Excellence in Execution

Strategy • Action • Success

ANNUAL REPORT
2015-2016

OACETT
Ontario Association of Certified Engineering Technicians and Technologists
ANNUAL REPORT 2015-2016

The Ontario Association of Certified Engineering Technicians and Technologists (OACETT) is the certifying body for more than 25,000 engineering technology professionals in Ontario.

OACETT is dedicated to excellence in the engineering and applied science technology profession in a manner that serves and protects the public interest.

OACETT is a self-governing professional association that functions under the OACETT Act for the purpose of protecting public safety, governing its members and providing a wide range of member benefits and services.

Certified members of OACETT hold one of the following designations:

- Certified Engineering Technologist (C.E.T.)
- Applied Science Technologist (A.Sc.T.)*
- Certified Technician (C.Tech.)

Members may also hold one of these designations after qualifying:

- Road construction contract administrator (rcca)
- Road construction senior inspector (rcsi)
- Road construction junior inspector (rcji)

*No longer awarded
Top of the list has been the Continuing Professional Development (CPD) initiative which is now up and running at full speed. Over the last year we have held numerous webinars, chapter presentations and even a video series explaining the reasoning behind and importance of ensuring we as technology professionals maintain competence in our chosen fields.

I am extremely proud of the staff and volunteers who contributed to the initiative’s successful launch, and of you, our members, who recognized the need for this program and embraced the challenge of implementation and asked the question: How do I make this work for me? I look forward to hearing about your positive experiences with CPD in the coming years.

Last year was the five-year anniversary of By-Law 19 and, as was required, we undertook an extensive review of the by-law this year. We updated and corrected items to ensure the By-Law and subsequent Terms of Reference documents that govern our operations are accurate and reflect the requirements of the OACETT Act and the needs of our Council to operate in an efficient and responsible manner. Details of the proposed changes to By-Law 19 will be discussed and voted on at the AGM.

In the latter part of 2016, we are looking forward to recognizing the first recipients of the Licenced Engineering Technologist (LET) to be conferred by our engineering partners at Professional Engineers Ontario. For the first time, members of your organization who have the necessary skills and experience will be granted a licence to practise engineering independently within a defined scope. This has been a multi-year, actually multi-decade project. Thank you to all the volunteers, from both PEO and OACETT, and to staff for making this happen.

IT requirements will also be consuming a significant amount of staff time and resources as we are in the process of defining a scope and preparing the RFP for our new IT system. As with so many projects, the devil is in the details. An IT Steering Committee was formed last year, and they have recently completed their Terms of Reference documents and hired a project manager with years of experience in similar projects. They are currently developing the specifications for the RFP that should be released later this year. The intention is to have the new system in place within the next 18-24 months. Updates will be provided to Council, ensuring this project stays on track and on budget.

Excellence in Execution: the theme of our AGM and also the guiding principle of your Council, staff, committees and volunteers. Congratulations to all on the achievements of the past year and the successes to come in the year ahead.

EXCELLENCE IN EXECUTION

Excellence in Execution, this year’s theme for your AGM, accurately reflects the hard work that has been undertaken this year by your Council and OACETT as we implement the many programs that have been planned.
These so-called disruptive or transformational technologies led to huge gains in productivity, income growth and well-being. In the absence of such transformational technology, some argue that Canada and much of the world will face slow growth, poor productivity, chronic under- and unemployment and a declining number of entrepreneurs.

Within this context, for a moment, consider the future prospects for the engineering technology profession and our members. A recent Conference Board of Canada report on the economic impact of engineering and applied science technicians and technologists in the Canadian economy, funded in part by OACETT as part of Technology Professionals Canada, states that you, as an occupational group, generate about $55 billion in value added to the Canadian economy, about 3.3 per cent of Canadian Gross Domestic Product. Your average wage is 22 per cent higher than the Canadian average wage with employment growth strongly outpacing overall employment for Canada as a whole over the past 15 years. The report also offers a positive outlook on employment by discipline in the coming years.

In my opinion, the profession of engineering and applied science technology occupies the “sweet spot” in the job market and will continue to enjoy it. Your capacity to understand and apply science and technology with ethical underpinnings is undisputed and serves Canada well – yesterday, today and tomorrow.

Whether you are a student, recent graduate or seasoned professional, the following are some observations for you to think about in this period of unsettling global developments:

- Technical competency is good, soft skills are just as good; maintain currency in both.
- Complacency kills – be mindful of, and learn, new processes and technologies.
- Changing jobs, or losing one’s job, more often than not can be a good thing.
- Ethics and professionalism will always serve you well.
- Appreciating diversity and the concept of teamwork are hallmarks of a good professional.

I would like to take this opportunity to commend the OACETT staff for their continued hard work, commitment to service and passion for the OACETT mission.
In my role I have the privilege of meeting with chapter representatives from across the province and observing their passion for the profession and their dedication in making our Association great.

I am constantly amazed at the amount of time and effort that they put into the events that they hold and the excellent job they do at increasing awareness of our credentials within their local communities.

One of the key priorities for the Professional Affairs and Services Board continues to be outreach to employers and colleges. I am happy to report that over the past year we have seen our college applications increase and we have been able to secure new partnerships with organizations that employ our members. We find that once we get in front of college students and employers, and demonstrate the value of our credentials and the benefits of certification in the workplace, it is easy for them to see that becoming a member or partnering with us is in their best interest.

We continue to partner with Skills Ontario and to participate, as a founding member, in National Engineering Month. These are two of the key ways that we get to communicate directly with the next generation of engineering technicians and technologists and showcase the variety of exciting opportunities that are available to them once they graduate college.

Every two years I look forward to celebrating our Association’s best and brightest innovators, educators and advocates at our Awards Gala. This past year we recognized 27 truly deserving award recipients. Our awards program has a high standard of excellence and the gala is a flagship event for the Association. Stakeholders from industry, government and education all attend to see the amazing work that our members do every day.

Communicating with our members and stakeholders is ongoing through our growing social media presence, our website, magazine and emails. One thing we have been doing more of this past year is using videos and hosting webinars, on certification and on our new CPD program, to deliver our messages to the broader membership. While there will always be challenges in getting out regularly to all regions of the province to interact with our members, these tools allow us to communicate with anyone whether they live in Thunder Bay or Pembroke.

I am proud of the work that we have undertaken in the past year to serve our 25,000+ members. Many thanks to our dedicated PASB Councillors who volunteer their time and energy to help deliver on our strategic plan, representatives from our 28 chapters who give of their time and knowledge locally and of course our dedicated staff who work tirelessly to execute all of our programs.

Dedicated to Exceptional Service

Each year I spend as vice-president of the Professional Affairs and Services Board strengthens my pride in the Association and in the work that our dedicated staff and volunteers do to serve the membership. This year’s AGM theme highlights the commitment to excellence that the Association has in putting our strategic plan in motion.
We began training new Admissions Committee members and introduced many new initiatives to strengthen our application and certification, and, as always, worked on having the best policies and procedures to ensure that in all we do we are fair, transparent, objective and impartial.

Our commitment to removing mandatory Canadian experience in keeping with a ruling by the Ontario Human Rights Commission, while staying true to our requirement to prove facility with the working language, codes and standards of a member’s discipline, saw the working committee finalize a two-year project to introduce two new initiatives in 2016: a language proficiency equivalent to a level 7 on the Canadian Language Benchmark and the Internationally Educated Professional Practice Exam which will have increased focus on legislation and professional practice, workplace culture and health and safety. Working with employers on this enhanced exam curriculum ensures it provides the necessary knowledge formerly gained while working in Canada for one year and will allow many more qualified individuals to reach certification in a timely fashion.

