EXECUTIVE
President – Rod MacLeod, B.Sc., C.E.T.
President-Elect – Stephen Morley, C.E.T.
Past-President – David Saunders, B.E.S., C.E.T.
Vice-President, IETO – Greg Miller, C.E.T.
Vice-President, PASB – Bob van den Berg, C.E.T.
Secretary-Treasurer – Hillary Tedoldi, CAE
Registrar – Sam DiGiandomenico, B.A.

IETO COUNCILLORS
André Tardif, C.E.T.
Eduardo Pillo, C.E.T.
Jebert Real, P.Eng., C.E.T.
Patrick Ng, C.E.T.
Ronald Walker, C.E.T.
Vincent Le Fare, C.E.T.

EX-OFFICIO COUNCIL MEMBERS
Andre Sherman, D. Arch. O, B. Arch., O.A.A.
Henry Reiser
Martine Mand
Phil Maka, P.Eng.

OACETT SENIOR STAFF
Executive Director
David Thomson
Chief Administrative Officer
Hillary Tedoldi, CAE
Director, Institute of Engineering Technology
Ontario
Sam DiGiandomenico
Director, Professional Affairs and Services
Sharon Leonard, MBA

Ontario Association of Certified Engineering Technicians and Technologists
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Fax: 416.621.8694
E-mail: info@oacett.org
Website: www.oacett.org

Annual Report 2011 – 2012
THE ONTARIO ASSOCIATION OF CERTIFIED ENGINEERING TECHNICIANS AND TECHNOLOGISTS

The Ontario Association of Certified Engineering Technicians and Technologists (OACETT) is the certifying body for more than 24,000 engineering technology professionals in Ontario.

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

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

Certified members of OACETT may use the following titles and designations:

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

Members may also use these designations after qualifying:

- Road construction contract administrator (RCCA)
- Road construction senior inspector (RCSI)
- Road construction junior inspector (RANJI)

In closing remarks last year I said that “A state of status quo is not an option for OACETT but the caveat is one of finding the right balance between investments in new opportunities while maintaining our successful core businesses.” With thanks to the diligence and dedication of our staff, Councillors and volunteers, I believe we have found and maintained a balance between opportunities and core business.

After considerable research and testing by staff, Council and committees now carry on business with the use of electronic tablets rather than paper documents. They have already proven to be efficient and cost saving, Council packages can now be simply downloaded electronically.

Increased efforts of the Government Relations Committee have been paying off. Opportunities for senior staff to meet with MPP’s have allowed OACETT to make the capabilities of our members known. As well, training for volunteers interested in becoming active in their political ridings is underway and this will broaden our interaction with politicians.

The "25 for 25 Building Forward" fundraising campaign of the Carole and George Fletcher Foundation is the most ambitious endeavour in their history. Annual bursaries are being established in the 25 Ontario colleges with OACETT recognized engineering technology and applied science programs. This work is supporting local chapters, generating significant goodwill with the colleges and creating significant media activity in local communities while enhancing opportunities for students to attend college. A Fletcher Foundation pledge is matched with private donations, and in some cases, available government funds, resulting in a perpetual bursary. More than 75 percent of the colleges now have full or partial bursaries in place as we move closer to our objective to raise over $1 million.

OACETT’s Regulatory Task Group has begun evaluating emerging regulatory models across the country and is considering whether there is sufficient merit and benefit to pursue self-regulation for technicians and technologists in the next decade. Information gathered will include the experience of other organizations following this pathway as well as consultation with our members. Should it be determined that sufficient merit exists, and with the backing of Council, a detailed plan will be developed. This is not a process to be rushed into and checks and balances will be in place as progress is made.

On the national level, a study commissioned by Technology Professionals Canada of the existing accreditation system, compared to that in other jurisdictions around the world was completed. The findings and recommendations led to the implementation plan for Technology Accreditations Canada (TAC). A Provisional Committee is in place and the process to establish TAC has begun.

We have undertaken new partnerships with the professional engineering community in such areas as revitalizing National Engineering Month, finalizing a proposal for a business and communications certificate program, including involvement with the colleges, and meeting at the executive and senior staff level to advance such long standing initiatives as the Licensed Engineering Technologist designation.

