ONTARIO ASSOCIATION OF CERTIFIED ENGINEERING TECHNICIANS AND TECHNOLOGISTS

Council Meeting
February 26-27, 2016
The Springhill Suites Marriott Toronto Vaughan
REPORT TO COUNCIL

As this is the first time we have all met in 2016…Happy New Year and I trust everyone had the opportunity to rest and reconnect with friends and family over the holiday season.

I also need to congratulate the individual boards and departments who have developed their Performance Agreements which we will discuss later on in the Agenda.

Since we last met I have been involved with:
- Met with the Insurance Consultant regarding the negotiations with Home, Auto and Travel Insurance Infinity Partner, the Personal
- Attended 46th Engineer’s Day in North Bay where I authored an article in the Northbay Nugget about what is an Engineering Technology Professional and brought greetings on behalf of OACETT
- Met with fellow executives at OAB meeting where we discussed a number of topics including the IT Roadmap that will be presented later

Upcoming events will include:
- Attending the 22nd Niagara Engineering Luncheon
- Participating in the NEM Purple Power Event at the CN Tower
- Attending the TPC meeting in March along with President-elect Greg Miller where we will be developing our Strategic Plan and setting the course for the future
- Attending the Workplace Integrated Learning (WIL) Initiative that is being jointly held with the CME and Siemens
- Attending fellow association AGM’s in SASTT and ASTBC. Greg Miller will be attending the ASET AGM in April

I look forward to our discussions on a number of substantive topics this weekend and working with everyone as we prepare for our upcoming AGM in June.

Respectfully submitted,

Bob van den Berg, C.E.T.
Policy and Priorities
- Negotiation of Performance Agreements with senior staff
- Partnership opportunity with Consulting Engineers Ontario re: infrastructure program
- Negotiation of renewal of Home, auto and travel insurance

Administration
- Review/selection of new advertising agency inc. digital
- Negotiated continuation and improvement in Professional Liability program
- Developed enhanced Fletcher Foundation incentive program to achieve $1M target

Nationally
- CCEO meeting in Vancouver
- Discussion of TPC strategic plan
- Coordinating a communications plan for the release of the Conference Board of Canada report on economic impact of tech/technologists on Canadian economy
- Coordinating with IETO/ASTTBC participation in MRA signing in India

Staffing
- Working with senior managers to address staff needs given long and short term disabilities, increased staff sickness, reallocation of staff duties, terminations
- Completed senior management performance appraisals
- Completed CEO performance assessment with HR committee

Colleges
- Facilitating Skills Ontario/OACETT/Heads of Technology agreement on outreach to young people
- Outreach to deans and chairs at George Brown and Mohawk
- Meeting with Heads of Technology

Professional Development
- Attended seminar on the economic outlook for Canada
- Arranging two executive development courses for 2016

David Thomson, CEO
February 17, 2016
Minutes of the Council meeting of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) held at The Hilton Toronto Airport Hotel on November 20-21, 2015.

Present:
- Bob van den Berg, C.E.T. President
- Stephen Morley, C.E.T. Past-President
- Greg Miller, C.E.T. President-Elect
- Vince Le Faive, C.E.T., CBET(c) Vice-President, IETO
- Kim Pickett, C.E.T. (Saturday only) Vice-President, PASB
- Andy Dryland, C.E.T. Vice-Chair, PASB / PASB Councillor, Northern Region
- Mark Gatenby, C.E.T. PASB Councillor, Central Region
- Kathiravel Karunanathan, C.E.T., rcji IETO Councillor, Central Region
- Rosanna Baggs, C.E.T. IETO Councillor, Eastern Region
- Ken Browne, C.E.T. PASB Councillor, Horseshoe Region
- Bruce Elliott, C.E.T. IETO Councillor, Northern Region
- Steve Barnes, C.E.T. PASB Councillor, Toronto Region
- David Crowder, C.E.T. IETO Councillor, Toronto Region
- Christopher van Dop, C.E.T. IETO Councillor, Western Region
- Lori Cornwall Public Representative
- Misheck Mwaba, P.Eng. Heads of Technology Representative
- Andre Sherman, OAA, C.E.T. OAA Representative
- Vanessa Seenath (Saturday only) Student Representative
- David Thomson Chief Executive Officer
- Hillary Tedoldi, CAE Secretary-Treasurer and Chief Administrative Officer
- Barbara Chappell, MA Registrar and Director, IETO
- Gordon Masters (Friday only) Director of Government Affairs
- Emily Sinkins Acting, Marketing & Communications Manager
- Alla Bondarenko (Friday only) Executive Assistant
- Debbie Drainville Manager of Board Affairs / Recording Secretary

Regrets:
- Shawn Wessel, A.ScT., rcji PASB Councillor, Eastern Region
- Shervin Reyhani, C.E.T. PASB Councillor, Western Region
- Cam Johnston, C.E.T., rcji IETO Councillor, Horseshoe Region
- Changiz Sadr, P.Eng., C.E.T. PEO Representative
- Sharron Leonard, MBA Director, Professional Affairs & Services

Guest(s):
- Mike Hayes, C.E.T. Regional Secretary-Treasurer – Eastern Region
- Daniela Rossi Corporate Resource Specialist, OACETT
- Jelena Vukobradovic Administrative Coordinator – IT & Web Info, OACETT

PRESIDENT’S OPENING REMARKS AND CALL TO ORDER

Mr. van den Berg called the meeting to order at 1:00 p.m. and welcomed Council and guest(s) and noted that the meeting was being recorded for accuracy of minutes. It was also noted that Mr. Dryland, as Vice-Chair PASB, will be filling in for Ms. Pickett, Vice-President, PASB for Friday only. Ms. Pickett will conference in on Saturday.

Approval of the Agenda (Appendix Tab 1)

5497 Moved by Ken Browne, Seconded by Andy Dryland and Carried.
Resolved that the Council Agenda of November 20-21, 2015 is hereby approved as presented / amended.

Ms. Sinkins introduced John Crockett and Samantha Robinson from Environics who gave a presentation on the Member Satisfaction Survey.
President’s Report (Appendix Tab 2)

Mr. van den Berg highlighted his report as presented.

Chief Executive Officer’s Report (Appendix Tab 3)

Mr. Thomson presented his report and recapped the highlights.

ADMINISTRATION

Adoption of Council Minutes (Appendix Tab 4)

5498 Moved by Greg Miller, Seconded by Rosanna Baggs and Carried. Resolved that the minutes of the Council meeting of September 18-19, 2015 are hereby approved as presented / amended.

5499 Moved by Stephen Morley, Seconded by Vince Le Faive and Carried. Resolved that the minutes of the Council conference call meeting of October 26, 2015 are hereby approved as presented / amended.

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

OACETT Administration Board (OAB) Minutes

Minutes and a list of motions from the OAB conference call meeting held on November 2, 2015 were presented for information.

FINANCE (Appendix Tab 5)

Secretary-Treasurer’s Report

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

5500 Moved by Greg Miller, Seconded by Mark Gatenby and Carried. Resolved that Council hereby receives the Financial Statements with Year-End Forecast and Cash Flow as at October 31, 2015 as presented.

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

Allocation of 2015 Surplus

5501 Moved by Vince Le Faive, Seconded by Steve Barnes and Carried. Resolved that Council hereby approves that for the 2015 year-end, the extraordinary expense of $50,000 incurred in the complaints and disciplinary process be paid for from the Legal Reserve Fund which adds $50,000 to the 2015 operating surplus thereby creating $140,000 in surplus for 2015.

5502 Moved by Rosanna Baggs, Seconded by Mark Gatenby and Carried. Resolved that Council hereby approves up to $35,000 of the 2015 surplus be earmarked for paying down a portion of the $53,200 owed for the solvency deficit under the Defined Benefit Pension Plan.

5503 Moved by Christopher van Dop, Seconded by Ken Browne and Carried. Resolved that Council hereby approves up to $100,000 of the remaining 2015 operating surplus be paid into the IT Reserve Funds, which will be utilized for hiring a project manager and purchase of equipment and software in 2016 and beyond.

2016 Draft Budget

5504 Moved by Stephen Morley, Seconded by David Crowder and Carried. Resolved that Council hereby approves the 2016 Draft Budget as presented.
Ms. Tedoldi reviewed the 2016 Draft Budget as presented.

REPORTS (Appendix Tab 7)

The following reports were presented and discussed:

- PASB Report – Mr. Dryland
- IETO Report – Mr. Le Faive
- Registrar’s Report – Ms. Chappell
- Government Relations Report – Mr. Masters

UPDATES (Appendix Tab 8)

Updates were provided on each of the following reports as presented:

- Continuing Professional Development – Mr. Le Faive
- Nominating Committee Member – Mr. Morley
- IT Systems Review Steering Committee – Ms. Tedoldi
- By-law Review – Mr. Morley
- TPC (Technology Professionals Canada) – Mr. van den Berg
- TAC (Technology Accreditation Canada) – Mr. van den Berg
- Home & Auto Insurance – Mr. Dryland

A presentation was given by Mr. David Attree on business and social etiquette. Mr. Attree, retired, was with the Provincial Government as their Protocol Officer with the Office of International Relations and Protocol (OIRP) for 26 years.