Continuing Professional Development (CPD) became mandatory for certified members and for those associates admitted prior to July 2005 in January 2016. CPD ensures the continued value of our designations in a world where continued competence must be proven to ensure competitive advantage for engineering and applied science technology professionals and their employers, for the public and government, and for our society’s overall economic health. In meeting with members to present the CPD program, I continue to be impressed with your professionalism and am confident that you are meeting, or will be able to meet, the CPD requirements.

Since certification is OACETT’s primary objective, IETO recommitted to the importance of its certification timelines, making them mandatory. Associates who do not move to certification within their assigned timelines of three or six years will lose membership beginning in 2019. All associates admitted to membership since July 2005 were notified of this last summer. In December, they were sent personal certification summaries listing their outstanding requirements. We also tightened the timeline to write the PPE to further encourage members to reach and benefit from certification in a timely fashion. Members must write the exam within six months of registering or are required to arrange for an extension.

After years of negotiation and committee work, the Licensed Engineering Technologist designation was ratified by government and PEO began accepting applications last July from C.E.T. members who meet the specific requirements. The LET provides a further pathway for C.E.T.s who may need to practice in a scope of engineering and earn a Certificate of Authorization. We are expecting our first C.E.T.s to achieve the LET from PEO later this year.

Dedicated and comprehensive service to our members is at the forefront for IETO. This is just some of the work undertaken last year: We processed over 1,900 regular and student applications and certified 507 members; 763 members wrote the PPE; 56 technical exams were prepared and 34 written; we processed and reviewed 303 technology report proposals and 266 technology reports; 211 former members reinstated; 11 second file reviews and three PLAR reviews were completed; and we processed 127 new road construction applications. We also answered more than 1,000 CPD and 400 3 & 6 year timeline inquiries.

Thank you to the IETO Board and our dedicated staff who work in tandem to provide excellence in certification and accreditation; it has been a pleasure to work with you this past year.

VINCE LE FAIVE, C.E.T. - VICE-PRESIDENT, INSTITUTE OF ENGINEERING TECHNOLOGY OF ONTARIO

ENHANCING VALUE AND PROVIDING PATHWAYS TO CERTIFICATION

Our focus on excellence in certification, enhancing the value of our designations and providing pathways to certification kept your new IETO Board busy this past year. Starting with an extensive training session, IETO Board members took their places on the many committees that oversee IETO’s core programs and obligations.
Our 2015 member satisfaction survey showed that 92 per cent of respondents believe that OACETT is heading in the right direction with our strategic plan.

Effectively executing our plans and serving the needs of our members requires staff, Council and chapters to understand and work toward our common goals and this has always been something that the Association has done extremely well.

Our outreach efforts to Ontario’s 24 colleges, agencies servicing internationally educated professionals (IEPs) and organizations that employ engineering technicians and technologists remain at the forefront of the work that we do for our members. Almost two-thirds of employers recognize OACETT certification and we are constantly working to increase that number.

We continue to partner with Skills Ontario, Colleges Ontario and are a founding partner of National Engineering Month, which saw its highest participation rate from OACETT chapters this past March. We continue to participate in career fairs and IEP workshops, and we held a well-received Employer Exchange Breakfast in the fall; all of these activities keep our name front and centre with our various stakeholder groups. Our 28 chapters also help us by acting as our local ambassadors. Through their activities, our brand awareness is enhanced.

If you have not yet connected with us through our social media platforms, I encourage you to do so. These sites, including Facebook, Instagram, LinkedIn and Twitter, have proven to be an excellent way to connect with our members and for our members to connect with like-minded individuals. More than just a place to learn more about what your association is doing for you, these sites are a place for discussion and networking with a diverse group of members and stakeholders.

Our 25,000 members can be found in all areas of Ontario. One of the challenges of any provincial association is communicating with and effectively meeting the needs of all members, regardless of their location. With our ever-expanding social media platforms, our website, e-blasts and videos, we are able to leverage technology to do so. New this year is an online version of our Technology Report Writing Seminar. The new format allows for all C.E.T. candidates to prepare to write their Technology Report from anywhere in the province. In addition, our expanded use of webinars on certification and the Association’s new Continuing Professional Development (CPD) program give access to information for members far and wide.

Striving for excellence in all the ways that we serve our members is something that we will continue to do, and the volunteers and staff that work diligently to get us there should be commended for their hard work and dedication.
Misuse of title is dealt with swiftly by my office. We investigated and resolved 16 cases against members and non-members last year; many abuses are now occurring online. We continue to ask members to be active in protecting their professional titles and report such misuse. Use our Find a Member feature or call us. Legal letters will be sent to protect the value of your designation from those who may not meet our standards or adhere to our Code of Ethics.

This past year I have had the privilege of meeting with many college deans and faculty on key IETO initiatives: CPD, removal of the one year Canadian experience requirement, the LET, the OACETT Teaching and Technology Transfer Grant and the revitalization of national accreditation. In this third year of the OACETT Teaching and Technology Transfer Grant, faculty from Canadore, Conestoga, George Brown and Mohawk were the deserving recipients.

Meetings with colleges and other partners/professional associations regarding CPD will bring exciting learning opportunities to our members. I have also been able to present the details of CPD to various chapters and have demonstrated to those in attendance the flexibility and importance of the program. An online portfolio for members to track their CPD will be available this year.

BARBARA CHAPPELL, MA - REGISTRAR / DIRECTOR, INSTITUTE OF ENGINEERING TECHNOLOGY OF ONTARIO

By Barbara Chappell, MA

UPHOLDING HIGH ETHICAL STANDARDS

The Office of the Registrar has devoted much attention to our responsibility to protect public safety and ensure high ethical standards for the profession as we dealt with four complaints and one discipline hearing last year. Dedicated negotiations with our member’s lawyer prior to the hearing resulted in an agreed statement of facts and a sentence agreeable to OACETT.

I am especially proud of our commitment to remove the one year Canadian experience requirement, although it remains an option, and replace it with a new Internationally Educated Professional Practice Exam available this year. Both the deputy registrar and I have spoken as panelists about this innovative response. Staff have been working diligently on getting this new exam into production and ensuring registration systems are updated.

Much of my recent time has been spent working on the CTAC - Canadian Technology Accreditation Criteria on a committee with industry and academic representatives as the liaison from the Technology Accreditation Canada Standards Council. This is a review and update of the General Learning Outcomes for the technology disciplines and I am also working with the subcommittee for the math standard. These standards are used in both national accreditation for engineering technology college programs as well as for certifying individuals. To review this and the other technologist and technician standards visit the Technology Accreditation Canada website.

We worked with the Ministry of Training, Colleges and Universities to update their college civil and construction standards with OACETT members contributing to their review and renewal.

Certification is always in the forefront of our department’s work as it was in meetings with my fellow registrars from the Technology Professional Canada provinces to discuss transferability, standards, complaints and discipline, use of online file review, third party assessment agencies, harmonization initiatives and the use of competency exams for upgrading and reclassification.

Although committee and project work keeps me busy, reviewing member files and encouraging members to reach certification is always rewarding. My staff and I are always willing to take the extra time to counsel members on their applications or certification requirements. We have been training new file reviewers, renewing and updating policy and our future IT requirements in order to keep excellence in certification and service to members as our primary focus.

