

Minutes of the Council meeting of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) held via conference call on Friday, February 28, 2020.

**Present:**

Kim Pickett, C.E.T., LET	President
Greg Miller, C.E.T.	Past-President
Rosanna Baggs, C.E.T.,rcji	President-Elect
Mark Gatenby, C.E.T.	Vice-President, PASB
David Cotter, C.E.T.	PASB Councillor, Central Region
Devi Richards, C.E.T., LET	IETO Councillor, Central Region
Dale Phippen, C.E.T.	PASB Councillor, Eastern Region
King On Lee, C.E.T.	IETO Councillor, Eastern Region
Salvadore Ingraldi, C.Tech.	PASB Councillor, Horseshoe Region
Rasheed Khan, A.Sc.T.	IETO Councillor, Horseshoe Region
Richard Labelle, C.Tech.	PASB Councillor, Northern Region
Reginald Grieco, C.E.T.	PASB Councillor, Toronto Region
Jose Catilo, C.E.T.	IETO Councillor, Toronto Region
Michael Belmonte, A.Sc.T.	PASB Councillor, Western Region
Christopher van Dop, C.E.T.	IETO Councillor, Western Region
Alex Lusty	Public Representative
Ranjan Bhattacharya	Heads of Technology Representative
Tim Kirkby, P.Eng., C.E.T.	PEO Representative
Ian Howcroft	Member-at-Large
Ky Yeh	Student Representative
Barbara Chappell, MA	Acting Chief Executive Officer, Registrar
Barry Billing	Acting Director IETO
Janice Meade, CPA, CA	Treasurer and Director Finance, Administration & I.T.
David Terlizzi	Director, Professional Affairs & Services & Government Relations
Alla Bondarenko	Executive Assistant
Debbie Marrocco	Secretary and Manager of Board Affairs
Caroline Boone	Administrative & HR Coordinator/Recording Secretary

**Regrets:**

Micheal Mooney, C.E.T.	Vice-President, IETO
Carolyne Belanger, C.E.T.	IETO Councillor, Northern Region

**PRESIDENT'S OPENING REMARKS AND CALL TO ORDER**

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

**Approval of the Consent Agenda** (Appendix Tab 1)

**5690 Moved by Ian Howcroft, Seconded by Ranjan Bhattacharya and Carried. Resolved that the Consent Agenda of February 28, 2020 be adopted as circulated, less any items requested for separate review and discussion. The Consent Agenda items include:**

**Item 2.1 – Chief Executive Officer's Report**  
**Item 3.1 – Minutes of Council Meeting – November 22, 2019**  
**Item 3.2 – List of Council Motions**  
**Item 3.3 – Minutes of OAB Meeting – February 13, 2020**  
**Item 3.4 – List of OAB Motions**  
**Item 4.1 – Fletcher Foundation**  
**Item 4.2 – OACETT Gender Accord Statistics**

- Item 5.1 – PEO (Professional Engineers Ontario)**
- Item 5.2 – HOT (Heads of Technology)**
- Item 5.3 – Member at Large**
- Item 5.4 – Student Representative**
- Item 6.1 – PASB Councillor Reports**

**Approval of the Council Agenda** (Appendix Tab 7)

- 5691 Moved by Alex Lusty, Seconded by Michael Belmonte and Carried.  
Resolved that the Council Agenda of February 28, 2020 is hereby approved as amended.**

**FINANCE** (Appendix Tab 8)

**Treasurer's Report**

Ms. Meade summarized the Treasurer's Report as presented and went on to review the Unaudited Financial Statements and Cash Flow as at December 31, 2019. She noted that OACETT finished the year with a surplus. Although revenues were slightly greater than budgeted, the surplus was largely due to the unrealized gains from the long-term investments. Without the unrealized gains, there would have been an operating deficit at year-end. In addition, the market value of investments for the defined benefit pension asset value have increased in value. This reduces the accrued benefit obligation.

Ms. Meade concluded that OACETT is sufficiently funded for the IT capital project expenditures project. She also noted that the year-end contingency reserves have increased.

**Unaudited Financial Statements as at December 31, 2019**

- 5692 Moved by Jose Catilo, Seconded by Christopher van Dop and Carried.  
Resolved that Council hereby receives the Unaudited Financial Statements as at December 31, 2019 as presented.**

Ms. Meade reviewed the Dragonfly financial summary as at December 31, 2019. She also presented the forecasted 10 year hosted cost for the project.

**Transfer of Funds for Dragonfly**

- 5693 Moved by Richard Labelle, Seconded by Rosanna Baggs and Carried.  
Resolved that Council hereby approves the transfer of \$300,000 from unrestricted operating reserves to the IT Systems Fund to pay for Dragonfly project expenses to the end of May 2020.**

**Defined Benefit Pension Plan Audit**

- 5694 Moved by Mark Gatenby, Seconded by David Cotter and Carried.  
Resolved that Council hereby approves the continuation of the Audit of the Defined Benefit Pension Plan as it provides:**
- **Fiduciary oversight for OAB/Council**
  - **Actuaries accurate information for annual pension filings**
  - **Stakeholders information they can rely on to determine if assets are sufficient to fund future benefits or if a course correction is required.**

## **POLICY (Appendix Tab 9)**

Ms. Chappell presented the updated policy CP340 Guiding Principles and Code of Conduct for OACETT Councillors.

### **CP340 Guiding Principles and Code of Conduct for OACETT Councillors**

- 5695 Moved by Rasheed Khan, Seconded by Devi Richards and Carried. Resolved that Council hereby approves CP340 Guiding Principles and Code of Conduct for OACETT Councillors as presented.**

## **REPORTS/UPDATES (Appendix Tab 10)**

The following reports were presented and summarized:

- **IETO Report** – Ms. Devi Richards provided the update. Ms. Richards noted a request had been received regarding honorary members being eligible to receive the Fellow OACETT designation. She reported to Council that the IETO Board upheld the Fellow criteria requiring nominees to be certified members.

- 5696 Moved by Rasheed Khan, Seconded by Jose Catilo and Carried. Resolved to remove the Road Construction \$90 application fee for changes in Road Construction designations when moving down a level and replace it with \$25 administrative fee, effective April 1, 2020.**

Mr. Billing noted this decrease aligns these fees with similar administration fees.

- 5697 Moved by Michael Belmonte, Seconded by King On Lee and Carried. Resolved that Council hereby approves Steve Barnes, C.E.T. for the Fellow OACETT designation. Resolved that Council hereby approves Allan Leo Major, C.E.T. for the Fellow OACETT designation. Resolved that Council hereby approves Stephen Morley, C.E.T. for the Fellow OACETT designation. Resolved that Council hereby approves William Climie, C.E.T. for the Fellow OACETT designation. Resolved that Council hereby approves Stephen Parenteau, C.E.T. for the Fellow OACETT designation.**

- **PASB Report** – Mr. Gatenby
- **Registrar's Report** – Ms. Chappell
- **Membership & Application Statistics** – Ms. Chappell
- **Government Relations Report** – Mr. Terlizzi

## **NEW BUSINESS (Appendix Tab 11)**

Applications have been received from all remaining provinces to join TPC. Congratulations to Greg Miller for his 25-year membership with OACETT. Thanks to all of Council for your flexibility in changing last minute to teleconference from an in-person meeting (due to inclement weather).