The meeting recessed for the day and resumed on Saturday, November 21, 2016

Saturday, November 21, 2015

PASB Councillor Reports (Appendix Tab 9)

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

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

Appointed Representative Reports / Updates (Appendix Tab 10)

An update was provided on the following:

- HOT – Mr. Mwaba
- PEO – Mr. Sadr’s sent his regrets but his report was presented
- OAA – Mr. Sherman

New Business and Adjournment

As there was no new business, the meeting adjourned at 9:50 a.m.
LIST OF COUNCIL MOTIONS

**Council Meeting November 20-21, 2015**

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Ontario Association of Certified Engineering Technicians and Technologists

SECRETARY-TREASURER
February 26 - 27, 2016

REPORT TO COUNCIL

Membership Statistics

The Membership Statistics report to December 31, 2015 shows the following changes in membership in 2015:

- 24,918 active members – an increase of 210 members
- 17,592 certified members – a slight decrease of 31 certified members during the year
- 507 members upgraded to certified from associate membership during 2015 – approximately 371 fewer than in 2014
- 1,564 retired members paid dues – an increase of 126 during 2015
- 1,118 college student applications were received in 2015, an increase of 107 applications over 2014

Statistics for Calls to Resigned Members

Five of the six campaigns for the 2015 billing year are complete with the final campaign scheduled to begin in mid March.

To date from members who were contacted, 60% of certified members and 49% of associate members have paid their membership dues bringing the total to 436 previously resigned members who have paid.

Approximately $91,000 to date in membership dues revenue has been collected as a result of these campaigns.

IT Systems

IT staff are working on new projects while trying to keep up with the day to day issues, maintenance and support of the Association’s systems, as follows:

- Working through the year-end process of closing the 2015 year and setting up our systems for 2016
- Providing support to IETO in testing new CPD software, user log-ins, etc.
- Generating member profiles for IETO re: certification status for the 3 & 6 year rule (approximately 3,000 profiles)
- Working on a repository for videos, historic files, storage for electronic documents, etc.
- Making changes to the content management software to allow staff in each department to edit their own content on the website and arranging staff training related to the change.
- A significant amount of work and staff time from all departments has gone into preparing for a new system and Council will be asked to approve the scope of this project under a separate agenda item

By-law 19 Amendments

We continue to provide staff support to the By-law Review Committee.

Proposed amendments to the By-law will be discussed by Past President Morley under a separate agenda item.
2015 Year-end Unaudited Financial Statements
(Unaudited Financial statements as at December 31, 2015 are included with your Council documents)

- The good news is the year ended with a surplus from operations of $181,345
- The bad news is there was a paper loss on investments of $225,708
- When the paper loss on investments is factored into the bottom line, the audited statements will reflect an overall net loss of $44,363
- You may remember at the November Council meeting in anticipation of a surplus at year-end, Council authorized allocating $35,000 of the year-end surplus towards paying down the defined benefit pension plan solvency deficit and adding up to $100,000 to the IT Systems Reserve Fund
- Council also authorized using the Legal Reserve Fund to offset the projected $50,000 expense related to the discipline hearing in 2015
- The OAB is recommending to Council that this motion be reversed as there were sufficient operating surplus funds to absorb the discipline hearing expense in 2015 without using the Legal Reserve Fund
- The auditors were at the OACETT office the first week of February and there were no major adjustments to the financial statements

Revenue

- Revenue collected was $217,036 lower than budgeted -- $265,540 lower than budgeted in Other Revenue offset by $48,504 more revenue than budgeted from membership dues

- Other Revenue lines that were significantly lower than budgeted are as follows:
  - PPE revenue was $66,747 lower than budgeted primarily because of a delay in registrants writing the exams. Writers have 1 year from registering to write the PPE. This timeline will be reduced in 2016 to 6 months
  - PPE manual revenue was lower by $17,997 due to lower than expected registrants and also more student registrants who pay a lower fee
  - PPE On-Line Seminar revenue was lower by $29,540 as there was no demand because the re-written manual was sufficient for preparing for the PPE
  - CTEN revenue was lower by $12,389 -- the CTEN job site is scheduled for an update this year
  - Miscellaneous income was $104,081 lower than budgeted reflecting the reallocation of payments received from TAC for office space, administration and staff support provided by OACETT to TAC – the auditors recommended offsetting the payments received from TAC directly against the expenses incurred. As a result of this accounting treatment, you will note that the IETO staff line will be under budget as well
  - Sponsorship Income was $52,725 lower than budgeted, because of lower than expected administration fees
  - Technical Report Writing Seminar was $6,981 lower than budgeted as there were less seminars held – it is anticipated that the recently introduced on-line seminar will result in more registrations

- Other Revenue accounts that generated higher income than budgeted are:
  - Technical Exam Revenue was $10,499 higher than budgeted
  - Strategic Partner Program was $9,900 higher than budgeted
  - Advertising Revenue was $3,538 higher than budgeted -- a new advertising provider has been contracted with the expectation of higher revenue in the future
Expenses

- Expenses were approximately $398,381 lower than budgeted reflecting underspending on various budgets in all departments and staff positions that were vacant in IETO, PAS and Finance and Administration due to management decisions to keep positions vacant for various reasons and/or LTD absences.

Cash Flow

- Cash in the OACETT bank account on December 31 st was $281,200

Long Term Investments

- On December 31, 2015, the Association’s long-term investment portfolio was valued at $5,317,000, reflecting a paper loss on investments in 2015 of $225,700
- A total of $300,000 was added to the long-term investment portfolio from the cash account in April, 2015
- The Association’s investment advisor maintains that OACETT’s portfolio is invested in solid blue chip companies and given that we are experiencing an economic downturn (and not the systemic downturn experienced in 2008), the investments are expected to recover the current losses in time

Respectfully submitted,

Hillary Tedoldi, CAE
Secretary-Treasurer
## OACETT Membership Statistics
### Comparison of 2015 and 2014 by Month

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Dec 31, 2015</th>
<th>Dec 31, 2014</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Science Technologist</td>
<td>1,338</td>
<td>1,421</td>
<td>(83)</td>
</tr>
<tr>
<td>Associate Member - Full Dues</td>
<td>4,045</td>
<td>4,067</td>
<td>(22)</td>
</tr>
<tr>
<td>Associate Member - Partial Dues</td>
<td>2,077</td>
<td>1,725</td>
<td>352</td>
</tr>
<tr>
<td>Certified Engineering Technician</td>
<td>2,756</td>
<td>2,848</td>
<td>(92)</td>
</tr>
<tr>
<td>Certified Engineering Technologist</td>
<td>8,839</td>
<td>8,714</td>
<td>125</td>
</tr>
<tr>
<td>Certified Technician</td>
<td>3,790</td>
<td>3,741</td>
<td>49</td>
</tr>
<tr>
<td>Graduate Technician - Full Dues</td>
<td>111</td>
<td>98</td>
<td>13</td>
</tr>
<tr>
<td>Graduate Technician - Partial Dues</td>
<td>8</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Graduate Technologist - Full Dues</td>
<td>330</td>
<td>354</td>
<td>(24)</td>
</tr>
<tr>
<td>Graduate Technologist - Partial Dues</td>
<td>6</td>
<td>6</td>
<td>-</td>
</tr>
<tr>
<td>Technical Specialist - Full Dues</td>
<td>742</td>
<td>826</td>
<td>(84)</td>
</tr>
<tr>
<td>Technical Specialist - Partial Dues</td>
<td>7</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Honorary Member (No Dues)</td>
<td>24</td>
<td>24</td>
<td>-</td>
</tr>
<tr>
<td>Senior Engineering Technician</td>
<td>845</td>
<td>875</td>
<td>(30)</td>
</tr>
<tr>
<td><strong>Total Active Members</strong></td>
<td>24,918</td>
<td>24,708</td>
<td>210</td>
</tr>
</tbody>
</table>

*These numbers are already included in the above membership categories and the total active members*
# Financial Statement Summary

**December 31, 2015**

(Unaudited)

## Revenue Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Year-To-Date</th>
<th>Over/(Under)</th>
<th>% of Revenue Against Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues Revenue</td>
<td>$4,206,504</td>
<td>$4,158,000</td>
<td>48,504</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$1,270,060</td>
<td>(265,540)</td>
<td>83%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$5,476,564</td>
<td>(217,036)</td>
<td>96%</td>
</tr>
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</table>

## Expense Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Year-To-Date</th>
<th>Over/(Under) Budget</th>
<th>% of Expenses Against Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Expenses</td>
<td>$795,080</td>
<td>$896,600</td>
<td>101%</td>
</tr>
<tr>
<td>IETO Expenses</td>
<td>$1,127,964</td>
<td>$1,293,900</td>
<td>101%</td>
</tr>
<tr>
<td>Services Expenses</td>
<td>$1,321,484</td>
<td>$1,376,400</td>
<td>101%</td>
</tr>
<tr>
<td>Finance &amp; Admin Expenses</td>
<td>$2,050,692</td>
<td>$2,126,700</td>
<td>101%</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$5,295,219</td>
<td>$5,693,600</td>
<td>101%</td>
</tr>
</tbody>
</table>