While these are only highlights of OACETT achievements I think it serves to illustrate the dedication and energy displayed by our volunteers, Council and staff for the benefit of every one of our 24,000 plus members.
by President MacLeod, a small budget and commitment by passionate volunteers, OACETT is holding its first member driven technical workshop session at the AGM. It is part of technology transfer, showcasing what members and the profession can do, and engaging members in their AGM. While all submissions are excellent and of high quality, John Seldon, C.E.T., one of the past/inal presenters selected by a volunteer peer review committee, will be presenting on “Starting Up an Environmental Services Icon in a Recession: Mobile Sludge De-watering.” Mr. Seldon and his colleague in their small business start-up highlight key attributes profiled in the publication noted above; that is, innovation and creativity is ignited by a new “idea,” fostered by people who accept and deal with “reasonable risk,” and develop an idea through collaboration with others. How Seldon and his business partner came up with the idea in the midst of the 2008 recession is a question you may want to ask him during the workshop. Having said this, innovation is not the exclusive domain of self-employed entrepreneurs, but all members do contribute to wealth creation and sustainability. Ken Browne, C.E.T. and Ed Prillo, C.E.T., the Professional Development leads on your Council, have laboured to develop a partnership involving OACETT, Consulting Engineers Ontario (CEO), Ontario Society of Professional Engineers (OSPE) and Chang School of Continuing Education at Ryerson University, along with our college partners to roll out a certificate program in business and communications skills for engineers and engineering technologists. It is an idea strongly supported by OACETT’s strategic partners – all employers of certified members – who contend that in today’s competitive environment, an employee/member needs to be more productive by being a “triple threat.” That is, certified as professionally and technically competent, have strong business and communication skills with project management capabilities. The authors of the publication conclude “a creative and innovative economy is the key to prospering in a rapidly changing global economy, but it takes practice, determination and personal responsibility. We think Canadians are up to the challenge.”

MOving forward through innovation

Innovation Realities, the theme of this year’s Annual General Meeting (AGM), is most appropriate in the face of a rapidly changing global economy. A recent publication by two Canadians, “The Boiling Dilemma: Saving Canada from Economic Decline,” suggests that we can’t afford to be the proverbial frog in a pot of water as global change heats the water. Government can not do it all, nor is capable of doing it all! Therefore the challenge facing you as an association and you, as practicing engineering technicians and technologists, is taking personal responsibility to advance the innovation agenda. How can the collective “we” be more creative and productive in driving prosperity and sustainability?

Thanks to an idea tossed on the table by President MacLeod, a small budget and commitment by passionate volunteers, OACETT is holding its first member driven technical workshop session at the AGM. It is part of technology transfer, showcasing what members and the profession can do, and engaging members in their AGM. While all submissions are excellent and of high quality, John Seldon, C.E.T., one of the past/inal presenters selected by a volunteer peer review committee, will be presenting on “Starting Up an Environmental Services Icon in a Recession: Mobile Sludge De-watering.” Mr. Seldon and his colleague in their small business start-up highlight key attributes profiled in the publication noted above; that is, innovation and creativity is ignited by a new “idea,” fostered by people who accept and deal with “reasonable risk,” and develop an idea through collaboration with others. How Seldon and his business partner came up with the idea in the midst of the 2008 recession is a question you may want to ask him during the workshop. Having said this, innovation is not the exclusive domain of self-employed entrepreneurs, but all members do contribute to wealth creation and sustainability. Ken Browne, C.E.T. and Ed Prillo, C.E.T., the Professional Development leads on your Council, have laboured to develop a partnership involving OACETT, Consulting Engineers Ontario (CEO), Ontario Society of Professional Engineers (OSPE) and Chang School of Continuing Education at Ryerson University, along with our college partners to roll out a certificate program in business and communications skills for engineers and engineering technologists. It is an idea strongly supported by OACETT’s strategic partners – all employers of certified members – who contend that in today’s competitive environment, an employee/member needs to be more productive by being a “triple threat.” That is, certified as professionally and technically competent, have strong business and communication skills with project management capabilities. The authors of the publication conclude “a creative and innovative economy is the key to prospering in a rapidly changing global economy, but it takes practice, determination and personal responsibility. We think Canadians are up to the challenge.”

David Thomson

Vice-President, Professional Affairs and Services Board Report

Bob van den Berg, C.E.T.

Communicate-Connect-Engage

2011 was another busy and productive year for your Professional Affairs and Services Board (PASB). We concentrated our efforts outwards toward our chapters, industry, and you, our members, with the above headline in mind. Outreach to the colleges and industry continue to be a priority for your Association and a task that the PASB invests a significant amount of resources into. We engage engineering technology students at local colleges, along with local chapter representatives, promoting the benefits of OACETT certification and belonging to their professional association. We also meet and communicate with companies on the many advantages of hiring OACETT certified professionals. Take a look at the technical career opportunities available today and you’ll find an increasing number of organizations are asking for OACETT certified members.

Key to any successful association is ensuring that its members internalize its strategic vision, priorities, and to work alongside us to make the association the best it can be. At the 2011 AGM the Chapter Metrics Initiative was introduced to our chapters. This initiative is a tool to align chapter activities with the six strategic priorities of the association. These priorities are:

1. E-Association
2. Succession Planning/Member Engagement
3. Government Affairs
4. Corporate/College Outreach
5. Standards and Compliance
6. Professional Development

A plan was developed and executed with the enthusiastic support of your PASB councilors and chapters. I am proud to report that this initiative is taking root and bearing fruit. I have witnessed firsthand chapters outlining their business plans for the year and utilizing the elements of this initiative. Congratulations to the councilors for encouraging this initiative and most importantly the chapters for taking up this challenge. I look forward to reporting on future successes with our Chapter Metrics Initiative. Social media is increasing in popularity and importance as the communication medium to disseminate information quickly and engage our members in meaningful discussions. To effectively encourage their use amongst our members and chapters your board engaged a social media consultant who worked with us to develop our social media strategies along with a policy that was recently approved and posted on the website. Phase one of this initiative has been successfully launched. You will find OACETT’s presence on Facebook, Twitter and LinkedIn. If you haven’t already, I encourage you to utilize these mediums to connect with fellow members and keep up to date with the pulse of OACETT.