The meeting adjourned at 2:07 p.m.



# Minutes of the Outgoing Council meeting of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) held via GoToWebinar on Thursday May 28, 2020.

## Present:

Kim Pickett, C.E.T., LET  
Greg Miller, C.E.T.  
Rosanna Baggs, C.E.T.,rcji  
Mike Mooney, C.E.T.  
Mark Gatenby, C.E.T.  
David Cotter, C.E.T.  
Devi Richards, C.E.T., LET  
Dale Phippen, C.E.T.  
King On Lee, C.E.T.  
Salvadore Ingraldi, C.Tech.  
Rasheed Khan, A.Sc.T.  
Richard Labelle, C.Tech.  
Carolyne Belanger, C.E.T.  
Reginald Grieco, C.E.T.  
Jose Catilo, C.E.T.  
Michael Belmonte, A.Sc.T.  
Christopher van Dop, C.E.T.  
Alex Lusty  
Ranjan Bhattacharya  
Tim Kirkby, P.Eng., C.E.T.  
Ian Howcroft  
Barbara Chappell, MA  
Barry Billing  
Janice Meade, CPA, CA  
David Terlizzi

Alla Bondarenko  
Caroline Boone

Julia Farner

## Regrets:

Ky Yeh  
Debbie Marrocco

President  
Past-President  
President-Elect  
Vice-President, IETO  
Vice-President, PASB  
PASB Councillor, Central Region  
IETO Councillor, Central Region  
PASB Councillor, Eastern Region  
IETO Councillor, Eastern Region  
PASB Councillor, Horseshoe Region  
IETO Councillor, Horseshoe Region  
PASB Councillor, Northern Region  
IETO Councillor, Northern Region  
PASB Councillor, Toronto Region  
IETO Councillor, Toronto Region  
PASB Councillor, Western Region  
IETO Councillor, Western Region  
Public Representative  
Heads of Technology Representative  
PEO Representative  
Member-at-Large  
Acting Chief Executive Officer, Registrar  
Acting Director, IETO  
Treasurer and Director Finance, Administration & I.T.  
Director, Professional Affairs & Services & Government Relations  
Executive Assistant  
Secretary/Acting Manager of Board Affairs/Recording Secretary  
Manager of Marketing & Communications  
  
Student Representative  
Secretary & Manager of Board Affairs

## PRESIDENT'S OPENING REMARKS AND CALL TO ORDER

Ms. Pickett called the meeting to order at 1:00 p.m. and welcomed Council and guests noting the meeting was being recorded for accuracy of minutes

Ms. Farner reviewed the GoToWebinar rules and instructions for the meeting.

## Approval of the Consent Agenda

5701 **Moved by Ian Howcroft, Seconded by Dale Phippen and Carried.  
Resolved that the Consent Council Agenda of May 28, 2020 is hereby approved as presented/amended.**

**The Consent Council Agenda items include:**

**Item 2.1 – President’s Report**

**Item 3.1 – Chief Executive Officer’s Report**

**Item 4.1 – Minutes of Council Teleconference February 28, 2020**

**Item 4.2 – Minutes of Council Teleconference April 16, 2020**

**Item 4.3 – List of Council Motions**

**Item 4.4 – Minutes of OAB Videoconference May 6, 2020**

**Item 4.5 – Minutes of OAB E-Vote May 25, 2020**

**Item 4.6 – List of OAB Motions**

**Item 5.1 – OACETT – Gender Accord Statistics**

**Item 6.1 – Member-at-Large Report**

**President’s Report** (Appendix Tab 2)

Consent Agenda Item

**Chief Executive Officer’s Report** (Appendix Tab 3)

Consent Agenda Item

**ADMINISTRATION**

**Adoption of Council & OAB Minutes** (Appendix Tab 4)

Minutes from Council & OAB meetings and lists of motions were presented as consent agenda items.

**UPDATES**

**OACETT Gender Accord Statistics** (Appendix Tab 5)

Consent Agenda Item

**Appointed Representative Reports** (Appendix Tab 6)

Consent Agenda Item

**Council Agenda** (Appendix Tab 7)

- 5702 Moved by Greg Miller, Seconded by Alex Lusty and Carried.  
Resolved that the Council Agenda of May 28, 2020 is hereby approved as presented/amended.**

**Appointment of New Officer** (Appendix Tab 8)

- 5703 Moved by Sal Ingraldi, Seconded by Rosanna Baggs and Carried.  
Resolved that the Council hereby approves the appointment of Caroline Boone as Secretary of Council.**

**Finance** (Appendix Tab 9)

**Treasurer’s Report**

Ms.Meade summarized the Treasurer’s Report. She noted that the April, 2020 Financial Statements reported a decrease in revenues by 4% and a decrease in expenses of 6% compared to the previous year. These decreases are a direct result of the pandemic. She added that some members have taken advantage of the renewal relief measures that were approved by Council. The cash balance remains healthy at just over \$988,000. Long-term investments have recovered to a balance of \$6.15 million at the end of April. The surplus remains a healthy balance.

Ms. Meade noted the year-end audit of the financial statements was completed with no issues. A subsequent event note was added to the Financial Statements reflecting the impact of the pandemic. Since April 17<sup>th</sup>, 43 members have requested renewal relief options. Ms. Meade reported that the defined benefit pension plan audit work was just completed and will be presented at the next Council meeting.

Unaudited Financial Statements and Cash Flow as at April 30, 2020

- 5704 Moved by Richard Labelle, Seconded by Carolyn Belanger and Carried. Resolved that Council hereby receives the Unaudited Financial Statements as at April 30, 2020 as presented.**

Ms. Meade reviewed the Financial Statements and Cash Flow as at April 30, 2020. She noted that the balance sheet is strong. The cash balance is healthy since the majority of membership dues are renewed in OACETT's first quarter. Other factors affecting the positive cash balance include savings from the 10% wage subsidy, increased EHT exemption and the deferral of the HST payment. Long-term investments have recovered to \$6.18 million as of May 28, 2020. Ms. Meade reported that although the overall year to date revenues appear to be on target largely due to the Q1 pre-pandemic results, the revenues in the month of April have decreased 26% in comparison to the previous year.

The cash flow statement reflects a strong position, but has reduced by \$91,500 in April 2020 in comparison to April 2019. The cash position is forecasted to remain positive to the end of June.

Dragonfly Update

- 5705 Moved by Christopher van Dop, Seconded by Rosanna Baggs and Carried with 1 abstention. Resolved that Council hereby approves the transfer of \$200,000 from unrestricted operating reserves to the IT Systems Fund to account for Dragonfly project expenses to the end of September 2020.**

Ms. Meade reviewed the Dragonfly project expenses and forecast.