## December 2014 Comparison

<table>
<thead>
<tr>
<th>Description</th>
<th>Year-To-Date</th>
<th>Over/(Under)</th>
<th>% of Revenue Against Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues Revenue</td>
<td>$4,153,665</td>
<td>$12,085</td>
<td>100%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$1,471,477</td>
<td>(29,437)</td>
<td>98%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$5,625,142</td>
<td>(17,352)</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Year-To-Date</th>
<th>Over/(Under)</th>
<th>% of Expenses Against Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Expenses</td>
<td>$729,165</td>
<td>$20,335</td>
<td>97%</td>
</tr>
<tr>
<td>IETO Expenses</td>
<td>$1,250,812</td>
<td>$117,649</td>
<td>91%</td>
</tr>
<tr>
<td>Services Expenses</td>
<td>$1,253,858</td>
<td>$124,608</td>
<td>91%</td>
</tr>
<tr>
<td>Finance &amp; Admin Expenses</td>
<td>$1,897,953</td>
<td>$110,114</td>
<td>95%</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$5,131,788</td>
<td>$372,706</td>
<td>93%</td>
</tr>
<tr>
<td>ASSETS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>281,158</td>
<td></td>
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</tr>
<tr>
<td>Accounts Receivable</td>
<td>181,777</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inventory</td>
<td>9,649</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>46,868</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td><strong>519,451</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Long-Term Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Assets</td>
<td>420,718</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Term Investments</td>
<td>5,317,369</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pension Fund Asset</td>
<td>537,100</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Long Term Assets</strong></td>
<td><strong>6,275,187</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td><strong>6,794,637</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIABILITIES AND ACCUMULATED SURPLUS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable &amp; Accrued Liabilities</td>
<td>459,473</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td><strong>459,473</strong></td>
</tr>
<tr>
<td><strong>Long Term Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>2,023,704</td>
</tr>
<tr>
<td>Leasehold Inducement</td>
<td>109,724</td>
</tr>
<tr>
<td>Deposits</td>
<td>1,749</td>
</tr>
<tr>
<td><strong>Total Long Term Liabilities</strong></td>
<td><strong>2,135,178</strong></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td><strong>2,594,650</strong></td>
</tr>
<tr>
<td><strong>Accumulated Surplus</strong></td>
<td></td>
</tr>
<tr>
<td>Capital Assets</td>
<td>514,268</td>
</tr>
<tr>
<td>Reserve/Contingency Fund</td>
<td>2,147,277</td>
</tr>
<tr>
<td>Legal Fund</td>
<td>75,000</td>
</tr>
<tr>
<td>IT Systems Fund</td>
<td>225,000</td>
</tr>
<tr>
<td>Unappropriated Accumulated Surplus</td>
<td>1,282,806</td>
</tr>
<tr>
<td>Net Income Year-to-Date</td>
<td>(44,363)</td>
</tr>
<tr>
<td><strong>Total Accumulated Surplus</strong></td>
<td><strong>4,199,987</strong></td>
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<td><strong>TOTAL LIABILITIES AND ACCUMULATED SURPLUS</strong></td>
<td><strong>6,794,637</strong></td>
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<tr>
<td>Description</td>
<td>Current Month</td>
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<td>---------------</td>
</tr>
<tr>
<td><strong>DUES REVENUE</strong></td>
<td></td>
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<tr>
<td>Revenue Collected - Certified</td>
<td>9,600</td>
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<tr>
<td>Revenue Collected - Associate</td>
<td>6,726</td>
</tr>
<tr>
<td>Annual Dues Revenue Received</td>
<td>16,326</td>
</tr>
<tr>
<td>Previous Year Dues Paid after Resign</td>
<td>-</td>
</tr>
<tr>
<td>Present Year Dues Paid after Resign</td>
<td>-</td>
</tr>
<tr>
<td>Cert Rev from Cancelled Notice</td>
<td>-</td>
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<tr>
<td>Assoc Rev From Past Year Notice</td>
<td>-</td>
</tr>
<tr>
<td>Annual Dues Collected After Resigned</td>
<td>-</td>
</tr>
<tr>
<td>Present Year Remission - Certified</td>
<td>-</td>
</tr>
<tr>
<td>Get a Member Promotion</td>
<td>-</td>
</tr>
<tr>
<td>Prev Year Bad Debt - Dues</td>
<td>-</td>
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<td>Total Remission/Bad Debt - Annual Dues</td>
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<tr>
<td><strong>TOTAL DUES REVENUE</strong></td>
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<tr>
<td><strong>OTHER REVENUE</strong></td>
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<tr>
<td>Late Payment Fee</td>
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<td>Application and Certificate Fee</td>
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<td>Reinstatement Fee</td>
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<td>Interest Income</td>
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<td>Reclassification Within Certified Fee</td>
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<tr>
<td>Technology Ring Revenue</td>
<td>349</td>
</tr>
<tr>
<td>PPE Revenue</td>
<td>(48,778)</td>
</tr>
<tr>
<td>PPE Seminar - Classroom</td>
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<tr>
<td>PPE Seminar - On-Line</td>
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<td>PPE Manual Revenue</td>
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<tr>
<td>Technical Exam Revenue</td>
<td>407</td>
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<td>CTEN Revenue</td>
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<td>Miscellaneous Income</td>
<td>(143)</td>
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<td>Sponsorship Income</td>
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<tr>
<td>Strategic Partners Program Revenue</td>
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<td>Membership Stamp Revenue</td>
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<tr>
<td>-----------------------------------</td>
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<tr>
<td>Rent &amp; Parking</td>
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<td>Unrealized Gain or (Loss)</td>
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<td>Surplus (Deficiency)</td>
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<td>Current Year-to-Date Actuals</td>
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<td>--------------------------------------------</td>
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<td>Outreach</td>
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<td><strong>Total Communications</strong></td>
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<tr>
<td><strong>Office Expenses</strong></td>
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<td>Misc. Accounts</td>
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<td>Office Supplies</td>
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<td>Telephone - other</td>
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<td><strong>Total Office Expenses</strong></td>
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<td><strong>IETO Board and Committees</strong></td>
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<td>Complaints and Discipline Committee</td>
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<td>Certificates</td>
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<td>Prof. Practice Exam Expense</td>
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<td>IETO Board Travel</td>
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<td>IETO Board Other</td>
<td>45</td>
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<td>Admissions 2nd Review Cttee</td>
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<td>Education &amp; Examination Cttee</td>
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<td>MTO Expenses</td>
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<td><strong>Total IETO Board and Committees</strong></td>
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<td><strong>Operating Priorities</strong></td>
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<td>Fairness Commission Audit</td>
<td>2,579</td>
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<td>Certification/NTB</td>
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<td>PP On-Line Seminars</td>
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<td>Accreditation/PLAR/Course</td>
<td>-</td>
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<td>Document Scanning</td>
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<td>Technology Transfer Grant Program</td>
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<td>IAD</td>
<td>-</td>
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<td>Fellow Designation</td>
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<td><strong>Total Operating Priorities</strong></td>
<td>17,953</td>
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<td><strong>Services Purchased</strong></td>
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<tr>
<td>Staff Association Dues</td>
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<td>Admission Packages Outsourced</td>
<td>2,622</td>
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<td>Contract/Consulting Services</td>
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<td><strong>Total Services Purchased</strong></td>
<td>10,049</td>
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<td>Staff</td>
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<td>Travel</td>
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<td>Staff Development</td>
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<td><strong>TOTAL IETO EXPENSES</strong></td>
<td>177,992</td>
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### Professional Affairs & Services Statement of Expenses
Period Ending December 31, 2015 (Unaudited)