Leadership training for our volunteers is a priority for the association. The PASB has been successful in delivering several webinars throughout the year and during the AGM/Conference we use this opportunity to bring in professional speakers to speak on a variety of topics. It is not always easy to reach our many volunteers across the province efficiently and cost effectively but with new technology this is becoming easier.

This year we held the 2011 Provincial Awards Gala with 27 people receiving awards. This event continues to grow in numbers but also in importance amongst a variety of stakeholders. In attendance are colleges, government, industry and members. This is a top notch event for the Association and I encourage all of you to nominate people who have made a difference in our industry.

Finally I also need to thank our 28 chapters, volunteers and staff who make this Association a success. It has been a pleasure serving as Vice-President of the Professional Affairs and Services Board in 2011 and I look forward to working with you as we continue to Comm uicate-Connect-Engage our way to a successful 2012!
In keeping with this year’s theme Innovation Realities, the IETO Board is pleased to report continued innovations to ensure that our certification and registration systems remain second to none and we continually monitor and improve processes to ensure a fair and equitable certification process for all members.

In support of Council’s e-association study material and allow for more convenient and numerous exam writings while maintaining established standards. IETO was invited by the Ministry of Training, Colleges and Universities to provide input on the revisions to the technology standards used in college technology programs. In the last year, we have participated in three reviews: Energy Systems, Chemical Technology and Instrumentation Technology.

In response to chapter requests for certification information, IETO developed and delivered two webinars on certification questions and answers. IETO’s certification processes and policies are meeting the mark. We finished 2011 in a very strong position:

- We certified 950 new members.
- We processed close to 3,000 applications of which almost 2,300 were new members.
- A total of 1,465 members wrote the PPE exam.
- A total of 280 members took the PPE online seminar.
- Close to 800 members continue to use the Record of Continuous Learning to track their professional development activities online.

It has been a pleasure working with my fellow IETO board members and staff. Their professionalism, advice and support are greatly appreciated.

Greg Miller, C.E.T.

PREPARING FOR THE FUTURE TODAY

DIRECTOR, PROFESSIONAL AFFAIRS AND SERVICES BOARD REPORT

Sharon Leonard, MBA

RECOGNITION THROUGH PARTNERSHIPS

Member service continues to be of the utmost for the association and the Professional Affairs and Services Board. While efficiency and cost control are important, creating a positive member experience is the priority for OACETT. The goal of offering the same positive experience extends to our many stakeholders such as industry, government, education, employers, suppliers, and partners. It is viewed as the differentiator that provides OACETT with a competitive advantage.

We have spent a considerable amount of time over the past year meeting with industry to understand their employee needs. All of them have said that they value OACETT certification and the professionalism it brings to the work-place and that it increases their competitiveness by having talented, trained, certified employees. As we build the relationship with these companies they become more involved in the Association by participating in focus groups, delivering presentations on our behalf and working collaboratively with us to realize new innovative models.

We continue to reach elementary and secondary school students and talk to them about the benefits of a career in engineering technology through our partnership with Skills Canada, Ontario. These students learn firsthand about the variety of career options available in engineering technology and we spark an interest in them in the early years. We complement this outreach with our partnership in National Engineering Month where our local chapters host a variety of events to create a fun atmosphere when learning about engineering technology.

Communication continues to be everywhere in everything we do. We publish The Ontario Technologyist six times per year and this gives our members and the public firsthand knowledge about our Association, the industry, our members and it profiles the many activities that our chapters are involved in.

Communication vehicles to serve our members effectively are constantly changing and we are using social media to assist with these changes. Knowledge management has been around for a long time, but real resurgence and our members communication preferences will be integrated in all of our activities.

As technology allows us to become increasingly connected and able to share our experiences with one another, it is having a positive impact on member loyalty and the sharing of information from many touch points. We are in the early stages of our social media strategy and this will continue throughout 2012 and beyond. Our goal is to have a social media strategy that blends harmoniously with all elements of the association.

Our 28 local chapters continue to plan and promote their activities locally and as a result they have been very successful in member engagement. These dedicated volunteers work with government, industry, colleges and members with the goal of spreading the word about OACETT and certification. Providing quality service to our members, chapters, volunteers and our many stakeholders is ongoing. In 2011, we delivered leadership training to our volunteers, held the 2011 Awards Gala, participated in numerous events, and we continue to look for new partnerships that strengthen and complement our product offerings.

All of these service and outreach programs are strategies that drive brand advocacy at each level of the Association. Our volunteers and staff are to be commended for their ongoing dedication in making our Association what it is today.
STRENGTHENING OUR STANDARDS THROUGH INNOVATION

This past year has been both a rewarding and challenging one for the Office of the Registrar and I am proud to have been at its helm. Here are some highlights:

We continue to encounter individuals who identify themselves to the public as members in good standing when the alleged infraction occurred. This further strengthens OACETT’s role in protecting public safety.

