

**ONTARIO ASSOCIATION OF CERTIFIED
ENGINEERING TECHNICIANS AND
TECHNOLOGISTS**



OACETT

Council Meeting

November 28-29, 2014

The Courtyard Marriott, Brampton

REPORT TO COUNCIL

In the past two months, since our last council meeting, I have had to concentrate more on work duties and personal needs, giving me less time for OACETT duties. That being said, the following is a list of items I have been involved (or will be before we meet);

- The NTB process review committee forwarded their report outlining the suggested path forward. The Provincial Presidents have not been able to meet to discuss next steps at this time but plan to do so soon.
- I was happy to attend an Awards gala in BC hosted by ASTTBC on November 2nd where George Fletcher was honored with an Honorary Membership for his dedication to the profession across Canada for many years. While in BC, I had the opportunity to have coffee with David Rutherford from BC and Keith Galliot and Norman Kyle from Alberta. We discussed the upcoming TPC meeting and current issues we have in common between our provinces.
- I joined the OACETT staff for lunch on October 29th as a thank you for the support of everyone during the planning and execution of the AGM. Everyone had a part to play and I felt it was important to acknowledge their hard work.
- I have been invited to meet with the Attorney General to discuss the LET. The letter received showed a high level support in getting the LET implemented.
- I will be attending the TPC LC meeting in Regina on November 22nd with Bob and David. We have a lot to discuss including;
 - TPC and TAC budgets.
 - Increasing financial reporting so each province can provide information to their own council more frequently.
 - Possible incorporation of TPC.
 - PTech and LET.
 - Relations with CCTT provinces, NCDOT, NTBs and International groups.
- I will be attending the Premier's Awards on Monday November 24th. This is as a result of OACETT's sponsorship to Colleges Ontario.
- Unfortunately, I had to miss the EWB dinner in October as I had to delay my return from the UK for personal reasons.

Lyn-Ellen and I would like to wish everyone and their families a happy and healthy holiday season.

I would be happy to answer any questions or elaborate on any of the items listed above.

Respectfully submitted,

Stephen Morley, C.E.T., C.I.M.

REPORT TO COUNCIL

- Working with the Senior Management Team and OAB to finalize budgets and spending priorities for 2015.
- Finalized TPC/TAC budgets, appointments, priorities for 2015, including a forum in the Fall, 2015. Working with Conference Board of Canada on a proposal for a study of the role of engineering technicians and technologists in the new economy – as a follow-up to their presentation at the OACETT corporate breakfast.
- Supporting the Systems Review Committee as it examines options in the coming year to replace our existing IT systems.
- Worked with the CPD working group fleshing out details for a compulsory continuing professional development program, including a proposal for a CPD “app” with Sheridan College. Followed up with Ryerson University on the next steps for the soft skills program offering.
- Worked with the Task Group in finalizing a response and follow-up to the release of the Elliot Lake Inquiry report.
- Worked with the Fletcher Trustees in determining next steps following the successful completion of the 25 for 25 campaign establishing bursaries in all 25 colleges.
- Undertaking senior staff performance reviews.

D. Thomson
CEO
November 18, 2014

PASB Central Region Report to Council		Unique Value Proposition	Communication & Outreach	Member Development & Professionalism
Councillor: Mark Gatenby, CET				
Date: November 10, 2014				
Chapter: Georgian Bay				
Golf Tournament			1	1
Colts Hockey			1	1
Curling Funspeil			1	1
Model building competition			1	1
Attend Simcoe-Muskoka Chapter PEO Meetings			1	
Invigilate PPE at Georgian College				1
Fund Raising and award ceremonies for Georgian College Scholarships			1	1
Organize and fund Chapter's ACM			1	1
Maintain Chapter's section of OACETT website				1
Prepare and submit infoOACETT submissions to the Ontario Technologist				1
Chapter: York				
National Engineering Month			1	1
Science Fair			1	1
Boat Tour			1	1
Chapter ACM			1	1
Attend Regional Meeting Twice Annually			1	1
Plant Tour			1	1
Chapter: Durham				
College liaison met with students and professors.			1	1
Site Tour:Darlington Energy Complex			1	1
Curling Funspiel November 22			1	1
Hockey Night November 21			1	1
Theater Night Planned December 6			1	1
Purchased OACETT Branded golf shirts			1	
Maintain Chapter Section of OACETT Website			1	1
Attend Lake Ontario PEO Chapter Meetings			1	1
Social Media - LinkedIN, Twitter, Facebook, etc.			1	1
WIT Chapter Representative Role Filled			1	1
Regional Chapter Social - Technology Speaker Engagement in the new year			1	1
Using EventBrite to manage event sign up			1	
Strategic Priorities Totals				
<u>Unique Value Proposition</u>		0		
<ul style="list-style-type: none"> 1 Distinctive Profile 2 Excellent Certification Process 3 Expand Accreditation 4 Strengthen OACETT's Focus 				
<u>Communication & Outreach</u>			25	
<ul style="list-style-type: none"> 5 Build on Current Interactions 6 Work with Colleges 7 Target Government Relations 8 Use New Media 				
<u>Member Opportunités, Development & Professionalism</u>				25
<ul style="list-style-type: none"> 9 Expand Member Base 10 Sustain Existing Member Base 11 Professional Development 				

PASB Horseshoe Region Report to Council		Unique Value Proposition	Communication & Outreach	Member Development & Professionalism
Councillor:	Ken I. Browne			
Date:	November 28 - 29, 2014			
Chapter: Hamilton				
Monthly Chapter Meetings		1	1	1
McMaster University Nuclear Tours		1	1	1
Halton Radial Museum		1		1
Hamilton Bulldogs Family Event		1		
Canmet Materilas Testing Seminar		1		1
Pre Start Heath and Safety Review - At Endress Hausser Burlington		1	1	1
Chapter: Peel				
Monthly Meetings		1	1	1
Revolving Tropy Project (Friends of The Peel Science Fair)		1	1	1
Solar Energy Seminar		1	1	
Electrical Seminar - Future of the Lighting Industry		1	1	
Chapter: Niagara				
Monthly Meetings		1	1	1
Student Awards		1	1	
25/40/50 Awards Presentations and Museum Tour		1	1	
John Alton Memorial Hockey Tournament		1	1	
Attendance at PEO Meetings and Events			1	1
Strategic Priorities Totals				
<u>Unique Value Proposition</u>		14		
1 Distinctive Profile				
2 Excellent Certification Process				
3 Expand Accreditation				
4 Strengthen OACETT's Focus				
<u>Communication & Outreach</u>			12	
5 Build on Current Interactions				
6 Work with Colleges				
7 Target Government Relations				
8 Use New Media				
<u>Member Opportunites, Development & Professionalism</u>				9
9 Expand Member Base				
10 Sustain Existing Member Base				
11 Professional Development				

PASB Northern Region Report to Council		Unique Value Proposition	Communication & Outreach	Member Development & Professionalism
Report to Council				
Councillor:	Wm. Andrew R. Dryland, C.E.T.			
Date:	November 28, 2014			
Northern Region Chapter activities typically increase as Fall comes to an end and we move into the Winter months. This year the northern Regional Fall meeting was held in Sudbury, on Saturday, October 4, 2014. Chapter Activity plans for the near future and longer terms are outlined on the table below, as well, as scheduled events that are underway. A sampling of these plans and events include;				
Chapter:	Near North			
Chapter meetings			1	1
Planning stage, Tours of various facilities are being planned for the upcoming			1	1
Chapter:	Sault Ste. Marie			
Chapter Meetings			1	1
Planning stage, Tours of various facilities are being planned for the upcoming				
• First Lego Robotics Sault College			1	1
• Vex Robotics Sault College			1	1
Chapter:	Thunder Bay			
Chapter Meetings			1	1
Chapter:	Temiskaming			
Chapter Meetings			1	1
Chapter:	Timmins			
Chapter Meetings			1	1
Chapter:	Sudbury			
Chapter Meetings			1	1
Planning stage, Tours of various facilities are being planned for the upcoming				
• tour is being planned at Dynamic Earth for our members this fall			1	1
• Pool tournament is being planned for this fall			1	1
<u>Strategic Priorities totals</u>				
<u>Unique Value Proposition</u>		0		
1 Distinctive Profile				
2 Excellent Certification Process				
3 Expand Accreditation				
4 Strengthen OACETT's Focus				
<u>Communication & Outreach</u>			11	
5 Build on Current Interactions				
6 Work with Colleges				
7 Target Government Relations				
8 Use New Media				
<u>Member Opportunitites, Development & Professionalism</u>				11
9 Expand Member Base				
10 Sustain Existing Member Base				
11 Professional Development				



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PASB Toronto Region Report to Council		Unique Value Proposition	Communication & Outreach	Member Development & Professionalism
Councillor:	Steve Barnes, B.AET, C.E.T.			
Date:	November 28 & 29, 2014			
Chapter: Toronto CENTRAL				
Oct. 23)	Toronto Central Chapter stepped into the world of movie magic with a tour of the TIFF Bell Lighthouse. In an exclusive for OACETT members, a theatre technician provided an in depth information session/Q&A on the facilities' sound dampening construction, theatre projection and digital film technology. Afterwards, the group was taken on a guided tour of the Light Box, exploring the architecture, history and functionality of this state of the art building.			1
Oct 24)	Rogers Head End Tour (organized by Toront West) The tour, conducted by Ken Pebesma, CET, who is the Manager of Wireline Access Access Networks for Rogers Toronto Head End operations. The event started with a short classroom session, followed by a tour inside the hub facility.			1
Oct 25)	Chapter Exec Meeting. Chapter Exec met and agreed to develop a Chapter-specific website to allow more effective online presence and outreach portal.		1	
Nov. 12)	PMI Seminar *Project Management Institute). Guest Speaker: Edward Edward Streich, P.Eng., PMP., and experienced program project manager who drives change management initiatives and delivers innovative and cost-efferctive business and information technology solutions.		1	1
Nov. 26)	Members of OACETT are invited to attend a presentation on Building Information Modelling for Municipal Engineering ,which will feature Kevin Lima, CET, a Senior Municipal Technologist at AECOM and Secretary of the Toronto Central OACETT Chapter. Mr. Lima is currently involved in the design and construction of Municipal Water/Waste Water facilities with experience in the			1



Ontario Association of Certified Engineering Technicians and Technologists

	land development industry. The presentation will focus on the evolution of engineering drawings from manual drafting thru to 3-D data-rich "BIM" (Bldg. Info Modeling), along with benefits of BIM. It will be followed by a Q&A			
Chapter: Toronto EAST				
Oct. 25)	TO East participated and hosted its first National Chemistry Week event. Activities included 10 tables of hands-on experiments and demonstrations. Student participants were from local grade schools, high schools, community colleges and universities. Media coverage was provided by the Scarborough Mirror and SNAP Newspapers. There was a visit by MPP Bas Balkisson. There was an OACETT information desk, complete with promotional materials, application forms and Technologist magazines.	1	1	1
Oct. 30)	The Chapter invited its members to enjoy a very informative tour of the Toronto Traffic Management Centre. 15 members attended and were enlightened on how traffic is managed in the city and why the traffic lights work as they do. The tour was provided by Mr. Rajnath Bissessar, Manager.	1	1	1
Chapter: Toronto WEST				
Oct 24)	Rogers Head End Tour, hosted by TO West, as detailed above for Toronto Central Oct. 24. Ken talked about the technical advancements made over the years in the distribution of cable TV channels, internet and home phone. This was done thru a classroom type session, followed by a tour thru the Head End facility. Ken also touched on the benefits of being a certified OACETT member in trying to obtain a job with a company like Rogers.		1	1
Nov. 5)	Holena Newton, TO West Exec Member, made a presentation at the Markham Civic Centre, for the Take Your Kids to Work Day. She did a couple of 30-minute presentations to groups of grade 9 students roughly 30 students. Presentation was an overview of the opportunities in the Water-Works Dept. of the City, with specifics regarding what she does in the Department, and the academic journey she took to get there. She mentioned OACETT and the benefits of being an OACETT member and joining while being a college student. She talked about the various OACETT designations as well as the requirements for each. She also provided information regarding accessing the OACETT website.		1	
Nov. 12)	Project Management Seminar. Topics include Project Management as a Profession, Resources for Project Managers, PMI (Project Management Institute) Certification, Role of Leadership in Project Management. Presentation by Jesus Legunas, PMP, Vice President of Colleges and Universities Relationships at the Project		1	1



Ontario Association of Certified Engineering Technicians and Technologists

	Management Institute.		
Date TBD	GD&T Clinic (Geometric Dimensioning and Tolerancing).		1
			1
Strategic Priorities Totals			
<u>Unique Value Proposition</u>		2	
1 Distinctive Profile			
2 Excellent Certification Process			
3 Expand Accreditation			
4 Strengthen OACETT's Focus			
<u>Communication & Outreach</u>			8
5 Build on Current Interactions			
6 Work with Colleges			
7 Target Government Relations			
8 Use New Media			
<u>Member Opportunitites, Development & Professionalism</u>			9
9 Expand Member Base			
10 Sustain Existing Member Base			
11 Professional Development			

PASB Western Region Report to Council		Unique Value Proposition	Communication & Outreach	Member Development & Professionalism
Councillor:	Christopher van Dop, C.E.T.			
Date:	November 12, 2014			
The chapters are starting to fill in their schedules for the coming year. Both Grand Valley and Windsor-Essex chapters have WIT representatives.				
Chapter: Chatham-Kent				
Nov Sep OACETT/PEO wine tour			1	1
Nov Annual PEO/OACETT Curling Bonspiel			1	1
Nov tour at Bayside Brewery			1	1
Nov Windsor Airport Tour, including tour of war plane restoration			1	1
Dec Annual Christmas Lunch			1	1
Chapter: Grand Valley				
Social Media Support-Facebook, LinkedIn, twitter, Google+, webpage			5	5
Sep Annual Golf tournament, 34 participants			1	1
Sep Road Side Cleanup			1	1
Oct Invited to the Ontario Steam Museum with Hamilton Chapter			1	1
Oct Chapter meeting at Inocente Brewery			1	1
Oct Career Pathways event, high school information table with PEO		1	1	1
Oct PEO exhibit and Town Hall event at Conestoga College		1	1	1
Nov Your Future, Your Choice High School event with PEO 1500 grade 8 students			1	1
Nov Tour of new Elora Waste water facility		1	1	1
Dec Christmas get together			1	1
Jan Get Involved Fair with Conestoga College,		1	1	1
Jan John A. Alton Memorial Hockey Tournament			1	1
Feb OHL Hockey evening			1	1
May Skills Ontario Challenge			1	1
Chapter: Grey Bruce				
Oct Chapter Meeting, brewery Tour			1	1
Nov 25,40, 50 Year awards night			1	1
Chapter: Lambton				
Sep Golf Tournament with PEO			1	1
Sep Lambton College Alumni event		1	1	1
Oct Chapter meeting brewery tour			1	1
Chapter: London				
Sep Tour of Onderjicka Elevators at Centralia/Exeter		1	1	1
Nov Jonathan Gomez presented the 2015 Fletch Foundation Bursary Award		1	1	1
Nov London Home Builders career Showcase Golf Tournament with PEO		1	1	1
Nov Chapter Christsms event			1	1
Nov Invitation to Grey Cup with PEO			1	1
Feb Fanshawe College Job Fair			1	1
Feb Night with the Nights, OHL hockey evening with PEO			1	1
Feb WIT event at Fanshawe College		1	1	1
MAR NEM networking event at Fanshawe College		1	1	1
Mar NEM events including GET SET		1	1	1
Chapter: Windsor-Essex				
Social Media Support-Facebook, LinkedIn, twitter, webpage			4	4
Sep Sika Concrete and Construction products Presentation/social evening			1	1
Sep PEO Windsor-Essex and OACETT Windsor-Essex Wine tour			1	1
Sep NEM Engineering Week Kick Off meeting			1	1
Oct Innovation Station-Engineering		1	1	1
Oct Chapter meeting at Windsor Construction Assoc		1	1	1
Oct University of Windsor Centre for Engineering Innovation Tour		1	1	1
Nov Fall networking Event at St Clair College		1	1	1
Nov Graybar Windsor, IP LED lighting presentation, PEO and OAA		1	1	1
Dec Holiday party			1	1
Sep Golf Tournament with PEO			1	1
Sep Lambton College Alumni event			1	1
Oct Chapter meeting brewery tour			1	1
Mar NEM Engineering week		1	1	1
Strategic Priorities Totals				
Unique Value Proposition		17		
<ul style="list-style-type: none"> 1 Distinctive Profile 2 Excellent Certification Process 3 Expand Accreditation 4 Strengthen OACETT's Focus 				
Communication & Outreach			55	
<ul style="list-style-type: none"> 5 Build on Current Interactions 6 Work with Colleges 7 Target Government Relations 8 Use New Media 				
Member Opportunitites, Development & Professionalism				55
<ul style="list-style-type: none"> 9 Expand Member Base 10 Sustain Existing Member Base 11 Professional Development 				