2015-16 Annual Report
I am pleased to report that the Association ended 2015 with a surplus from operations of $180,800. This surplus is the result of operational efficiencies, delayed hiring, and a reduction in expenses. The long-term investment portfolio valued at $5.3 million sustained a paper loss of $225,100 when compared to the previous year’s gain of $227,800. This was the result of an overall downturn in economic conditions in Canada and globally. Our net assets are $4.1 million and overall revenues for the Association were $5.5 million. The contingency reserve – in place to protect the Association against any unforeseen circumstances – is $3.7 million, which would allow us to continue our operations for approximately eight months.

While many associations struggle to increase and retain members, OACETT’s continued growth clearly demonstrates the value our members see in membership. At the end of February 2016, we grew to 25,017 total members, 350 members more than in February 2015.

In addition to our financial success in 2015, I am pleased to report on the successful implementation of the electronic processing of payables to suppliers, volunteers and other business partners. This project has reduced staff time, increased operational efficiencies and allowed us to better monitor our cash flow. This is another example of reducing paper transactions and automating our many financial transactions while increasing service to our members and business partners.

Over the past year, we have spent a considerable amount of time reviewing our current IT systems, defining user requirements, documenting deficiencies and meeting with our various stakeholders. This year, an IT Systems Steering Committee, co-chaired by a past-president, was formed. We have defined priorities, developed a budget, outlined timeframes and identified the resources to execute the project. We have also created a project charter, agreed upon deliverables and hired a dedicated certified professional project manager (PMP) to lead the two-year project – one of the largest that OACETT has undertaken.

At the end of 2015, we had a full-time staff complement of 28. The majority of our employees engage in individual professional development. OACETT encourages these activities and benefits from having a talented workforce. Our dedicated team takes pride in their work, which is reflected in the many successful projects, financial stability and membership growth. Their loyalty and commitment to the Association is the result of ensuring our employees are engaged, compensated fairly and treated with respect. This year we reviewed each employee’s job functions and responsibilities to create new and current job descriptions. This process will enable us to compare compensation levels across similar industries and update accordingly.

It is important as a professional association to remain relevant to our members and maximize operational efficiencies. This year we reviewed By-Law 19 to ensure that we were operating in the best interest of the Association and our members. I am pleased to report, after due diligence, we are recommending to our membership a few housekeeping changes that better align with our current policies and procedures. These amendments will be tabled for member approval at the AGM.

Each year the operations, policies and procedures are reviewed and reported on by an independent auditing firm and their report is reflected in the annual report. In keeping with the policies of the Association regarding the selection of auditors, this year a committee of senior volunteers was created to make a recommendation to Council on auditors going forward. The committee is recommending that the request for proposals be delayed until the new system is up and running.

I want to take this opportunity to thank our employees and many volunteers for their vision, hard work, and commitment to making OACETT the leading-edge, professional association it is today.
Government relations targets activities in support of OACETT’s “qualified persons” priority and other relevant strategic and priority objectives, including government outreach, monitoring legislative issues, and member advocate training, all with the objective of advancing the profession.

The government relations mandate includes, among other things, the development of positive relationships with Ontario’s MPPs and senior government staff to ensure OACETT has an active voice at the table whenever new legislation is developed that affects members, specifically by:

• Promoting and protecting OACETT members’ Qualified Person (QP) status;
• Building the profile, image and reputation of OACETT as an organization amongst government decision-makers, key stakeholders and groups with which OACETT wishes to become better aligned;
• Arranging meetings with senior political advisors and elected officials to present OACETT’s issues; and
• Providing strategic communications on how to deliver OACETT’s message to stakeholders, government decision-makers and the broader public.

This past year, OACETT advanced a broad effort at Queen’s Park to promote and protect members’ interests. Key Ontario government ministries and players were identified that were considered important to advance OACETT’s short and long term strategic initiatives that will further its government relations efforts.

OACETT representatives attended 12 MPP functions in the fall and winter which resulted in discussions with more than 30 MPPs.

OACETT continues to meet with the Ontario Building Officials Association (OBOA), an organization with a number of members who are also OACETT members. A concern we share with OBOA is the inconsistency of our members being recognized for work they are qualified to perform with the municipal building code. There is an ongoing effort to pursue the Building Code Identification Number QP issue with the Ministry of Municipal Affairs and Housing.

Monitoring legislative issues is a priority for OACETT. Whenever Ontario acts and regulations are introduced or revised, OACETT wants to ensure its members retain rights currently in place and are included in new legislation for which they are qualified. There is ongoing monitoring and responding to qualified person issues as they arise. Many of these issues are identified in articles written for The Ontario Technologist to keep members informed about their rights in Ontario.

Periodically, a government ministry or association will consult with a broad range of stakeholders on the preliminary proposed design and content of new or revised legislation. To ensure qualified OACETT members are included in legislation and regulations, it is critical that our members, who have the subject matter expertise, participate in the process. Recent examples where OACETT members participated include: the Ministry of the Environment and Climate Change’s Cap and Trade Program; the Electrical Safety Authority’s membership on the Utility Advisory Council; and the Professional Wastewater Operators’ new Wastewater Operator Training Advisory Committee.

Chapter and community member support is critical for the continuing success and well-being of a professional association. To promote the political interests of our members at the chapter level, OACETT encourages chapter member advocates to take an interest in and be involved locally with their MPPs by attending riding events and meetings. This gives members the opportunity to promote their association and the C.E.T., C.Tech., and A.Sc.T. designations and to gain recognition for themselves as valuable members of their community.

GORDON MASTERS, CAE, FCGA - DIRECTOR, GOVERNMENT RELATIONS

ADVANCING MEMBERS’ INTERESTS

A priority established by OACETT Council is to advance a comprehensive government relations effort at Queen’s Park and at the riding level to advance members’ interests. Government relations initiatives are included as part of OACETT’s current Strategic Plan under the section titled, “Communications and Outreach.”
While it may sound straightforward, what constitutes the “public interest” is not easy to define nor is it always homogenous. However, there are some areas where the public interest in so far as it concerns OACETT is clear and unequivocal and it’s on these areas that I concentrate my efforts.

To understand the focus of my attention, you need look no further than OACETT’s Code of Ethics and Rules of Professional Conduct. I view the Code of Ethics as the embodiment of the public trust and, to my mind, the key elements can be summarized in three simple words: safety, integrity and competency.

From the outset, one of the main reasons I was drawn to Council was because of OACETT’s commitment to public safety, the health and welfare of the public and the protection of the environment. Whether you work primarily in an office environment or in the field, every day you face opportunities to carry out your work in a way that not only ensures your own safety and that of your co-workers but the safety of the public as well. Doing things safely means paying attention. It means avoiding shortcuts even when there is pressure to “just to get it done.” Doing things safely is not necessarily the easiest way, but it is always the right way.

As professionals, your integrity is your personal bond. Members of the public who engage your services rely on your integrity not only to ensure that they receive quality work for a fair price but that you will stand up for what is right and will not tolerate practices that are unethical or illegal. This is an element of public trust that applies regardless of the level of sophistication of your client and regardless of the seniority of your role. Integrity means that you take ownership and responsibility for your work and it’s what differentiates a true professional from a labourer.

Finally, the public expects that an OACETT member is skilled and competent. However, we all know that knowledge and skills are not static. Over time technology evolves and new methodologies are developed, and as professionals you must continue to enhance your skills and advance your knowledge. Of all of this year’s accomplishments at OACETT, I am most proud of the adoption of the mandatory CPD requirements set at last year’s Annual General Meeting. As members, your commitment to ongoing education and development is the way in which you assure the public that you will take steps to ensure your competency remains current and meets the standards expected of your profession.