Our policies and procedures regarding certification remain compliant with the objectives of the Office of the Fairness Commissioner (OFC) as evidenced by the results of our meeting with the OFC late last year to discuss our Fair Registration Practices Report and our Entry to Practice Review. Our 2011 annual report to the OFC was submitted in March and we are proud of our innovative approach to certification, allowing for acceptable alternatives while upholding the strong, professional standards our members are known for achieving.

I have been appointed a Director on the newly formed Technology Accreditations Canada (TAC) and I am very much looking forward to serving on this board during its implementation phase. In retrospect it was a great year! I am proud of the achievements of the 949 members who attained certification and of the many others who progressed down the road towards it. With the continued support of your Council and staff I am sure that the upcoming year will be equally rewarding and satisfying.

OACETT has spearheaded the revisions to the Civil, Environmental and Technology Report NTB. Currently we are looking at the Environmental technician benchmark and I also sit on the Mathematics review group.

OACETT is also implementing the NTB in its certification requirements and the move to an online certification process is an opportune time to do so. This project has challenged us to think outside the box in the way our certification processes work. My team and I are working on innovative approaches to using this new national standard and are revising assessment forms and procedures to ensure a smooth transition.

Emerging and renewable resource technologies challenge us to ensure that our current list of disciplines, as well as the national standards, are capable of accepting new members who have been trained in these nascent fields.

A policy on Accessibility Standards for Customer Service was implemented on January 1, 2012 in keeping with the Accessibility for Ontarians with Disabilities Act requirement. The policy provides options for communication and support functions to people with disabilities.

The Association’s financial position continues to be strong with a surplus of $742,000 in 2011. The contingency reserve is currently at $2.2 million and moves us closer to the goal of building a contingency reserve of up to nine months of operational expenses.

The market value of investments continued to increase with a market gain of $248,800 for 2011. Non-dues revenue is growing and is currently 26 percent of total revenue, reflecting a healthy diversity in the Association’s revenue streams.

In an ongoing effort to reduce the pension liability, Council authorized payment in full of the solvency deficit at the end of 2011.

Membership continues to grow with 2,286 new members (930 regular members and 1,356 student members) joining the association in 2011. The number of certified members was 16,566 and the total number of active members grew to 24,334 as of December 31, 2011.

The membership retention initiative continues to be successful and contributes to the overall growth of the Association and is a testament to the value of certification.

The Association continues to use technology to streamline operations and to provide improved service to members and the public. Over the past year, the Association’s online application module was upgraded and is used extensively when applying for membership; the Interac payment option was implemented to increase payment options available to members; the online election process has been enhanced for election nominees; and programming is underway to develop a secure site to review files remotely.

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The lease for our current office expires December 2012. A lease committee, chaired by President-Elect, Stephen Morley, C.E.T. and with the assistance of an outside real estate broker reviewed office space options for the future. The scope of this project was to ensure adequate space, costs were contained and the quality of the office space was maintained. Options are currently being reviewed.

In summary, the people, the processes and the innovations over the past year have resulted in success in all areas of the Association. In 2010, we took a conservative approach of cutting costs, retaining the right resources and programs, controlling risk and efficiently managing the day-to-day operations and this strategy continued to pay off in 2011.

Your Council and staff have worked very hard over the past year and they are to be commended for the success OACETT continues to experience.

### Government Relations

A priority established by OACETT Council for 2011-2012 is to advance a comprehensive government relations effort – there is a desire to make a larger “footprint” at Queen’s Park and at the riding level to advance member interests. To move this effort forward, OACETT Council approved a financial commitment to government relations for 2011-2012 by approving a budget that covered the cost of a director of government relations and operating expenses for an MPP Link program, chapter training, fund raisers and a government relations committee.

I was retained as Director, Government Relations in May 2011. A Government Relations Committee was established by June 2011 under the chairmanship of Bob van den Berg, C.E.T. and got off to a quick start by holding its inaugural meeting in August to establish terms of reference and a government relations plan for Council’s consideration, both of which were approved. Early on, the committee also identified key Ontario MPP ridings and short and longer term strategic initiatives that will advance OACETT’s government relations effort.

The Government Relations Committee’s terms of reference include the development of positive relationships with Ontario’s MPPs and senior government staff to ensure OACETT has an active voice at the table whenever new legislation is developed that affects members, specifically by:

- Promoting and protecting OACETT’s members Qualified Person (QP) status;
- Building the profile, image and reputation of OACETT as an organization amongst government decision makers, key stakeholders and with groups OACETT wishes to become better aligned;
- Liaising with, and gathering intelligence from key persons of influence in government to assist in meeting the goals of OACETT;
- Arranging meetings with senior political advisors and elected officials to present OACETT’s issues. Promoting OACETT’s credibility on these issues in advance of meetings and follow-up after meetings to ensure that decision makers understand the consequences of not adopting OACETT’s proposed solutions; and
- Providing strategic communications on how to deliver OACETT’s message to stakeholders, government decision makers and the broader public.