DRAFT

Minutes of a Council meeting of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) held at The Waterside Inn, Port Credit, on September 26-27, 2014

Present:

Stephen Morley, C.E.T.	President
Bob van den Berg, C.E.T. (Saturday only)	President-Elect
Rod MacLeod, C.E.T.	Past-President
Greg Miller, C.E.T.	Vice-President, IETO
Kim Pickett, C.E.T.	Vice-President, PASB
Mark Gatenby, C.E.T.	PASB Councillor, Central Region
Patrick Ng, C.E.T.	IETO Councillor, Central Region
Chris Ellerton, A.Sc.T.	PASB Councillor, Eastern Region
Ron Walker, C.E.T.	IETO Councillor, Eastern Region
Ken Browne, C.E.T.	PASB Councillor, Horseshoe Region
Erin Booth, C.E.T.,	IETO Councillor, Horseshoe Region
Andy Dryland, C.E.T.	PASB Councillor, Northern Region
André Tardif, C.E.T.	IETO Councillor, Northern Region
Steve Barnes, C.E.T.	PASB Councillor, Toronto Region
Ed Prillo, C.E.T.	IETO Councillor, Toronto Region
Christopher van Dop, C.E.T.	PASB Councillor, Western Region
Vince Le Faive, C.E.T., CBET(c)	IETO Councillor, Western Region
Christine Bradaric-Baus	Heads of Technology Representative
Martine Band (Saturday only)	Public Representative
David Thomson	Chief Executive Officer
Hillary Tedoldi, CAE	Secretary-Treasurer and Chief Administrative Officer
Sam DiGiandomenico	Registrar and Director, IETO
Sharron Leonard	Director, Professional Affairs & Services
Gordon Masters (Friday only)	Director of Government Affairs
Melissa Wood	Marketing & Communications Manager
Alla Bondarenko	Executive Assistant
Debbie Drainville	Manager of Board Affairs / Recording Secretary

Regrets:

Changiz Sadr, P.Eng.	PEO Representative
Andre Sherman, C.E.T.	OAA Representative
Hargurdeep Singh	Student Representative

PRESIDENT'S OPENING REMARKS AND CALL TO ORDER

Mr. Morley called the meeting to order at 1:00 p.m. and welcomed Council and noted that the meeting was being recorded for accuracy of minutes.

Approval of the Agenda (Appendix Tab 1)

5422 Moved by Andy Dryland, Seconded by Vince Le Faive and Carried. Resolved that the Council Agenda of September 26-27, 2014 is hereby approved as presented / amended.

President's Report (Appendix Tab 2)

Mr. Morley summarized his report as presented.

Chief Executive Officer's Report (Appendix Tab 3)

Mr. Thomson presented his report and recapped the highlights.

ADMINISTRATION

Adoption of Council Minutes (Appendix Tab 5)

- 5423 Moved by Greg Miller, Seconded by Christopher van Dop and Carried.**
Resolved that the minutes of the Outgoing Council meeting of May 29, 2014 are hereby approved as presented / amended.
- 5424 Moved by Ed Prillo, Seconded by Mark Gatenby and Carried.**
Resolved that the minutes of the Incoming Council meeting of May 29, 2014 are hereby approved as presented / amended.

Mr. Morley noted that two of the appointments from the Incoming minutes have changed. Mr. Richard Stamper, OACETT staff, has left OACETT and Mr. Saunders has been hired on a four month contract with OACETT from September to December 2014 and has therefore stepped down from the Nominating Committee and the Fletcher Foundation.

A list of motions from the Council meetings was presented for information.

OACETT Administration Board (OAB) Minutes

Minutes and a list of motions from the OAB meetings held on July 26, 2014 and September 4, 2014 were presented for information.

FINANCE (Appendix Tab 6)

Secretary-Treasurer's Report

Ms. Tedoldi summarized the Secretary-Treasurer's Report and membership stats as presented.

- 5425 Moved by Ken Browne, Seconded by Erin Booth and Carried.**
Resolved that Council hereby receives the OACETT Defined Benefit Pension Plan Audited Financial Statements as at December 31, 2013 as presented.
- 5426 Moved by Andre Tardif, Seconded by Vince Le Faive and Carried.**
Resolved that Council hereby receives the Financial Statements with Year-end Forecast and Cash Flow as at July 31, 2014 as presented.

Ms. Tedoldi summarized the Financial Statements and Cash Flow as presented.

- 5427 Moved by Vince Le Faive, Seconded by Patrick Ng and Carried.**
Resolved that Council hereby authorizes new funding to be allocated from the 2014 Contingency Fund, as follows:

Colleges Ontario Sponsorship	\$ 20,000
IETO Department Process/Corporate System Review	\$ 50,000
TPC	\$ 10,000
Member Retention	\$ 7,000
Software Maintenance	<u>\$ 16,000</u>
	\$103,000

- 5428 Moved by Rod MacLeod, Seconded by Patrick Ng and Carried.**
Resolved that Council hereby makes a one time exception to motion # 4982 of September 2006 dealing with annual CPI adjustments, and increase membership dues by 1.5% effective January 1, 2015.

In September 2006, Council made a motion, "to adjust membership dues by the Consumer Price Index (CPI), rounded to the nearest percentage, at the end of June each year and this rate will be effective January 1st of the following year". At the end of June the CPI was 3%, however it is a substantial increase and as of August the CPI was 2%. There was a discussion about CPI rates and timing and it was agreed that this will be brought forward again for further discussion.

REPORTS (Appendix Tab 7)

Updates were provided on the following highlighting their written reports as presented.

- **PASB** Report – Ms. Pickett
- **Provincial Awards Gala & Public Relations** – Ms. Leonard
- **IETO** Report – Mr. Miller

Saturday, September 27, 2014

Mr. Morley called the meeting to order at 9:00 a.m. and continued with the Reports updates:

- **Registrar's Report** – Mr. DiGiandomenico
- **Government Relations Report** – Mr. Miller

PASB Councillor Reports (Appendix Tab 4)

Updates were provided by each PASB Councillor highlighting their written reports as presented.

- Central Region – Mr. Gatenby
- Eastern Region – Mr. Ellerton
- Horseshoe Region – Mr. Browne
- Northern Region – Mr. Dryland
- Toronto Region – Mr. Barnes
- Western Region – Mr. van Dop

POLICY (Appendix Tab 8)

Mr. Thomson gave a PowerPoint presentation on continuing professional development and opened the floor for discussion. Councillors each gave their opinion and some examples of other organizations and associations' mandatory professional development.

- 5429 Moved by Vince Le Faive, Seconded by Erin Booth and Carried. Resolved that Council hereby approves, in principle, the establishment of a mandatory continuing professional development program for members. OACETT staff to report back in November on the details of the plan for introducing the CPD program to members and other stakeholders.**

Councillors were asked if they would be interested in volunteering to be on a committee to do further work on CPD and there was lots of interest around the Council table.

UPDATES (Appendix Tab 9)

Updates were provided on the following reports as presented:

- **TPC** – Mr. Morley
- **TAC** – Ms. Band
- **L.E.T.** – Mr. Morley
- **Systems Review Steering Committee** – Mr. MacLeod
- **Fletcher Foundation** – Mr. Morley
- **President's Survey** – Mr. Morley
- **President's Meeting in Halifax**

Appointed Representative Reports / Updates (Appendix Tab 10)

HOT – Ms. Bradaric-Baus stated that they have not met in a while but commented that she will have someone from the Colleges attend the next Council meeting to show what courses are offered on-line for PD.

PEO – Mr. Sadr sends his regrets but a written report was included in the package

OAA – Mr. Sherman sends his regrets but his report was sent to Council

New Business and Adjournment

As there was no new business, the Council meeting adjourned at 12:10 p.m.

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President

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Secretary

DRAFT

Minutes of a Council E-vote of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) on November 17, 2014.

Councillors E-vote:

Stephen Morley, C.E.T.	President
Bob van den Berg, C.E.T.	President-Elect
Rod MacLeod, C.E.T.	Past-President
Kim Pickett, C.E.T.	Vice-President, PASB
Greg Miller, C.E.T.	Vice-President, IETO
Mark Gatenby, C.E.T.	PASB Councillor, Central Region
Patrick Ng, C.E.T.	IETO Councillor, Central Region
Chris Ellerton, A.Sc.T.	PASB Councillor, Eastern Region
Ron Walker, C.E.T.	IETO Councillor, Eastern Region
Ken Browne, C.E.T.	PASB Councillor, Horseshoe Region
Erin Booth, C.E.T.,	IETO Councillor, Horseshoe Region
Andy Dryland, C.E.T.	PASB Councillor, Northern Region
André Tardif, C.E.T.	IETO Councillor, Northern Region
Steve Barnes, C.E.T.	PASB Councillor, Toronto Region
Ed Prillo, C.E.T.	IETO Councillor, Toronto Region
Christopher van Dop, C.E.T.	PASB Councillor, Western Region
Vince Le Faive, C.E.T., CBET(c)	IETO Councillor, Western Region
Andre Sherman, C.E.T.	OAA Representative
Changiz Sadr, P.Eng.	PEO Representative
Martine Band	Public Representative

Regrets:

Christine Bradaric-Baus	Heads of Technology Representative
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The Nominating Committee has made a recommendation in their report (**Appendix A**) for the appointment of Ms. Devi Richards to represent OACETT as a Director on the TAC Board of Directors. This recommendation needed to be put forward at the TPC meeting on November 22, 2014, therefore requiring an E-vote prior to the next Council meeting. An email requesting Council for an E-vote was sent out on November 13, 2014 (**Appendix B**).

Ms. Band declared a conflict of interest and abstained from voting on the following motion.

5430 Moved by Bob van den Berg, Seconded by Greg Miller and Carried with one abstention. Resolved that Council hereby approves Devi Richards, C.E.T., PMP, to represent OACETT as a Director on the Technology Accreditation (TAC) Board of Directors for the term of office from January 1, 2015 until December 31, 2017.

An email was sent out on November 17, 2014 advising Council of the approval of the motion.

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President

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Secretary

LIST OF COUNCIL MOTIONS

September 26-27, 2014

- 5422 Moved by Andy Dryland, Seconded by Vince Le Faive and Carried.
Resolved that the Council Agenda of September 26-27, 2014 is hereby approved as presented / amended.
- 5423 Moved by Greg Miller, Seconded by Christopher van Dop and Carried.
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Resolved that Council hereby authorizes new funding to be allocated from the 2014 Contingency Fund, as follows:

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Member Retention	\$ 7,000
Software Maintenance	<u>\$ 16,000</u>
	\$103,000

- 5428 Moved by Rod MacLeod, Seconded by Patrick Ng and Carried.
Resolved that Council hereby makes a one time exception to motion # 4982 of September 2006 dealing with annual CPI adjustments, and increase membership dues by 1.5% effective January 1, 2015.
- 5429 Moved by Vince Le Faive, Seconded by Erin Booth and Carried.
Resolved that Council hereby approves, in principle, the establishment of a mandatory continuing professional development program for members. OACETT staff to report back in November on the details of the plan for introducing the CPD program to members and other stakeholders.

E-Vote November 17, 2014

- 5430 Moved by Bob van den Berg, Seconded by Greg Miller and Carried with one abstention.
Resolved that Council hereby approves Devi Richards, C.E.T., PMP, to represent OACETT as a Director on the Technology Accreditation (TAC) Board of Directors for the term of office from January 1, 2015 until December 31, 2017.

REPORT TO COUNCIL

Membership Statistics

- A comparison of 2014 and 2013 active members at the end of October 31, 2014 shows an increase of:
 - 163 members over last October bringing the number of active members to **24,810**
 - 412 certified members over last year at this time, bringing the total number of certified members to **17,624** and 71% of active members
 - 130 more members paying retired dues bringing the total number of retired members paying dues to **1,428**
- **893** college students have joined the Association since January this year, slightly lower by 83 students compared to the same time last year
- **781** Associate members have upgraded to Certified membership since the beginning of this year, an increase of 102 members compared to last year as this time

Statistics for Calls to Resigned Members

- Three telephone campaigns to members resigned for non payment have been completed for 2014. The next campaign will begin this month
- From members who were contacted, 43% of certified members and 34% of associate members have paid their membership dues
- A total of 182 members have renewed their membership
- Revenue generated from the 2014 campaigns to date is over \$38,000

IT Projects

CASL (Canadian Anti-Spam Legislation)

- Since the last Council meeting, IT staff have continued to work with Services staff to develop CASL compliant programs for chapters to use in their chapter activities
- The web-based program used by chapters to send out mass e-mails to members in their chapters was completed and distributed to all chapters along with user instructions on November 17th – Jelena Vukobradovic will continue to provide support to the chapters to help them to use this program on their own

OACETT Systems Review

- Ongoing technical support in the OACETT systems review, including the IETO certification module, has demanded a significant time commitment on the part of our Acting Manager of Information Systems, Mariano Martinez – there is a report on this project in the Systems Steering Committee report to Council

Support of OACETT Office Information Systems

- With the Manager of Information Systems away on sick leave for the past year, staff in the IT department are stretched to keep up with day to day operational demands in addition to the new projects discussed above
- We apologize that there have been some delays in addressing IT support requests both internally and externally
- We will be re-assessing and addressing this in the new year

2015 Nominations and Potential Elections

- IT and Board Affairs staff are gearing up for on-line elections in the early part of 2015
- Significant staff support in both areas is needed during this process

2014 Financial Position

- Financial statements as at October 31, 2014 including an updated year-end forecast, are included with your Council documents
- Senior staff went through a detailed review of all revenue and expense lines in late October. The result is a forecasted year-end surplus of approximately \$381,890 (this does not include gains on long-term investments during the year)
- The forecasted surplus is a reasonably conservative projection and will most likely be higher: a) given the gains on long-term investments (approximately \$207,000 at the end of October); and b) if forecasted expenses are not fully spent by year-end
- Council will be asked to approve a motion (endorsed by the OAB on November 10th) to allocate a portion of the 2014 year-end surplus to set up an IT Systems Reserve; pay down the DB pension plan solvency deficit; and write off the amount owing to OACETT by the Fletcher Foundation – the total of these three recommendations is \$362,000
- Cash in the bank was approximately \$500,000 at the end of October
- The market value of the Association's long-term investment portfolio on October 31st was \$5,224,585 (the portfolio was valued at \$4,585,138 on October 31, 2013 -- \$500,000 was added to the portfolio from the Association's cash account in April of this year)

Defined Benefit Pension Plan

- A motion to contribute up to \$97,000 of the year-end surplus to pay down the solvency deficit identified in the 2014 pension valuation was endorsed by the OAB at its November 10th meeting and Council will be asked to approve this motion
- The next valuation of the pension fund (required by FSCO) will take place in 2017 and we believe that paying down the 2014 solvency deficit now could potentially have a positive impact on the results of the 2017 valuation

2015 Budget

- The 2015 Proposed Budget is included with the Council reports and will be presented under a separate agenda item

Respectfully submitted,

Hillary Tedoldi, CAE
Secretary-Treasurer & CAO

**OACETT Membership Statistics
Comparison of 2014 and 2013
by Month**

Membership Category	Oct 31, 2014	Oct 31, 2013	Difference
Applied Science Technologist	1,425	1,513	(88)
Associate Member - Full Dues	4,044	4,028	16
Associate Member - Partial Dues	1,820	1,877	(57)
Certified Engineering Technician	2,869	2,961	(92)
Certified Engineering Technologist	8,678	8,326	352
Certified Technician	3,749	3,495	254
Graduate Technician - Full Dues	96	110	(14)
Graduate Technician - Partial Dues	3	2	1
Graduate Technologist - Full Dues	357	397	(40)
Graduate Technologist - Partial Dues	6	6	-
Technical Specialist - Full Dues	854	1,003	(149)
Technical Specialist - Partial Dues	6	12	(6)
Honorary Member (No Dues)	25	25	-
Senior Engineering Technician	878	892	(14)
Total Active Members	24,810	24,647	163
*Retired - No Dues	2,154	2,182	(28)
*Retired - Dues	1,428	1,298	130
*College Students	1,601	1,659	(58)
*College Students YTD (2014 - 1,275 goal)	893	976	(83)
*Upgrade to Certified Membership YTD (2014 - 700 goal)	781	679	102
Total Certified Members	17,624	17,212	412
Total Associate Members	7,186	7,435	(249)
% Certified of Total Membership	71%	70%	1%

