieu	ATLAS-APEX ROOFING INC. 1546 Wall Street, Winnipeg MB R3E 2S4
ON	Rob Kucher	CARDINAL ROOFING & SHEET METAL INC. 1670 Rosslyn Road, Thunder Bay ON P7K 1J3
QC	Pierre Lafontaine	LES TOITURES RAYMOND 65, rue Jean-Proulx, Gatineau QC J8Z 1W2
NB	Yves Bradet	ATLANTIC ROOFERS LTD. 118 Cocagne Cross Road, Cocagne NB E4R 2J2
NS	Jeremy Croft	A & A Roofing Limited 13 Scarfe Court, Dartmouth NS B3B 1W4
At-large	Terry Casey	NORTH SHORE ROOFING LTD. 89 Bremigens Blvd, Paradise NL A1L 4A2
Associate	John Mills	SIKA CANADA INC. 6915 Davand Drive, Mississauga ON L5T 1L5

TAB 7

MOTION TO ADJOURN

Tab 7) Motion to Adjourn

Suggested motion:

I (**first and last name from member company**) propose a motion to adjourn the CRCA AGM held on May 19, 2021.