Audited Financial Statements

- 5706 Moved by Mark Gatenby, Seconded by Dale Phippen and Carried. Resolved that Council hereby receives the Audited Financial Statements as at December 31, 2019 as presented.**

Revised Budgets

- 5707 Moved by Reg Grieco, Seconded by King On Lee and Carried. Resolved that Council hereby receives the revised budget as presented.**

Ms. Meade stated that the budgets have been revised based on the recommendation of the auditors as a result of the pandemic. The revisions incorporate both a decrease in dues revenues and a decrease in planned expenditures. The operating reserve is forecast to decrease from 13 months in 2020 to 9 months in 2021.

- 5708 Moved by Greg Miller, Seconded by Rasheed Khan and Carried. Resolved that Council hereby receives the revised capital budget as presented.**

Ms. Meade reviewed the revised capital budget.

Revised Business Plans

- 5709 Moved by Rosanna Baggs, Seconded by Rasheed Khan and Carried. Resolved that Council hereby receives IETO's revised business plan as presented.**

**5710 Moved by Dale Phippen, Seconded by David Cotter and Carried.  
Resolved that Council hereby receives PAS's revised business plan as presented.**

**5711 Moved by Mark Gatenby, Seconded by Greg Miller and Carried.  
Resolved that Council hereby receives Corporate Finance & Admin's revised business plan as presented.**

**REPORTS / UPDATES** (Appendix Tab 10)

The following reports were presented and summarized:

**Registrar** – Ms. Chappell provided report

**Membership Stats – as at April 30, 2020** – Ms. Chappell provided the report

**IETO** – Mr. Mooney provided report

**5712 Moved by Michael Belmonte, Seconded by Rosanna Baggs and Carried.  
Resolved that Council hereby confirms the admission of members to May 28, 2020, as recommended by the IETO Board.**

**PASB** – Mr. Gatenby provided report

**PEO (Professional Engineers Ontario)** – Mr. Kirkby provided the update

**HOT (Head of Technology)** – Mr. Bhattacharya provided the update

**Student Representative** – Mr Yeh's report stood as submitted

Mr. Alex Lusty, Public Representative provided an informative presentation titled "A Few Words on OACETT's Public Face".

**New Business** (Appendix Tab 11)

- Ms. Pickett noted that Mr. Andy Dryland, C.E.T. was appointed by the Ministry of the Attorney General as OACETT's representative on PEO Council for the term February 14, 2020 - February 13, 2022
- Ms. Pickett added that she has been nominated and accepted a position representing OACETT to the CCWEST Canadian Coalition of Women in STEM
- Ms. Pickett noted that the name of the new CEO will be announced in the very near future.

**Adjournment of Outgoing Council Meeting**

Meeting adjourned at 3:15 pm.



**Minutes of the Incoming Council meeting of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) held via GoToWebinar on Thursday May 28, 2020.**

**Present:**

Kim Pickett, C.E.T., LET	President
Greg Miller, C.E.T.	Past-President
Rosanna Baggs, C.E.T.,rcji	President-Elect
Mark Gatenby, C.E.T.	Vice-President, PASB
David Cotter, C.E.T.	PASB Councillor, Central Region
Devi Richards, C.E.T., LET	IETO Councillor, Central Region
Dale Phippen, C.E.T.	PASB Councillor, Eastern Region
Salvadore Ingraldi, C.Tech.	PASB Councillor, Horseshoe Region
Rasheed Khan, A.Sc.T.	IETO Councillor, Horseshoe Region
Richard Labelle, C.Tech.	PASB Councillor, Northern Region
Carolyne Belanger, C.E.T.	IETO Councillor, Northern Region
Reginald Grieco, C.E.T.	PASB Councillor, Toronto Region
Jose Catilo, C.E.T.	IETO Councillor, Toronto Region
Michael Belmonte, A.Sc.T.	PASB Councillor, Western Region
Christopher van Dop, C.E.T.	IETO Councillor, Western Region
Alex Lusty	Public Representative
Ranjan Bhattacharya	Heads of Technology Representative
Tim Kirkby, P.Eng., C.E.T.	PEO Representative
Ian Howcroft	Member-at-Large
Barbara Chappell, MA	Acting Chief Executive Officer, Registrar
Barry Billing	Acting Director IETO
Janice Meade, CPA, CA	Treasurer and Director Finance, Administration & I.T.
David Terlizzi	Director, Professional Affairs & Services & Government Relations
Alla Bondarenko	Executive Assistant
Caroline Boone	Secretary/Acting Manager of Board Affairs/Recording Secretary
Julia Farner	Manager of Marketing & Communications
<b>Regrets:</b>	
Mike Mooney	Vice-President, IETO
Ky Yeh	Student Representative
Debbie Marrocco	Secretary & Manager of Board Affairs

**PRESIDENT'S OPENING REMARKS AND CALL TO ORDER**

Ms. Pickett called the meeting to order at 3:15 p.m. and welcomed Council and noted that the meeting was being recorded for accuracy of minutes.

**Approval of the Agenda** (Appendix Tab 1)

- 5713 **Moved by Carolyne Belanger, Seconded by Greg Miller and Carried. Resolved that the Incoming Council Agenda of May 28, 2020 is hereby approved as presented / amended.**
- 5714 **Moved by Ian Howcroft, Seconded by Rosanna Baggs and Carried. Resolved that Council hereby approves the Appointments for the remainder of the 2019-2021 Term of Office as listed in Appendix A as presented / amended.**

Appendix A Motions and Appointments for the remainder of the 2019-2021 OACETT Term of Council was read as follows:

## 1. Installation of Officers

Officers whose terms began June 6, 2019 and will continue until the Annual General Meeting in 2021.

Kim Pickett, C.E.T., LET will serve as President  
Greg Miller, C.E.T. will serve as Past-President  
Rosanna Baggs, C.E.T., rcji will serve as President-Elect  
Mike Mooney, C.E.T. will serve as Vice-President IETO  
Mark Gatenby, C.E.T. will serve as Vice-President PASB

## 2. Installation of Regional Councillors

IETO Councillors whose terms began June 6, 2019 and will continue until the Annual General Meeting in 2021.

Devi Richards, C.E.T., LET	IETO Councillor, Central Region
King On Lee, C.E.T.	IETO Councillor, Eastern Region
Rasheed Khan, A.Sc.T.	IETO Councillor, Horseshoe Region
Carolyne Belanger, C.E.T.	IETO Councillor, Northern Region
Jose Catilo, C.E.T.	IETO Councillor, Toronto Region
Christopher van Dop, C.E.T.	IETO Councillor, Western Region

PASB Councillors whose terms began June 6, 2019 and will continue until the Annual General Meeting in 2021.