*These numbers are already included in the above membership categories and the total active members

Financial Statement Summary
October 31, 2014
(Unaudited)

Revenue Summary

Description	Year-To-Date	Budget	Over/(Under) Budget	% of Revenue Against Budget
Dues Revenue	\$ 4,103,202	\$ 4,141,580	\$ (38,378)	99%
Other Revenue	\$ 1,331,308	\$ 1,500,914	\$ (169,606)	89%
Total Revenue	\$ 5,434,511	\$ 5,642,494	\$ (207,983)	96%

Expense Summary

Description	Year-To-Date	Budget	(Over)/Under Budget	% of Expenses Against Budget
Common Expenses	\$ 647,558	\$ 781,084	\$ 133,526	83%
IETO Expenses	\$ 981,546	\$ 1,408,974	\$ 427,428	70%
Services Expenses	\$ 991,793	\$ 1,370,255	\$ 378,462	72%
Finance & Admin Expenses	\$ 1,470,217	\$ 1,944,181	\$ 473,964	76%
Total Expenses	\$ 4,091,114	\$ 5,504,494	\$ 1,413,380	74%

October 2013 Comparison

Over/(Under) Budget	% of Revenue Against Budget
\$ (1,637)	100%
\$ (8,016)	99%
\$ (9,653)	100%

(Over)/Under Budget	% of Expenses Against Budget
\$ 95,517	87%
\$ 408,331	71%
\$ 417,763	69%
\$ 288,540	85%
\$ 1,210,150	78%

OACETT
Balance Sheet
As At October 31, 2014
(Unaudited)

ASSETS

Current Assets

Cash	499,897
Accounts Receivable	47,393
Inventory	9,481
Prepaid Expenses	<u>43,270</u>

Total Current Assets **600,041**

Long-Term Assets

Capital Assets	524,417
Long Term Investments	5,224,585
Pension Fund Asset	<u>709,143</u>

Total Long Term Assets **6,458,145**

TOTAL ASSETS **7,058,186**

LIABILITIES AND ACCUMULATED SURPLUS

Current Liabilities

Accounts Payable & Accrued Liabilities	<u>108,395</u>
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Total Current Liabilities **108,395**

Long Term Liabilities

Deferred Revenue	1,398,520
Leasehold Inducement	128,926
Deposits	<u>601</u>

Total Long Term Liabilities **1,528,046**

Total Liabilities **1,636,441**

Accumulated Surplus

Capital Assets	565,376
Reserve/Contingency Fund	2,147,277
Legal Fund	75,000
Unappropriated Accumulated Surplus	1,083,240
Net Income Year-to-Date	<u>1,550,851</u>

Total Accumulated Surplus **5,421,745**

TOTAL LIABILITIES AND ACCUMULATED SURPLUS **7,058,186**

OACETT
Statement of Revenue and Expenses
Period Ending October 31, 2014
(Unaudited)

Description	Current Month	Year-to-Date Actual	Annual Budget	Variance Y-T-D to Budget	Variance %	Forecast
DUES REVENUE						
Revenue Collected - Certified	42,503	2,812,725	2,778,144	34,581	1%	-
Revenue Collected - Associate	19,680	1,177,014	1,235,255	(58,241)	-5%	-
Revenue Collected - Student	-	-	-	-	0%	-
Annual Dues Revenue Received	62,183	3,989,739	4,013,399	(23,660)	-1%	-
Previous Year Dues Paid after Resign	-	8,437	-			
Present Year Dues Paid after Resign	-	9,199	-			
Cert Rev from Past Year Notice	-	-	-			
Assoc Rev From Past Year Notice	-	-	-			
Cert Rev from Cancelled Notice	-	49,129	64,440			
Assoc Rev From Past Year Notice	-	46,711	63,741			
Annual Dues Collected After Resigned	-	113,475	128,181	(14,706)	-11%	-
Present Year Remission - Certified	-	-	-			
Get a Member Promotion	-	(12)	-			
Prev Year Bad Debt - Dues	-	-	-			
Total Remission/Bad Debt - Annual Dues	-	(12)	-			-
TOTAL DUES REVENUE	62,183	4,103,202	4,141,580	(38,378)	-1%	4,148,000
OTHER REVENUE						
Late Payment Fee	5,620	57,294	70,000	(12,706)	-18%	66,000
Application and Certificate Fee	15,278	183,867	196,000	(12,133)	-6%	215,000
MTO Designation App Fee	1,080	12,870	9,500	3,370	35%	13,000
Reinstatement Fee	1,854	19,261	28,000	(8,739)	-31%	23,000
CEO Rent	3,825	38,230	44,814	(6,584)	-15%	46,000
Interest Income	121	1,438	1,800	(362)	-20%	1,800
Advertising - The Ontario Technologist	12,888	48,759	53,000	(4,241)	-8%	50,000
Reclassification Within Certified Fee	103	1,545	1,800	(255)	-14%	1,800
Technology Ring Revenue	315	2,349	2,500	(151)	-6%	3,500
PPE Revenue	12,534	146,857	165,000	(18,143)	-11%	160,000
PPE Seminar - Classroom	-	1,700	2,000	(300)	-15%	1,700
PPE Seminar - On-Line	650	24,300	40,000	(15,700)	-39%	30,000
PPE Manual Revenue	11,253	84,439	140,000	(55,561)	-40%	110,000
Technical Exam Revenue	1,221	14,240	10,000	4,240	42%	16,000
CTEN Revenue	8,356	107,105	130,000	(22,895)	-18%	123,000
Miscellaneous Income	11,669	102,361	98,000	4,361	4%	121,000
Sponsorship Income	38,443	441,954	445,000	(3,046)	-1%	482,000
Strategic Partners Program Revenue	995	18,905	25,000	(6,095)	-24%	18,000
Tech Report Writing Seminar	2,465	21,201	35,000	(13,799)	-39%	20,000
Membership Stamp Revenue	180	2,634	3,500	(866)	-25%	3,000
TOTAL OTHER REVENUE	128,849	1,331,308	1,500,914	(169,606)	-11%	1,504,800
TOTAL REVENUE	191,032	5,434,511	5,642,494	(207,983)	-4%	5,652,800

OACETT
Statement of Revenue and Expenses
Period Ending October 31, 2014
(Unaudited)

Description	Current Month	Year-to-Date Actual	Annual Budget	Variance Y-T-D to Budget	Variance %	Forecast
OPERATING EXPENSES						
Rent & Parking	25,834	258,897	307,000	48,103	-16%	311,000
Insurance	740	7,374	9,000	1,626	-18%	9,000
Equipment Leases and Rentals	1,108	11,081	13,500	2,419	-18%	13,500
Telephone - Equipment	665	6,458	10,000	3,542	-35%	10,000
Office expense	1,118	14,488	20,000	5,512	-28%	20,000
Electronic Comm/internet	3,438	27,624	60,000	32,376	-54%	60,000
Pension Expense	2,083	21,734	20,000	(1,734)	9%	26,000
Promotional Items	-	936	1,000	64	-6%	1,000
Technology Professionals Canada	(8,363)	176,044	185,000	8,956	-5%	185,000
Total Corporate Expenses	26,622	524,636	625,500	100,864	-16%	635,500
Depreciation/Amortization	12,544	122,922	144,000	21,079	-15%	148,000
Contingency Fund	-	-	11,584	11,584	-100%	-
Total Common Expenses	39,166	647,558	781,084	133,526	-17%	783,500
Total Divisional Operating Expenses	336,414	3,443,556	4,723,410	1,279,854	-27%	4,445,610
TOTAL EXPENSES	375,580	4,091,114	5,504,494	1,413,380	-26%	5,229,110
Net Income from Operations	(184,548)	1,343,397	138,000	1,205,397		423,690
Unrealized Gain or (Loss)	(751)	207,455		207,455		
NET INCOME	(185,299)	1,550,851	138,000	1,412,851		423,690
Cash Flow Requirement						
Pension Solvency Contribution (see note)			138,000			41,800
Surplus			-			381,890

Note

There is \$96,200 pension solvency left to contribute

IETO
Statement of Expenses
Period Ending October 31, 2014
(Unaudited)

Description	Current Month	Year-to-Date Actuals	Annual Budget	Left to Spend	% Left to Spend	Forecast
Communications						
Outreach	-	-	4,000	4,000	-100%	-
Total Communications	-	-	4,000	4,000	-100%	-
Office Expenses						
Misc. Accounts	-	885	2,000	1,115	-56%	2,000
Office Supplies	551	1,908	3,500	1,592	-45%	3,500
Photocopy Supplies	383	2,269	3,000	731	-24%	3,000
Postage/Couriers	172	1,512	5,000	3,488	-70%	3,000
Printing & Stationery	660	4,275	5,000	725	-15%	5,000
Telephone - other	305	4,239	7,500	3,261	-43%	6,500
Total Office Expenses	2,070	15,088	26,000	10,912	-42%	23,000
IETO Board and Committees						
Complaints and Discipline Committee	-	9,376	10,000	624	-6%	11,000
Certificates	1,170	5,386	10,000	4,614	-46%	7,500
Technical Exam Expense	2,247	11,329	11,000	(329)	3%	15,000
Prof. Practice Exam Expense	6,962	68,879	110,000	41,121	-37%	110,000
Admissions Committee Travel	245	2,074	4,000	1,926	-48%	4,000
Admissions Committee Fees	1,600	13,739	20,000	6,261	-31%	20,000
Admissions Committee Food	-	707	1,500	793	-53%	1,500
IETO Board Travel	784	5,230	10,000	4,770	-48%	9,000
IETO Board Other	656	1,528	6,000	4,472	-75%	6,000
Licensing (TL/LL/LET)	-	17	500	483	-97%	500
Admissions 2nd Review Cttee	-	-	1,000	1,000	-100%	500
Education & Examination Cttee	-	-	500	500	-100%	-
MTO Expenses	-	110	1,500	1,390	-93%	1,500
Total IETO Board and Committees	13,664	118,375	186,000	67,625	-36%	186,500
Operating Priorities						
Fairness Commission Audit	91	3,074	19,000	15,926	-84%	6,000
Certification/NTB	-	1,454	10,000	8,546	-85%	6,000
PP On-Line Seminars	309	8,665	14,500	5,835	-40%	14,500
Accreditation/PLAR/Course	-	476	1,500	1,024	-68%	1,500
PPE Re-Write	-	14,638	20,000	5,362	-27%	19,000
Document Scanning	376	3,696	15,000	11,304	-75%	15,000
Technology Transfer Grant Program	-	7,192	12,500	5,308	-42%	12,500
Dept. Process & Corp. Systems Review	1,064	1,173	50,000	48,827	-98%	50,000
Three & Six Rule and Student Associate	294	20,872	24,000	3,128	-13%	24,000
IAD	-	517	3,500	2,983	-85%	2,500
College Outreach	4,604	20,571	17,500	(3,071)	18%	22,000
Fellow Designation	-	1,341	10,000	8,659	-87%	5,000
Total Operating Priorities	6,738	83,669	197,500	113,831	-58%	178,000
Services Purchased						
Staff Association Dues	80	460	1,700	1,240	-73%	1,700
Admission Packages Outsourced	3,322	20,410	25,000	4,590	-18%	25,000
Contract/Consulting Services	10,820	53,582	65,083	11,501	-18%	70,000
Total Services Purchased	14,223	74,453	91,783	17,330	-19%	96,700
Staff Expenses						
Staff	63,738	678,754	886,691	207,937	-23%	834,786
Travel	-	3,356	5,000	1,644	-33%	5,000
Staff Development	203	7,851	12,000	4,149	-35%	12,000
Total Staff Expenses	63,941	689,962	903,691	213,729	-24%	851,786
TOTAL IETO EXPENSES	100,635	981,546	1,408,974	427,428	-30%	1,335,986

Professional Affairs & Services
Statement of Expenses
Period Ending October 31, 2014
(Unaudited)

Description	Current Month	Year-to-Date Actuals	Annual Budget	Left to Spend	% Left to Spend	Forecast
Communications						
Brochures	-	6,922	15,000	8,078	-54%	15,000
The Ontario Technologist	25,021	116,731	154,000	37,269	-24%	150,000
Member Survey	-	-	1,500	1,500	-100%	-
Postage - Publications	12,700	64,467	78,000	13,533	-17%	77,000
Recruitment	-	78	15,000	14,922	-99%	100
Publications	-	278	2,000	1,722	-86%	1,000
Total Communications	37,721	188,476	265,500	77,024	-29%	243,100
Council and Committees						
Chapters - Operating Grants	-	60,480	64,000	3,520	-6%	60,480
Special Funding for Regions	300	3,372	6,000	2,628	-44%	6,000
Special Projects	-	1,501	2,000	499	-25%	2,000
Professional Affairs & Services Board	157	4,306	8,000	3,694	-46%	8,000
PASB Councillor's Expense	-	829	6,000	-	0%	6,000
Regional Councils- All	1,988	56,144	61,000	4,856	-8%	60,000
Business Development	-	186	3,000	2,814	-94%	1,500
National Engineering Month	-	30,716	32,000	1,284	-4%	32,000
Salary Survey/Provincial Awards	-	27,762	40,000	12,238	-31%	49,000
Total Council and Committees	2,446	185,295	222,000	31,534	-17%	224,980
Operating Priorities						
Outreach Priority	3,266	19,166	70,000	50,834	-73%	40,000
Advertising	-	6,411	15,000	8,589	-57%	15,000
Women in Technology	-	1,694	2,500	806	-32%	5,000
Skills Canada	-	25,000	25,000	-	0%	25,000
Social Media	12	22,433	30,000	7,567	-25%	26,000
Colleges Ontario Sponsorship	-	20,000	20,000	-	0%	20,000
Chapter Training	-	-	10,000	10,000	-100%	10,000
Total Operating Priorities	3,277	94,704	172,500	77,796	-45%	141,000
Office Expense						
Misc. Accounts	23	2,035	3,500	1,465	-42%	3,500
Office Supplies	36	1,528	3,500	1,972	-56%	3,500
Photocopy Supplies	86	1,292	2,000	708	-35%	1,500
Postage - Corporate/Couriers	77	2,690	4,000	1,310	-33%	4,000
Printing & Stationery	532	2,250	6,000	3,750	-63%	4,000
Telephone - other	351	2,919	5,000	2,081	-42%	4,000
Total Office Expense	1,105	12,714	24,000	11,286	-47%	20,500
Services Purchased						
CTEN Technical Employment	-	2,250	4,000	1,750	-44%	4,000
Contract/Consulting Services	8,574	8,574	40,000	31,426	-79%	25,000
Staff Association Dues	-	1,094	1,000	(94)	9%	1,500
Total Services Purchased	8,574	11,918	45,000	33,082	-74%	30,500
Staff Expense						
Staff	44,779	484,713	624,255	139,542	-22%	587,713
Travel	219	758	5,000	4,242	-85%	5,000
Staff Development	244	13,215	12,000	(1,215)	10%	14,000
Total Staff Expense	45,241	498,686	641,255	142,569	-22%	606,713
TOTAL SERVICES EXPENSES	98,364	991,793	1,370,255	373,291	-28%	1,266,793

Finance and Administration
Statement of Expenses
Period Ending October 31, 2014
(Unaudited)