The Committee determined three areas for committee concentration and commenced action as follows:

**Government Outreach**

- Identified key ministries and players in Ontario’s political arena;
- Developing and delivering a communications plan to the Ontario government;
- Considering municipalities as an advocate for recognition of technologists (all but first principles engineering); and
- Discovering government needs: cost effectiveness and value, and public safety.

**Legislative Issues**

- Monitoring and promoting QP issues;
- Developing position papers on relevant issues that affect members; and
- Developing a communication plan to members and government.

**Grassroots**

- Developing a political awareness and training plan for members;
- Identifying and recruiting chapter advocates;
- Considering seed money for local outreach events;
- Creating ongoing and consistent communication in The Ontario Technologist; e-mail and social media; and
- Developing and maintaining a website section for government relations news and issues.

Members who have an interest in provincial politics are encouraged to become actively involved at the riding level – this will assist in promoting OACETT designations and the Association.
CAROLE AND GEORGE FLETCHER FOUNDATION REPORT

LONG-TERM SUPPORT FOR STUDENTS

2011 was a significant year of evolution for The Carole and George Fletcher Foundation. As in past years, the spring semester saw bursaries of $1,000 awarded to worthy engineering technology students at eight colleges. An additional $1,000 bursary was paid out to an international student under the Barbara and Carole Fletcher Foundation. As in past years, the spring audition generated on these endowment funds of $40,000 each. To initiate the endowment funds, the Trustees pledged a “leadership” gift of $10,000 to each college, a significant $250,000 investment in student support. OACETT Council graciously provided some financial assistance toward this initiative. To secure the balance of funds required, the “25 for 25 Building Forward Campaign,” a major fundraising appeal, was developed involving two distinct phases. The initial phase comprised setting up the leadership gifts to access matching funds from the colleges, private donors and through the provincial government’s Ontario Trust for Student Support program. Quietly launched in the fourth quarter, the campaign was successful in establishing endowment funds at Conestoga College and Fanshawe College prior to the end of 2011. Past President Angelo Innocente, C.E.T., his wife Linda and family, generously provided $10,000 towards the first endowment at Conestoga.

At the time of this report’s preparation, nineteen full or partial funds have been established, totaling $650,000. Several successful media events have been held to announce the funds at colleges involving chapter representatives, donors and senior management of the colleges.

Phase one efforts continue into Phase two of the “25 for 25 Building Forward Campaign” in 2012 with phase two to follow in the late spring/early summer. Phase two will involve a stakeholder campaign targeting donations from members, chapters, industry and other stakeholders in order to replenish funds.

The Carole and George Fletcher Foundation, established in honour of OACETT Past-President George Fletcher, C.E.T., is a registered charitable organization which fosters excellence in education through student support. Managed and operated by a Board of Trustees appointed by members, the Foundation has awarded bursaries to 326 outstanding students since 1987.

The Trustees have reviewed the 2011 audited financial statements which will be presented at the Annual General Meeting. Furthermore, the Trustees will recommend the re-appointment of BDO Dunwoody as auditors for the Foundation.

Awarding bursaries this past year has been made possible through generous individual and corporate donations. We thank you kindly for your patronage. Realizing our vision of elevating student support and aspiring to achieve the goal of establishing 25 endowment funds will require a renewed commitment. Your contributions to the “25 for 25 Building Forward Campaign” are an exceptional investment in student education, one which will cultivate home-grown expertise to meet local and global demands for engineering technology professionals.

As you renew your membership, please consider making a contribution to the Foundation, including paying fees by cheque or Interac, with the estimated savings in credit card bank charges paid by OACETT transferred to the Foundation. Fellow Trustees Mazar Audeh, C.E.T., Angelo Innocente, C.E.T., Daryl Keys, C.E.T., David Saunders, C.E.T., and I strongly encourage you to donate to this important campaign. Your anticipated support is most appreciated.

Financial Statements

For the year ended December 31, 2011

Independent Auditors’ Report

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

We have audited the accompanying financial statements of Ontario Association of Certified Engineering Technicians and Technologists, which comprise the statement of financial position as at December 31, 2011, and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors’ Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements.

The procedures selected depend on the auditors’ judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2011 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

BDO Canad a LLP

Chartered Accountants, Licensed Public Accountants Mississauga, Ontario February 24, 2012

Fax: 905 270 7795 Toll-free: 888 248 6660 www.bdo.ca BDO Canada LLP 1 City Centre Drive, Suite 1700 Mississauga ON L5B 1M2 Canada
### Statement of Financial Position