It has been my pleasure to serve as your public representative this past year and to work alongside the talented and dedicated members of OACETT’s staff and Council. I look forward to next year’s challenges and opportunities.
The 25 for 25 Building Forward Campaign was launched in 2011 to establish a $40,000 endowed fund at each college. Interest generated from these funds is used to create a self-sustaining award of $1,000 for a worthy student in a recognized engineering technology and applied science program who best exemplifies integrity and professionalism.

The 25 endowment funds total approximately $860,000 to date. Returns on investments, while not directly under OACETT’s control, are generally performing well enough to furnish the awarded bursaries, with the shortfall made up by annual donations to the Carole and George Fletcher Foundation. The amount subsidized by the Foundation for 2015 is $2,631.

Continual awareness efforts for the 25 for 25 Campaign through The Ontario Technologist, member challenge, inserts in membership renewal notices, news conferences, OACETT’s website and digital communications resulted in donations of $18,819 in 2015. On behalf of my fellow trustees, I thank members for their incredibly generous support.

The Carole and George Fletcher Foundation, established in honour of OACETT Past-President George Fletcher, C.E.T., Fellow OACETT, is a registered charitable organization that fosters excellence in education through student support. Managed and operated by a Board of Trustees appointed by members, the Foundation has been awarding bursaries to exceptional students for 30 years.

In 2015, the trustees met on several occasions with interested potential donors to expand the current program and to look beyond the scope of educational bursaries. The merits of multidimensional awards for diverse contributions, both in our industry and in the area of philanthropy, have been contemplated and debated. In the end, our trustees have unanimously endorsed the idea that we should stick with our course and complete the original 25 for 25 Campaign mandate of reaching the $1 million target.

Our plan was to approach the partially funded colleges with our unrestricted reserve fund for matching donation in the hopes of topping up the funds total to over $900,000. Unfortunately, the timing coincided with the current economic downturn which is adversely affecting our investment yield. OACETT has been monitoring market conditions for the opportune time to capture potential gain prior to offering our top-up initiative.

The trustees have reviewed the 2015 unaudited financial statements, which will be presented at the Annual General Meeting. The trustees will recommend the re-appointment of BDO Canada LLP as accountants for the Foundation.

It is the Foundation’s continual mission to reach $1,000,000 and beyond in endowments so that we might be in a position to increase the bursary value to offset inflation. With faithful and continued donations, we are confident that all these targets will be met in time.

Please join me and fellow trustees, Mazin Audeh, C.E.T., Robert Jameson, C.E.T., Fellow OACETT, Daryl Keys, C.E.T., Fellow OACETT, and David Saunders, C.E.T., in contributing to the 25 for 25 Building Forward Campaign. Your generous and continual support is greatly appreciated.
FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014

FINANCIAL STATEMENTS

Independent Auditor’s Report

To the Members of Ontario Association of Certified Engineering Technicians and Technologists

We have audited the accompanying financial statements of the Ontario Association of Certified Engineering Technicians and Technologists, which comprise the statement of financial position as at December 31, 2015 and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these 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.

Auditor’s Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors’ judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation of the financial statements 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 entity’s internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2015 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.

BDO Canada LLP
Chartered Professional Accountants, Licensed Public Accountants
Mississauga, Ontario
February 26, 2016
# Statement of Financial Position

## Assets

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$278,933</td>
<td>$341,093</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>92,849</td>
<td>61,563</td>
</tr>
<tr>
<td>Inventory</td>
<td>9,649</td>
<td>6,395</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>49,093</td>
<td>55,445</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$430,524</td>
<td>464,496</td>
</tr>
<tr>
<td><strong>Capital assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Note 2)</td>
<td>420,718</td>
<td>514,268</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>851,242</td>
<td>978,764</td>
</tr>
<tr>
<td><strong>Investments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Note 3)</td>
<td>5,317,369</td>
<td>5,243,077</td>
</tr>
<tr>
<td><strong>Pension asset</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Note 4)</td>
<td>496,400</td>
<td>502,100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>5,813,769</td>
<td>5,745,177</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$6,665,011</td>
<td>$6,723,941</td>
</tr>
</tbody>
</table>

## Liabilities and Net Assets

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>$295,129</td>
<td>$296,657</td>
</tr>
<tr>
<td>Fees received in advance</td>
<td>2,100,873</td>
<td>2,056,753</td>
</tr>
<tr>
<td>Leasehold inducement - current portion (Note 5)</td>
<td>16,459</td>
<td>16,459</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,412,461</td>
<td>$2,369,869</td>
</tr>
<tr>
<td><strong>Leasehold inducement</strong> (Note 5)</td>
<td>93,265</td>
<td>109,724</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,505,726</td>
<td>$2,479,593</td>
</tr>
</tbody>
</table>

## Net Assets

<table>
<thead>
<tr>
<th>Internal assets represented by:</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internally restricted for specific purposes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT systems fund</td>
<td>325,000</td>
<td>225,000</td>
</tr>
<tr>
<td>Legal fund</td>
<td>75,000</td>
<td>75,000</td>
</tr>
<tr>
<td>Contingency fund</td>
<td>2,147,277</td>
<td>2,147,277</td>
</tr>
<tr>
<td>Unrestricted - operating fund</td>
<td>1,191,290</td>
<td>1,282,803</td>
</tr>
<tr>
<td>Invested in capital assets</td>
<td>420,718</td>
<td>514,268</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4,159,285</td>
<td>4,244,348</td>
</tr>
</tbody>
</table>

## Net Assets

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>$6,665,011</td>
<td>$6,723,941</td>
</tr>
</tbody>
</table>

---

On behalf of the Board:

Bob van den Berg, C.E.T., President
Greg Miller, C.E.T., CBCO, President-Elect
Statement of Operations

For the year ended December 31

<table>
<thead>
<tr>
<th>Revenue</th>
<th>2015 Budget (Unaudited)</th>
<th>2015 Actual</th>
<th>2014 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual membership fees</td>
<td>$ 4,224,000</td>
<td>$ 4,277,697</td>
<td>$ 4,221,359</td>
</tr>
<tr>
<td>Examination fees</td>
<td>169,000</td>
<td>112,753</td>
<td>144,361</td>
</tr>
<tr>
<td>Application and registration fees</td>
<td>238,000</td>
<td>237,785</td>
<td>228,651</td>
</tr>
<tr>
<td>Advertising</td>
<td>40,000</td>
<td>43,538</td>
<td>62,308</td>
</tr>
<tr>
<td>Other</td>
<td>75,300</td>
<td>56,851</td>
<td>57,357</td>
</tr>
<tr>
<td>PPE manual</td>
<td>132,000</td>
<td>114,003</td>
<td>108,327</td>
</tr>
<tr>
<td>Seminar</td>
<td>64,000</td>
<td>23,569</td>
<td>51,797</td>
</tr>
<tr>
<td>Rent</td>
<td>46,000</td>
<td>45,932</td>
<td>45,878</td>
</tr>
<tr>
<td>CTEN</td>
<td>123,000</td>
<td>110,611</td>
<td>122,747</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>506,000</td>
<td>453,275</td>
<td>476,365</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>5,617,300</strong></td>
<td><strong>5,476,014</strong></td>
<td><strong>5,519,150</strong></td>
</tr>
</tbody>
</table>

Operating expenditures (Schedule 1)