Description	Current Month	Year-to-Date Actuals	Annual Budget	Left to Spend	% Left to Spend	Forecast
Council and Committees						
Annual Meeting	11	99,087	112,000	12,913	-12%	101,000
Council	15,306	42,145	65,000	22,855	-35%	65,000
Council/OAB Professional Dev	1,000	5,397	12,000	6,603	-55%	12,000
Administrative Board	227	15,311	16,000	689	-4%	17,000
Executive Officers	5	1,610	3,000	1,391	-46%	3,000
Nominating	-	72	4,000	3,928	-98%	500
Total Council and Committees	16,549	163,622	212,000	48,378	-23%	198,500
Other Committees						
Other Associations Expense	1,929	21,560	20,000	(1,560)	8%	23,000
Outreach	16	18,558	18,000	(558)	3%	20,000
Joint Executive Board Meetings	-	-	1,000	1,000	-100%	1,000
Total Other Committees	1,945	40,118	39,000	(1,118)	3%	44,000
Operating Priorities						
Govt Affairs Priority	2,549	16,088	37,500	21,412	-57%	22,000
Policy Committee	-	-	2,500	2,500	-100%	2,500
E-payment Program	100	100	5,000	4,900	-98%	100
Retention/On-Boarding	8,137	25,652	32,000	6,348	-20%	32,000
Research Study/CPD	-	750	-	(750)	0%	1,000
Total Operating Priorities	10,785	42,590	77,000	34,410	-45%	57,600
Office Expense						
Payroll Charges	312	3,344	4,700	1,356	-29%	4,700
Telephone - other	837	6,378	10,000	3,622	-36%	8,500
Office Supplies	200	2,527	5,000	2,473	-49%	5,000
Computer Supplies	-	5,859	7,000	1,141	-16%	7,000
Bank Charges	422	4,267	7,000	2,733	-39%	6,000
Credit Card charges	8,055	86,850	100,000	13,150	-13%	100,000
Membership Cards	-	4,950	5,000	50	-1%	5,000
Misc. Accounts/Renovations	-	2,438	3,000	562	-19%	3,000
Photocopy Supplies	283	2,304	3,500	1,196	-34%	3,500
Repairs & Maintenance	-	1,059	1,000	(59)	6%	1,200
Printing & Stationery (Finance)	3,380	17,347	20,000	2,654	-13%	20,000
Postage/Couriers	526	23,456	25,000	1,544	-6%	25,000
Hardware Maintenance	2,006	23,592	28,000	4,408	-16%	28,000
Software Maintenance	-	28,651	47,000	18,349	-39%	47,000
C & G Fletcher Foundation	373	4,968	10,000	5,032	-50%	7,000
Total Office Expense	16,393	217,990	276,200	58,210	-21%	270,900
Services Purchased						
Accounting	2,500	23,500	31,500	8,000	-25%	30,000
Staff Association Dues	-	1,264	2,000	736	-37%	1,500
Legal	-	19,920	45,000	25,080	-56%	45,000
Contract/Consulting Services	7,676	73,620	116,097	42,477	-37%	116,000
Total Services Purchased	10,176	118,305	194,597	76,292	-39%	192,500
Staff Expense						
Staff	83,228	876,609	1,128,384	251,775	-22%	1,062,331
Travel	4	991	5,000	4,009	-80%	5,000
Staff Development	2,069	9,991	12,000	2,009	-17%	12,000
Total Staff Expense	85,301	887,591	1,145,384	257,793	-23%	1,079,331
TOTAL FIN/ADM EXPENSES	141,150	1,470,217	1,944,181	473,964	-24%	1,842,831

OACETT
Cash Flow For 2014

	2014	2014	2014	2014	2014	2014	2014	2014	2014	2014	2014	2014	2014
	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	2014
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
													YTD
Opening Cash	335.9	454.2	480.1	716.0	549.7	614.7	460.7	462.7	461.5	460.7	499.9	499.9	335.9
Receipts													
Dues	468.3	412.0	453.2	431.8	353.2	250.7	290.0	258.5	298.3	327.7			3543.6
Other	202.3	84.9	105.8	465.7	81.6	57.5	173.8	58.7	53.3	185.2			1468.8
Cash Flow In	670.6	496.8	559.0	897.5	434.8	308.2	463.8	317.2	351.6	512.9	0.0	0.0	5012.4
Disbursements													
Payments	544.2	469.3	305.7	561.0	364.2	460.5	460.6	281.5	350.1	469.4			4266.5
Capital Assets	8.1	1.6	17.4	2.8	5.6	1.7	1.3	36.8	2.3	4.3			82.0
Investments Purchased	0.0	0.0	0.0	500.0	0.0	0.0	0.0	0.0	0.0	0.0			500.0
Cash Flow Out	552.3	470.9	323.1	1063.8	369.8	462.2	461.8	318.4	352.4	473.7	0.0	0.0	4848.4
Net Cash Flow	118.3	26.0	235.9	-166.4	65.0	-154.0	2.0	-1.2	-0.8	39.2	0.0	0.0	164.0
Ending Cash	454.2	480.1	716.0	549.7	614.7	460.7	462.7	461.5	460.7	499.9	499.9	499.9	499.9
Opening LT Investments	4517.1	4531.9	4559.8	4586.5	5153.6	5201.8	5265.0	5279.9	5337.5	5225.3	5224.6	5224.6	4517.1
Purchases	0.0	0.0	0.0	500.0	0.0	0.0	0.0	0.0	0.0	0.0			500.0
Market Value Changes	14.8	27.9	26.6	67.2	48.1	63.3	14.8	57.7	-112.2	-0.8			207.5
Sub-total	4531.9	4559.8	4586.5	5153.6	5201.8	5265.0	5279.9	5337.5	5225.3	5224.6	5224.6	5224.6	5224.6
Investments Cashed	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0			0.0
Closing LT Investments	4531.9	4559.8	4586.5	5153.6	5201.8	5265.0	5279.9	5337.5	5225.3	5224.6	5224.6	5224.6	5224.6
Total Cash & LT Inv	4986.1	5039.9	5302.5	5703.3	5816.5	5725.7	5742.5	5799.1	5686.0	5724.5	5724.5	5724.5	5724.5

<p>October 31, 2014 Market Value Long Term Investments: RBC Dominion Securities</p> <p style="text-align: center;"><u>\$5,224,585</u></p>

**Ontario Association of Certified
Engineering Technicians and Technologists**

**2015 PROPOSED BUDGET
November 28 - 29, 2014**

REPORT TO COUNCIL

- The 2015 Proposed Budget is being recommended to Council for approval. The OACETT Administration Board passed a motion endorsing the Proposed Budget on November 10th.
- The 2015 Proposed Budget was developed based on 2014 activity and any new information that would impact revenue and expenses next year.
- As in recent years, the base budget covers day to day operations and includes ongoing projects approved by the OAB and Council
- The base budget reflects a surplus of \$304,600. The OAB endorsed allocation of the surplus at its meeting on November 10th. Motions will be presented to Council for approval of both the base budget and the surplus allocation at this meeting
- The membership dues revenue projection is based on active members in the OACETT database in October 2014 and growth in new members similar to growth this year
- Other Revenue is similar to the 2014 year-end forecast
- Divisional (IETO, PASB, Finance Administration) operating budgets were developed by the finance committees of each board and have been endorsed by their respective boards. Common/Operating expense budgets were developed by staff based on 2014 activity and any known increases/decreases expected in 2015
- Permanent staff lines are projected at approximately 46% of revenue which is an acceptable ratio in professional associations of our size
- As in the past, the 2015 Proposed Budget is a reasonably conservative budget
- A Five Year Forecast is also included and it is based on 2% growth in revenue and 2% increase in expenses each year along with any activities/expenditures over the next five years that we are aware of at this time
- If you have any questions, I would be pleased to answer them before or at the Council Meeting

Respectfully submitted,

Hillary Tedoldi, CAE
Secretary Treasurer & CAO

OACETT
Statement of Revenue and Expenses
2015 Proposed Budget with Current, Prior Years' Budget, Forecast and Actual
(Unaudited)

GL#	Description	Oct 31/14 YTD Actual	2014 Budget	2014 Forecast	2013 Actual	2015 Proposed Budget
DUES REVENUE						
0-7233	Revenue Collected - Certified	2,812,725	2,778,144		2,735,444	2,889,300
0-7234	Revenue Collected - Associate	1,177,014	1,235,255		1,219,304	1,210,000
0-7235	Revenue Collected - Student	-	-		-	
	Annual Dues Revenue Received	3,989,739	4,013,399	-	3,954,748	4,099,300
0-7221	Previous Year Dues Paid after Resign	8,437	-		10,332	
0-7222	Present Year Dues Paid after Resign	9,199	-		9,519	
0-7260	Cert Rev from Past Year Notice	-	-		-	
0-7261	Assoc Rev From Past Year Notice	-	-		-	
0-7263	Cert Rev from Cancelled Notice	49,129	64,440		54,283	58,000
0-7264	Assoc Rev From Past Year Notice	46,711	63,741		52,778	55,700
	Annual Dues Collected After Resigned	113,475	128,181		126,912	113,700
0-7230	Present Year Remission - Certified	-	-		-	
0-7237	Get a Member Promotion	(12)	-		-	
0-7238	Prev Year Bad Debt - Dues	-	-		-	
	Total Remission/Bad Debt - Annual Dues	(12)	-	-	-	-
	TOTAL DUES REVENUE	4,103,202	4,141,580	4,148,000	4,081,660	4,213,000
OTHER REVENUE						
0-7217	Late Payment Fee	57,294	70,000	66,000	67,082	66,000
0-7201	Application and Certificate Fee	183,867	196,000	215,000	213,149	215,000
0-7241	MTO Designation App Fee	12,870	9,500	13,000	10,636	12,000
0-7206	Reinstatement Fee	19,261	28,000	23,000	27,913	23,000
0-7223	CEO Rent	38,230	44,814	46,000	44,724	46,000
0-7214	Interest Income	1,438	1,800	1,800	2,412	1,800
0-7220	Advertising - The Ontario Technologist	48,759	53,000	50,000	55,887	40,000
0-7204	Reclassification Within Certified Fee	1,545	1,800	1,800	1,700	1,800
0-7209	Technology Ring Revenue	2,349	2,500	3,500	4,296	3,000
0-7215	PPE Revenue	146,857	165,000	160,000	157,018	158,000
0-7224	PPE Seminar - Classroom	1,700	2,000	1,700	4,000	4,000
0-7265	PPE Seminar - On-Line	24,300	40,000	30,000	42,400	40,000
0-7213	PPE Manual Revenue	84,439	140,000	110,000	144,523	132,000
0-7216	Technical Exam Revenue	14,240	10,000	16,000	11,949	11,000
0-7239	CTEN Revenue	107,105	130,000	123,000	122,667	123,000
0-7218	Miscellaneous Income	102,361	98,000	121,000	116,437	120,000
0-7247	Sponsorship Income	441,954	445,000	482,000	505,803	506,000
0-7246	Strategic Partners Program Revenue	18,905	25,000	18,000	20,895	10,000
0-7256	Tech Report Writing Seminar	21,201	35,000	20,000	38,646	20,000
0-7211	Membership Stamp Revenue	2,634	3,500	3,000	3,057	3,000
	TOTAL OTHER REVENUE	1,331,308	1,500,914	1,504,800	1,595,194	1,535,600
	TOTAL REVENUE	5,434,511	5,642,494	5,652,800	5,676,854	5,748,600

OACETT
Statement of Revenue and Expenses
2015 Proposed Budget with Current, Prior Years' Budget, Forecast and Actual
(Unaudited)

GL#	Description	Oct 31/14 YTD Actual	2014 Budget	2014 Forecast	2013 Actual	2015 Proposed Budget
OPERATING EXPENSES						
	Rent & Parking	258,897	307,000	311,000	316,880	305,000
0-7316	Insurance	7,374	9,000	9,000	8,741	9,000
0-7317	Equipment Leases and Rentals	11,081	13,500	13,500	13,300	13,500
0-7314	Telephone - Equipment	6,458	10,000	10,000	10,319	10,000
0-7306	Office expense	14,488	20,000	20,000	19,046	20,000
0-7338	Electronic Comm/internet	27,624	60,000	60,000	42,958	60,000
0-7332	Pension Expense	21,734	20,000	26,000	-	31,000
0-7342	Promotional Items	936	1,000	1,000	670	1,000
0-7383	Technology Professionals Canada	176,044	185,000	185,000	181,623	185,000
	Total Corporate Expenses	524,636	625,500	635,500	593,539	634,500
	Depreciation/Amortization	122,922	144,000	148,000	128,703	150,000
0-7346	Contingency Fund	-	11,584		-	
	Total Common Expenses	647,558	781,084	783,500	722,242	784,500
	Total Divisional Operating Expenses	3,443,556	4,723,410	4,445,610	4,477,275	4,659,500
	TOTAL EXPENSES	4,091,114	5,504,494	5,229,110	5,199,517	5,444,000
	Net Income from Operations	1,343,397	138,000	423,690	477,337	304,600
0-7400	Unrealized Gain or (Loss)	207,455	-		304,497	
	NET INCOME	1,550,851	138,000	423,690	781,834	304,600
	Cash Flow Requirement					
	Pension Solvency Contribution (see note)		138,000	41,800	300,000	-
	Surplus		-	381,890	481,834	304,600

Note

There is \$96,200 pension solvency left to contribute at end of 2014

IETO
Statement of Expenses
2015 Proposed Budget with Current, Prior Years' Budget, Forecast and Actual
(Unaudited)

GL#	Description	Oct 31/14 YTD Actual	2014 Budget	2014 Forecast	2013 Actual	2015 Proposed Budget
Communications						
1-7343	Outreach	-	4,000	-	1,224	2,500
	Total Communications	-	4,000	-	1,224	2,500
Office Expenses						
1-7319	Misc. Accounts	885	2,000	2,000	1,819	2,500
1-7308	Office Supplies	1,908	3,500	3,500	3,165	4,000
1-7322	Photocopy Supplies	2,269	3,000	3,000	2,707	3,500
1-7351	Postage/Couriers	1,512	5,000	3,000	2,125	7,500
1-7321	Printing & Stationery	4,275	5,000	5,000	2,004	8,500
1-7307	Telephone - other	4,239	7,500	6,500	4,810	8,000
	Total Office Expenses	15,088	26,000	23,000	16,629	34,000
IETO Board and Committees						
1-7359	Complaints and Discipline Committee	9,376	10,000	11,000	7,900	2,000
1-7349	Certificates	5,386	10,000	7,500	6,954	6,000
1-7383	Technical Exam Expense	11,329	11,000	15,000	9,419	10,000
1-7384	Prof. Practice Exam Expense	68,879	110,000	110,000	97,451	100,000
1-7372	Admissions Committee Travel	2,074	4,000	4,000	3,142	4,000
1-7373	Admissions Committee Fees	13,739	20,000	20,000	19,369	20,000
1-7374	Admissions Committee Food	707	1,500	1,500	3,034	1,500
1-7369	IETO Board Travel	5,230	10,000	9,000	7,643	9,000
1-7370	IETO Board Other	1,528	6,000	6,000	5,614	6,000
1-7398	Licensing (TL/LL/LET)	17	500	500	-	1,000
1-7451	Admissions 2nd Review Cttee	-	1,000	500	-	500
1-7463	Education & Examination Cttee	-	500	-	-	500
1-7327	MTO Expenses	110	1,500	1,500	268	500
	Total IETO Board and Committees	118,375	186,000	186,500	160,792	161,000
Operating Priorities						
1-7366	Fairness Commission Audit	3,074	19,000	6,000	6,932	15,000
1-7367	Certification/NTB	1,454	10,000	6,000	11,335	5,000
1-7375	PP On-Line Seminars	8,665	14,500	14,500	15,730	16,000
1-7465	Accreditation/PLAR/Course	476	1,500	1,500	1,615	3,000
1-7358	PPE Re-Write	14,638	20,000	19,000	27,929	-
1-7368	Document Scanning	3,696	15,000	15,000	21,096	13,000
1-7391	Technology Transfer Grant Program	7,192	12,500	12,500	-	12,500
1-7393	Dept. Process & Corp. Systems Review	1,173	50,000	50,000	45,942	-
1-7394	Three & Six Rule and Student Associate	20,872	24,000	24,000	55	-
1-7395	IAD	517	3,500	2,500	1,280	1,200
1-7396	College Outreach	20,571	17,500	22,000	16,668	22,500
1-7399	Fellow Designation	1,341	10,000	5,000	8,921	6,000
	Total Operating Priorities	83,669	197,500	178,000	157,504	94,200
Services Purchased						
1-7467	Staff Association Dues	460	1,700	1,700	2,161	1,700
1-7336	Admission Packages Outsourced	20,410	25,000	25,000	23,030	25,000
1-7302	Contract/Consulting Services	53,582	65,083	70,000	101,596	57,600
	Total Services Purchased	74,453	91,783	96,700	126,787	84,300
Staff Expenses						
1-7300	Staff	678,754	886,691	834,786	840,053	922,400
1-7304	Travel	3,356	5,000	5,000	5,924	4,000
1-7425	Staff Development	7,851	12,000	12,000	8,759	14,000
	Total Staff Expenses	689,962	903,691	851,786	854,736	940,400
	TOTAL IETO EXPENSES	981,546	1,408,974	1,335,986	1,317,673	1,316,400

Professional Affairs & Services
Statement of Expenses
2015 Proposed Budget with Current, Prior Years' Budget, Forecast and Actual
(Unaudited)