David Cotter, C.E.T.	PASB Councillor, Central Region
Dale Phippen, C.E.T.	PASB Councillor, Eastern Region
Salvadore Ingraldi, C.Tech.	PASB Councillor, Horseshoe Region
Richard Labelle, C.Tech.	PASB Councillor, Northern Region
Reginald Grieco, C.E.T.	PASB Councillor, Toronto Region
Michael Belmonte, A.Sc.T.	PASB Councillor, Western Region

## 3. Installation of Appointed Officers

- a. Barbara Chappell is hereby re-appointed Acting Chief Executive Officer and Registrar, Janice Meade is hereby re-appointed Treasurer, and Caroline Boone is hereby appointed as Secretary.
- b. President Kim Pickett, C.E.T., LET, will serve as OACETT's Primary Representative with voting authority on Technology Professionals Canada (TPC), with President-Elect Rosanna Baggs, C.E.T., rcji as back-up, until the Annual General Meeting in 2021.
- c. Consistent with OACETT By-law and Policy, Greg Miller, C.E.T., Past-President will serve as Chair of the Nominating Committee, with members to include Bob van den Berg, C.E.T., Carole Horton, A.Sc.T., Dayel Peterson, C.E.T. until the Annual General Meeting in 2021.
- d. Sean O'Reilly, OAA, will serve as OACETT's Complaints and Discipline Process Reviewer (CDPR) until the Annual General Meeting in 2021.
- e. Rod MacLeod, C.E.T., Fellow OACETT and Barbara Chappell, will serve as Co-Chairs of "Dragonfly" IT Systems Review Committee with staff members to include Janice Meade, Barry Billing and David Terlizzi until the Annual General Meeting in 2021.
- i. Taylor Rohman, C.E.T. will serve as Chair of the Young Professionals Committee, with members to include Albert Paschkowiak, C.E.T. (Vice-Chair), David Cotter, C.E.T., Ranjan Bhattacharya, Susanne Tweney, Phi Nguyen, and Whitney Jardine, C.E.T. until the Annual General Meeting in 2021.

**4. Installation of Ex-officio Members of Council With Voting Privileges**

- a. Tim Kirkby, C.E.T., P.Eng., FEC, is hereby re-appointed the PEO representative until the Annual General Meeting in 2021.
- b. Alex Lusty is hereby re-appointed the Public Representative until the Annual General Meeting in 2021.
- c. Ranjan Bhattacharya is hereby re-appointed the Heads of Technology Representative until the Annual General Meeting in 2021.
- d. Ian Howcroft is hereby re-appointed the Member-at-Large representative until the Annual General Meeting in 2021.

**5. Appointment of Member(s) of Council Without Voting Privileges**

TBD is hereby appointed the Student Representative on Council from September 1, 2020 until the Annual General Meeting in 2021.

**6. Guests of Council Without Voting Privileges**

Regional Secretary-Treasurers will be rotated at Council meetings as guests of Council. Additional guests may be invited to Council at the discretion of the President.

**7. Installation of the OACETT Administration Board**

Rosanna Baggs, C.E.T.,rcji	President-Elect / Chair
Kim Pickett, C.E.T., LET	President
Greg Miller, C.E.T.	Past-President
Mike Mooney, C.E.T.	Vice-President IETO
Mark Gatenby, C.E.T.	Vice-President PASB

**8. Installation of the IETO Board**

Mike Mooney, C.E.T., Chair	Rasheed Khan, A.Sc.T.
Leo Cusumano, C.E.T., OBOA Representative	Carolyn Belanger, C.E.T.
Devi Richards, C.E.T., LET	Jose Catilo, C.E.T.
King On Lee, C.E.T.	Christopher van Dop, C.E.T.
Sameer Madni	

**9. Installation of the Professional Affairs and Services Board**

Mark Gatenby, C.E.T., Chair	Richard Labelle, C.Tech.
David Cotter, C.E.T.	Reginald Grieco, C.E.T.
Dale Phippen, C.E.T.	Michael Belmonte, A.Sc.T.
Salvadore Ingraldi, C.Tech.	

**10. Summary of Boards and Standing Committees**

**Committee Chairs Automatically Appointed by Nature of their Position**

OACETT Administration Board (OAB)	Rosanna Baggs, C.E.T.,rcji
Institute of Engineering Technology (IETO)	Mike Mooney, C.E.T.
Professional Affairs and Services Board (PASB)	Mark Gatenby, C.E.T.
Nominating Committee	Greg Miller, C.E.T.

The Schedule of Council and Board Meetings and the 2021 Budget Process dates were presented. The meeting dates will be confirmed closer to the meeting time.

Ms. Pickett thanked all Council Members and staff for their flexibility in a very successful virtual meeting.

Meeting adjourned at 3:25pm.

# Minutes of the Council meeting of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) held via Zoom on Friday September 25, 2020.

## Present:

Kim Pickett, C.E.T., LET  
Greg Miller, C.E.T.  
Rosanna Baggs, C.E.T.,rcji  
Mike Mooney, C.E.T.  
Mark Gatenby, C.E.T.  
David Cotter, C.E.T.  
Devi Richards, C.E.T., LET  
Dale Phippen, C.E.T.  
King On Lee, C.E.T.  
Salvadore Ingraldi, C.Tech.  
Rasheed Khan, A.Sc.T.  
Carolyn Belanger, C.E.T.  
Reginald Grieco, C.E.T.  
Jose Catilo, C.E.T.  
Michael Belmonte, A.Sc.T.  
Christopher van Dop, C.E.T.  
Ranjan Bhattacharya  
Tim Kirkby, P.Eng., C.E.T.  
Ian Howcroft  
Xu Han  
Cheryl Farrow, MBA, CAE  
Barbara Chappell, MA  
Barry Billing  
Janice Meade, CPA, CA  
David Terlizzi

Alla Bondarenko  
Caroline Boone

Julia Farner

## Regrets:

Richard Labelle, C.Tech.  
Alex Lusty

President  
Past-President  
President-Elect  
Vice-President, IETO  
Vice-President, PASB  
PASB Councillor, Central Region  
IETO Councillor, Central Region  
PASB Councillor, Eastern Region  
IETO Councillor, Eastern Region  
PASB Councillor, Horseshoe Region  
IETO Councillor, Horseshoe Region  
IETO Councillor, Northern Region  
PASB Councillor, Toronto Region  
IETO Councillor, Toronto Region  
PASB Councillor, Western Region  
IETO Councillor, Western Region  
Heads of Technology Representative  
PEO Representative  
Member-at-Large  
Student Representative  
Chief Executive Officer  
Director IETO, Registrar  
Deputy Registrar  
Treasurer and Director Finance, Administration & I.T.  
Director, Professional Affairs & Services & Government Relations  
Executive Assistant  
Secretary/Acting Manager of Board Affairs/Recording Secretary  
Manager of Marketing & Communications

PASB Councillor, Northern Region  
Public Representative

## **PRESIDENT'S OPENING REMARKS AND CALL TO ORDER**

Ms. Pickett called the meeting to order at 1:30 p.m. and welcomed Council and guests noting the meeting was being recorded for accuracy of minutes

Ms. Pickett welcomed Cheryl Farrow.