<table>
<thead>
<tr>
<th>Program and other expenditures (Schedule 2)</th>
<th>2015</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>1,409,800</td>
<td>1,346,399</td>
<td>1,138,239</td>
</tr>
<tr>
<td>Staff</td>
<td>2,753,200</td>
<td>2,530,930</td>
<td>2,535,508</td>
</tr>
<tr>
<td>Office</td>
<td>334,200</td>
<td>326,199</td>
<td>306,525</td>
</tr>
<tr>
<td>Services purchased</td>
<td>330,800</td>
<td>296,611</td>
<td>274,731</td>
</tr>
<tr>
<td><strong>Total Operating Expenditures</strong></td>
<td><strong>4,828,000</strong></td>
<td><strong>4,500,139</strong></td>
<td><strong>4,255,003</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Excess of revenue over expenditures before amortization and contributions</th>
<th>2015</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excess of revenue over expenditures before amortization and contributions</td>
<td>149,700</td>
<td>324,403</td>
<td>683,044</td>
</tr>
<tr>
<td>Forgiveness of loan with Carole and George Fletcher Foundation</td>
<td>(151,500)</td>
<td>(143,609)</td>
<td>(148,063)</td>
</tr>
<tr>
<td><strong>Excess (deficiency) of revenue over expenditures for the year</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$ (44,363)</strong></td>
<td><strong>$ 719,298</strong></td>
</tr>
</tbody>
</table>
Statement of Changes in Net Assets

For the year ended December 31

<table>
<thead>
<tr>
<th>Fund balances, beginning of year</th>
<th>Invested in Capital assets</th>
<th>Legal Fund</th>
<th>Contingency Fund</th>
<th>IT Systems Fund</th>
<th>Operating Fund</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 514,268</td>
<td>$ 75,000</td>
<td>$ 2,147,277</td>
<td>$ 225,000</td>
<td>$ 1,282,803</td>
<td>$ 4,244,348</td>
</tr>
<tr>
<td>Fund transfer</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(50,059)</td>
<td>-</td>
</tr>
<tr>
<td>Capital assets purchased, net</td>
<td>50,059</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(50,059)</td>
<td>-</td>
</tr>
<tr>
<td>Pension remeasurements and other items</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(40,700)</td>
<td>(345,843)</td>
</tr>
<tr>
<td>Excess (deficiency) of revenue over expenditures</td>
<td>(143,609)</td>
<td>-</td>
<td>-</td>
<td>(28,997)</td>
<td>128,243</td>
<td>(44,363)</td>
</tr>
<tr>
<td>Fund balances, end of year</td>
<td>$ 420,718</td>
<td>$ 75,000</td>
<td>$ 2,147,277</td>
<td>$ 325,000</td>
<td>$ 1,191,290</td>
<td>$ 4,159,285</td>
</tr>
</tbody>
</table>

Statement of Cash Flows

For the year ended December 31

<table>
<thead>
<tr>
<th>Cash provided by (used in)</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excess (deficiency) of revenue over expenses for the year</td>
<td>(44,363)</td>
<td>719,298</td>
</tr>
<tr>
<td>Adjustments to reconcile excess of revenue over expenses for the year to net cash provided by operating activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amortization</td>
<td>143,609</td>
<td>148,063</td>
</tr>
<tr>
<td>Leasehold inducement</td>
<td>(16,459)</td>
<td>(16,458)</td>
</tr>
<tr>
<td>Unrealized loss (gain) on investments</td>
<td>225,708</td>
<td>(225,947)</td>
</tr>
<tr>
<td>Changes in non cash working capital balances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>(31,286)</td>
<td>36,703</td>
</tr>
<tr>
<td>Inventory</td>
<td>(3,254)</td>
<td>3,656</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>6,352</td>
<td>20,286</td>
</tr>
<tr>
<td>Pension asset contributions</td>
<td>(35,000)</td>
<td>(161,243)</td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>(1,528)</td>
<td>(8,404)</td>
</tr>
<tr>
<td>Fees received in advance</td>
<td>44,120</td>
<td>91,422</td>
</tr>
<tr>
<td></td>
<td>287,899</td>
<td>607,376</td>
</tr>
<tr>
<td>Investing activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase of investments, net</td>
<td>(300,000)</td>
<td>(500,000)</td>
</tr>
<tr>
<td>Purchase of capital assets</td>
<td>(51,720)</td>
<td>(96,955)</td>
</tr>
<tr>
<td>Disposal of capital assets</td>
<td>1,661</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>(350,059)</td>
<td>(596,955)</td>
</tr>
<tr>
<td>Increase (decrease) in cash and cash equivalents during the year</td>
<td>(62,160)</td>
<td>10,421</td>
</tr>
<tr>
<td>Cash and cash equivalents, beginning of year</td>
<td>341,093</td>
<td>330,672</td>
</tr>
<tr>
<td>Cash and cash equivalents, end of year</td>
<td>$ 278,933</td>
<td>$ 341,093</td>
</tr>
</tbody>
</table>
1. Significant Accounting Policies

Nature of Organization
The Association is constituted by the Ontario Association of Certified Engineering Technicians and Technologists Act, 1998, of the Province of Ontario. As the professional association for engineering technicians and technologists, it establishes standards for its members and provides training, professional development and various member services. The Association is a not for profit organization and is exempt from income tax.

Cash and Cash Equivalents
Cash and cash equivalents consist of cash and money market investments with a maturity of less than three months at time of purchase. These are reported at fair value.

Inventory
Inventory consists of jewellery and novelties and is stated at the lower of cost and replacement cost which is not in excess of net realizable value. Cost is generally determined on the first in, first out basis.

Capital Assets
Capital assets which include the intangible assets computer software and membership database are stated at cost less accumulated amortization. Amortization is provided on the straight line basis over the expected useful lives of the assets as follows:
- Computer equipment and software - 3 years
- Furniture and equipment - 10 years
- Leasehold improvements - over the term of the lease
- Membership database - 5 years

Financial Instruments
Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equities traded in an active market are reported at fair value, with any unrealized gains and losses reported in operations. In addition all bonds and guaranteed investment certificates have been designated to be in the fair value category, with gains and losses reported in operations. All other financial instruments are reported at cost or amortized costs less impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each statement of financial position date and charged to the financial instrument for those measured at amortized cost.

Leasehold Inducements
Leasehold inducements are amortized over the term of the lease.

Fees Received in Advance
Fees received in advance consist of membership fees, examination fees, and miscellaneous deposits which relate to the subsequent fiscal year.

Revenue Recognition

Membership Fees
The Association follows the deferral method of accounting for membership fees. Membership fees are recognized as revenue proportionately over the membership period to which they relate. Membership fees are recognized when the amount can be reasonably estimated and collection is reasonably assured.

Examination, Application, and Registration Fees
Fees are recognized in the year in which the services are provided.

Investment Income
Investment income includes dividends, interest income and realized and unrealized investment gains and losses. Unrealized gains and losses on financial assets are included in investment income and recognized as revenue in the statement of operations, in the appropriate deferred contributions balance or reported directly in net assets, depending on the nature of any external restrictions imposed on the investment income.

Inventory
Revenue earned from sale of inventory is recognized in the period in which the goods are shipped.

Sponsorship Revenue
Sponsorship revenue is recognized in the period in which the amounts are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All other revenue items are recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.
1. Significant Accounting Policies (continued)

Donated Capital Assets, Materials and Services
Donated capital assets are recorded at fair value when fair value can be reasonably estimated. Due to the difficulty in determining their fair value, donated materials and services are not recognized in the financial statements.

Use of Estimates
The preparation of financial statements in accordance with Canadian accounting standards for not for profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management’s best estimates as additional information becomes available in the future.