GL#	Description	Oct 31/14	2014	2014	2013	2015
		YTD Actual	Budget	Forecast	Actual	Proposed Budget
Communications						
2-7335	Brochures	6,922	15,000	15,000	11,751	15,000
2-7325	The Ontario Technologist	116,731	154,000	150,000	144,961	154,000
2-7345	Member Survey	-	1,500	-	313	3,000
2-7353	Postage - Publications	64,467	78,000	77,000	72,230	75,000
2-7365	Recruitment	78	15,000	100	6,171	-
2-7334	Publications	278	2,000	1,000	1,475	2,000
	Total Communications	188,476	265,500	243,100	236,901	249,000
Council and Committees						
2-7366	Chapters - Operating Grants	60,480	64,000	60,480	59,083	79,100
2-7367	Special Funding for Regions	3,372	6,000	6,000	6,159	12,000
2-7340	Special Projects	1,501	2,000	2,000	-	2,000
2-7389	Professional Affairs & Services Board	4,306	8,000	8,000	8,654	8,000
2-7358	PASB Councillor's Expense	829	6,000	6,000	-	6,000
2-7472	Regional Councils- All	56,144	61,000	60,000	58,253	61,000
2-7364	Business Development	186	3,000	1,500	-	3,000
2-7331	National Engineering Month	30,716	32,000	32,000	22,144	39,000
2-7396	Salary Survey/Provincial Awards	27,762	40,000	49,000	26,287	40,000
	Total Council and Committees	185,295	222,000	224,980	180,579	250,100
Operating Priorities						
2-7363	Outreach Priority	19,166	70,000	40,000	19,170	70,000
2-7398	Advertising	6,411	15,000	15,000	12,359	15,000
2-7404	Women in Technology	1,694	2,500	5,000	55	5,000
2-7337	Skills Canada	25,000	25,000	25,000	25,000	27,000
2-7479	Social Media	22,433	30,000	26,000	16,970	30,000
2-7480	Colleges Ontario Sponsorship	20,000	20,000	20,000	-	20,000
2-7478	Chapter Training	-	10,000	10,000	1,020	10,000
	Total Operating Priorities	94,704	172,500	141,000	74,573	177,000
Office Expense						
2-7319	Misc. Accounts	2,035	3,500	3,500	3,094	3,500
2-7308	Office Supplies	1,528	3,500	3,500	3,078	3,500
2-7322	Photocopy Supplies	1,292	2,000	1,500	1,293	2,000
2-7351	Postage - Corporate/Couriers	2,690	4,000	4,000	3,378	4,000
2-7321	Printing & Stationery	2,250	6,000	4,000	3,709	4,500
2-7307	Telephone - other	2,919	5,000	4,000	3,017	4,000
	Total Office Expense	12,714	24,000	20,500	17,568	21,500
Services Purchased						
2-7301	CTEN Technical Employment	2,250	4,000	4,000	2,700	6,000
2-7302	Contract/Consulting Services	8,574	40,000	25,000	45,590	25,000
2-7467	Staff Association Dues	1,094	1,000	1,500	891	1,500
	Total Services Purchased	11,918	45,000	30,500	49,181	32,500
Staff Expense						
2-7300	Staff	484,713	624,255	587,713	587,911	597,300
2-7304	Travel	758	5,000	5,000	1,310	5,000
2-7425	Staff Development	13,215	12,000	14,000	7,351	14,000
	Total Staff Expense	498,686	641,255	606,713	596,573	616,300
	TOTAL SERVICES EXPENSES	991,793	1,370,255	1,266,793	1,155,375	1,346,400

Finance and Administration
Statement of Expenses
2015 Proposed Budget with Current, Prior Years' Budget, Forecast and Actual
(Unaudited)

GL#	Description	Oct 31/14 YTD Actual	2014 Budget	2014 Forecast	2013 Actual	2015 Proposed Budget
Council and Committees						
3-7360	Annual Meeting	99,087	112,000	101,000	111,366	138,000
3-7355	Council	42,145	65,000	65,000	64,169	70,000
3-7354	Council/OAB Professional Dev	5,397	12,000	12,000	21,582	12,000
3-7445	Governance Review/Srat.Planning	-	-	-	45,261	-
3-7356	Administrative Board	15,311	16,000	17,000	21,077	16,000
3-7357	Executive Officers	1,610	3,000	3,000	3,293	3,000
3-7472	Elections	-	-	-	8,856	10,000
3-7361	Nominating	72	4,000	500	31	2,000
Total Council and Committees		163,622	212,000	198,500	275,635	251,000
Other Committees						
3-7388	Other Associations Expense	21,560	20,000	23,000	21,400	20,000
3-7459	Outreach	18,558	18,000	20,000	17,483	30,000
3-7458	Joint Executive Board Meetings	-	1,000	1,000	9	1,000
Total Other Committees		40,118	39,000	44,000	38,893	51,000
Operating Priorities						
3-7362	Govt Affairs Priority	16,088	37,500	22,000	38,711	37,500
3-7369	Regulatory Task Group	-	-	-	114	-
3-7345	Policy Committee	-	2,500	2,500	-	1,500
3-7368	E-payment Program	100	5,000	100	-	2,500
3-7370	Retention/On-Boarding	25,652	32,000	32,000	26,216	25,000
3-7371	Research Study/CPD	750	-	1,000	28,348	-
Total Operating Priorities		42,590	77,000	57,600	93,389	66,500
Office Expense						
3-7305	Payroll Charges	3,344	4,700	4,700	4,673	4,700
3-7307	Telephone - other	6,378	10,000	8,500	8,985	10,000
3-7308	Office Supplies	2,527	5,000	5,000	4,527	5,000
3-7309	Computer Supplies	5,859	7,000	7,000	5,117	7,000
3-7315	Bank Charges	4,267	7,000	6,000	6,842	7,000
3-7316	Credit Card charges	86,850	100,000	100,000	99,045	102,000
3-7318	Membership Cards	4,950	5,000	5,000	4,111	5,000
3-7319	Misc. Accounts/Renovations	2,438	3,000	3,000	21,460	3,000
3-7322	Photocopy Supplies	2,304	3,500	3,500	2,526	3,500
3-7323	Repairs & Maintenance	1,059	1,000	1,200	1,144	1,000
3-7330	Printing & Stationery (Finance)	17,347	20,000	20,000	18,302	21,500
3-7351	Postage/Couriers	23,456	25,000	25,000	24,342	28,000
3-7385	Hardware Maintenance	23,592	28,000	28,000	25,526	28,000
3-7386	Software Maintenance	28,651	47,000	47,000	27,810	47,000
3-7380	C & G Fletcher Foundation	4,968	10,000	7,000	11,933	6,000
Total Office Expense		217,990	276,200	270,900	266,342	278,700
Services Purchased						
3-7312	Accounting	23,500	31,500	30,000	20,718	30,000
3-7467	Staff Association Dues	1,264	2,000	1,500	1,569	2,000
3-7310	Legal	19,920	45,000	45,000	39,482	40,000
3-7302	Contract/Consulting Services	73,620	116,097	116,000	91,725	112,000
Total Services Purchased		118,305	194,597	192,500	153,494	184,000
Staff Expense						
3-7300	Staff	876,609	1,128,384	1,062,331	1,157,055	1,146,500
3-7304	Travel	991	5,000	5,000	2,737	5,000
3-7425	Staff Development	9,991	12,000	12,000	16,683	14,000
Total Staff Expense		887,591	1,145,384	1,079,331	1,176,475	1,165,500
TOTAL FIN/ADM EXPENSES		1,470,217	1,944,181	1,842,831	2,004,227	1,996,700

2015 New Priorities Allocation

It is being recommended that surplus funds in the 2015 budget of **\$304,600** be allocated as follows:

<u>PASB</u>	\$
• Member Survey	5,000
○ Additional funds to expand survey	

<u>IETO</u>	
• Three & Six Year Rule Study	55,000
○ Lower new graduate dues for second/third year of membership to \$50 (lost revenue estimate) (Program to start March 1, 2015)	

<u>Finance & Administration</u>	
• Create / Update Employee Job Descriptions (has not been done for 13 years) & Wage & Salary Review	30,000

<u>All Divisions</u>	
• CPD	70,000
• Ongoing Reviews of IT Systems	30,000
• Web-based Trends in Technicians & Technologists employment Software (\$7,500 amortized over 5 years)	1,500

TOTAL	\$ 191,500
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Contingency	\$ 113,100
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OACETT
5 Year Forecast
2015 through 2019

	% increase		2%			
	Forecast	Budget		Forecast		
	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
REVENUE						
Membership Dues/Fees	4,214,000	4,279,000	4,364,580	4,451,872	4,540,909	4,631,727
	74.6%	75.2%	76.3%	76.3%	76.3%	76.3%
Less: Loss from Decrease in New Grad Dues	-	(55,000)	(140,000)	(142,800)	(145,656)	(148,569)
	0.0%	-1.0%	-2.4%	-2.4%	-2.4%	-2.4%
Non-Dues Revenue	1,436,800	1,469,600	1,498,992	1,528,972	1,559,551	1,590,742
	25.4%	25.8%	26.2%	26.2%	26.2%	26.2%
Total Revenue	5,650,800	5,693,600	5,723,572	5,838,043	5,954,804	6,073,900
Net change year over year	3.4%	0.8%	0.5%	2.0%	2.0%	2.0%
EXPENDITURES						
Operating Expenses	609,500	603,500	607,470	611,297.40	611,854.91	609,450.20
	11.6%	10.8%	10.9%	10.7%	10.5%	10.4%
Program Expenses	1,205,580	1,352,300	1,280,146	1,302,893	1,331,864	1,355,529
	22.9%	24.2%	22.9%	22.9%	22.9%	23.1%
Staff Expenses	2,537,830	2,722,200	2,776,644	2,832,177	2,888,820	2,946,597
	48.3%	48.8%	49.7%	49.8%	49.7%	50.2%
Office Expenses	438,400	420,200	428,604	437,176	475,920	454,838
	8.3%	7.5%	7.7%	7.7%	8.2%	7.7%
Depreciation	148,000	151,500	154,000	160,000	158,000	148,000
	2.8%	2.7%	2.8%	2.8%	2.7%	2.5%
Service Purchased	319,700	330,800	337,416	344,164	351,048	358,069
	6.1%	5.9%	6.0%	6.1%	6.0%	6.1%
Total Expenditures	5,259,010	5,580,500	5,584,280	5,687,708	5,817,506	5,872,483
Net change year over year	14.0%	6.1%	0.1%	1.9%	2.3%	0.9%
Total Revenue over Expenditures	391,790	113,100	139,292	150,336	137,298	201,417
Pension Solvency Deficit	(138,000)	-	-	(46,000)	(46,000)	(46,000)
Net Revenue over Expenditures	253,790	113,100	139,292	104,336	91,298	155,417

**OACETT
ASSUMPTIONS FOR 5 YEAR FORECAST**

Based 2016 to 2019 forecast on 2015 budgeted amounts.

Membership Dues

Not anticipating any kind of growth that would offset the increased number of existing members paying retired dues over the next 5 years.
Increase dues budget (2015) by 2% each year over the previous year with the assumption that the 2015 dues budget projected will be met.

Change in Student Post-Grad Rate		Membership Dues	
(Effective for March/15 anniversaries)			
(Billed on Jan 1/15)			
Budget 2015	(55,000)		After Students graduate, the \$50 reduced rate will be extended for an additional 2 years.
Forecast 2016	(140,000)		The loss of revenue from this change in policy will be reassessed after the 2015 year.
Forecast 2017	(142,800)		2% CPI accounted for 2017 to 2019
Forecast 2018	(145,656)		
Forecast 2019	(148,569)		

Other Revenue and Expenses

2% increase year over year.

Salary Survey/Provincial Awards

Salary Survey occurs every other year (2014). Provincial Awards occur every other year (2015). The amount for each are approximately the same at \$40,000 per year, so no need to separate out this calculation.

Election			
Occurs every other year. Base amt per 2015 budget increased 2%/yr.			
Separate program expense from election to calculate overall increases per year.			
Calc election separately and add election years.			
budget 2015 start			
Budget 2015	10,000	10,000	2%
Forecast 2016		10,200	
Forecast 2017	10,404	10,404	
Forecast 2018	0	10,612	
Forecast 2019	10,824	10,824	

Program expense					
Forecasted amt	Adj				
(Isolating one-time)	Election	IETO Dept Proc	CPD	AGM	Total
1,242,300	10,000	30,000	70,000	0	1,352,300
1,267,146	0	0		13,000	1,280,146
1,292,489	10,404	0		0	1,302,893
1,318,339	0	0		13,525	1,331,864
1,344,705	10,824	0		0	1,355,529

IETO Dept	
One-time only in 2015	Dept Proc
Budget 2015	30,000
Forecast 2016	0
Forecast 2017	0
Forecast 2018	0
Forecast 2019	0

CPD	
One-time only in 2015	
Budget 2015	70,000
Forecast 2016	0
Forecast 2017	0
Forecast 2018	0
Forecast 2019	0

assumed no budget after 2015.

AGM

Live streaming and technical presentation. Expenses occur in 2016, 2018, 2020

Budget 2015	0	0	2%
Forecast 2016	13,000	13,000	
Forecast 2017	0	13,260	
Forecast 2018	13,525	13,525	
Forecast 2019	0	13,796	
Forecast 2020	14,072	14,072	

Wage Salary Survey & Job Description (Office Exp line)

Departmental review done every 3 years. Occurs in 2015, 2018

Budget 2015	30,000
Forecast 2016	0
Forecast 2017	0
Forecast 2018	30,000
Forecast 2019	0
Forecast 2020	0

Depreciation

Capital expenditures per year:

	Computer HW	IT Projects	F&F	Computer SW
2015	21,000	67,500	20,000	4,000
2016	20,000	70,000	15,000	20,000
2017	20,000	70,000	15,000	20,000
2018	20,000	70,000	15,000	20,000
2019	20,000	70,000	15,000	20,000

The above represents ongoing work each year to enhance our database and maintain our systems.

Depreciation is calculated straight-line over the following useful lives:

Computer HW and SW	36 months
Furniture & Equipment	120 months
Membership DB & IT Projects	60 months
Leasehold Improvements	over remaining lease term (10 year term began 2012)

Pension

The next pension valuation will be done January 2017.

Staff Expenses

Addition of 1 more staff @ \$75,000 including benefits starting in 2015. This has been accounted for already in the staff line.
No new staff factored in for 2016 to 2019.

Rent

Leasehold Inducement starting in Sep 2013 at \$1,372/per month to offset rent expense.
Starting in May 2015 to 2022, another rent inducement will be applied at \$15 per sq. ft.
The effects of the inducement will be recognized over the lease term in accordance with our accounting policy.

INTRODUCTION

The Professional Affairs and Services Board (PASB) Report to Council is a review of PASB activities since the September Council meeting. It is respectfully submitted to OACETT Council for their review and information. The Board met on November 1st and 2nd, 2014 and will be pleased to answer any questions.

Communication & Outreach

Currently, we have 23 strategic partners. We held our 2014 Employer Exchange breakfast on November 5, 2014 with 19 participants from 15 companies attending. Our keynote speaker for this event was Pedro Antunes from the Conference Board of Canada and he provided an overview of the economic climate and then spoke about the Canadian Economic & Trade Agreement (CETA) which will take effect in 2015/2016. Based on previous research, we allowed extra time for networking, and everyone appreciated OACETT bringing everyone together and for the opportunity to learn from each other. From OACETT's perspective we were able to secure contacts for future follow-up.

We have been training our contract Business Development Manager on IEP and Employer outreach activities. We are currently in the process of recruiting a permanent full-time person and it is hopeful that a final decision will be made by December 1, 2014.

We scheduled and extensively promoted an OACETT sponsored IEP event in November 2014 but due to only seven registrations the event was cancelled. We are invited to deliver presentations at various agencies on the benefits of certification and membership with OACETT, so we are confident that our message is reaching new Canadians who would be eligible for certification. In addition, many of our chapters host events for IEP's from their local communities

Skills Canada continues to deliver presentations to elementary and secondary schools students and we have received good reviews. Several of the chapters also reach out to these groups either on their own or jointly with PEO.

The platinum partnership/sponsorship with Colleges Ontario is being managed and the conference and awards gala will be taking place the week of November 24, 2014. President Morley will be presenting the Technology Award at the Gala and OACETT branding will be front and centre.

The Women in Technology Committee held an event at the Air Canada Centre on November 11, 2014. The purpose of this event was to broaden our reach and the 13 guests represented women working in senior level positions in a variety of disciplines. We used this opportunity to solicit video testimonials from seven guests and these will be available soon via our social media sites.

Another WIT meeting will be held December 4, 2014 and they will be attending a luncheon to hear Premier Wynne speak. Each of the four Task Force Members have been assigned 5-7 chapters each who they will work with to encourage each chapter to have a chapter WIT representative, provide guidance and assist them to reach out and or host events locally.

The 2014 Salary Survey project is complete and the results are posted on our website. The Strategic Partners will receive a complimentary copy of both the Member/Employer copy of the survey as a benefit of their membership. We have sold four copies to non strategic partners at a cost of \$395.00. We have received positive comments from our members and very few questions. The Salary Survey press release was picked up by over 20 different outlets which further enhance our brand recognition and the value we bring to our industry.