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<thead>
<tr>
<th>Description</th>
<th>Current Year-to-Date</th>
<th>Annual Forecast</th>
<th>Left to Spend</th>
<th>% Left to Spend</th>
<th>Forecast</th>
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<tbody>
<tr>
<td><strong>Communications</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Brochures</td>
<td>-</td>
<td>14,472</td>
<td>15,000</td>
<td>528</td>
<td>-4%</td>
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<td>The Ontario Technologist</td>
<td>23,582</td>
<td>138,909</td>
<td>154,000</td>
<td>15,091</td>
<td>-10%</td>
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<tr>
<td>Member Survey</td>
<td>-</td>
<td>13,840</td>
<td>8,000</td>
<td>(5,840)</td>
<td>73%</td>
</tr>
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<td>Postage - Publications</td>
<td>13,327</td>
<td>80,178</td>
<td>75,000</td>
<td>(5,178)</td>
<td>7%</td>
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<td>Recruitment</td>
<td>379</td>
<td>7,519</td>
<td>22,500</td>
<td>14,981</td>
<td>-67%</td>
</tr>
<tr>
<td>Publications</td>
<td>-</td>
<td>956</td>
<td>2,000</td>
<td>1,044</td>
<td>-52%</td>
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<td><strong>Total Communications</strong></td>
<td>37,287</td>
<td>255,875</td>
<td>276,500</td>
<td>20,625</td>
<td>-7%</td>
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<td><strong>Council and Committees</strong></td>
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<td></td>
<td></td>
</tr>
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<td>Chapters - Operating Grants</td>
<td>-</td>
<td>73,783</td>
<td>79,100</td>
<td>5,317</td>
<td>-7%</td>
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<td>Special Funding for Regions</td>
<td>800</td>
<td>3,975</td>
<td>12,000</td>
<td>8,025</td>
<td>-67%</td>
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<td>Special Projects</td>
<td>21</td>
<td>1,060</td>
<td>2,000</td>
<td>940</td>
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<td>Professional Affairs &amp; Services Board</td>
<td>240</td>
<td>11,825</td>
<td>8,000</td>
<td>(3,825)</td>
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<tr>
<td>PASB Councillor’s Expense</td>
<td>2,085</td>
<td>3,760</td>
<td>6,000</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>Regional Councils- All</td>
<td>1,813</td>
<td>60,266</td>
<td>61,000</td>
<td>734</td>
<td>-1%</td>
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<td>Business Development</td>
<td>-</td>
<td>74</td>
<td>3,000</td>
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<tr>
<td>National Engineering Month</td>
<td>151</td>
<td>35,903</td>
<td>39,000</td>
<td>3,097</td>
<td>-8%</td>
</tr>
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<td>Salary Survey/Provincial Awards</td>
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<td>46,600</td>
<td>40,000</td>
<td>(6,600)</td>
<td>17%</td>
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<td><strong>Total Council and Committees</strong></td>
<td>5,109</td>
<td>237,246</td>
<td>250,100</td>
<td>10,615</td>
<td>-5%</td>
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<td><strong>Operating Priorities</strong></td>
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<td>Outreach Priority</td>
<td>6,414</td>
<td>41,189</td>
<td>70,000</td>
<td>28,811</td>
<td>-41%</td>
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<td>Advertising</td>
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<td>7,476</td>
<td>15,000</td>
<td>7,525</td>
<td>-50%</td>
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<td>Women in Technology</td>
<td>80</td>
<td>383</td>
<td>5,000</td>
<td>4,617</td>
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<tr>
<td>Skills Canada</td>
<td>-</td>
<td>28,000</td>
<td>27,000</td>
<td>(1,000)</td>
<td>4%</td>
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<tr>
<td>Social Media</td>
<td>-</td>
<td>21,482</td>
<td>30,000</td>
<td>8,518</td>
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<td>Colleges Ontario Sponsorship</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>Ontario Robotics Teams</td>
<td>-</td>
<td>2,500</td>
<td>2,500</td>
<td>-</td>
<td>0%</td>
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<td>Chapter Training</td>
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<td>4,615</td>
<td>10,000</td>
<td>5,385</td>
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<td>125,644</td>
<td>179,500</td>
<td>53,856</td>
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<td><strong>Office Expense</strong></td>
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<td>Misc. Accounts</td>
<td>117</td>
<td>5,115</td>
<td>3,500</td>
<td>(1,615)</td>
<td>46%</td>
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<td>Office Supplies</td>
<td>116</td>
<td>4,068</td>
<td>3,500</td>
<td>(568)</td>
<td>16%</td>
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<td>Photocopy Supplies</td>
<td>87</td>
<td>1,264</td>
<td>2,000</td>
<td>736</td>
<td>-37%</td>
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<td>Postage - Corporate/Couriers</td>
<td>540</td>
<td>5,948</td>
<td>4,000</td>
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<td>Printing &amp; Stationery</td>
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<td>450</td>
<td>5,491</td>
<td>4,000</td>
<td>(1,491)</td>
<td>37%</td>
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<td><strong>Total Office Expense</strong></td>
<td>2,338</td>
<td>27,147</td>
<td>21,500</td>
<td>(5,647)</td>
<td>26%</td>
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<td><strong>Services Purchased</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>CTEN Technical Employment</td>
<td>-</td>
<td>-</td>
<td>6,000</td>
<td>6,000</td>
<td>-100%</td>
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<td>Contract/Consulting Services</td>
<td>856</td>
<td>28,476</td>
<td>25,000</td>
<td>(3,476)</td>
<td>14%</td>
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<td>Staff Association Dues</td>
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<td>266</td>
<td>1,500</td>
<td>1,234</td>
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<td>28,742</td>
<td>32,500</td>
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<td>Staff</td>
<td>93,071</td>
<td>635,734</td>
<td>597,300</td>
<td>(38,434)</td>
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<td>15</td>
<td>572</td>
<td>5,000</td>
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<td>10,523</td>
<td>14,000</td>
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<td>646,830</td>
<td>616,300</td>
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<td>1,321,484</td>
<td>1,376,400</td>
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TOTAL SERVICES EXPENSES
## Finance and Administration

### Statement of Expenses

**Period Ending December 31, 2015**

(UNAUDITED)

<table>
<thead>
<tr>
<th>Description</th>
<th>Current Month</th>
<th>Year-to-Date</th>
<th>Annual Budget</th>
<th>Left to Spend</th>
<th>% Left to Spend</th>
<th>Forecast</th>
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<tbody>
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<td><strong>Council and Committees</strong></td>
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<tr>
<td>Annual Meeting</td>
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<td>138,000</td>
<td>(12,873)</td>
<td>9%</td>
<td>151,000</td>
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<td>16,338</td>
<td>65,928</td>
<td>70,000</td>
<td>4,072</td>
<td>-6%</td>
<td>66,000</td>
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<tr>
<td>Council/OAB Professional Dev</td>
<td>5,883</td>
<td>19,867</td>
<td>12,000</td>
<td>(7,867)</td>
<td>66%</td>
<td>18,000</td>
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<td>Administrative Board</td>
<td>138</td>
<td>12,281</td>
<td>16,000</td>
<td>3,719</td>
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<tr>
<td>Executive Officers</td>
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<td>3,000</td>
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<tr>
<td>Elections</td>
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<td>10,000</td>
<td>710</td>
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<td>9,290</td>
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<td>Nominating</td>
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<td>704</td>
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<td>Credit Card charges</td>
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<td>Membership Cards</td>
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<td>Photocopy Supplies</td>
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<td>Repairs &amp; Maintenance</td>
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<td>974</td>
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<td>C &amp; G Fletcher Foundation</td>
<td>208</td>
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<td><strong>Services Purchased</strong></td>
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<tr>
<td>Accounting</td>
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<td>30,000</td>
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<td>-11%</td>
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<td>Staff Association Dues</td>
<td>-</td>
<td>1,440</td>
<td>2,000</td>
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<td>40,000</td>
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<td>Contract/Consulting Services</td>
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<td>142,000</td>
<td>9,772</td>
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<td><strong>Total Services Purchased</strong></td>
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<td>214,000</td>
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<td>Staff</td>
<td>162,889</td>
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<td>1,146,500</td>
<td>21,225</td>
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<td>897</td>
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<td>4,103</td>
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<td>Staff Development</td>
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<td>23,305</td>
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**Finance and Administration Statement of Expenses**

**Period Ending December 31, 2015**

(Unaudited)
### OACETT

**Cash Flow For 2015**

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<td>Feb</td>
<td>March</td>
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<td>May</td>
<td>June</td>
<td>July</td>
<td>Aug</td>
<td>Sep</td>
<td>Oct</td>
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<td>Dec</td>
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<td>5660.7</td>
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<td>5290.8</td>
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<td>5828.8</td>
<td>5757.8</td>
<td>5660.7</td>
<td>5574.1</td>
<td>5290.8</td>
<td>5431.1</td>
<td>5391.7</td>
<td>5333.7</td>
<td>5174.7</td>
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**December 31, 2015 Market Value**

**Long Term Investments:**

RBC Dominion Securities

$5,317,369
Corporate Performance Measures for 2016

1. Ensure that bold and significant policy/program initiatives approved by Council, and consistent with the Strategic Plan, are operationalized and effectively communicated to the members and stakeholders, including CPD, IT overhaul, 3&6, elimination of Canadian work experience, CTEN overhaul.

2. Continue to position OACETT as a leader at the national level to maintain the coalition in advancing TAC and the CTAC while managing future expectations given budget constraints.

3. Assess the potential for, and pilot if possible with partners, a new certification program for infrastructure development at the municipal and regional level.

4. Maintain OACETT as an employer of first choice, and manage the challenges of staffing and morale during process redesign, demanding workloads with new initiatives, and the realities of aging staff, increased health issues, and long term disabilities.

5. While our policy direction in the recent years has been to elevate the professionalism of membership and certification, we nevertheless are striving to also maintain growth in membership and significantly improve upon certification numbers.

6. Maintain an operating account surplus, while continuing to de-risk our investment portfolio if and when market conditions improve.

B. van den Berg/D. Thomson
February 17, 2016
2016 IETO Performance Targets

Strategic Plan Priorities: Unique Value Proposition – Importance of Excellence in Certification and Accreditation and Communications and Outreach

1. **CPD**: Ongoing
   **First CPD cycle begins this year with the following deliverables:**
   - Chapter guidelines – June 30, 2016
   - Electronic portfolio – February 29, 2016
   - Mobile app – 3rd quarter of 2016
   - Webinars – jointly with PASB – as required
   - Extensive member service - ongoing

2. **Certification rejuvenation/push**: Certification Target: 600, Ongoing
   Many new certification requirements come into effect this year that will require significant department resources
   - 3 & 6 Year Rule – first enforcement cycle begins – extensive member service and follow up
     - Mailing of requirements to all affected Associates – November 2016
   - Removal of mandatory one year Canadian experience which includes:
     - Internationally Educated PPE – updates to exam study materials and exam questions – March 31, 2016
     - Updates to PPE Seminar – March 31, 2016
   - Additional PPE and Language Benchmark
     - Infrastructure requirements in database and applications – March 31, 2016
     - Website changes – March 31, 2016
     - New data entry and member service requirements – start January 2016 – ongoing
   - PPE follow-up project. All PPE registrants will be sent two reminders of the new six month timeline to write the exam or pay an extension fee – start January 2016 – ongoing

3. **Municipal Infrastructure Project**: March – TBD
   - Joint study with Consulting Engineers Ontario on development of new infrastructure certification program for municipalities to be modelled on the road construction certification program
   - Study will include the strengths and weaknesses of the current road construction program

4. **New File Reviewers**: Ongoing
   Revitalize admissions committee and prepare for online file review
   - Training session – January 2016
   - Ongoing training per discipline cluster – monthly

5. **Office of the Fairness Commissioner Assessment**: June – TBD
   - Assessment of specific and general duties under FARPACTA legislation

6. **Systems Review and Upgrade**: Ongoing
   - Systems planning for online file review, use of CTAC for certification
   - Business development models and documentation
7. **Staffing – Review and Training:** Ongoing
   - Review staffing, skills requirement and training that is needed in view of introduction of new IT systems

8. **2015 Member Survey Evaluation:** September 2016
   - Evaluate 2015 member survey to identify opportunities to enhance value of certification and membership

9. **Complaints/Discipline/Conduct of Members:** December 31, 2016
   - Review and research possible alternative complaints and discipline procedures
   - Rewrite policy, procedures and public brochure
2016 PASB Performance Priority Letter

- Promote, in concert with IETO, mandatory CPD as a means to advancing the professionalism of members and bolstering relationships with partners/stakeholders through the development of webinars to employers, chapters and members and via ongoing communication surrounding CPD resources and tools.