Internally Restricted Funds
As noted below, part of the Association’s fund balances have been internally restricted as approved by the Association’s Council. Transfers among funds are recorded as approved by the Council.

IT Systems Fund
The IT Systems Fund was established to be utilized to fund IT expenses to upgrade or replace the Association’s existing IT systems.

Legal Fund
The Legal Fund was established to be utilized to fund unexpected legal expenses of the Association.

Contingency Fund
The Contingency Fund was established to be utilized to fund unexpected operating expenses of the Association.

Employee Future Benefits
The Association has defined benefit pension plans and provides certain post retirement benefits consisting of health and other benefits for retirees. The accrued benefit obligation is determined using the actuarial valuation for funding purposes which determines the obligation based on management’s best estimate of salary escalation, terminations, and retirement ages of plan members. Also, adjustments for plan amendments, changes in assumptions and experience gains and losses are charged to the statement of changes in net assets as they occur. Pension fund assets are valued at fair value at the balance sheet date. The total cost of the defined benefit plan for the period is comprised of the current service cost, finance cost, and remeasurements and other items. The current service cost and finance cost are charged to operations for the period, while remeasurements and other items are charged directly to the net assets as they occur.

2. Capital Assets

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cost</td>
<td>Accumulated Amortization</td>
</tr>
<tr>
<td>Computer equipment</td>
<td>$ 457,114</td>
<td>$ 430,655</td>
</tr>
<tr>
<td>Computer software</td>
<td>334,191</td>
<td>330,433</td>
</tr>
<tr>
<td>Furniture and equipment</td>
<td>611,300</td>
<td>509,837</td>
</tr>
<tr>
<td>Leasehold improvements</td>
<td>152,927</td>
<td>39,566</td>
</tr>
<tr>
<td>Membership database</td>
<td>853,414</td>
<td>677,737</td>
</tr>
<tr>
<td></td>
<td>2,408,946</td>
<td>1,988,228</td>
</tr>
</tbody>
</table>

Cost less accumulated amortization

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 420,718</td>
<td>$ 514,268</td>
</tr>
</tbody>
</table>
3. **Investments**

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and short term money market</td>
<td>$12,101</td>
<td>$12,245</td>
</tr>
<tr>
<td>Mutual funds</td>
<td>391,910</td>
<td>392,892</td>
</tr>
<tr>
<td>Portfolio shares</td>
<td>3,477,948</td>
<td>4,092,209</td>
</tr>
<tr>
<td>Fixed income</td>
<td>1,184,270</td>
<td>745,731</td>
</tr>
<tr>
<td>Foreign securities</td>
<td>251,140</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td><strong>$ 5,317,369</strong></td>
<td><strong>$ 5,243,077</strong></td>
</tr>
</tbody>
</table>

4. **Pension Plan**

The Association has funded a defined benefit plan providing pension benefits which covers substantially all its employees hired before December 31, 2007. The pension plan provides pension benefits based on length of service and final average earnings. The Association uses the funding valuation approach to measure its accrued benefit obligations. The most recent actuarial valuation was as of January 1, 2014.

The funded status of the defined benefit plan is as follows:

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrued benefit obligation</td>
<td>$(4,592,900)</td>
<td>$(4,544,400)</td>
</tr>
<tr>
<td>Fair value of plan assets</td>
<td>5,089,300</td>
<td>5,046,500</td>
</tr>
<tr>
<td>Funded status - plan surplus</td>
<td>496,400</td>
<td>502,100</td>
</tr>
<tr>
<td>Valuation allowance</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td><strong>$ 496,400</strong></td>
<td><strong>$ 502,100</strong></td>
</tr>
</tbody>
</table>

The following details significant components and assumptions of the Association’s pension plan:

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Flows</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer contributions</td>
<td>$ 60,000</td>
<td>$ 161,700</td>
</tr>
<tr>
<td>Benefit payments</td>
<td>(174,400)</td>
<td>(174,400)</td>
</tr>
<tr>
<td>Actuarial Assumptions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discount rate</td>
<td>5.00 %</td>
<td>5.00 %</td>
</tr>
<tr>
<td>Interest rate of return on assets</td>
<td>5.00 %</td>
<td>5.00 %</td>
</tr>
<tr>
<td>Inflation rate</td>
<td>2.50 %</td>
<td>2.50 %</td>
</tr>
<tr>
<td>Salary projection rate</td>
<td>3.75 %</td>
<td>3.75 %</td>
</tr>
</tbody>
</table>

The Association maintains a defined contribution pension plan for employees, matching the employee contributions up to a maximum of 5% of gross earnings with an additional automatic 3% annual employer contribution not subject to matching. The pension expense for the year relating to this was $154,693 (2014 - $159,107).

5. **Leasehold Inducement**

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original inducement</td>
<td>$148,127</td>
<td>$148,127</td>
</tr>
<tr>
<td>Accumulated amortization</td>
<td>(38,403)</td>
<td>(21,944)</td>
</tr>
<tr>
<td>Less: Current portion</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>109,724</strong></td>
<td><strong>126,183</strong></td>
</tr>
<tr>
<td></td>
<td>(16,459)</td>
<td>(16,459)</td>
</tr>
<tr>
<td></td>
<td><strong>$ 93,265</strong></td>
<td><strong>$ 109,724</strong></td>
</tr>
</tbody>
</table>
6. Commitments
The Association leases its premises and certain office equipment under long term operating leases with annual base commitments over the next five years and thereafter are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Premises</th>
<th>Office Equipment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>$160,726</td>
<td>$9,275</td>
<td>$170,001</td>
</tr>
<tr>
<td>2017</td>
<td>167,310</td>
<td>4,375</td>
<td>171,685</td>
</tr>
<tr>
<td>2018</td>
<td>170,601</td>
<td>3,385</td>
<td>173,986</td>
</tr>
<tr>
<td>2019</td>
<td>173,893</td>
<td>3,385</td>
<td>177,278</td>
</tr>
<tr>
<td>2020</td>
<td>175,539</td>
<td>1,693</td>
<td>177,232</td>
</tr>
<tr>
<td>2021 and thereafter</td>
<td>234,052</td>
<td></td>
<td>234,052</td>
</tr>
</tbody>
</table>

7. Contingencies
The Association is party to legal proceedings arising out of the normal course of business. The results of these litigations cannot be predicted with certainty, and management is of the opinion that the outcome of these proceedings is not determinable. Any loss resulting from these proceedings will be charged to operations in the period the loss is determined.

8. Financial Instrument Risk
The Association may be exposed to a variety of financial risks including interest rate risk and market value risk. The Association manages its risk by forecasting cash flows from operations and anticipating any investing and financing activities. A summary of the various risks which the Association is exposed to as a result of their operations is summarized below.

Credit Risk
Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association is exposed to credit risk resulting from the possibility that a customer or counterparty to a financial instrument defaults on their financial obligation; if there is a concentration of transactions carried out with the same counterparty; or of financial obligations which have similar economic characteristics such that they could be similarly affected by changes in economic conditions. The Association’s financial instruments that are exposed to concentrations of credit risk relate primarily to the accounts receivable. Management believes this risk is minimized by the credit worthiness of its customers.

Currency Risk
Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. As at year end, investments of $251,140 (2014 - $nil) are in US dollars and converted into Canadian dollars. Currency risk is new in the current year.

Interest Rate Risk
Interest rate risk is the potential for financial loss caused by fluctuations in fair value or future cash flows of financial instruments because of changes in market interest rates. The Association is exposed to this risk through its investments. This risk has not changed from prior years.