## **Approval of the Council Agenda** (Appendix 1)

**5715 Moved by Greg Miller, Seconded by Carolyn Belanger and Carried.**  
**Resolved that the Council Agenda of September 25, 2020 is hereby approved as presented.**

**Appointment of New Members**  
**5716 Moved by Rosanna Baggs, Seconded by Ian Howcroft and Carried.**

**Resolved that Council hereby approves the appointment of Cheryl Farrow as Chief Executive Officer.**

Ms. Cheryl Farrow was appointed Chief Executive Officer.  
Mr. Xu Han was sworn in as the 2020-2021 Student Representative.

**5717 Moved by Dale Phippen Seconded by Jose Catilo and Carried.  
Resolved that the Consent Agenda is approved with withdrawal of the Chief Executive Officer's Report and Pandemic Relief Measures for discussion.**

**The Consent Agenda items include:**

**Item 3.1 – Chief Executive Officer's Report**

**Item 3.2 – Adoption of Minutes**

**Item 3.2a – Outgoing Council May 28, 2020**

**Item 3.2b – Incoming Council May 28, 2020**

**Item 3.2c – List of Council Motions**

**Item 3.2d – OAB Meeting September 17, 2020**

**Item 3.2e – List of OAB Motions**

**Item 3.3 – IETO Report**

**Item 3.4 – PASB Report**

**Item 3.5 – Young Professionals Committee**

**Item 3.6 – PEO (Professional Engineers Ontario)**

**Item 3.7 – HOT (Heads of Technology)**

**Item 3.8 – Member-at-Large**

**Item 3.9 – Pandemic Relief Measures**

**Item 3.10 – Gender Statistics**

A request was made to pull Item 3.1 – Chief Executive Officer's Report and Item 3.9 – Pandemic Relief Measures from the Consent Agenda for discussion.

### **Chief Executive Officer's Report**

Ms. Farrow provided comments on the progress of the strategic plan and the key performance indicators (Appendix A).

### **Pandemic Relief Measures**

Ms. Meade noted that Members who had their resignations delayed during the pandemic and whose dues remain outstanding will need to be resigned for non-payment in December 2020. This will ensure there is an accurate membership count at year-end as the member count is currently overstated. This membership count is used to determine TPC and TAC annual membership dues payment owed by OACETT. She added that Members who may be experiencing financial difficulties in 2021 can still access the pandemic renewal relief measures with decisions made on a case-by-case basis. Monthly resignations for non-payment of dues and late fee charges will resume in January 2021.

To date, 1,971 Members have not been resigned for non-payment. Of those who have not been resigned, 350 Members have since renewed their membership.

### **Finance** (Appendix Tab 4)

#### **Treasurer's Report**

Ms. Meade noted that financial results are ahead of the revised budget that was approved in April 2020. The decline in revenues to date was not as much as was anticipated from the pandemic. The combined revenues and reduction in and deferral of planned expenditures are resulting in a small forecasted surplus at year-end. The long-term investments continue to recoup the losses previously

reported. Reserves are forecast to be approximately 13 months coverage of operating expenses at year-end. Ms. Meade added that 92 Members have taken advantage of the pandemic relief renewal options to date.

### **Unaudited Financial Statements and Cash Flow as at August 31, 2020**

Ms. Meade reviewed the Unaudited Financial Statements and Cash Flow as at August 31, 2020. She noted that the balance sheet position remains strong. Long-term investments have recovered to \$6.79 million as of the August 31, 2020. Overall revenues have decreased 4% in comparison to previous year. This is significantly less than originally forecasted at the beginning of the pandemic.

The cash flow statement reflects a positive cash position, but is reduced by \$251,000 in August 2020 in comparison to August 2019. This is as a result of Dragonfly expenditures and reduced cash inflows.

### **Dragonfly Finances & Update**

- 5718 Moved by Mark Gatenby, Seconded by Devi Richards and Carried.  
Resolved that Council hereby approves the transfer of \$375,000 from unrestricted operating reserves to the IT Systems Fund to pay for Dragonfly project expenses to the end of November 2020.**

Ms. Meade provided a financial update on expenses to date and projected costs.

Ms. Chappell provided a Dragonfly update. She noted that the Steering Committee approved a change request for BDO to provide data migration support, costs not to exceed \$79,500.

### **Defined Benefit Pension Plan Audited Financial Statements as at December 31, 2019**

- 5719 Moved by Mike Mooney, Seconded by Ian Howcroft and Carried.  
Resolved that Council hereby approves the Defined Benefit Pension Plan Audited Financial Statements as at December 31, 2019 as presented.**

Ms. Meade reviewed the defined benefit pension plan audited financial statements as at December 31, 2019. She noted that actuaries were required to assess the pension plan transfer ratio due to the pandemic. The result of this assessment indicated that the ratio was above the median for Ontario defined benefit plans. The pension plan was assessed to be adequately funded without risk to the organization and no "top-up" was required.

### **Membership and Application Stats**

Ms. Chappell presented the membership statistics. She noted that due to the pandemic relief measures implemented by Council, no members have been resigned for non-payment; 224 members have been resigned by request. Overall membership numbers are overstated as a result of these measures. She added that the total certified members is 71.8%; slightly below our target of 72%.

### **2021 Business Plans**

- 5720 Moved by Michael Belmonte, Seconded by David Cotter and Carried.  
Resolved that Council hereby receives IETO's 2021 business plan as presented.**  
Mr. Mooney presented the IETO 2021 business plan. He noted that the work on the municipal designations are included within the emerging markets scope of work.
- 5721 Moved by Rosanna Baggs, Seconded by Mike Mooney and Carried.  
Resolved that Council hereby receives PAS and Government Relations' 2021 business plan as presented.**  
Mr. Gatenby presented the PAS and Government Relations' 2021 business plan. He noted that due to the pandemic many activities have moved to a virtual platform.

- 5722 Moved by Mike Mooney, Seconded by Michael Belmonte and Carried with 2 opposed. Resolved that Council hereby receives Corporate Finance & Administration's 2021 business plan as presented.**

Ms. Baggs presented the Corporate Finance & Administration's 2021 business plan. She noted that the plan includes an update for the CTEN website in 2021 and the OACETT website update is scheduled for 2022.

### 2021 Budgets

- 5723 Moved by Mark Gatenby, Seconded by Mike Mooney and Carried. Resolved that Council hereby approves the 2021 draft capital budget as presented.**

Ms. Meade presented the 2021 capital budget. Increases reflect the pending capitalization of the new database.

- 5724 Moved by Mike Mooney, Seconded by Dale Phippen and Carried. Resolved that Council hereby approves no adjustment to annual Membership Dues for 2021.**

Ms. Meade reported that the August 2020 CPI rate from Statistics Canada is posted at 0.1%. Considering the pandemic situation, OACETT's stable financial position and the economy, it is recommended there be no increase in membership dues in 2021.