- Initiate a re-design of the CTEN site to develop a one-stop, comprehensive career resource that includes job-seeking best practices, professional development content and a sense of community. This site will be designed, in collaboration with the IT department, to integrate with the new IT system the Association will implement. Specs, RFP distribution, vendor selection and project plan to be completed by September.

- Launch an online version of the Technology Report Writing Seminar that will help members province-wide meet this requirement of their C.E.T. designation. The online course will complement existing online certification tools easing the path toward certification for our members with a user-friendly, cohesive experience. Launch date: April 2016.

- Review and redefine the Corporate Outreach program to ensure that efforts are generating the greatest impact for the resources devoted. Employers will continue to be well served through certification/CPD webinars. CPD corporate webinar completion: March 2016.

- Introduce revenue-building/cost-cutting measures, including: an expanded advertising sales program that encompasses OACETT’s print and digital properties; an enhanced agreement with The Personal that will result in greater sponsorship revenue for the Association; and increased use of video, including new PASB PD videos, college and corporate outreach webinars and more strategic use of social media, to deliver pertinent messaging to stakeholders in a more cost-effective fashion.

- Continue to promote to college students and internationally trained professionals the benefits of certification and belonging to their professional association with an aim of increasing student applications by 8-10%.

- Continued participation on the System Steering Committee and collaboration with OACETT’s IT department to ensure Services Department requirements are met in the development of a new system.

- Analyze the 2015 Membership Survey to identify opportunities to enhance the value of membership.

- Develop training opportunities for existing and new staff.
2016 Finance & Administration Performance Targets

- **New IT System**
  - Prepare for Council and OAB approval, a charter/scope for the new IT system for the Association
  - Create Terms of Reference for the Systems Steering Committee for Council and OAB approval
  - Review and enhance the Business Requirements for the new system to ensure they are complete and ready to be distributed to potential vendors
  - Develop an RFP to be distributed to vendors
  - Select a vendor with the best solution for the Association’s needs
  - Review and assess current vendors to ensure adequate security of our systems is in place
  - Assess and recommend staffing requirements to support new and existing systems
  - Manage the budget and finances to accommodate the funding required to implement a new system

- **Provide IT support to IETO in the implementation of CPD and the 3 and 6 year rule**

- **Provide IT support to the Services Department in developing a new job site**

- **By-law amendments**
  - Ensure By-law amendments are approved by Council and announced to the membership at least 30 days in advance of the 2016 AGM

- **Selection of Auditors**
  - Develop an RFP for the selection of auditors for the Association
  - Review proposals and make a recommendation for auditors for the Association for the next five years prior to the 2016 AGM

- **Evaluation of the success of initiatives to increase membership which impact on revenue; e.g., reduction in dues to $50 for associates in their first and second year after graduation**

- **Cross training of staff in key areas of service**

- **Job Description and Compensation Report**
  - Based on revised job descriptions and the compensation report from the Hay Group, make budget recommendations to provide market adjustments as needed to ensure employee compensation is competitive with similar organizations
Government Relations 2016 Performance Letter Agreement

Government Relations is included as part of OACETT’s 2014-2019 Strategic Plan under “Communications and Outreach”, the objective being to “target government relations activities in support of OACETT’s qualified person’s priority and other relevant strategic and operational objectives”.

Government relations activities will include advancing an ongoing effort at Queen’s Park, municipalities, professional associations, and industry in order to promote the members’ interests – by proposing the following plan for 2016:

- Maintain vigilance in monitoring and responding to QP issues with government. [Ongoing monitoring and responding to Qualified Person issues];
- Catalogue summary of QP status for certified OACETT members. [June 2016];
- Coordinate with the Association of Science and Engineering Technology Professionals of Alberta’s (ASET) GR director on such activities as working with the federal government to promote certified members. [contact appropriate federal staff to initiate discussion – June 2016];
- Continue outreach meetings with political and senior bureaucratic officials in key ministries of the Ontario government. [meet with key Ministers and/or senior staff];
- Refresh and/or propose OACETT member participation on government/agency committees (e.g. Utility Advisory; Wastewater Training; Cap and Trade Advisory; CSA Electrical Code). [Review role and term of current members];
- Consider the potential and if possible expand the offering of third party technical short courses to the membership that are in-line with QP requirements. [Subject to demand, offer seminars in topics such as Pre-Start Reviews, Wastewater/Water Treatment, Electrical Code Illustrations, Housing and Small Building Code Illustrations, etc.];
- In addition to use of the OT, develop a GR section on the website, expand the utilization of social media (e.g. LinkedIn) to promote GR efforts and seek input from the membership. [Government relations article for every issue of Ontario Technologist – 6 in 2016; work with staff expertise in setting up GR social media links, and develop a GR website section].

Measurable Targets for 2016

1. Set up meetings with the identified key ministries and industry/association leaders by June 2016.
2. Attend MPP events for key ministries (Liberal) and critics (PC & NDP), and invite same to OACETT events.
3. Develop working relationship with OCOT and encourage support for our members as “qualified persons”.
4. Ongoing monitoring and responding to Qualified Person issues.
5. Government relations article for every issue of Ontario Technologist.
6. Develop a GR section on the website.
7. Catalogue summary of QP status for certified OACETT members by June.
8. Coordinate with ASET's GR director on such activities as working with the federal government to promote certified members.
2. Moved by:  
Seconded by:  

Be it moved that the “Dragonfly” IT Project Charter, as approved by the OAB, be recommended to Council for approval:  
- Reference: OACETT Dragonfly IT Project Charter Feb 16, 2016 v4.0  
- Project Terms:  
  - 24 month duration;  
  - Adoption and application of Project Management best practices to control project scope, schedule and cost;  
  - $325,000 funding (initial reserve for 2016);  
  - Project execution delegated to the Systems Steering Committee

3. Moved by:  
Seconded by:  

Be it moved that the Systems Steering Committee (SSC) Terms of Reference, as approved by the OAB, be recommended to Council for approval:  
- Reference: Appendix A – OACETT Dragonfly IT Project Charter Feb 16, 2016 v4.0  
- SSC Authority Terms:  
  - Day to day project execution;  
  - Collaborative body – consensus decision making;  
  - SSC membership: Rod MacLeod (Past President and Co-Chair), OACETT Senior Management, and the IT Project Manager;  
  - Select an IT vendor(s) and recommend an IT vendor(s) for Council’s endorsement subject to a vendor demonstration to the OAB and OAB’s ratification of the vendor.
Dragonfly – IT Project
Project Motions

February 18, 2016
V6.0
Project Motions

• **Motion 1** – Council Approval of IT Project (governance, accountability, funding)

• **Motion 2** – Council Approval of IT Project Charter

• **Motion 3** – Council Approval of the Systems Steering Committee Terms of Reference
Motion 1 – Project Approval

The current business operations system (AMSoft) used by OACETT is over 15 years old, nearing obsolescence, and is not suitable for growth in business needs and member services. It is moved that the “Dragonfly” information technology project, as approved by the OAB, be recommended to Council for approval containing the following governance, accountability, and funding provisions:

• Global budget (rough order of magnitude estimate) to be $750,000 over two years, subject to final Council approval when an IT vendor(s) is selected;

• Release $325,000 of the OACETT information technology contingency fund, as part of the global budget, for use in 2016 for such purposes as paying for a Project Manager, preparation of specification requirements, IT vendor selection, contractual settlements, and other contingencies.
Motion 1 – Continued

Governance, accountability and funding provisions continued:

• Council to endorse the recommendation of the OAB and the Systems Steering Committee on an IT vendor(s) based on the vendor’s ability to meet requirements and not necessarily the lowest bid, and whether it is satisfied that the Systems Steering Committee and the assessment by the OAB followed due diligence in evaluating competing bids from vendors;

• Once an IT vendor(s) is selected, the necessary funds to contract with the vendor(s) may be sourced by the sale of long term investments on approval of Council;

• Council to receive quarterly updates/status reports, including cost variances;

• Any global budget increase is to be approved by Council;

• Project scope expansion beyond the Project Charter requires OAB approval and recommendation to Council for approval;

• Contingency: project abandonment on Council approval only.
Motion 2 – Project Charter

Be it moved that the Dragonfly IT Project Charter as approved by the OAB and recommended to Council for approval:

- Reference: *OACETT Dragonfly IT Project Charter Feb 16, 2016 v4.0*

- **Project Terms:**
  - 24 Month Duration;
  - Adoption and application of Project Management best practices* to control project scope, schedule and cost;
  - $325,000.00 Funding (initial reserve for 2016);
  - Project execution delegated to the **Systems Steering Committee**.