Market Value Risk
Market value risk is the risk of potential loss caused by the fluctuations in fair value or future cash flows of financial instruments by changes in their underlying market value. The Association is exposed to this risk through its investments. This risk has not changed from prior years.

9. Budgeted Figures
The budgeted figures presented for comparison purposes are unaudited and are those approved by Council, reclassified to conform with the financial statement presentation. The approval of the balanced budget took place November 28, 2014.

10. Comparative Figures
Comparative figures have been reclassified to conform with the current year’s financial statement presentation.
### Schedule 1 - Operating Expenditures

For the year ended December 31, 2015

<table>
<thead>
<tr>
<th>Description</th>
<th>2015 Budget (Unaudited)</th>
<th>2015 Actual</th>
<th>2014 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>$305,000</td>
<td>$321,087</td>
<td>$310,565</td>
</tr>
<tr>
<td>Equipment leases and rentals</td>
<td>13,500</td>
<td>13,317</td>
<td>13,468</td>
</tr>
<tr>
<td>Insurance</td>
<td>9,000</td>
<td>8,735</td>
<td>8,853</td>
</tr>
<tr>
<td>Telephone and communications</td>
<td>70,000</td>
<td>53,553</td>
<td>53,178</td>
</tr>
<tr>
<td>Office</td>
<td>20,000</td>
<td>19,714</td>
<td>18,141</td>
</tr>
<tr>
<td>Public Relations/Marketing</td>
<td>1,000</td>
<td>1,104</td>
<td>1,036</td>
</tr>
<tr>
<td>Technology Professionals Canada</td>
<td>221,100</td>
<td>233,962</td>
<td>175,862</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$639,600</td>
<td>$651,472</td>
<td>$581,103</td>
</tr>
</tbody>
</table>

### Schedule 2 - Program and Other Expenditures

For the year ended December 31, 2015

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget (Unaudited)</th>
<th>IETO</th>
<th>PASB</th>
<th>Admin</th>
<th>Total</th>
<th>2015</th>
<th>2014</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>$279,000</td>
<td>$2,226</td>
<td>$255,875</td>
<td>$-</td>
<td>$258,101</td>
<td>$225,685</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Council and committees</td>
<td>713,100</td>
<td>228,553</td>
<td>237,246</td>
<td>352,499</td>
<td>818,298</td>
<td>679,977</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating priorities</td>
<td>417,700</td>
<td>29,283</td>
<td>125,644</td>
<td>115,073</td>
<td>270,000</td>
<td>232,577</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total program expenses</td>
<td>1,409,800</td>
<td>260,062</td>
<td>618,765</td>
<td>467,572</td>
<td>1,346,399</td>
<td>1,138,239</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff</td>
<td>2,753,200</td>
<td>741,905</td>
<td>646,830</td>
<td>1,142,195</td>
<td>2,530,930</td>
<td>2,535,508</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td>334,200</td>
<td>27,609</td>
<td>27,147</td>
<td>271,443</td>
<td>326,199</td>
<td>306,525</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services purchased</td>
<td>330,800</td>
<td>98,386</td>
<td>28,742</td>
<td>169,483</td>
<td>296,611</td>
<td>274,731</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$4,828,000</td>
<td>$1,127,962</td>
<td>$1,321,484</td>
<td>$2,050,693</td>
<td>$4,500,139</td>
<td>$4,255,003</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PROVINCIAL COMMITTEES

OACETT ADMINISTRATION BOARD (OAB)
Chair: Greg Miller, C.E.T., CBCO
President: Bob van den Berg, C.E.T.
Stephen Morley, C.E.T., C.I.M.
Vince Le Faive, C.E.T., CBET(c)
Kim Pickett, C.E.T.
David Thomson
Hillary Tedoldi, CAE
Sharron Leonard, MBA
Melissa Wood
Barbara Chappell, MA
Debbie Marrocco

GOVERNMENT RELATIONS COMMITTEE
Chair: Kim Pickett, C.E.T.
Cam Johnston, C.E.T., rcca
Sam Loggia, C.E.T.
Sherwin Reyhani, C.E.T.
Elena Stoykovich, C.E.T.
James Way, C.E.T.
Gordon Masters, CAE, FCGA

NOMINATING COMMITTEE
Chair: Stephen Morley, C.E.T., C.I.M.
Michael Belmonte, A.Sc.T.
Robin Dunn, C.E.T., rcca
Rod MacLeod, C.E.T.
David Sloan, C.E.T.
Hillary Tedoldi, CAE
Debbie Marrocco

BY-LAW REVIEW COMMITTEE
Chair: Greg Miller, C.E.T., CBCO
Lori Cornwall, MBA, LL.B.
Bruce Elliot, C.E.T.
David Saunders, C.E.T.
Shawn Wessel, A.Sc.T., rcji
Hillary Tedoldi, CAE
Debbie Marrocco

STRATEGIC PLAN REVIEW COMMITTEE
Chair: Greg Miller, C.E.T., CBCO
Rosanna Baggs, C.E.T.
Erin Booth, C.E.T.
Jose Vicente Catilo, C.E.T.
Jim Witmer, C.E.T.

INSTITUTE OF ENGINEERING TECHNOLOGY OF ONTARIO (IETO)
Chair: Vince Le Faive, C.E.T., CBET(c)
Vice-Chair: David Crowder, C.E.T.
Rosanna Baggs, C.E.T.

IETO EXECUTIVE COMMITTEE
Chair: Vince Le Faive, C.E.T. CBET(c)
David Crowder, C.E.T.
Cam Johnston, C.E.T., rcca
Kathiravel Karunanathan, C.E.T., rcji
Christopher van Dop, C.E.T.
Barbara Chappell, MA
Barry Billing
Audrey D’Souza

COMPLAINTS COMMITTEE
Chair: Cam Johnston, C.E.T., rcca
Shawn Bonneville, PGeo., C.E.T.
Bill Clumie, C.E.T.
Dennis Martin, A.Sc.T.
Devi Richards, C.E.T.
Barbara Chappell, MA
Audrey D’Souza

COMPLAINTS AND DISCIPLINE PROCESS REVIEWER
Sean O'Reilly, OAA

FELLOW OACETT COMMITTEE
Chair: Vince Le Faive, C.E.T., CBET(c)
Rosanna Baggs, C.E.T.
Steve Barnes, C.E.T.
Christopher Ellerton, A.Sc.T.
Bruce Elliot, C.E.T.
Christopher van Dop, C.E.T.
Barbara Chappell, MA
Barry Billing
Audrey D’Souza

ADMISSIONS COMMITTEE
Chair: Kathiravel Karunanathan, C.E.T., rcji
Team Leader: Iurie Dmitrenco, PhD., C.E.T.
Patrick Ambrose, C.E.T.
James Anthony, C.E.T.
Archie (Mohammad) Arshad, C.Tech.
Mazin Audeh, C.E.T.
Ahmad Cameron, C.E.T.
George Fletcher, C.E.T., Fellow OACETT
Peter Frappa, C.E.T.
Justin Haight, A.Sc.T.
Cam Johnston, C.E.T., rcca
Adam Lachman, A.Sc.T.
George (Yutao) Liu, C.E.T.
Scott Martin, C.Tech.
Phyllip Pressey, C.E.T.
David Saunders, C.E.T.
Cedric Smith, C.E.T.
Lionel Sullivan, C.E.T.
Thong Tong, C.E.T.
Barry Billing
Camilla Poliak
Sherrie Machan, CAP-OM-TA, MOS