- 5725 Moved by Carolyne Belanger, Seconded by Greg Miller and Carried with 1 abstention. Resolved that Council hereby receives the 2021 draft budget as presented.**

Ms. Meade presented the 2021 proposed budget noting there is a projected deficiency of just over \$400,000 which reflects the impacts of the pandemic, one-time costs and project expenses that were previously approved by Council to be funded from reserves. The remainder of the budget represents sustainable spending toward strategic plan initiatives and a conservative revenue outlook amid the uncertainty that remains from the pandemic with the goal to preserve a positive operating reserve fund position.

Mr. Miller thanked staff for their efforts in preparation of the 2021 budgets, especially during these challenging, uncertain times.

Ms. Pickett left the meeting. Ms. Baggs assumed the role of Chair for the remainder of the meeting.

### POLICY

#### Deferral of By-law review to 2021-2022 (presentation at 2022 AGM)

- 5726 Moved by Christopher van Dop, Seconded by Mike Mooney and Carried with 2 opposed and 2 abstentions.**

**Resolved that Council hereby approve the deferral of the By-law Review to begin in the Spring of 2021 to be presented at the 2022 AGM.**

- 5727 Moved by Jose Catilo, Seconded by Mike Mooney and Carried with 2 opposed and 1 abstention.**

**Resolved that Council hereby approves the Policy and Governance review in conjunction with the By-law Review to begin in the Spring of 2021 to be presented at the 2022 AGM.**

As part of the governance review, all policies including those policies approved at this meeting will be included in the review.

#### CP203 – Privacy Policy

- 5728 Moved by Mark Gatenby, Seconded by Devi Richards and Carried with 3 opposed and 1 abstention.**

**Resolved that Council approve the revised CP203 – Privacy Policy as presented.**



The recording of CPD/Event sessions will be reviewed to evaluate any potential changes to OACETT's privacy policy.

**CP806 – Signing Authority Policy**

**5729 Moved by Mike Mooney, Seconded by Jose Catilo and Carried.  
Resolved that Council approve the revised CP806 – Signing Authority Policy as presented.**

Registrar's Report (Appendix Tab 6) – Ms. Chappell provided the report

Nominating Committee (Appendix Tab 7) – Mr. Greg Miller provided the report

Strategic Discussion (Appendix Tab 8)

A summary of the discussion will be compiled and sent out to Council in a survey format to inform priorities for future discussions.

New Business (Appendix Tab 9)

Ms. Barbara Chappell thanked President Pickett, Council, and Staff, especially Barry Billing for the support she received during her time as Acting CEO.

Adjournment of Council Meeting – Meeting adjourned at 5:03 pm.

## **Appendix A**

### **CEO Strategic Plan Response – September 25, 2020**

I am pleased to provide this update, recognizing that a full progress report and review of the strategic plan (which was originally planned for the spring retreat which was derailed by COVID-19) is still pending:

- 1. Improve member participation in and satisfaction with chapter events and activities as measured by benchmark surveys:** Chapter engagement has been interrupted by COVID-19, so now is not the optimal time to be surveying members on their engagement. Helping to support Chapters in their member engagement has also been impacted by the loss of the dedicated staff resource. Recruitment is underway for this position and these efforts will be back on track this fall, with a focus on helping Chapters to engage with members virtually, drawing on best practices across the Chapters. Due to the recent upsurge in cases PASB has advised all Chapters that a moratorium on in-person events will remain in place until at least December 31.
- 2. Maintain a minimum of 72% of membership certified:** The Consent Agenda includes the membership report on page 103, which shows that we are just slightly under the 72% target at 71.8%. Applications have remained strong and it's not surprising to see demand for the certification in a time of economic uncertainty – the association saw a similar effect in 2008.
- 3. Arrest the decline and grow the membership above 25,200, including increased college applications:** Membership numbers will be impacted by COVID-19 though we can't do a full analysis until we have made it through one full anniversary cycle. To date, the decline has not been as significant as originally forecast, which is good news. The membership report shows our current membership numbers at 25,971. However, we know that figure is inflated because there has been no resignation for non-payment during the pandemic. As per the briefing note on page 68 of the package, it is recommended that those members be resigned in December so that OACETT does not pay an artificially inflated amount for TPC and TAC dues. The PASB Business plan (page 112 of the package) includes a targeted increase in the number of college applications to 1500, as our outreach program to colleges continues to expand.
- 4. Provide leadership at the national level to advance accreditation and standards development, and to support initiatives that advance a common national agenda:** This largely remains an outcome of the work with TAC and TPC. OACETT has been supporting TPC administratively since September 2018 and this will continue until September 2021. Kim has been active as OACETT's representative on the Working Group tasked with putting into effect the agreement reached in November 2019 for NS, NB, PEI, NL and MB to join TPC, which would return us to a national network with a national agenda. There will be a meeting of the TPC Leadership Council booked for mid-October. Work on National Standards development within TAC has been promising and OACETT, through Barbara and IETO, have been actively involved in that process. The Registrar's report on page 155 of the package provides more detail.
- 5. Achieve 30% gender/ethnic representation in the organization's governance structure:** The gender representation report is included on page 70 of the package, but we need to keep in mind that our first election cycle is coming up since the implementation of the strategic plan. The Nominating Committee will need to have this goal in mind and establish a plan for advancing on this particular benchmark during the upcoming recruitment and appointment processes. On page 35 of the report, IETO indicates
- 6. Improve brand awareness of OACETT amongst key community stakeholders including government, employers and colleges as measured by regular reports on outreach and follow-up assessment of results:** The PASB report on page 46 of the package does include an update on outreach to the major stakeholders of industry, college and government, including the update on a recent round table with the Ministry of Municipal Affairs and Housing, which David Terlizzi and Greg Miller participated in. We are preparing for the launch in October of the 360 corporate program (which was planned for the spring but delayed by COVID-19). Other activities have also been impacted by the pandemic, but modified strategies are in development.

In summary, OACETT is progressing on all strategic priorities, and the IETO, PASB and Corporate business plans for the coming year identify where activities will further advance the strategic priorities. But it is recommended that in the spring of 2021, Council should undertake a more detailed review of the strategic plan, in particular the KPI's, once we have completed a full year's membership cycle in the context of the pandemic, to determine if targets and activities such as Chapter engagement should remain as originally envisioned or require modification.