Motion 3 – Systems Steering Committee Terms of Reference

Be it moved that the Systems Steering Committee (SSC) Terms of Reference as approved by the OAB and recommended to Council for approval:

- Reference: *Appendix A - OACETT Dragonfly IT Project Charter Feb 16, 2016 v4.0*
- **SSC Authority Terms:**
  - Day to day project execution;
  - Collaborative body – consensus decision making;
  - SSC membership: Rod MacLeod (past President and Co-chair), OACETT Senior Management, and the IT Project Manager;
  - Select an IT vendor(s) and recommend an IT vendor(s) for Council’s endorsement subject to a vendor demonstration to the OAB and OAB’s ratification of the vendor.
OACETT IT Project Charter
DRAGONFLY

Version 4.0
Date: Feb 16, 2016
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Document Control

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<thead>
<tr>
<th>Project ID:</th>
<th>2016001</th>
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<tr>
<td>Project Location:</td>
<td>OACETT – 404 – 10 Four Seasons Place, Toronto, ON, M9B 6H7</td>
</tr>
<tr>
<td>Project Manager:</td>
<td>Barry Hudson, PMP</td>
</tr>
</tbody>
</table>

Revision History

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<th>Version</th>
<th>Date</th>
<th>Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.0</td>
<td>Feb 8, 2016</td>
<td>Barry Hudson</td>
<td>Original document - Draft</td>
</tr>
<tr>
<td>2.0</td>
<td>Feb 9, 2016</td>
<td>Barry Hudson</td>
<td>Revisions to Final.</td>
</tr>
<tr>
<td>3.0</td>
<td>Feb 12, 2016</td>
<td>Barry Hudson</td>
<td>OAB revisions to Final.</td>
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<td>4.0</td>
<td>Feb 16, 2016</td>
<td>Barry Hudson</td>
<td>OACETT Executive revisions to Final.</td>
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Approval Authority

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hillary Tedoldi</td>
<td>Feb 8, 2016</td>
<td>Approval of draft for Systems Steering Committees approval.</td>
</tr>
<tr>
<td>Systems Steering Committee</td>
<td>Feb 8, 2016</td>
<td>Draft Charter approval for OAB presentation.</td>
</tr>
<tr>
<td>OAB</td>
<td>Feb 18, 2016</td>
<td>Charter and Systems Steering Committee Terms of Reference approval and recommendation to Council for approval.</td>
</tr>
<tr>
<td>Council</td>
<td>Feb 26, 2016</td>
<td>Charter and Systems Steering Committee Terms of Reference approval</td>
</tr>
</tbody>
</table>


Executive Summary

The purpose of this Project Charter is to provide the Systems Steering Committee the official authorization for the following items:

1) Project approval – Council explicit approval for the OACETT IT Project.
2) Project Manager approval – Council approval of the IT Project Manager position.
3) Funding approval – Council initial budget approval for the IT Project.
4) Scope approval – Council initial overview scope approval for the IT Project.
5) Schedule approval – Council initial schedule approval for the IT Project.

The Project Charter is not intended to be a definitive requirements document. The approval of project scope, detailed in this Charter, is defined in terms of business domain functionality. Specific requirements will be defined, and require approval, during the requirements gathering and validation phase of the IT Project. Project scope management, within the approved global budget, is delegated to the OAB. Project scope expansion beyond the scope detailed in this Charter requires OAB approval and recommendation to Council for approval. All staff will be regularly updated on project status.

Council approves the project governance model that delegates day to day project activities to the Systems Steering Committee and that escalation to the OAB (from the Systems Steering Committee) is required for the following items:

1) Scope expansion beyond the domains detailed in this Charter.
2) Project global budget increases (for recommendation to Council for approval).
3) Project dissolution (project natural end).
4) Project termination (project abandonment, for recommendation to Council for approval).

The current project funding approval request is for $750,000.00 (rough order of magnitude estimate). Project total funding (global) needs will be further defined once a system IT vendor(s) has been selected and contracted. Any increase in funding exceeding the approved global budget will require an OAB recommendation to Council for Council approval. OAB recommendations must be preceded by a recommendation from the Systems Steering Committee.

The primary project milestones (detailed further in this Charter) are as follows:

1) OAB Charter approval and recommendation to approve to Council – February 18, 2016
2) Council Charter approval – February 26, 2016
4) RFP issued to IT vendors – June 30, 2016
5) Vendor selection – September 30, 2016
6) System build commencement – January 3, 2017
7) Project closure – January 30, 2018
Project Background

OACETT’s current Operations system (AMSoft) and Financial Management system (Traverse) have been under review for the past two years in terms of suitability for business use and sustainability. AMSoft has met prior business needs though its current configuration lacks process and user controlled reporting integration. AMSoft is also based on 32 bit code and OEM support (server hardware and operating systems) for 32 bit applications is starting to be phased out of production support in favor of 64 bit technology making the AMSoft system [technically] obsolete. Traverse does have a 64 bit version though it currently lacks the optimal integration for business processes and transaction processing. A review of IETO's processes by Western Management Consultants in 2013 (final report received January 2014) also indicated a need for systems improvements to avoid redundancy of data entry, transaction automation, and process integration. AMSoft and Traverse, as currently built and configured, do not support the recommendations by Western Management Consultants further confirming the need for a new/revised Operations and Financial Management system.

This Project Charter is the direct result of the above systems evaluation. A Systems Steering Committee has been formed for the IT Project and a Project Manager has been contracted to manage the IT Project.

Business Need

OACETT has grown to a membership of 25,000 and is seeking the means of growth (both membership and programs). The current systems are not efficient for business processes and do not support significant organizational growth without human resource expansion. Current human resources have significant experience and tenure and with the right tools growth could easily be managed without the need for resource expansion. The primary business needs this project will fulfill are the following:

1) Efficient use of human resources with supportive tools.
2) Integration of business processes across departmental units.
3) Financial transaction process integration with business processes.
4) Workflow processes for improved efficiency and control.
5) Document management.
6) Communications management.
7) External data acquisition and processing (APIs or other data transmission means).
Project Funding

Global project budget (rough order of magnitude estimate) to be $750,000 over two years, subject to final Council approval when IT vendor(s) selected.

A release of $325,000.00 of the OACETT information technology contingency fund, as part of the global project budget, is to be available for use in 2016 for such purposes as paying for a project manager, preparation of specification requirements, vendor selection, contractual settlements, and other contingencies. It is expected that the funding release of $325,000.00 will be more than sufficient for project costs in 2016 with the expectation that there will be remaining funds for 2017 project expenses.

Project Scope

The scope of the IT Project is for the following business process domains:

1) Financial Management – a new/updated Accounting system.
2) Order and Inventory Management – integrated with the Accounting system.
3) Certification (Application, Designation, CPD, Registration, Complaints and Discipline, and Online File Review).
4) Document Management.
5) Web based functionality for member self-service.
6) Reporting (user based).
7) Membership management.
8) Communications (Chapters and Committees).
9) Event management (including Exams).
10) Sales force and marketing management.
11) System administration and security.

Project Schedule

The project is expected to be twenty-four (24) months in duration. The primary project milestones (detailed further in this Charter) are as follows:

1) OAB Charter approval and recommendation to approve to Council – February 18, 2016
2) Council Charter approval – February 26, 2016
4) RFP issued to IT vendors – June 30, 2016
5) Vendor selection – September 30, 2016
6) System build commencement – January 3, 2017
7) Project closure – January 30, 2018

The planned project phases are detailed in the table below:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Deliverables</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1 - Initiation</td>
<td>Project Charter and Terms of Reference for the System Steering Committee (Council approved)</td>
<td>Feb 26, 2016</td>
</tr>
<tr>
<td>Phase 3 – RFP published to short listed vendors.</td>
<td>RFP published to vendors for response.</td>
<td>June 30, 2016</td>
</tr>
<tr>
<td>Phase 5 – Vendor contracting.</td>
<td>IT project contract.</td>
<td>December 30, 2016</td>
</tr>
<tr>
<td>Phase 7 – Phased functionality implementation.</td>
<td>Delivery of business functionality in production (phased logically).</td>
<td>April 1, 2017 – December 30, 2017</td>
</tr>
<tr>
<td>Phase 8 – Project closure.</td>
<td>Lessons Learned report, sustainability report, and future economic model.</td>
<td>January 30, 2018</td>
</tr>
</tbody>
</table>

The above timelines are based on a rough order of magnitude estimate of effort required and will be adjusted (expanded, contracted, and compressed) during the execution of project activities. The above schedule is the starting baseline for the project. A more tightly defined timeline will be created, and managed, once all business requirements have been defined and the vendor RFP has been published. The Systems Steering Committee will manage the project schedule.
**Project Management and Organization**

**Project Organizational Structure**

The IT project will be managed by a dedicated Project Manager. This Charter approves the Project Manager – Barry Hudson. The Project Management Organization is summarized in the Organizational Chart below:

- **OACETT Council**
  - Authority: Charter approval, Global funding approval, Scope expansion approval, Delegation to OAB and the Systems Steering Committee, Supplemental funding approval, Quarterly status updates, Cost variance review, IT vendor endorsement (i.e.: confirm due diligence completed).

- **OAB**
  - Authority: Recommendation to Council for Charter approval, Recommendation to Council for funding approval and Global Budget revisions, Project oversight within Council approved global funding, IT vendor(s) demonstration and recommendation to Council for endorsement of IT vendor(s).

- **System Steering Committee**
  - Authority: Recommendation to OAB for Charter approval by Council, Recommendation to OAB for funding approval by Council, IT vendor bid process, Day to day project management, Escalation to OAB and Council as required.

- **Project Manager**
  - Authority: Project execution, Vendor control to contract, Escalation to Systems Steering Committee.