PROFESSIONAL AFFAIRS AND SERVICES BOARD (PASB)
Chair: Kim Pickett, C.E.T.
Vice-Chair: Andy Dryland, C.E.T.
Steve Barnes, C.E.T.
Ken Browne, C.E.T.
Mark Gatenby, C.E.T.
Sherwin Reyhani, C.E.T.
Shawn Wessel, A.Sc.T., rcji
Sharron Leonard, MBA
Melissa Wood
Ana Sierra

PROVINCIAL HONOURS AND AWARDS COMMITTEE
Chair: Ken Browne, C.E.T.
Arjun Rana, C.E.T.
Christopher van Dop, C.E.T.
Shawn Wessel, A.Sc.T., rcji
Sharron Leonard, MBA
Melissa Wood
Ana Sierra

WOMEN IN TECHNOLOGY COMMITTEE
Chair: Kim Pickett, C.E.T.
Sharon Reid, C.Tech.
Elena Stoykovich, C.E.T.
Krysta Wordock, C.Tech.
Sharron Leonard, MBA
Melissa Wood
Ana Sierra

FLETCHER FOUNDATION BOARD OF TRUSTEES
Chair: David Tsang, A.Sc.T.
President: David Thomson
Treasurer: Hillary Tedoldi, CAE
Secretary: Alla Bondarenko
Mazin Audeh, C.E.T.
Bob Jameson, C.E.T., Fellow OACETT
Daryl Keys, C.E.T., Fellow OACETT
David Saunders, C.E.T.
CENTRAL REGION
PASB Councillor: Mark Gatenby, C.E.T.
IETO Councillor: Kathiravel Karunanathan, C.E.T., rcji
Regional Secretary-Treasurer: Devi Richards, C.E.T.

Durham:
Chair: David Cotter, C.E.T.
Treasurer: Randolph Edmead, C.E.T.

Georgian Bay:
Chair: Nadine Rush, C.E.T., rcji
Treasurer: Jason Gubbels, C.E.T.

York:
Chair: David Willison, C.E.T.
Treasurer: Muhammad Mazhar

EASTERN REGION
PASB Councillor: Shawn Wessel, A.Sc.T., rcji
IETO Councillor: Rosanna Baggs, C.E.T.
Regional Secretary-Treasurer: Michael Hayes, C.E.T.

Cornwall:
Chair: Dale Phippen, C.E.T.
Treasurer: Lyle Casselman, C.E.T.

Kingston:
Chair: Bruce Fudger, C.E.T.
Treasurer: Bruce Fudger, C.E.T.

HORSESHOE REGION
PASB Councillor: Ken Browne, C.E.T.
IETO Councillor: Cam Johnston, C.E.T., rcja
Regional Secretary-Treasurer: Salvatore Ingraldi, C.Tech.

Hamilton:
Chair: Danny McNicol, C.Tech.
Treasurer: Paul Wardell, C.Tech.

Niagara:
Chair: Shawn Chickowski, A.Sc.T.
Treasurer: Jason Van de Laar, C.E.T.

Peel:
Chair: Rasheed Abdul Khan, A.Sc.T.
Treasurer: John van den Hoek, C.E.T.

NORTHERN REGION
PASB Councillor: Andy Dryland, C.E.T.
IETO Councillor: Bruce Elliot, C.E.T.
Regional Secretary-Treasurer: Donald Larocque, C.E.T.

Near North:
Chair: Mitch Jerome, C.Tech.
Treasurer: Don Norman, C.Tech.

Sault Ste. Marie:
Chair: Paul Mosher, C.E.T., rcji
Treasurer: James Barrett, C.E.T.

Sudbury:
Chair: Paul Beaulieu, C.E.T.
Treasurer: Denis Lamontagne, C.E.T.

Thunder Bay:
Chair: Nathan Bruno, C.E.T.
Treasurer: Todd Patterson, C.E.T., rcji

Timiskaming:
Chair: James McLaren, C.E.T.
Secretary/Treasurer: William McLaren, C.E.T.

Timmins:
Chair: Shane Dubroy, C.E.T.
Treasurer: Jeffrey Hautanen, C.E.T.

NORTHERN REGION
PASB Councillor: Steve Barnes, C.E.T.
IETO Councillor: David Crowder, C.E.T.
Regional Secretary-Treasurer: Jose Vicente Catilo, C.E.T.

Toronto Central:
Chair: Kevin Lima, C.E.T.
Treasurer: Mark La Fleche

Toronto East:
Chair: Clive Banton, C.E.T.
Treasurer: Jose Vicente Catilo, C.E.T.

Toronto West:
Chair: J. Howard Gibson, C.E.T.
Treasurer: Oskar-Arsen Martynyuk

WESTERN REGION
PASB Councillor: Shervin Reyhani, C.E.T.
IETO Councillor: Christopher van Dop, C.E.T.

Chatham-Kent:
Chair: Christopher Van Daele, C.E.T.
Treasurer: Mark Ceppi

Grand Valley:
Chair: Paul Hayes, A.Sc.T.
Treasurer: Ezio Carlino, C.E.T.

Grey-Bruce:
Chair: Colin Saunders, C.Tech.
Treasurer: Dawn Gillen, C.Tech.

Lambton:
Chair: Matthew Redden, A.Sc.T.
Treasurer: Christopher Braet, C.E.T.

London:
Chair: Michael Mooney, C.E.T.
Treasurer: Peter Nicholas, C.E.T.

Windsor- Essex:
Chair: Pam Brydges, C.E.T., rcja.
Treasurer: David McBeth, C.E.T.
OACETT EXECUTIVE AND COUNCIL, 2015-2016

EXECUTIVE
President: Bob van den Berg, C.E.T.
President-Elect: Greg Miller, C.E.T., CBCO
Past-President: Stephen Morley, C.E.T., C.I.M.
Vice-President, IETO: Vince Le Faive, C.E.T., CBET(c)
Vice-President, PASB: Kim Pickett, C.E.T.
Secretary-Treasurer: Hillary Tedoldi, CAE
Registrar: Barbara Chappell, MA

PASB COUNCILLORS
Steve Barnes, C.E.T.
Ken Browne, C.E.T.
Andy Dryland, C.E.T.
Mark Gatenby, C.E.T.
Shervin Reyhani, C.E.T.
Shawn Wessel, A.Sc.T., rcji

IETO COUNCILLORS
Rosanna Baggs, C.E.T.
David Crowder, C.E.T.
Bruce Elliott, C.E.T.
Cam Johnston, C.E.T., rcca
Kathiravel Karunananthan, C.E.T., rcji
Christopher van Dop, C.E.T.

EX-OFFICIO COUNCIL MEMBERS
Public Representative: Lori Cornwall, MBA, LL.B.
Heads of Technology: Dr. Misheck Mwaba, PhD., P.Eng.
Student Representative: Vanessa Seenath
OAA Representative: Andre Sherman, C.E.T., OAA

OACETT SENIOR STAFF
David Thomson
Chief Executive Officer

Hillary Tedoldi, CAE
Chief Administrative Officer

Barbara Chappell, MA
Director, Institute of Engineering Technology of Ontario

Sharron Leonard, MBA
Director, Professional Affairs and Services

Melissa Wood
Acting Director, Professional Affairs and Services

Gordon Masters, CAE, FCGA
Director, Government Relations

VISION
Advancing the engineering and applied science technology profession in Ontario, in Canada and world-wide.

MISSION
OACETT is Ontario’s independent certifying body for engineering and applied science technicians and technologists. The Association provides exceptional member certification, benefits and services. In doing so, OACETT meets the needs of its members, creates a visible and globally recognized professional standard, and serves the public interest.