# Minutes of the Council meeting of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) held via Zoom on Friday November 27<sup>th</sup>, 2020

## Present:

Kim Pickett, C.E.T., LET  
Greg Miller, C.E.T.  
Rosanna Baggs, C.E.T.,rcji  
Mike Mooney, C.E.T.  
Mark Gatenby, C.E.T.  
David Cotter, C.E.T.  
Devi Richards, C.E.T., LET  
Dale Phippen, C.E.T.  
King On Lee, C.E.T.  
Salvadore Ingraldi, C.Tech.  
Rasheed Khan, A.Sc.T.  
Carolyn Belanger, C.E.T.  
Reginald Grieco, C.E.T.  
Jose Catilo, C.E.T.  
Michael Belmonte, A.Sc.T.  
Christopher van Dop, C.E.T.  
Richard Labelle, C.Tech.  
Ranjan Bhattacharya  
Tim Kirkby, P.Eng., C.E.T.  
Ian Howcroft  
Alex Lusty  
Xu Han  
Cheryl Farrow, MBA, CAE  
Barbara Chappell, MA  
Barry Billing  
Janice Meade, CPA, CA  
David Terlizzi  
  
Alla Bondarenko  
Caroline Boone  
  
Julia Farner

President  
Past-President  
President-Elect  
Vice-President, IETO  
Vice-President, PASB  
PASB Councillor, Central Region  
IETO Councillor, Central Region  
PASB Councillor, Eastern Region  
IETO Councillor, Eastern Region  
PASB Councillor, Horseshoe Region  
IETO Councillor, Horseshoe Region  
IETO Councillor, Northern Region  
PASB Councillor, Toronto Region  
IETO Councillor, Toronto Region  
PASB Councillor, Western Region  
IETO Councillor, Western Region  
PASB Councillor, Northern Region  
Heads of Technology Representative  
PEO Representative  
Member-at-Large  
Public Representative  
Student Representative  
Chief Executive Officer  
Director IETO, Registrar  
Deputy Registrar  
Treasurer and Director Finance, Administration & I.T.  
Director, Professional Affairs & Services & Government Relations  
Executive Assistant  
Secretary/Acting Manager of Board Affairs/Recording Secretary  
Manager of Marketing & Communications

## **PRESIDENT'S OPENING REMARKS AND CALL TO ORDER**

Ms. Pickett called the meeting to order at 1:00 p.m. and welcomed Council and guests noting the meeting was being recorded for accuracy of minutes

## **Approval of the Council Agenda** (Appendix 1)

- 5731 **Moved by Ian Howcroft, Seconded by Sal Ingraldi and Carried.**  
**Resolved that the Council Agenda of November 27, 2020 is hereby approved as presented.**
- 5732 **Moved by Carolyn Belanger, Seconded by Rosanna Baggs and Carried.**  
**Resolved that the Consent Agenda is approved as presented**

**The Consent Agenda items include:**

- 2.1 Adoption of Minutes
- 2.1a Council Meeting September 25, 2020
- 2.1b Council E-vote October 16, 2020
- 2.1c List of Council Motions
- 2.1d OAB Meeting November 16, 2020
- 2.1e List of OAB Motions
- 2.2 PASB Report
- 2.3 Young Professionals Committee
- 2.4 PEO (Professional Engineers Ontario)
- 2.5 HOT (Heads of Technology)
- 2.6 Member-at-Large
- 2.7 Student Report
- 2.8 Gender Statistics
- 2.9 Statutory Remittances and Filings

### **FINANCE (Appendix Tab 3)**

#### **Treasurer's Report**

Ms. Meade noted the addition of the new item: statutory remittance and filings documents to the Council meeting package (2.9. on the consent agenda). This will be provided semi-annually as an information item addressing Council's oversight responsibility as non-compliance with some filings may result in a potential personal liability for Council members.

Ms. Meade provided a detailed analysis of OACETT's financial position as of October 31, 2020. She reported that we continue to see the impact of the COVID-19 pandemic on OACETT's income statement, with total revenues at 4% lower and expenses 6% lower as compared to the same 10-month period in 2019. OACETT is forecasting an overall net surplus of \$166,614. The market value of the Association's long-term investment portfolio is at \$6.7M, showing a \$1M recovery since March 31, 2020. Earlier in November 2020, \$500,000 of long-term investments was liquidated to cover cash outflows related to the remaining Dragonfly project payments and disbursements to the end of the year.

Ms. Meade also reported that the regular "resigned for non-payment" call campaigns were placed on hold during the pandemic as no members have been resigned since April 2020. These campaigns will resume in 2021. Members who had their resignations delayed during the pandemic and whose dues remain outstanding at year end will be resigned for non-payment in December.

Ms. Meade mentioned the termination of the Sub-Lease Agreement: The Association of Consulting Engineering Companies of Ontario (ACEC-Ontario), has given notice of the termination of their sub-lease agreement with OACETT, effective to the end of October 2021. A question was asked about whether a new sub-lease tenant would be sought. Council was advised that this would be considered in OACETT's pending lease review, as the current lease expires in April 2022.

**Action item:** Ms. Bondarenko to work with the IT team on creating links to Council meeting packages using hypertext transfer protocol secure (HTTPS) instead of HTTP or some other more secure portal, which will increase the security of the Council materials. To be completed before the Feb 26 meeting.

#### **Unaudited Financial Statements and Cash Flow as at October 31, 2020**

Ms. Meade provided a detailed analysis of the financial statements, comparing the original and the pandemic revised budgets. She pointed out that we exceeded our revised budget for revenue targets and that we are underspent regardless of what we are looking at – original or pandemic

revised budget. Ms. Meade was forecasting a small surplus, which means that pandemic-related expenses can be absorbed by current operations rather than using the Contingency Reserve Fund.

Ms. Meade also reported on the cash flow position. Overall, net cash to date is \$401,500 lower than October 2019. This decline in cash flow supports the liquidation of \$500,000 in long-term investments.

Ms. Meade mentioned that she is anticipating that the cash flow will increase as we enter the period of the year with the greatest number of renewals, January to April. Our cash flow expectations will continue to be tempered by the uncertainty of the pandemic and the financial situation of our members.

### **DRAGONFLY UPDATE**

Ms. Chappell provided an update on the status of the Dragonfly project. She reported that the delivery of the Finance data occurred on Nov. 2nd; the rest of the data came in on Nov. 6th.

The production environment was opened on Nov. 9th, signed off with the list of agreed-upon issues to fix under warranty. Sign off on the Finance data took place on Nov. 26. Two other big data files – the contact file and account data - were also signed off on Nov. 26.

Ms. Chappell pointed out that the work continues on the rest of the data (historical and existing members), which has quite a few issues, and on contingency plans.

She also mentioned that the staff is preparing communications instructions and a series of how-to videos for members. Website and exam vendors are working on integrating into the new system, which should be completed shortly.

Ms. Chappell commented that we are getting closer to our goal of doing our December billing through the new system.

### **Dragonfly Finances (Appendix Tab 3.4)**

Ms. Meade reviewed the summary of the Dragonfly finances and she reported that three things have changed since the last report:

1. Managed services agreement – the support agreement was finalized.
2. Additional data storage cost estimate was provided.
3. Formalized SOW (Statement of Work) with the vendor handling our public website integration with the CRM.

The Dragonfly project is expected to come in under budget for the ten year hosted cost. Council was asked to approve additional budgeted funds to cover the remainder of costs to the end for the year and bring the fund down to zero at year end.

Mr. Phippen suggested a friendly amendment to the motion, indicating that a maximum amount to be transferred be included. This amendment was unanimously supported.