- **OACETT Project Assigned Resources**
  - Authority: Recommendation to Council for Charter approval, Recommendation to Council for funding approval, Global Budget revisions, Delegation to OAB, IT vendor endorsement (i.e.: confirm due diligence completed).

- **IT Vendors**
  - Authority: Recommendation to OAB for Charter approval by Council, Recommendation to OAB for funding approval by Council, IT vendor bid process, Day to day project management, Escalation to OAB and Council as required.
The following table lists the members of the Systems Steering Committee:

<table>
<thead>
<tr>
<th>Member Role</th>
<th>Member Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Co-chair</td>
<td>Rod MacLeod, Past President</td>
</tr>
<tr>
<td>2. Co-chair</td>
<td>Hillary Tedoldi, CAO</td>
</tr>
<tr>
<td>3. Executive Member</td>
<td>David Thomson, CEO</td>
</tr>
<tr>
<td>4. Executive Member</td>
<td>Barbara Chappell, Director IETO, Registrar</td>
</tr>
<tr>
<td>5. Executive Member</td>
<td>Melissa Wood, AD Marketing and Communications and Chapter Support</td>
</tr>
<tr>
<td>6. Project Manager</td>
<td>Barry Hudson, Project Manager</td>
</tr>
</tbody>
</table>

The Project Manager has the authority to execute the project tasks, direct OACETT resources in the execution of project tasks, direct vendors consistent with contractual terms and statements of work, and escalate to the Systems Steering Committee matters that are beyond the authority of the Project Manager (with a recommendation).

The Systems Steering Committee’s authority is detailed in the document Systems Steering Committee Terms of Reference which is included in this Charter as Appendix A. The System Steering Committee’s primary authority is day to day project execution decision making, resolution of resource contention, and escalation to the OAB for matters beyond the Systems Steering Committee authority.

The OAB authority for the project is executive authority for project commencement, material changes in scope and schedule, project change requests, and decision items escalated, with a recommendation, from the Systems Steering Committee all within the global approved budget. Any request for funding above the approved global budget requires Council approval on a recommendation from the OAB.

**Project Participant Roles**

The Project Organization Structure defined the decision making hierarchy for the project. The project will require the involvement of more OACETT resources and these roles and duties are defined in the table below:

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor</td>
<td>• Defined: CEO, and CAO</td>
</tr>
<tr>
<td></td>
<td>• The Sponsor is responsible for the success of the project. To achieve</td>
</tr>
<tr>
<td>Role</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>------</td>
<td>------------------</td>
</tr>
</tbody>
</table>
|      | this, the Sponsor will:  
|      | o Ensure the business needs are valid, correctly prioritized, and documented in the business case (if applicable)  
|      | o Ensure the project delivers the agreed sustainable business benefits, goals and objectives  
|      | o Ensure the project is properly launched  
|      | o Ensure changes to the project are properly approved  
|      | o Resolve issues and conflicts and remove obstacles that are beyond the control of the Project Manager  
|      | o Obtain commitment and buy in from senior leadership  
|      | o Obtain and commit appropriate resources (budget and people)  
|      | o Ensure Project Manager achieves project objectives  
|      | • Approve key project deliverables such as the charter, milestones/stage gates, final sign off and closeout  
|      | • Provide appropriate updates and negotiations/facilitations to OAB and Council |
| Project Manager (PM) | • Defined: Barry Hudson  
|          | • Ultimately, the PM is responsible for the success of the project. To achieve this, the PM will:  
|          | o Initiate the project with the charter, negotiate for project resources, and execute a project kickoff  
|          | o Develop, execute and monitor Project Plan and schedule  
|          | o Manage and lead Project Team in formation and motivation towards commitment and completion of tasks  
|          | o Secure acceptance and approval of deliverables and milestones from Sponsor and Stakeholders  
|          | o Cultivate trust and communication with and amongst project’s stakeholders  
|          | o Remove obstacles for Project Team  
|          | o Perform appropriate project risk management: identify, document, monitor and ensure appropriate mitigation of project risks  
|          | o Manage expectations by aligning projects to business goals, managing stakeholders and conflicts, and communicating project status, milestones, and unexpected difficulties/issues effectively  
|          | o Manage project constraints (time, scope, budget plus any others) and dependencies, ensuring requirements and expectations are met without unforeseen, unapproved impacts  
|          | o Manage and forecast project costs and expenditures  
|          | o Create and achieve, in partnership with the sponsor, clear and attainable project objectives that align with stakeholder expectations and business goals  
<p>|          | o Procure, manage and appropriately close vendor partnerships pertaining to the project |</p>
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>o Manage project issues, ensuring they are assigned and addressed appropriately, and escalate issues that cannot be resolved within Project Team</td>
</tr>
<tr>
<td></td>
<td>o Ensure quality standards are met</td>
</tr>
<tr>
<td></td>
<td>o Create, execute and manage appropriate project communications strategy/plan</td>
</tr>
<tr>
<td></td>
<td>o Establish and manage appropriate project change management process/mechanism</td>
</tr>
<tr>
<td></td>
<td>o Manage project training</td>
</tr>
<tr>
<td></td>
<td>o Liaise with management and governance bodies, relevant to risks, complexity and impact of project</td>
</tr>
<tr>
<td></td>
<td>o Plan for and execute appropriate cutover and transition processes for the final deliverable(s)</td>
</tr>
<tr>
<td></td>
<td>o Perform project closeout</td>
</tr>
<tr>
<td>Primary Stakeholders</td>
<td><strong>Defined: CEO, CAO, Senior Management</strong></td>
</tr>
<tr>
<td></td>
<td>o Commit and provide appropriate resources to the Project Team, if applicable</td>
</tr>
<tr>
<td></td>
<td>o Educate the Project Team about their business and objectives, ensuring the project fits with their business strategy</td>
</tr>
<tr>
<td></td>
<td>o Provide specific, precise requirements, and set requirement priorities</td>
</tr>
<tr>
<td></td>
<td>o Make timely decisions</td>
</tr>
<tr>
<td></td>
<td>o Review and provide timely feedback regarding relevant project work</td>
</tr>
<tr>
<td></td>
<td>o Promptly communicate changes to requirements</td>
</tr>
<tr>
<td></td>
<td>o Ownership of business processes and procedures, and project deliverables</td>
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<tr>
<td></td>
<td>o Keep informed of project progress, and send information to others who need to know</td>
</tr>
<tr>
<td></td>
<td>o Assist in establishing and executing training</td>
</tr>
<tr>
<td></td>
<td>o Approve key project deliverables, if applicable, including final sign off/acceptance during closure</td>
</tr>
<tr>
<td></td>
<td>o Identify and resolve any project issues and risks</td>
</tr>
<tr>
<td>Subject Matter Experts (SMEs)</td>
<td><strong>Defined: OACETT Resources consulted for requirements</strong></td>
</tr>
<tr>
<td></td>
<td>The responsibility of the SME is to ensure the facts and details are correct so that the project’s deliverable(s) will meet the needs of the stakeholders, legislation, policies, standards, and best practices. To achieve this, SMEs will:</td>
</tr>
<tr>
<td></td>
<td>o Support the definition of processes and policies, supply business rules and procedures, and communicate the contexts in which the rules, processes and polices are applied</td>
</tr>
<tr>
<td></td>
<td>o Accurately represent their business units’ needs to the project team</td>
</tr>
<tr>
<td></td>
<td>o Validate the requirements and deliverables that describe the product or service that the project will produce</td>
</tr>
<tr>
<td></td>
<td>o Bring information about the project back to the customer community</td>
</tr>
<tr>
<td>Role</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>o  Provide input for the design and construction of test cases and scenarios, and may also validate executed test results</td>
</tr>
<tr>
<td>Systems Steering Committee</td>
<td>The Systems Steering Committee is responsible for contributing to the overall project objectives and specific team deliverables, by contributing towards the planning of project activities and executing assigned tasks/work within the expected quality standards, to ensure the project is a success. The Systems Steering Committee will:</td>
</tr>
<tr>
<td>Functional Managers</td>
<td>• Communicate changes to their resources’ availability to the Project Manager</td>
</tr>
</tbody>
</table>
### Role Responsibilities

- Functional integration is working and effective
  - Participate in project decision-making, relevant to impact on the functions he/she is responsible for
  - Communicate with Project Manager on any changes to the project that affects the quality or scope of deliverable
  - Ensure appropriate requirements for the deliverable are communicated and understood
  - Participate in project risk and issue management with Project Manager, where required

- If the Functional Manager has direct supervision over one or more resources on the Project Team:
  - Ensure their resources’ time is not over allocated between project work and other responsibilities
  - Decide which resources to allocate to project, ensuring allocated resources have the appropriate skills required for the project, or have the ability to acquire those skills
  - Understand the work required of his/her resource(s) on the project and any new skills they may acquire as a result of the project work
  - Ensure resources are available to the project, as originally promised
  - Handle any resource performance issues Project Manager brings forward

### Project and Risk Management

#### Project Management

The project will be managed with an Integrated Project Plan that will detail all tasks (WBS – Work Breakdown Structures) on a linear and concurrent time basis. The means of project management evaluation will be the best practices supported by the Project Management Institute as articulated in the Project Management Book of Knowledge (PMBOK) 5th edition published July 2013.