**December 31, 2011**

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<tr>
<th>Assets</th>
<th>2011</th>
<th>2010</th>
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</thead>
<tbody>
<tr>
<td><strong>Current</strong></td>
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<tr>
<td>Cash and cash equivalents</td>
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<td>Accounts receivable</td>
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<td>Inventory</td>
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<td><strong>Total Current Assets</strong></td>
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<td><strong>Capital assets (Note 1)</strong></td>
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<td>286,252</td>
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<td><strong>Investments (Note 2)</strong></td>
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<td><strong>Pension asset (Note 3)</strong></td>
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<td><strong>Total Capital Assets</strong></td>
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<td><strong>Total Assets</strong></td>
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<table>
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<th>Liabilities and Net Assets</th>
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<th>2010</th>
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</thead>
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<td><strong>Current</strong></td>
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<tr>
<td>Accounts payable and accrued liabilities</td>
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<td>Fees received in advance</td>
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<td>Leasehold inducement - current portion (Note 4)</td>
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<td>23,700</td>
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<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>2,408,089</td>
<td>2,288,307</td>
</tr>
<tr>
<td><strong>Leasehold inducement (Note 4)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>23,700</td>
<td>23,700</td>
</tr>
<tr>
<td><strong>Total Leasedhold inducements</strong></td>
<td>2,408,089</td>
<td>2,320,007</td>
</tr>
<tr>
<td><strong>Net assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internaly restricted for specific purposes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building fund</td>
<td>—</td>
<td>212,277</td>
</tr>
<tr>
<td>Legal fund</td>
<td>75,000</td>
<td>75,000</td>
</tr>
<tr>
<td>Contingency fund</td>
<td>20,277</td>
<td>—</td>
</tr>
<tr>
<td>Unrestricted - operating fund</td>
<td>2,390,585</td>
<td>1,632,276</td>
</tr>
<tr>
<td>Invested in capital assets</td>
<td>286,252</td>
<td>302,873</td>
</tr>
<tr>
<td><strong>Total internaly restricted</strong></td>
<td>2,964,114</td>
<td>2,222,426</td>
</tr>
<tr>
<td><strong>Total Net Assets</strong></td>
<td>$5,372,203</td>
<td>$4,534,433</td>
</tr>
</tbody>
</table>

**On behalf of the Board:**

Rod Macleod, C.E.T., President

Stephen Morley, C.E.T., President-Elect

### Statement of Operations

**For the year ended December 31**

<table>
<thead>
<tr>
<th></th>
<th>2011 Budget (Unaudited)</th>
<th>2011 Actual</th>
<th>2010 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual membership fees</td>
<td>$3,839,136</td>
<td>$3,856,440</td>
<td>$3,655,027</td>
</tr>
<tr>
<td>Examination fees</td>
<td>181,000</td>
<td>186,435</td>
<td>171,409</td>
</tr>
<tr>
<td>Application and registration fees</td>
<td>225,000</td>
<td>233,549</td>
<td>242,594</td>
</tr>
<tr>
<td>Advertising</td>
<td>60,000</td>
<td>58,659</td>
<td>58,888</td>
</tr>
<tr>
<td>Investment income</td>
<td>—</td>
<td>250,854</td>
<td>228,220</td>
</tr>
<tr>
<td>Building fund investment income</td>
<td>—</td>
<td>17,385</td>
<td>138,850</td>
</tr>
<tr>
<td>Reclassification acceptance fee</td>
<td>30,000</td>
<td>58,789</td>
<td>39,333</td>
</tr>
<tr>
<td>Other</td>
<td>40,000</td>
<td>50,893</td>
<td>39,948</td>
</tr>
<tr>
<td>PPE manual</td>
<td>145,000</td>
<td>160,609</td>
<td>156,615</td>
</tr>
<tr>
<td>Seminar</td>
<td>100,000</td>
<td>81,168</td>
<td>78,144</td>
</tr>
<tr>
<td>Rent</td>
<td>42,000</td>
<td>44,274</td>
<td>42,256</td>
</tr>
<tr>
<td>CTEN</td>
<td>110,000</td>
<td>182,637</td>
<td>150,435</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>260,000</td>
<td>299,547</td>
<td>279,195</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$5,432,915</td>
<td>$4,563,084</td>
<td>$4,913,970</td>
</tr>
<tr>
<td><strong>Operating expenditures (Schedule 1)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program and other expenditures (Schedule 2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>1,433,000</td>
<td>1,213,904</td>
<td>1,097,406</td>
</tr>
<tr>
<td>Staff</td>
<td>2,431,565</td>
<td>2,415,401</td>
<td>2,448,385</td>
</tr>
<tr>
<td>Office</td>
<td>314,600</td>
<td>313,732</td>
<td>317,597</td>
</tr>
<tr>
<td>Services purchased</td>
<td>147,500</td>
<td>132,415</td>
<td>124,335</td>
</tr>
<tr>
<td><strong>Total Program and other expenditures</strong></td>
<td>4,330,665</td>
<td>4,075,542</td>
<td>3,687,743</td>
</tr>
<tr>
<td><strong>Excess of revenue over expenditures before amortization</strong></td>
<td>$4,092,250</td>
<td>$3,487,542</td>
<td>$3,226,227</td>
</tr>
<tr>
<td><strong>Amortization</strong></td>
<td>(116,000)</td>
<td>(110,450)</td>
<td>(112,165)</td>
</tr>
<tr>
<td><strong>Excess of revenue over expenditures for the year</strong></td>
<td>$3,976,250</td>
<td>$3,377,092</td>
<td>$3,114,062</td>
</tr>
</tbody>
</table>