This Salary Survey clearly reflected that female members earn less than male members. In an effort to correct these differences, we are in the process of developing an online workshop titled "Salary Negotiation for Women in Technology" and it will be available in December, 2014. In addition, the following workshops will be developed for our female members.

- Managing Challenging Interactions in the Technology Workplace
- Management for Women in Technology
- Career Management for Women in Technology
- Testimonials/Stories of Women in Technology

Member Opportunities, Development & Professionalism

To date, we held nine Technology Report Writing Seminars for 106 participants. Registration has declined for this workshop and we feel it is most likely that more members are moving to certification. This decline has had an impact on our revenue line and to address this we are in the process of moving this two day seminar to an online format. The online format may address concerns expressed by members about travelling to Toronto. The launch date is January 1, 2015.

The first two Ryerson workshops were delivered, and although we were disappointed in the number of OACETT participants they have agreed to offer it again. Both courses were critiqued by OACETT volunteers and they have submitted their recommendations to Ryerson for future offerings. These workshops were marketed extensively via print and social media by both OACETT and Ryerson. The price is \$595 for OACETT members versus \$795 for the general public. We will communicate the new dates once they are finalized.

The partnership with CSA has been finalized and members can access these courses via the OACETT website. We are promoting these courses via the Ontario Technologist and social media and CSA is offering a five per cent discount to OACETT members.

We have been busy working with the IT department to work within the guidelines of Canada's Anti-Spam Legislation which was implemented July 1, 2014. This new legislation has a significant impact on the Services Department and the chapters because we solicit commercial business for sponsorships, donations and various sales type transactions. We held a series of conference call training sessions for our chapters, delivered jointly by OACETT and our external lawyer. To date 50 per cent of our chapters have participated in this training.

The provincial Awards Gala will be held on October 2, 2015 at the Arcadian Court in Toronto. The Awards Committee has been working diligently to solicit nominations for our many award categories as the cut off date is December 31, 2014. A call for nominations has been sent via email, social media and *The Ontario Technologist* and we encourage all of you to consider individuals for our many award categories.

The PASB Board met for two days to review the PASB Rules, Guidelines and the Chapter Operations Manual. The purpose of this review was to ensure that these documents accurately reflect the operations of the Board, Chapters and that they align with By-Law 19.

The PASB has approved via an e-vote to discontinue issuing 25/40 and 50 year certificates to Associate members. The rationale for this is to support other association initiatives to move our associate members to certification. In addition, recognizing Associate members in the same way as Certified Members could be a factor for them not moving towards certification. Recognizing Certified members for years of service will continue. A council motion is attached for your review and approval.

The 2015 National Engineering Month program is in full swing. NEMOSC partners have finalized and signed the 2015 Memorandum of Understanding and the 2015 budget is being finalized. To date, 12 colleges have registered for the NEM Ontario Student College Challenge, which is an increase over 2014. We are hopeful our chapters will play an active role in these events. Each student team, with the support of the NEM lead, will help in coordinating the local chapter's involvement in the Challenge event.

We are reviewing options for our career site CTEN. We have conducted research of other career sites to determine what enhancements are required to ensure that we are competitive in the marketplace. We will be working with the IT Department on these enhancements to determine price and timelines.

OACETT promotional merchandise has been distributed to the PASB Councillors for distribution to their chapters. This new process will ensure the chapters have the items when they require them and it will reduce costs and staff resources in shipping items on a daily basis.

At most PASB meetings we incorporate a professional development workshop. The purpose of this was initially to allow the councillors to transfer the knowledge gained to their chapter executives. However, each session is now posted online via YouTube. We track the views for each session as follows:

Managing Change in your Chapter	46 views
Using Email in a Professional Context	207 views
Being Effective in a Multicultural Organization	85 views

Participation on our social media sites continues to grow; the following outlines the number of users/followers since the September Council report.

LinkedIn Group members'	3482	increase of 88
Facebook Likes	789	increase of 38
Twitter followers'	1177	increase of 24

These sites are monitored on a regular basis and inquiries responded to. Our most viewed Facebook post was our announcement in September of the new "Women in Technology LinkedIn Group" and we now have 100 members. Our statistics reveal that there is a good split between management and entry level members and most disciplines are represented with civil representing the largest group.

We paid a fee to “boost” a Facebook post about our Employer Exchange Breakfast that reached an audience of nearly 30,000 and we gained 35 likes. We have claimed more social media “outposts” and now have a presence on Tumblr, Foursquare and Instagram that leads visitors back to our website and our active accounts which further enhances our reach from a Search Engine Optimization (SEO) perspective. We are constantly learning and reviewing options on how best to maximize member engagement and to leverage the capabilities of these sites.

OACETT communication activities have been centralized in the Services Department. We prepare and distribute eblasts for promotional activities, survey invitations, event notices and OACETT professional development opportunities.

Other PASB Activities

Ontario Technologist — Published Bi-Monthly

- sourcing, editing, and writing of articles
- managing the production and distribution of the magazine
- following up on potential articles with members, volunteers and outside sources
- setting editorial lineup
- development of media kit
- sourcing photos
- advertising, sales management
- developing ads for various publications

Press Releases - As Required

- writing and distribution for strategic partners, AGM/Conference, events, new products, etc.

E-Tech News - Published Monthly

- provide graphic elements to Meltwater
- review each newsletter

Social Media - Daily

- regular monitoring of Facebook, LinkedIn and Twitter
- write responses by editor and or for other internal resources
- sourcing news for tweets

Scripts, PowerPoint Presentations - As Required

- researching topics
- meeting with executives, preparing scripts, editing,

Member Recognition

- Co-ordination and production of 25, 40, and 50 year Member Certificates
- Co-ordination and production of Chapter Recognition Certificates
- Volunteer Certificate Program
- Ring, Stamp and Frame Programs
- Reduced Fee Program

Committee Support/Management

- Women in Technology, Provincial Awards, PASB, E-Tech News Editorial Board, National Engineering Month
- Chair Co-ordination/Support
- agendas, minutes, follow up
- Internal committee representation: wellness, CASL - anti spam

Operations

- Member and chapter service
- development of ads for various publications
- manage TR seminars, marketing and operations
- training and cross training of staff
- marketing and promotion of all products and services
- Technology Accreditation Canada (TAC) administration, one day per week
- Annual Departmental Plans and Budgets

The Institute of Engineering Technology of Ontario (IETO)

IETO REPORT TO COUNCIL

November 28-29, 2014

I am pleased to submit this report on behalf of the IETO Board to OACETT Council. As I will not be able to attend the Council meeting, Mr. Ron Walker, C.E.T., Vice-Chair of IETO will present this report on my behalf.

Here are some significant topics discussed and approved by IETO at its September 17 and October 25 meetings.

Honorarium for Accreditation Team Members

IETO motion No. 20060907 which has been in place since January 1, 2007 provides for the payment of a \$300 honorarium to accreditation team members doing an accreditation on behalf of OACETT at an Ontario college.

In order to qualify as an Auditor to conduct accreditations for Technology Accreditation Canada (TAC), individuals must have participated in at least two prior audits (under the former accreditation process) or as Auditors-in-training with TAC. Auditors-in-training with TAC are required to complete the same work sheets and work alongside the actual Auditors conducting the accreditation, although they do not have a final vote on the decision on whether to accredit or not. At the recent pilot accreditation just completed, TAC had two Auditors-in-training in attendance. These procedures regarding Auditors-in-training are new with TAC and were not a requirement with the prior accreditation model in use when the IETO motion referenced above was passed.

Since Auditors-in-training are required to devote almost as much time reviewing the college submission and attending at the college visit, it can be argued that they should also be offered an honorarium. Since their responsibility is not as great as the Auditor's, an honorarium of \$200 may be in order. This amount recognizes their contribution to the accreditation process as an Auditor-in-training and not as a full Auditor who is tasked with the responsibility of making the decision whether a program should receive accreditation or not.

It is not recommended that auditors from out of province receive an honorarium for the reason that other provinces do not pay honorariums to Auditors performing accreditations in their province and it may be perceived as OACETT "raising the bar" and forcing other Provincial Professional Associations (PPAs) to do the same.

MOTION:

IETO recommends to Council that Auditors-in-training from Ontario participating on TAC national accreditations in Ontario be given a \$200 honorarium effective August 2014.

Internationally Educated Professionals (IEP) Initiative

This initiative was launched in March of this year with IETO recommending that Council waive the application fee to any IEP who was landed in Canada within the last 12 months. To date only 7 applicants have taken advantage of this offering with a few more inquiring. It is too early to really determine the effect of this policy, so it is recommended that it be continued for five years and that it be reviewed at that time.

MOTION:

IETO recommends to Council the continuance of the International Educated Professional Initiative for five years 2015 through 2019, and that this program be reviewed at the end of 2019.

Technology Transfer Grant Program

This initiative was well received by the colleges in Ontario this past year. We did not have as much participation as anticipated only because it was unveiled early in 2014 and the colleges were only given a few months in which to submit proposals. However, all the funds allocated to the projects were spent and the participants are very enthusiastic about sharing their experiences with OACETT through articles in the OT as well as presentation to OACETT Chapters. In addition, they are utilizing the information in their classrooms.

It is recommended that this initiative be extended for the next five years and then reviewed at that time. The budget required for 2015 is \$12,500 plus IETO staff time to administer.

MOTION:

IETO recommends to Council the continuance of the Technology Grant Transfer program for the years 2015 -2019, and that this program be reviewed at the end of 2019.

Associate Member Anniversary Certificates

One of the recommendations coming from the 3 & 6 Year committee was to no longer give anniversary certificates (25 year, 40 year, etc.) to Associate members. We want these Associates to become certified and recognizing them for not achieving certification is seen as encouragement for not doing so. It also takes away from the certified member who receives the anniversary certificate. We are pleased to note that our colleagues on PASB will be considering this issue at an upcoming meeting.

Associate Student Membership Fee

Recommendation emanating from the 3 and 6 Year Review Study:

It was mentioned that Associate Student Members receive a “sticker shock” after graduation when they are confronted with their normal associate membership dues of \$233.57, after paying \$56.50 annually while attending at full time studies. A recommendation was made a few years back by the Membership Trends committee that student dues be extended for a few years after

graduation to those members who are still active. The current 3 and 6 report is making the same recommendation. A former college outreach staff member did a cost benefit analysis last year –and concluded that the financial payback over a few years to OACETT would be greater if we did extend the student rate by a few years.

It is proposed that we extend the student associate rate to student members by two years after graduation. Two years is an arbitrary number but it can be argued that students will need some time to secure full time jobs and two years of work experience is required for certification. It can also be argued that during this time some will need to write the PPE (If they have not done so while still at school) and therefore will incur additional costs of membership.

Studies have shown that retention is greater among certified members than non-certified members. This proposal would encourage these associates to maintain their membership longer thereby increasing the likelihood of certification resulting in a longer membership with OACETT.

MOTION:

IETO recommends to Council that effective January 1, 2015 the Associate Student membership fee be extended by two years after graduation for those students who were Student Associate members of OACETT prior to graduation.

The IETO Canadian Work Experience Committee (ICEWC, Chair Erin Booth) has developed a spreadsheet identifying the four areas (Language Proficiency, Workplace Culture, Codes and Standards, and Health and Safety) that an applicant lacking one year of Canadian work experience would need to complete in order to meet that requirement. (Two full years of work experience in the discipline are still required for certification). Review of these courses/bridging programs is underway to ensure a good fit with our requirements. Our newly revised Professional Practice Examination (PPE) contains a chapter on safety in the workplace and this will satisfy the health and safety aspect of the work experience requirement.

On November 12-13, Rod MacLeod, Barbara Chappell, Mariano Martinez and Sam DiGiandomenico visited the ASTTBC office to view their on line certification system and meet with staff operating the system, file reviewers, programmer and their IT staff. The purpose of the visit was to accurately assess their system which is fully operational to see if it meets IETO's needs versus continuing development of our in-house system. A verbal report will be provided at the Council meeting.

I am happy to report that to date we have certified 807 new members. This is up significantly (102) from 705 at the same time last year. Regular (non student) applications are also up by 38 (751 vs. 713) over the same period (January to November). Although it is too early to predict a turnaround, this is a welcome sight given that this type of application has been decreasing for the last five or so years.

At its last meeting, IETO spent considerable time discussing the CPD initiative and how it could best serve the association. Since CPD will affect certification, IETO is prepared to play a key role

in its development and administration. Should Council approve CPD, IETO has developed a plan to link this with the 3 and 6 Year Rule for associate members.

IETO stats for period January 1, 2014 to November 4, 2014

New applications received: 751
New certifications achieved: 807
Reinstatements made: 210
Reclassifications from certified category to C.E.T.: 230
PPE registrations: 1178
PPE online seminar registrations: 170
PPE Postponements: 58
Proposals received: 315
Technology Reports received: 281
Employer letters sent: 147
Record of Continuous Learning from inception: 1013 members

As this year comes to a close, a big thank you goes out to the IETO staff who work diligently to ensure the smooth processing of close to 2,600 applications annually and assisting members with their questions and issues.

Mr. Walker would be pleased to answer any questions.

Respectfully submitted,

Greg Miller, C.E.T.
Vice-President, IETO

Registrar's Report to Council

November 28-29, 2014

I am pleased to make this report to Council.

We have had four misuses of title compared to fourteen at the same time last year.

There are no complaints before me at this time.

I was invited by the Office of the Fairness Commissioner (OFC) to make a presentation at the annual Canadian Association of Prior Learning Assessment (CAPLA) conference in Ottawa on November 4 regarding IETO's proposal to deal with the Canadian work experience requirement. Other panelists were representatives from the Engineering profession and the Law Society of Upper Canada. The presentation was well received.

After the presentation, I was able to discuss the importance of the LET to OACETT with the Commissioner, the Hon. Jean Augustine.

At our annual meeting with the OFC, they presented us with statistics regarding our international applications for the years 2008 to 2013. One chart (Appendix A) is of particular interest. This chart shows that 21% of the applications and 26% of the total certifications from 2008 to 2013 were from internationally educated individuals. In comparison, although 77% of the applications were from Ontario educated individuals, they represented 72% of the certifications. The rate of certification is higher for the internationally educated applicants. This is a significant achievement and one the OFC uses as an indicator of fair practices. There are probably a few reasons for this successful certification rate, one being that many of our international applicants have higher than our minimum academic requirements.

I was given the opportunity to participate on the Presidents' Review Committee as the Registrar from TPC together with Presidents from NS, NL, BC and AB and the Registrar from MB. The purpose was to examine the process for reviewing, updating and posting the NTBs. Four teleconference meetings were held where the committee drafted a report which was then forwarded to all the Presidents.

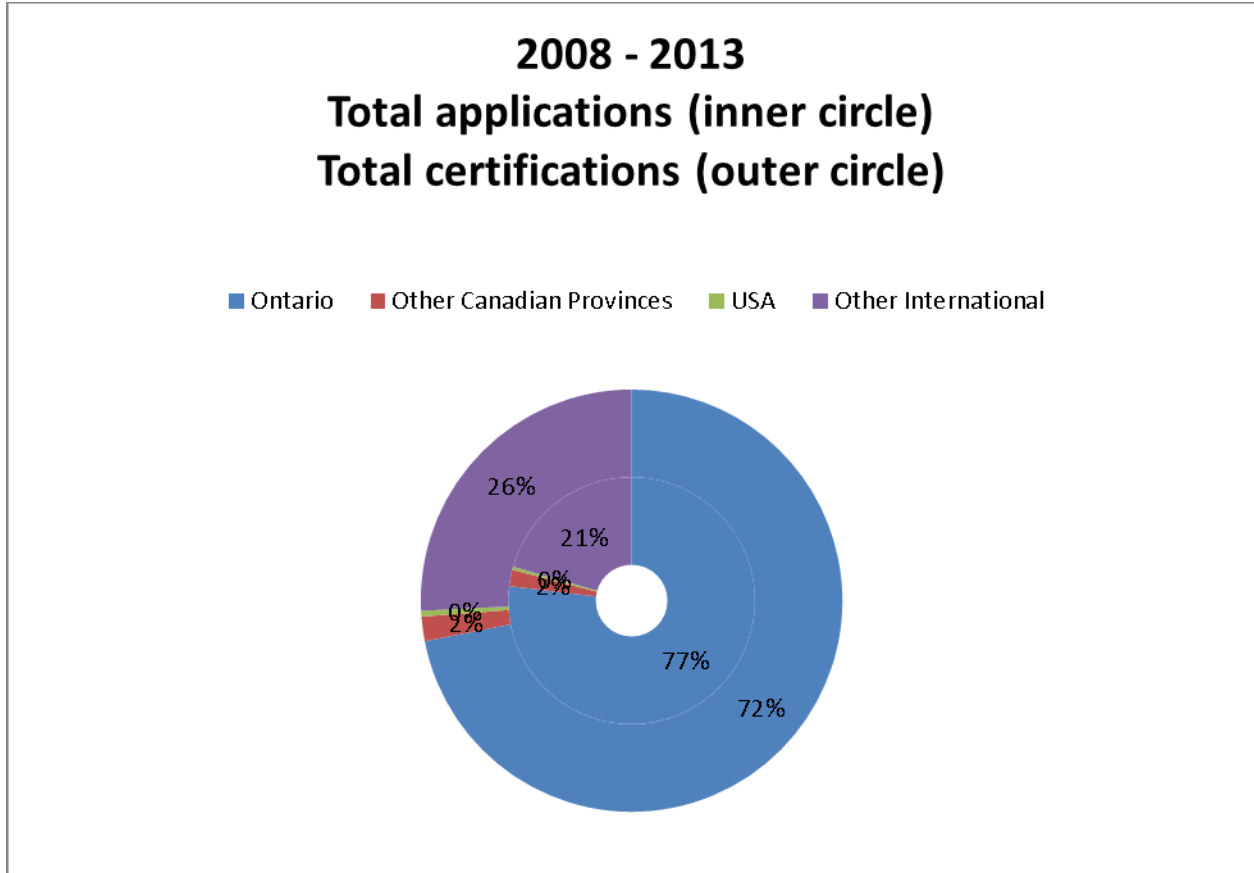
I continue to sit on the Technology Accreditation Canada (TAC) Board. A full day meeting was held on November 10 to review our progress to date and finalize some procedures.