### **5733 Moved by Mark Gatenby, Seconded by Mike Mooney and Carried as amended.**

**Resolved that Council approve a final transfer of funds up to a maximum of \$400,000 from the Unrestricted Operating Reserve Fund to the IT Systems Reserve Fund to account for the remainder of the project related expenses for the fiscal year, such that the transfer brings the IT Systems Reserve Fund balance to \$0 at year end, as finalized through the course of the year-end audit.**

### **REGISTRAR'S REPORT**

#### **Membership Stats & Application Stats**

Ms. Chappell reported that as of October 31st we have 26,125 members on the register - an increase of 876 in the membership numbers compared to 2019, but acknowledged that these figures include the members not yet resigned for non-payment. Ms. Chappell mentioned that we

are looking at resigning approximately 1,464 members resulting in a membership total of 24,661 - a loss of 588 members since last October and that OACETT is fortunate not to see a bigger drop during the pandemic. College student numbers decreased owing to this group being heavily impacted by the pandemic. The percentage of female members is up 0.3%. Overall, certification numbers are down 0.1 % from September, with reinstatements up slightly.

For application statistics, Ms. Chappell noted that regular applications are not too far off the mark as compared to last year, and certifications are down by only 103. The PPE is doing quite well, up from last year slightly. Technology Reports, and specifically the first step of that requirement the TR Proposal, is booming with 100 more received and reviewed than last year.

## **POLICY**

### **Draft Terms of Reference for Governance, By-law and Policy Review**

Ms. Farrow presented the concept of the issue sheet to the Council.

She reported that OACETT's current governance model is not well aligned with the association's objectives under the act, and that the current governance structure is not reflective of the evolution in governance models we have seen in recent years.

OAB has recommended that a task force be struck to steward the process to address the need for governance, by-law and policy reform,

Ms. Farrow invited comments and questions concerning the proposed terms of references and provided detailed answers to Mr. Phippen's, Mr. Gatenby's and Mr. Kirkby's questions regarding the size of OACETT Council and IETO and PAS structured as boards rather than committees. Mr. Mooney and Mr. Gatenby voiced their support for the creation of the task force.

- 5734 Moved by Chris van Dop, Seconded by Mike Mooney and Carried as presented. (carried at 76%)  
Resolved that Council hereby approves the Terms of Reference for the Governance, By-Law and Policy Review Task Force as presented.**

### **IETO Terms of Reference**

Ms. Chappell highlighted the revisions made to the IETO Terms of Reference over the last few years. She noted that the revised version is posted on the OACETT website.

Ms. Chappell responded to questions from Council members regarding discipline hearings.

- 5735 Moved by Ian Howcroft, Seconded by Rosanna Baggs and Carried as presented  
Resolved that Council hereby approves the revised IETO Terms of Reference as presented.**

## **GOVERNMENT RELATIONS**

Ms. Farrow pointed out that there is an expectation of OACETT membership to be more recognized by the provincial government. Council members were asked to discuss the five priority "asks" of the provincial government. This information will then be used as the basis for a broader survey of our membership to nail down our five major issues. The survey results will be used to guide our government relations consultant in developing our strategy.

There was a discussion of potential "asks". Council members made the following suggestions:

**Mr. Mooney:** ministries we target need be ones that reflect interests of OACETT membership, such as the Ministry of Housing and Ministry of Transportation (road construction credentials).

**Ms. Belanger:** Ontario Ministry of Mining, working with colleges more closely.

**Mr. Bhattacharya:** Ministry of Colleges and Universities should be on the list.

**Mr. Lusty:** formal recognition of an insurance component (liability insurance) – no clear requirement so far, could be directly related to the value of the membership. Scope of work component, asset

management plans, all sorts of routine reporting that gets done to the government. Federation of Canadian municipalities.

**Mr. Howcroft:** taking a broader approach and creating awareness – working with MPPs, Premier's Office, Ministry of Labour (training and skills development).

**Ms. Baggs** – municipalities, local government, trade unions.

**Ms. Chappell** – Ministry of the Environment, Ministry of Transportation, Attorney General, partnerships – for example with Canadian Manufacturers.

Ms. Farrow reported additional comments from the chat:

Ministry of Northern Development and Mining, Ministry of Energy, Conservation and Parks, Forestry, reaching out to College of Trades,

Involving OACETT members to allow them to have a say.

**5736 Moved by Dale Phippen, Seconded by Mike Belmonte and Carried as presented  
Resolved that Council approves the presented approach to creating an advocacy strategy.**

### **CEO REPORT**

Ms. Farrow reported on the results of interviews with all staff, Council members and Chapter chairs and presented a detailed plan by activity area, in priority order to how frequently the particular issue was raised during the interviews. Council was asked to approve the plan as presented in the attached report.

**5737 Moved by Jose Catilo, Seconded by Richard Labelle and Carried as presented  
Resolved that Council approves the CEO's Action Plan in response to stakeholder interviews, as presented.**

### **IETO Report to Council**

Mr. Mooney provided an update on IETO activities, compliance and oversight of OACETT Act objectives assigned to IETO and commitments IETO makes with respect to execution of its mandate in alignment with the strategic plan.

### **Nominating Committee**

Mr. Greg Miller, Chair of the Committee provided a verbal update.

## **STRATEGY**

### **IETO Business Plan Status Report**

Mr. Mooney reported on the IETO Business plan status.

He noted that the key item is that there were several initiatives that were deferred because of the pandemic. IETO is now re-starting some of those initiatives to move forward.

### **PASB Business Plan Status Report**

Mr. Terlizzi reported on the PASB Business plan status.

He pointed out the increased engagement of members and the success of the CPD.

### **Corporate, Finance & Administration**

Ms. Meade reported on the status of the Corporate, Finance and Administration business plan.

### **Strategic Plan**

Ms. Farrow reported on the updates to the strategic plan.

### **Strategic topics for discussion – survey results**

Ms. Pickett listed the top three priority topics identified and asked Council for approval to carry them forward:

1. Improve awareness of our existence and our value with the public
2. Better engage our 25,000+ members in promoting OACETT to their peers and their employers



3. Increase our connection with employers, especially in the private sector (not just government)

**There was a consensus from Council members on the three listed topics.**

### **TPC REPORT**

Ms. Pickett reported that the TPC Working group continues to move forward on the various elements of re-unification. She pointed out that one of the key items pending is the transition of the signatory status of the IEA from CCTT. Maintaining the relationship with IEA was identified as key to the reunification agreement signed in Winnipeg last November. In January, the TPC Leadership Council will be asked to vote on whether to continue with the IEA Agreements (which are separate from the Accords which will continue under the auspices of TAC). A one-page summary of the pros and cons of the Agreements was circulated to Council and there was a robust discussion.

- 5738 Moved by Rosanna Baggs, Seconded by Jose Catilo and Carried (with 53%)  
Resolved that Council endorses OACETT's support of the continuation of the IEA agreements when the TPC Leadership Council meets in January.**

### **NEW BUSINESS**

No new business

### **NEXT MEETING**

Upcoming Council Meetings

Council – Friday, February 26, 2021 – 1:00pm – 5:00pm via Zoom

AGM & Conference – Thursday, June 10 – Saturday June 12, 2021 – To be confirmed

**ADJOURNMENT OF COUNCIL MEETING** – Meeting adjourned at 4:53 PM.