**On behalf of the Board:**

Rod Macleod, C.E.T., President

Stephen Morley, C.E.T., President-Elect
Statement of Cash Flows

For the year ended December 31
2011 2010
Cash provided by (used in)
Operating activities
  Excess of revenue over expenses for the year $ 741,688 $ 743,383
  Adjustments to reconcile excess of revenue over expenses for the year to net cash provided by operating activities
    Amortization 110,450 112,165
    Leasehold inducement (23,700) (23,700)
    Unrealized gain on investments (248,798) (245,588)
  Changes in non cash working capital balances
    Accounts receivable 3,688 (13,303)
    Inventory (8,761) 3,444
    Prepaid expenses (21,141) 217,076
    Pension asset (173,000) (208,000)
    Accounts payable and accrued liabilities 45,547 83,333
    Fees received in advance 74,235 92,273
  Adjustments to reconcile excess of revenue over expenses for the year to net cash provided by operating activities $ 741,688 $ 743,383

Investing activities
  Purchase of investments (600,000) (300,000)
  Purchase of capital assets (93,829) (121,446)
  (Decrease) increase in cash and cash equivalents during the year (193,621) 339,407
  Cash and cash equivalents, beginning of year 627,892 288,485
  Cash and cash equivalents, end of year $ 434,271 $ 627,892

Represented by
  Cash $ 429,321 $ 622,976
  Cash equivalents 4,950 4,916
  Cash and cash equivalents $ 434,271 $ 627,892

Statement of Changes in Net Assets

For the year ended December 31
2011 2010
Invested in Capital assets Legal Fund Building Fund Contingency Fund Operating Fund Total Total
Fund balances, beginning of year $302,873 $ 75,000 $ 212,277 $ — $1,632,276 $2,222,426 $1,479,043
Capital assets purchased 93,829 — — — (93,829) — —
Transfer to Contingency Fund — — (212,277) 212,277 — — —
Excess (deficiency) of revenue over expenditures (110,450) — — 852,138 741,688 743,383
Fund balances, end of year $286,252 $ 75,000 $ — $ 212,277 $2,390,585 $2,964,114 $2,222,426

Summary of Significant Accounting Policies

December 31, 2011
Nature of Organization
The Association is constituted by the Ontario Association of Certified Engineering Technicians and Technologists Act, 1998, of the Province of Ontario. As the professional association for engineering technicians and technologists, it establishes standards for its members and provides training, professional development and various member services. The Association is a not-for-profit organization and is exempt from income tax.

Cash and cash equivalents
Cash and cash equivalents consist of cash and money market investments with a maturity of less than three months at time of purchase. These are classified as held-for-trading and are reported at market value.

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

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

Investments
Investments are classified as held-for-trading and reported at fair market value.

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

Leasehold Indemnities
Leasehold indemnities are amortized over the term of the lease. Fees are recognized in the year in which the services are provided.

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

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

Investment Income
Investment income includes dividends, interest income and realized and unrealized investment gains and losses.

Unrealized gains and losses on held-for-trading financial assets are included in investment income and recognized as revenue in the statement of operations, in the appropriate deferred contributions balance or reported directly in net assets, depending on the nature of any external restrictions imposed on the investment income.
Notes to Financial Statements

Summary of Significant Accounting Policies

Revenue Recognition (continued)

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

Accounting for Financial Instruments
The Association classifies its financial instruments into one of the following categories based on the purpose for which the asset was acquired. The Association’s accounting policy for each category is as follows:

- Accounts Receivable
  - Accounts receivable, comprised primarily of fees receivable are classified as long-term receivables and are recognized at amortized cost. Transaction costs related to accounts receivables are recognized as incurred.

- Investments
  - The Association classifies its investments as held-for-trading which consists of certain investments in equity and debt instruments. These instruments are recognized initially at fair value and transaction costs are taken directly to the statement of operations. They are subsequently measured at fair value and gains and losses arising from changes in the fair value of these instruments are recorded in the statement of operations.

Other Financial Liabilities
Other financial liabilities include all financial liabilities other than those classified as held-for-trading and are comprised of accounts payable and accrued liabilities. These liabilities are initially recognized at fair value. Transaction costs related to other financial liabilities are expensed as incurred.

Capital Management
The Association’s capital consists of its net assets. The Association’s primary objective of capital management is to ensure that it has sufficient resources to continue to provide services to its members. The Association is not subject to any externally imposed capital requirements. There has been no change in how the Association manages its capital.

Interest rate of return on assets
- 6.50% (2011)
- 2.50% (2010)

Salary projection rate
- 7.25% (2011)
- 5.25% (2010)

In December 2010, the pension plan was amended. Effective December 31, 2010, the plan ceased to credit service accrual for OAEFT employees under the plan. As a result of this amendment, a curtailment loss of $10,300 was recognized and was included in the pension expense above in the prior year. Effective January 1, 2011, all employees participated in the defined contribution plan described below.