I would be pleased to answer any questions.

Respectfully submitted,

Sam DiGiandomenico
Registrar | Director IETO

Appendix A: OACETT Applications and Certification



The above chart was prepared by the OFC from information in OACETT's annual Fair Registration Practices Reports.

**Ontario Association of Certified
Engineering Technicians and Technologists**

Government Relations Committee

**Report to Council - November 2014
GR Plan & Development Strategies 2015**

The 2014/15 Government Relations Committee held its annual face-to-face meeting August 9th, 2014. A topic of discussion included, among other things, the commencement of developing a GR plan for 2015. The GR Committee held its second meeting via conference call on October 14th. The agenda included finalizing the 2015 GR plan for presentation to Council.

Government Relations is included as part of OACETT's 2014-2019 Strategic Plan under "Communications and Outreach". The Government Relations Committee will advance a comprehensive effort at Queen's Park, the local Riding level, and Municipalities, in order to advance the members' interests.

The Government Relations Committee proposes the following plan for 2015:

- **Qualified Person Monitoring**
Review professional associations' websites and newsletters; as well as, government and industry websites in order to monitor potential challenges to OACETT'S members' current employment rights and potential future opportunities. There will be ongoing monitoring by the Director to maintain and increase members' Qualified Person (QP) status.
- **MPP Link**
Encourage additional member advocates, chapter executive members, GR Committee Members and Councilors to be involved in the MPP Link Program in order to deliver OACETT's key messages and ASK to MPPs.
- **Government outreach**
 - Monitor key Ministries & develop ongoing political contact. As well, establish a reporting system that separates Provincial and Municipal outreach.
 - Make contact with key Ministries.
 - On behalf of the President, forward congratulatory letters to re-elected and new MPPs, as well as appointees to Cabinet positions.
 - For the Ontario College of Trades (OCOT), the Ontario Building Officials Association (OBOA) & other associations:
 - Develop a business relationship with the intent to inform them of OACETT's members' qualifications and other issues.
 - Work together with OCOT to ensure OACETT members are recognized.
 - Inform OCOT of the OACETT qualification processes in place so OCOT does not need to duplicate.

- **OBOA initiatives**
 - Meet periodically with OBOA to share issues and concerns about BCIN and OACETT members' QP status particularly relating to municipal building code inconsistencies across Ontario, and Ministry of Municipal Affairs and Housing (MMAH) non action in clarifying QP status.

- **College of Trades initiatives**
 - Continue to meet periodically with OCOT.
 - Monitor the compulsory trades that affect OACETT and determine appropriate action in order to be a participant.
 - Make OACETT the path to the appropriate engineering technician and technologist compulsory trades.
 - Work closely with IETO on OCOT issues.
 - Arrange a spring 2015 meeting with OCOT.

- **Grass Roots**
 - Identify, recruit, and train OACETT member advocates and chapter executive members to deliver local grass roots plan.
 - GR Committee members to be MPP Link participants to assist in chapter areas requiring assistance.
 - Encourage Councilors to be MPP Link participants.

Other Activities

- Prepare GR Articles for issues of Ontario Technologist.
- Attend MPP events and follow up on information required and common areas of interest.
- Invite MPPs to OACETT events.

Performance Measurements for 2015

1. Offer QP seminars resulting in some revenue for OACETT – 4 seminars in the spring and 4 in the fall.
2. Develop working relationship with the Ontario College of Trades (OCOT) and encourage support for our members as “qualified persons” – the next meeting is planned for spring 2015.
3. Continue to meet with the Ontario Building Officials Association (OBOA) to share and discuss issues of common interest – 2 meetings per year.
4. Ongoing monitoring and responding to Qualified Person issues, utilizing the upcoming member advocacy survey, when and if it is available in 2015 - ongoing.
5. Continue to identify, recruit, and train OACETT member advocates to deliver local grass roots plan throughout 2015 – monthly correspondence and follow-up.
6. Government relations article for every issue of Ontario Technologist – 6 in 2015.
7. Attend MPP events for key ministries (Liberal) and critics (PC & NDP); 15 – 20 events for 2015.

Government Relations Committee:

Greg Miller, C.E.T., Committee Chair
 Shervin Reyhani, C.E.T.
 Norm Sandberg, C.E.T.

Ron Walker, C.E.T.
 Lara Widdifield, C.E.T.
 Gord Masters, Director of GR

REPORT TO COUNCIL

Status of CPD and Proposed Next Step

- The ad hoc CPD working group (Erin Booth, Chris Ellerton, Chris van Dop, Rosanna Baggs, Mark Gatenby, David Thomson) has met several times to flesh out details of a proposed program (see attached). There appears to be growing support amongst the ad hoc group for a program particularly given the Elliot Lake report, the recommendation for mandatory CPD, and PEO's draft strategic plan calling for action on this front.
- Dovetailing with the CPD initiative is IETO's consideration of re-introducing the 3&6 year rule with a "bite" – comply or leave the association.

Proposed Next Steps

1. Council at the November meeting engage in a policy discussion of the 3&6 rule and a CPD program without reaching a final decision on "go/no go". Provide some policy direction if appropriate with regards to both 3&6 and CPD. *This will allow Council to fully digest the implications on these hugely important policy issues.*
2. It would be proposed at the November Council meeting that Council delegate to IETO responsibility for developing the CPD program further since as a mandatory program it would be a regulatory matter. PASB would need representation since significant implications for chapters.
3. It would be further proposed that a "package" detailing the 3&6 and the CPD program, including a communications plan would be presented to Council at its February meeting with a vote on whether to support taking the initiatives to the membership.
 - a. The next step would involve communicating via OT, linked-in, chapter and regional meetings, the details of a draft 3&6 and compulsory CPD programs during the spring, 2015.
 - b. Followed by a presentation, discussion of 3&6 and CPD at the AGM with the membership asked for a non-binding "expression of opinion" on whether to support a compulsory CPD program.
 - c. Council would then decide on whether to proceed with introducing the 3&6 and CPD programs starting January, 2016.

Council Update and Request for Policy Guidance from the CPD Working Group (WG)

Issue: Whether there is sufficient rationale/motivation to introduce a mandatory professional development program to maintain membership in OACETT?

Council Perspective: Measured Council support, subject to understanding and agreeing to the “devil in the detail” and another “crack” at approving before implementation.

Policy Issue: What are some specific arguments to support mandatory CPD?

Council Perspective: Council agreed that previous presentations on 3&6 rule and Wage and Salary survey results supported the advancement of CPD.

WG Perspective: Recent Elliot Lake recommendation and draft PEO strategic plan calling for mandatory CPD are compelling arguments for an OACETT CPD program.

- 43% of employers not satisfied certified members anymore qualified or competent than non-certified.
- “What’s good for PEO is good us” – Elliot Lake Inquiry report recommending mandatory CPD (PEO’s draft strategic plan calls for introduction of mandatory CPD)
- Career advancement – highlights to employers ongoing competency

Policy Issue: How high do we set the compliance bar?

Council Perspective: Raising expectations amongst members and stakeholders and, therefore, program requirements should – rather than set a minimum threshold as proposed - set the bar higher for compliance.

WG Perspective: **3 activities over 3 years plus formal course (3 for 3+ 1)) with an encouragement for member best efforts to undertake one activity per year during the three year compliance period.**

Policy Issue: What constitutes an acceptable or appropriate CPD activity (3 for 3)?

Council Perspective: Considered crucial to be clear on what is an acceptable CPD activity. General support for activity based rather than point scores.

WG Perspective: **While the selection of a CPD activity should be largely left to the decision of the member (and employer), some suggestions should be provided that would be modified over time as experience dictates.**

3 activities over 3 years (3 for 3) – compliance requires choosing 3 of the following for example:

- Writing technical papers, articles (e.g. OT article), chapters or reviews that are published in journals, books or submitted for other professional or commercial purposes (e.g. TR report)
- Designing, developing or teaching a training program or course of study related to your discipline or professional practice
- Presenting at conferences, workshops or seminars related to your discipline or professional practice.
- Attending conferences, workshops and seminars
- Serving on college, industry advisory committees or equivalent including other profession-related organizations or associations
- Serving on OACETT Council, IETO, PASB, and various committees, including ad hoc working groups (e.g. Elliot Lake, CPD, 3&6, Women in Technology)
- Serving chapters, including chapter executive, attending plant tours, organizing NEM activities or other related volunteer activities.
- Serving as a file reviewer, member of an accreditation team or developing standards
- Membership in a relevant learned society (e.g. OBOA, IEEE) and PD courses to apply against OACETT requirements
- Subscribing to and reading discipline-related journals or technical publications.
- Community Service in a volunteer capacity

Policy Issue:

What constitutes an acceptable formal course?

Any one of the following constitutes completion of the requirement for one formal course every three years.

- Successful completion of a course(s) or program(s) either in person or on-line/distant education related to your discipline that was provided by a credible education institution or training provider totally a minimum 4 hours of education/training
- Successful completion of a leadership, management, teamwork, supervision, financial, IT or similar “softer skilled” course(s) in person or on-line provided by a credible education institution or training provider (e.g. manufacturer) totally a minimum of four hours of education/training.
- Participating in self-directed study, seminars, technical field trips, employer/manufacturer training or structured on-the-job training totally a minimum of 8 hours

Policy Issues: Administration

- A CPD committee comprised of three volunteers, with one staff support, would assess the legitimacy of other PD activities submitted by the members based on description of the activity and time involved.
- For audit proposes, verification of formal courses would require a receipt of payment, course outline, and if unavailable confirmation from a manager that the member attended the course.
- For audit purposes, the 3 for 3 activities (non-formal CPD) would require a review of the member's database update on PD or other forms of information provided by the member such as details on the activity.

Policy Issue: Who should be covered by the CPD program?

Council Perspective: Debated but prevailing sense that both associates and certified members including with minor exception those on parental, medical leave or unemployment. Students, retired members exempt.

Note: Subject to Council approval, associate members prior to 2005 would be required to comply with CPD requirements. Post 2005, associates would be required to certify to complete their CPD requirements.

WG Perspective: No position taken as yet.

Policy Issue: Should OACETT play a role in sponsoring or assisting in delivery of CPD activities such as through the chapters with a special grant program?

Council Perspective: No position taken as yet

WG Perspective: Generally supportive of chapter involvement although needs further study.

REPORT TO COUNCIL

Nominating Committee has been active of late, with efforts focused on the following:

1. Filling of a Committee member vacancy.

The Nominating Committee, as approved by Council at the May 29 Incoming Council meeting, was made up of Mr. David Saunders and Mr. Robin Dunn with the undersigned as the Committee Chair. As many of you will know, Mr. Saunders undertook a short term contract position with OACETT over the summer and, rightly so, stepped down from his volunteer roles.

Mr. Angelo Innocente, an OACETT Past-President, has expressed an interest in participating in the Nominating Committee and Council is being asked to approve his appointment to fill the vacant position.

2. Updating of the Nominating Committee Policy #CP501 and Nominating Committee Terms of Reference.

Both of these documents have been updated to reflect current practices and the requirements of By-Law 19. Copies of the documents are attached for Council review, discussion and approval.

3. Recommendation of a Director representing OACETT on the TAC Board of Directors.

As you are aware, Nominating Committee has recommended to Council that Ms. Devi Richards, C.E.T., PMP, represent OACETT on the Technology Accreditation Canada Board of Directors. At the time of writing of this report information is being prepared for circulation to Council and arrangements for an EVote are being made so that the OACETT candidate can be put forward at the TAC November 22 meeting.

Respectively submitted,

Rod MacLeod, B.Sc., C.E.T.,
Chair, Nominating Committee

NOMINATING COMMITTEE POLICY

With Respect to Elected and Appointed Members of Council & Regional Councils

Refer to By-law 19, Sections 3 and 7; Qualification, Nomination, Election, Term and Duties of Officers, Councillors and Regional and Chapter Representatives.

1.0 Nominating Committee (from Terms of Reference)

The overall purpose of the Committee is to receive and coordinate nominations for the election of OACETT Council and to recommend candidates to Council to fill vacancies on Council and on other committees, boards and organizations considered appropriate by Council to fill.

The Committee shall consist of no fewer than three Certified Members including the Past President, who shall act as Chair. In the event that the immediate Past President is unable to serve then the next most immediate Past President able to serve shall assume the responsibility. Nominating Committee members should be at arms length, have no bias, and should not be a current Councillor or member of a committee.

1.1 The Nominating Committee shall:

- before **November 30** in the year prior to an election year, publish a "call for nominations" to all Certified Members.
- prior to **January 15** in the following year, accept nominations for the offices of President-Elect, Vice-President IETO, Vice-President PAS, and nominations for the positions of PASB Councillors, IETO Councillors and Regional Secretary-Treasurers, one each from each region.
- ensure that at least one nomination is received for each office and cause an election to be conducted to determine a single nominee for each office in the event that there is more than one nomination.
- submit a nomination on the majority vote of the Committee to ensure a single nominee for a position or to ensure a well-qualified nominee for a position.
- at the first meeting of Council following **January 15**, report the names of all candidates properly nominated for election to the offices of President-Elect, Vice-President PASB and Vice-President IETO. The Committee shall also provide the names for the positions of PASB Councillors, IETO Councillors, and Regional Secretary-Treasurers, one each for each region.

1.2 The Nominating Committee, in conjunction with the President and the OAB, will ensure there is at least one nomination for each appointed position on Council.

1.3 In the event that a member of the Nominating Committee is nominated for office, that member shall declare a conflict of interest and recuse themselves from the Committee. The Nominating Committee will then select an appropriate replacement.

2.0 Confirmation of Candidate Eligibility and Acceptance

- 2.1 The Nominating Committee shall verify the eligibility in accordance with the by-law of nominators who submit nominations.
- 2.2 The Nominating Committee shall confirm the eligibility of all nominees in accordance with By-law 19, Section 3.2.
- 2.3 The Nominating Committee shall verify in writing the willingness of all candidates to hold office.
- 2.4 The Nominating Committee shall ensure that staff maintains a list of nominees as they are received. This list will be posted on the OACETT website, the Association's office and will be shared with any member who inquires.

3.0 Documentation

- 3.1 The Nominating Committee shall ensure that a file is kept by the Secretary of the Association for continuity and record keeping from year to year. This file should contain any correspondence to candidates, candidates' literature, any anomalies that occurred during the election process, and any other material relevant to the election process.
- 3.2 The Nominating Committee will submit a final report, including assessment of the election system process and recommendations for changes as may be required, to Council at the Outgoing Council Meeting.
- 3.3 The budget for projected activities for the following year's Nominating Committee shall be submitted as required by Council.

4.0 Election Procedures

- 4.1 The balloting process shall be carried out by electronic means via the internet. Certified members will sign on to the secure balloting site to vote. Only certified members are eligible to cast a ballot. For those members without a personal computer and/or access to the internet, arrangements can be made for access. The Associations Regions and/or chapters will be encouraged to set up sites where members may access the website for balloting purposes. In addition the OACETT office will have a computer set up for balloting purposes.