In December 2010, the pension plan was amended. Effective December 31, 2010, the plan ceased to credit service accrual for OAEFT employees under the plan. As a result of this amendment, a curtailment loss of $10,300 was recognized and was included in the pension expense above in the prior year. Effective January 1, 2011, all employees participated in the defined contribution plan described below.

The Association maintains a defined contribution pension plan for employees, matching the employee contributions up to a maximum of 5 per cent of gross earnings. The pension expense for the year relating to this was $109,944 (2010 - $14,329).

4. Leasehold Inducement

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original inducement</td>
<td>$202,500</td>
<td>$202,500</td>
</tr>
<tr>
<td>Accumulated amortization</td>
<td>(178,800)</td>
<td>(155,100)</td>
</tr>
</tbody>
</table>

Less: Current portion
- (23,700) (23,700)

$23,700 $23,700

2. Investments

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and short term market</td>
<td>$8,671</td>
<td>$11,014</td>
</tr>
<tr>
<td>Mutual funds</td>
<td>345,614</td>
<td>339,286</td>
</tr>
<tr>
<td>Portfolio shares</td>
<td>1,621,468</td>
<td>803,212</td>
</tr>
<tr>
<td>Fixed income</td>
<td>1,637,537</td>
<td>1,590,980</td>
</tr>
</tbody>
</table>

$3,613,290 $2,764,492
5. Commitments
The Association leases its premises and certain office equipment under long-term operating leases with annual base commitments over the next four years as follows:

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premises</td>
<td>$309,581</td>
<td>$4,889</td>
<td>$3,496</td>
<td>$1,748</td>
</tr>
<tr>
<td>Office Equipment</td>
<td>9,584</td>
<td>4,889</td>
<td>4,889</td>
<td>4,889</td>
</tr>
<tr>
<td>Total</td>
<td>319,16</td>
<td>4,889</td>
<td>4,889</td>
<td>4,889</td>
</tr>
</tbody>
</table>

The Association has made a commitment to provide funding of $65,000 to the Carole and George Fletcher Foundation as part of the Foundation’s bursary initiative. These funds are to be paid over the next two years subject to the Foundation meeting its annual performance targets. In addition, OACETT has agreed to loan the Foundation up to $75,000 to be advanced between 2012 and 2014. The loan will be unsecured, non-interest bearing with no specified terms of repayment.

6. Ontario Association For Applied Architectural Sciences (OAAAS)
Effective July 31, 2011, OACETT fully transferred the management of OAAAS to the Ontario Association of Architects (“OAA”). As of that date and going forward, OACETT will no longer be responsible for funding 50 per cent of any deficit generated by OAAAS. Prior to this date, OACETT contributed approximately $31,274 (2010 - $55,076) and recorded this as an Administration - Council and committees’ expense.

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

Fair value
In management’s opinion, the carrying amount of the Association’s financial instruments approximate fair value unless otherwise noted.

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

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

8. Budgeted Figures
The budgeted figures presented for comparison purposes are unaudited and are those approved by Council, reclassified to conform with the financial statement presentation. The approval of the balanced budget took place November 20, 2010.

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

10. Comparative Figures
Comparative figures have been reclassified to confirm with the current year’s financial statement presentation.
PROVINCIAL COMMISSIONS

OACETT ADMINISTRATION BOARD (OAB)

Chair: Stephen Morley, C.E.T.
President: Ken Brown, C.E.T.
Vice-Chair: David van den Berg, C.E.T.
Secretary: B. Sc., C.E.T.

PROVINCIAL REGIONAL COUNCILS

OACETT EXECUTIVE COMMITTEE

Chair: Greg Miller, C.E.T.
Vice-Chair: Patrick Ng, C.E.T.
Secretary: Devi Richards, C.E.T.

PROVINCIAL HONOURS AND AWARDS COMMITTEE

Chair: Ken Brown, C.E.T.
Vice-Chair: David Saunders, B.E.S., C.E.T.
President: Steve Barnes, C.E.T.

IETO FINANCE COMMITTEE

Chair: Jean-François Labrecque, C.E.T.
Vice-Chair: John Zannier, C.E.T.
Secretary: C.E.T.

PROFESSIONAL AND SERVICES BOARD (OASB)

Chair: Bill Cline, C.E.T.
Vice-Chair: John Zannier, C.E.T.
President: Steve Barnes, C.E.T.

IETO EXECUTIVE COMMITTEE

Chair: Greg Miller, C.E.T.
Vice-Chair: Patrick Ng, C.E.T.
Secretary: Devi Richards, C.E.T.

PROFESSIONAL AFFAIRS AND SERVICES BOARD (PASB)

Chair: Robert Jameson, C.E.T.
Vice-Chair: Christopher Ellerton, A.S.C.T.
President: Steve Barnes, C.E.T.

REGULATORY TASK GROUP

Chair: Catherine Lefebvre, C.E.T.
Vice-Chair: John Zannier, C.E.T.
President: Steve Barnes, C.E.T.

IETO FINANCE COMMITTEE

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Vice-Chair: John Zannier, C.E.T.
Secretary: C.E.T.

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Secretary: C.E.T.

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Vice-Chair: John Zannier, C.E.T.
President: Steve Barnes, C.E.T.