4.2 Returning Officer

- 4.2.1 The Nominating Committee shall appoint a returning officer.
- 4.2.2 The Returning Officer shall:
 - be a Certified member in good standing appointed by the Nominating Committee. They should be at arms length, have no bias, and should not be a current Councillor or member of a Committee. He or she will act according to, and within the spirit of, the Association by-law and Policies;
 - in accordance with the by-law, set a date and time within 5 days after of the close of balloting for accessing electronic ballots and determining the totals cast for each candidate. While the balloting software will create real time ballot totals, this data will not be accessible by anyone until called for by the returning officer in the presence of the candidates scrutineers, if any have been appointed and supporting staff;

- observe the performance of the electronic balloting process by carrying out such tests as may be appropriate to ensure the accuracy and security of the process;
- make any other investigation or enquiry as he or she may consider necessary or desirable for the purpose of supervising the balloting process; and
- approve the final count of the electronic ballots and report the results of the vote to the President, Chief Executive Officer, Chair of the Nominating Committee and all candidates, respectively.

4.2.3 The Returning Officer shall ensure that:

- only certified members cast a ballot.
- arrangements are made for access for those certified members without a personal computer and/or access to the internet.
- candidates' election profile / biography, a campaign statement, a current photograph, and answers to questions posed by the Nominating Committee are accessible to certified members on the OACETT website by January 31, of an election year.
- all candidates are informed of their rights and obligations during the election process and are notified when specific election events will occur.

5.0 Nominating – Publicity and Advertising

5.1 Announcement of the Call for Nominations will be made in the Association's publications and / or on the OACETT website.

5.1.1 Each nominee, including those acclaimed, will be requested by the Nominating Committee to create their own election profile on line by uploading a biography, a campaign statement, a current photograph, and answers to questions posed by the Nominating Committee by **January 31** of an election year, regardless of whether in an election position or not.

5.1.2 Each candidate, including those acclaimed, will be permitted a combined total of 400 words for a biography and campaign statement. Recognizing that all software word counts vary when using different programs, to be consistent and fair, the word count from the election admin program will be the only one used. If editorial matter is submitted in excess of 400 words and time does not permit revision by the author, it will be adjusted by the removal of the appropriate number of words from the end of the material.

Photographs must be a head and shoulders portrait representing a professional/business image with no other persons included in the picture. The size of the picture must be 200 pixels wide by 215 pixels high. If the photo does not meet the required specs the picture will be resized automatically upon upload and may change the way the picture looks. All photos will be presented with the same dimensions on the website.

Answers to several questions posed by the Nominating Committee will be limited to 400 words per question. If editorial matter is submitted in excess of 400 words and time does not permit revision by the author, it will be adjusted by the removal of the appropriate number of words from the end of the material.

5.1.3 Candidates' statements, biographies and answers to questions posed by the Nominating Committee will be published verbatim, with no editorial license taken, aside from adherence to good ethical practices.

- 5.1.4 Candidates shall adhere to all Association policies and codes pertaining to public conduct.
- 5.1.5 The following candidate's material disclaimer will be included on their profile. *"The statements herewith are as received from the candidate. Statements or claims by candidates are not verified and are the sole responsibility of the candidates themselves. The only editing is with regard to the total number of words and if editing is required in this event the candidate has been made aware".*
- 5.1.6 Advertising and / or the solicitation of votes for the candidates may not commence until midnight of **January 15** and shall cease prior to midnight of **March 31**. The Nominating Committee may penalize any candidate who does not comply with this timing up to and including removing the candidate from the list of nominees and referral of the candidate to the Registrar for a complaints and/or discipline action.
- 5.1.7 Campaign advertising for candidates shall not be allowed in Association publications.
- 5.1.8 Candidates may be allowed to disseminate their own campaign advertising. All published information is subject to **PRIOR** approval from the Nominating Committee and in keeping with Association publication policies. Allow three calendar days for review and approval. All costs related to such campaign advertising for elected office shall be borne by the candidate.
- 5.1.9 Candidates and OACETT members may not contact OACETT staff to obtain any contact information for any members, candidates, or for any persons from the election vendor working the OACETT election.
- 5.1.10 Contact of an OACETT member by a candidate may not be carried out using member contact information obtained from any current or previous OACETT source, including information obtained from other members. Contact of a member using information provided directly from the member to the candidate is acceptable.
- 5.2 Candidates' biographies, photographs and answers to the questions provided will be posted on the OACETT web site by February 10. The Nominating Committee will provide guidelines to the candidates regarding the questions.

6.0 Ballots

- 6.1 In case of the contested validity of ballots between the candidate's scrutineer and the Returning Officer, the latter shall take precedence. Any appeal of this ruling must be brought to the Nominating Committee within seven days of the ballot tally. The Committee will then uphold or reject the appeal and report its ruling to the President.
- 6.2 Electronic ballots shall be received from **March 10 until midnight March 31 EST**, at which time no further access to the balloting site will be allowed.
- 6.3 Ballot Recounts - With electronic balloting a recount is neither possible nor necessary. The electronic tally will be accurate.
- 6.4 In the event of a tie the President shall cast the deciding vote, in accordance with Section 7.4.2 (b) of By-law 19.
- 6.5 The ballot totals shall be maintained in system memory until a motion of Council allows them to be deleted from the balloting system in a manner satisfactory to the Returning Officer.

7.0 Association Staff

7.1 Association staff shall:

- under the guidance of the Nominating Committee, Returning Officer and the Chief Executive Officer, assist in conducting the Association's election;
- provide notices, in at least two issues of the Ontario Technologist preceding the election, of the timing for posting of information on the OACETT web site;
- advise Certified members by E Blast as election material is posted on the web site, and
- advise members, in at least two issues of the Ontario Technologist, preceding the election, how they may vote if they do not have personal access to the internet by computer.

7.2 The association's staff, full time, part time or contract, shall not participate in any manner in the election process to influence any candidates' chance of winning or losing an election.

7.3 The Association's staff does not have access to candidates' profiles to make any changes to any material candidates post on the election website. Only the individual candidates will have access to their own profiles.

8.0 Handling and Counting the Ballots

8.1 At a place, date and time designated by the Returning Officer, access to an electronic count of the election ballots from the on line balloting process will take place.

8.2 Candidates may not be present at the ballot count but are allowed to appoint a scrutineer as follows:

- The candidate's scrutineer shall be a Certified member in good standing and be appointed by the candidate.
- If a scrutineer is appointed by a candidate, the Returning Officer must be advised by the candidate in writing of the scrutineer no later than March 1 of an election year.
- He or she will not be reimbursed for any costs incurred for his or her involvement with the election process.
- The scrutineer will act under the direction of the Returning Officer.
- During the accessing of ballots, the scrutineer may review all electronic data received relevant to the position for which the scrutineer's candidate is running and may contest the validity of any part of the related process.
- Scrutineers and any person supporting the election process will keep all information and election results and vote count confidential.

9.0 Finalization of the selection of Elected Regional Representatives

9.1 In an election year, a Regional meeting of members shall be held, after the **5th day of April** and completion of the election process above and before the OACETT AGM to select a single nominee for PASB Councillor, IETO Councillor and Regional Secretary-Treasurer in accordance with By-law 19 section 5.3.4 as a sole nominee for each of these offices.

10.0 Notification of Election Results

- 10.1 The Returning Officer shall, in accordance with By-law 19, clause 7.4.2 *and before the results are made public*, inform the President, Chief Executive Officer, Chair of the Nominating Committee and all candidate(s) of the results. This shall be after the counting of the ballots if there is an election and after nominations are formally closed if there is no election.
- 10.2 The President shall, in accordance with By-law 19, clause 7.4.3 annually present a complete list of sole nominees for elected, acclaimed and appointed positions on Council and for elected positions on Regional Councils, to the final business session of Council prior to the AGM.

11.0 Inability of Nominated or Elected Candidate to Serve or a Position Remains Open at Close of Nominations

By-law 19 clause 3.5 defines Council's power to fill vacancies on Council.

- 11.1 Candidate is unable to serve prior to assuming office - Reference By-law 19 clause 3.1.3. The President shall cause the Nominating Committee to obtain or make new nominations in such manner as the Committee may determine.
- 11.2 Elected Councillor is unable to serve after they have assumed office - Council would declare the position vacant. If there is significant time remaining in the term of office, the President would direct the Nominating Committee to obtain nominee(s) for the position.
- 11.3 Unfilled position at close of nomination - The Nominating Committee shall provide a nominee for an unfilled position. The Committee:
- would advertise the open position,
 - may directly canvas the members normally responsible for electing the candidate, and/or
 - may make a nomination as a committee, of a qualified individual known to the committee as having an interest.

In the event that there are multiple indications of interest, the committee, after obtaining Biographical information, would conduct interviews of the candidates in person or via teleconference to determine and select the candidate to be put forward to Council. The Nominating Committee members and chair would each vote. In the event of a tie the committee would vote again until the tie is broken. (*Ideally there will be an odd number of members on the committee so that a tie is not possible*)

12. Nominating Committee's Additional Duties

The Nominating Committee, in addition to existing requirements under By-law 19, in consultation with the Chief Executive Officer and the OAB, is assigned the mandate and responsibility for:

- 12.1 ensuring that job descriptions for all volunteer positions in OACETT are posted on the OACETT website as a means to attract increased participation in the various volunteer positions.
- 12.2 determining the most appropriate means to canvass the membership to identify potential candidates or nominees to represent OACETT on committees, whether they are government, industry or other. This might involve e-mail blasts, articles in the Ontario Technologist, review of volunteer databases, or general agreement among the committee that specific volunteers are ready for appointment or advancement.

- 12.3 developing processes for interviewing, vetting and recommending candidates to represent OACETT. This would typically involve an analysis of the skills set and requirements of the position, an in-depth review of resumes, personal interviews and reference checks.
- 12.4 recommending or providing suitable leadership development or professional development for high potential volunteers.
- 12.5 ensuring that all high potential volunteers understand the “OACETT Communication Protocol Policy”, which outlines the importance of advocating stated policy established by Council, OAB, IETO or PASB and reporting regularly on committee developments, unless prohibited by government requirements.

13. Staff Support

13.1 The Chief Executive Officer’s Role

The Chief Executive Officer works in consultation with the Nominating Committee supporting the work of the Committee and identifying potential positions where OACETT representation would be an asset in advancing the interests of the Association and its membership.

13.2 The Secretary’s Role

The Secretary of the Association, on behalf of the Nominating Committee will maintain a file, which includes documentation on the procedures developed by the committee. These procedures will be guidelines (rules) for subsequent committees and can continue to be developed by subsequent committees.

13.3 The Role of the Registrar, Director of IETO and the Director of PASB

These senior staff members will work closely with the Nominating Committee to confirm eligibility of individuals who might assist in representing the Association in areas relating to their sphere of activity.

**ONTARIO ASSOCIATION OF CERTIFIED ENGINEERING TECHNICIANS AND
TECHNOLOGISTS
("OACETT")**

NOMINATING COMMITTEE

TERMS OF REFERENCE

1. DEFINITIONS

"By-law" means By-law 19 of OACETT;

"Committee" means the Nominating Committee; and

"Council" means the board of directors of OACETT.

Capitalized terms used but not otherwise defined herein shall have the meanings ascribed to such terms in the By-law.

2. PURPOSE

- 2.1 The overall purpose of the Committee is to receive and coordinate nominations for the election of OACETT Council and to recommend candidates to Council to fill vacancies on Council and on other committees, boards and organizations considered appropriate by Council to fill.

3. COMPOSITION, PROCEDURES AND ORGANIZATION

- 3.1 The Committee shall consist of no fewer than three Certified Members including the Past President, who shall act as Chair. In the event that the immediate Past President is unable to serve then the next most immediate Past President able to serve shall assume the responsibility. Nominating Committee members should be at arms length, have no bias, and should not be a current Councillor or member of a committee.
- 3.2 The Council, at its organizational meeting held in conjunction with each annual meeting of members, shall appoint the members of the Committee for the ensuing year. Council may at any time remove or replace any member of the Committee and may fill any vacancy in the Committee. Any member of the Committee ceasing to be a Certified Member shall cease to be a member of the Committee.
- 3.3 The Committee shall have access to such officers and employees of OACETT and its legal counsel, and to such information respecting OACETT as it considers to be necessary or advisable in order to perform its duties.
- 3.4 The Committee shall meet at such times and at such locations as the chair of the Committee shall determine. Any member of the committee may request a meeting of the Committee.
- 3.5 Any member of Council may request the chair of the Committee to call a meeting of the Committee and may attend at such meeting or inform the Committee of a specific matter of concern to such member, and may participate in such meeting to the extent permitted by the chair of the Committee.
- 3.6 Meetings shall be held in accordance with the procedural rules outlined in the "OACETT Council Committees - Rules Governing Procedure".

4. THE DUTIES OF THE COMMITTEE

4.1 The duties of the Committee are as follows:

- (a) The Committee shall seek and receive nominations for the office of President-Elect, Vice-President IETO, Vice-President PASB, PASB and IETO Councillors and Regional Secretary-Treasurers.
- (b) It is the responsibility of the Committee to ensure that at least one nomination is received for each office and to cause an election to be conducted to determine a single nominee for each office in the event that there is more than one nomination.
- (c) The Committee may itself make nominations on the majority vote of the Committee to ensure a single nominee for a position or to ensure a well-qualified nominee for a position.
- (d) In the event that a member of the Committee is nominated for office, that member shall declare a conflict of interest and recuse themselves from the Committee. The Nominating Committee will then select an appropriate replacement.
- (e) The Committee shall:
 - (i) before the thirtieth day of November in the year prior to an election year, publish a “call for nominations” to all Certified Members;
 - (ii) prior to the fifteenth day of January in the following year, accept nominations for the offices of President-Elect, Vice-President IETO, Vice-President PASB and nominations for the positions of PASB Councillors, IETO Councillors and Regional Secretary-Treasurers, one each from each region; and
 - (iii) at the first meeting of Council following January fifteenth, report the names of all candidates properly nominated to the offices of President-Elect, Vice-President PASB, Vice-President IETO, PASB Councillors, IETO Councillors, and Regional Secretary-Treasurers, for each region.
- (f) Notwithstanding any other provision in these terms of reference, in the event of a vacancy arising on the Council, the PASB, IETO or any Regional Council, and the members of the Committee reasonably believe that an appropriate qualified candidate is not available, the Nominating Committee shall be entitled to recommend any candidate to fill such vacancy who does not meet the minimum service requirements or consecutive term requirements set out in the By-law, provided that:
 - (i) the Committee shall provide not less than 21 days notice to the membership that, in light of the vacancy, it will be considering non-qualified candidates who do not fully meet the qualification requirements, and
 - (ii) in no event shall the Committee recommend any candidate who does not qualify under clause 3.2.1 of the By-law.

RREPORT FROM THE OAA – November 2014

1. **Winner of the RAIC Moriyama International Prize Announced** – For information please see <http://www.canadianarchitect.com/news/li-xiaodong-of-china-wins-the-first-100-000-moriyama-raic-international-prize/1003294744/?&er=NA>

2. In 2011, the **Infrastructure Health and Safety Association (IHSA)** of Ontario has brought a new standard of safety requirements to the business and construction industry. This program is named, "Certificate of Recognition (COR™)". For information please see <http://ihsa.ca/cor/>

3. **MMAH qualification Re. BCIN**

In October 2014 the Ministry of Municipal Affairs and Housing (MMAH) notified all individuals holding a BCIN of changes related to the delivery of the qualification examinations. This letter was sent to previously-qualified individuals (designers), including architects who had qualified prior to the implementation of the exemption for architects.

4. **International Architectural Roundtable**

This year's Architectural Roundtable *Game Changers: Architects on the Front Lines of Innovation* focuses on the new challenges and changing technology that permeates every industry, including architecture. For information please see <http://www.constructcanada.com/iart>

5. **Amendments to Ontario's Building Code**

On September 23, 2014, Ontario Regulation 191/14 was filed to amend the 2012 Building Code, Ontario Regulation 332/12. These amendments include:

- substantial changes to barrier-free design,
- requirements to permit six-storey buildings of combustible construction,
- changes to the professional design requirements,
- changes to qualification and registration requirements.

For more information on the new requirements, please visit the [Building Code Website](#). The text of the [amending regulation and the complete 2012 Building Code](#) is available

6. **OAAAS Newsletter- OCTOBER 2014**

For information please

see: <http://www.oaa.on.ca/oaamedia/documents/OAAAS%20Newsletter%20-%20October%202014%20Issue.pdf>