The specific quantitative measures that will be used for management of the project are defined in the table below:

<table>
<thead>
<tr>
<th>Metric</th>
<th>Abbrev.</th>
<th>Description</th>
<th>Formula/Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget at Completion</td>
<td>BAC</td>
<td>Baseline cost for 100% of project.</td>
<td>N/A</td>
</tr>
<tr>
<td>Actual Cost</td>
<td>AC</td>
<td>Total costs actually incurred thus far.</td>
<td>N/A</td>
</tr>
<tr>
<td>Earned Value</td>
<td>EV</td>
<td>Amount of budget earned so far based on physical work accomplished, without reference to actual costs.</td>
<td>N/A</td>
</tr>
<tr>
<td>Metric</td>
<td>Abbrev.</td>
<td>Description</td>
<td>Formula/Value</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
<td>-------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Planned Value</td>
<td>PV</td>
<td>The budget for the physical work scheduled to be completed by the end of the time period.</td>
<td>N/A</td>
</tr>
<tr>
<td>Cost Variance</td>
<td>CV</td>
<td>Measure of cost overrun. The difference between the budget for the work actually done so far and the actual costs so far.</td>
<td>Earned Value–Actual Cost EV–AC</td>
</tr>
<tr>
<td>Cost Performance Index</td>
<td>CPI</td>
<td>Cost efficiency ratio. A CPI of 1.00 means that the costs so far are exactly the same as the budget for work actually done so far.</td>
<td>Earned Value/Actual Cost EV/AC</td>
</tr>
<tr>
<td>Schedule Variance</td>
<td>SV</td>
<td>Measure of schedule slippage. The difference between the budget for the work actually done so far and the budgeted cost of work scheduled.</td>
<td>Earned Value–Planned Value EV–PV</td>
</tr>
<tr>
<td>Schedule Performance Index</td>
<td>SPI</td>
<td>The schedule efficiency ratio. An SPI of 1.0 means that the project is exactly on schedule.</td>
<td>Earned Value/Planned Value EV/PV</td>
</tr>
<tr>
<td>To Complete Performance Index</td>
<td>TCPI</td>
<td>Tells management precisely what performance factor must be achieved on the remaining work in order to stay within the projects financial cost and schedule commitments.</td>
<td>Actual Costs + Remaining Work (BAC-EV)/Funds Remaining</td>
</tr>
<tr>
<td>Estimate to Completion</td>
<td>ETC</td>
<td>The expected additional cost to complete.</td>
<td>Estimate at Completion–Actual Cost EAC–AC</td>
</tr>
<tr>
<td>Estimate at Completion</td>
<td>EAC</td>
<td>Expected total cost based on the current cost efficiency ratio.</td>
<td>Budget at Completion/Cost Performance Index BAC/CPI</td>
</tr>
<tr>
<td>Low-End Cumulative CPI EAC</td>
<td>CPI EAC</td>
<td>Represents the very minimum in costs forecast that the project will need to complete all its work. Most likely final estimate of project costs.</td>
<td>Actual Costs + (Remaining Work (BAC-EV)/Cumulative CPI)</td>
</tr>
<tr>
<td>High-End Cumulative CPI times SPI EAC</td>
<td>CPI + SPI EAC</td>
<td>Represents the worst case cost forecast taking into account both cost and schedule performance to date.</td>
<td>Actual Costs + (Remaining work (BAC-EV)/Cumulative CPI X SPI)</td>
</tr>
<tr>
<td>High and Low End Variance at Completion</td>
<td>VAC</td>
<td>Estimated cost overrun at the end of project.</td>
<td>Budget at Completion–Estimate at Completion BAC–EAC</td>
</tr>
<tr>
<td>Status</td>
<td></td>
<td>Average of CPI &amp; SPI.</td>
<td>(Cost Performance Index + Schedule Performance Index)/2 (CPI+SPI)/2</td>
</tr>
<tr>
<td>Metric</td>
<td>Abbrev.</td>
<td>Description</td>
<td>Formula/Value</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
<td>--------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>GREEN</td>
<td></td>
<td>On track</td>
<td>&gt;0.95</td>
</tr>
<tr>
<td>YELLOW</td>
<td></td>
<td>Slightly behind schedule or budget</td>
<td>&gt;0.85</td>
</tr>
<tr>
<td>RED</td>
<td></td>
<td>Needs immediate attention</td>
<td>&gt;0.65</td>
</tr>
<tr>
<td>BLACK</td>
<td></td>
<td>Kill or Restore</td>
<td>&lt;0.65</td>
</tr>
</tbody>
</table>

**Risk Management**

Project risk will be managed, actively, with a Risk Register that will include the following information:

1) Risk number (tracking index).
2) Open/Closure date.
3) Risk type (source).
4) Estimated risk cost (expected value).
5) Risk owner (management).
6) Risk response strategy (resolve, transfer, accept).
7) Risk mitigation strategy.
8) Update (regular updates as required by the risk).
9) Aggregate economic risk (expected value of all risks).

**Project Assumptions**

The assumptions necessary for project success are listed below:

1) OACETT staff can support project activities consistent with the Integrated Project Plan.
2) Funding approved (also as amended) is sufficient for project costing.
3) Training and support resources will be sufficient for learning and effectively operating the new system delivered by this project.
4) No solution preference is mandated at project inception.
5) Existing system infrastructure is sufficient for a new system to be installed/implemented.

**Guiding Principles**

The following guiding principles are the means of project execution that will make the project successful:

1) Collaboration – the project is a team effort with all in OACETT fully participating.
2) Minimizing impact to operations – task will be planned with resources.
3) Standards and processes – maintain PMI best practices for planning and execution.
4) Implementing a Communication Plan and Communication Matrix – ensure all stakeholders are aware of project needs, status, issues, and challenge resolutions.

5) Paradigm shift – the manner in which tasks are to be executed in the new system will be a significant change to both systems and business processes.

**Project Success Factors**

1) Meeting the cost targets and schedule milestones.
2) Meeting the scope of work requirements.
3) Meeting the quality assurance and quality control standards required.
4) Governance resolves issues with sufficient velocity so as not to impact schedule.
5) Minimize scope changes and change orders.
6) Senior Management and staff are satisfied with the new system’s usability and function.

**Terms and Conditions**

This Charter is effective from approval date (February 26, 2016) to the project closure date of January 30, 2018.
Appendix A

Systems Steering Committee Terms of Reference
OACETT IT Project
DRAGONFLY

Systems Steering Committee
Terms of Reference

Version 6.0
Date: Feb 16, 2016
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Meeting Frequency and Norms .................................................. 6

Measures of Success ................................................................. 8
Dragonfly

Document Control

<table>
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<tr>
<th>Project ID:</th>
<th>2016001</th>
</tr>
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<tbody>
<tr>
<td>Project Location:</td>
<td>OACETT – 404 – 10 Four Seasons Place, Toronto, ON, M9B 6H7</td>
</tr>
<tr>
<td>Project Manager:</td>
<td>Barry Hudson, PMP</td>
</tr>
</tbody>
</table>

Revision History

<table>
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<th>Version</th>
<th>Date</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Feb 8, 2016</td>
<td>Barry Hudson</td>
<td>Original document - Draft</td>
</tr>
<tr>
<td>2.0</td>
<td>Feb 9, 2016</td>
<td>Barry Hudson</td>
<td>Revisions to Draft.</td>
</tr>
<tr>
<td>3.0</td>
<td>Feb 9, 2016</td>
<td>Barry Hudson</td>
<td>Revisions to Draft.</td>
</tr>
<tr>
<td>4.0</td>
<td>Feb 9, 2016</td>
<td>Barry Hudson</td>
<td>Revisions to Final.</td>
</tr>
<tr>
<td>5.0</td>
<td>Feb 12, 2016</td>
<td>Barry Hudson</td>
<td>OAB revisions to Final.</td>
</tr>
<tr>
<td>6.0</td>
<td>Feb 16, 2016</td>
<td>Barry Hudson</td>
<td>OACETT Executive revisions to Final.</td>
</tr>
</tbody>
</table>

Approval Authority

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hillary Tedoldi, Rod MacLeod</td>
<td>Feb 8, 2016</td>
<td>Approval of draft for System Steering Committees approval.</td>
</tr>
<tr>
<td>Systems Steering Committee</td>
<td>Feb 8, 2016</td>
<td>Draft approval for OAB presentation.</td>
</tr>
<tr>
<td>OAB</td>
<td>Feb 18, 2016</td>
<td>Terms of Reference approval and recommendation to Council for approval.</td>
</tr>
<tr>
<td>Council</td>
<td>Feb 26, 2016</td>
<td>Terms of Reference approval.</td>
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</tbody>
</table>
**Document Purpose**

The purpose of this document is to describe the structured, operationally integrated governance framework for effective implementation and management of the OACETT Systems Steering Committee. This document defines specific accountabilities, relationship management and service provision responsibilities designed to facilitate informed decision-making, effective integrated management and on-going operational alignment of the IT initiatives within OACETT’s strategic goals and objectives while providing continuous integrated risk and change management.

Further, the governance model described herein is structured to:

1. Facilitate collaboration between all parties in achieving common goals and objectives, meeting contractual requirements and obligations, and realizing the expected objectives of the IT Project.
2. Enable more effective service management and sustained excellence in service delivery.
3. Coordinate and simplify management of the business relationship between the PM, Project Resources, Sponsors, Stakeholders, and contracted vendors.
4. Manage and reduce the service delivery and operational risks of the business.
5. Provide an efficient forum for resolving issues that might arise outside the contracted efforts of IT vendors but impact the IT Project.

**Committee Scope, Accountabilities and Responsibilities**

The Systems Steering Committee will function with delegated authority from Council and is accountable to the OAB for addressing and coordinating all IT Project related activities. The following sections describe the fundamental principles that govern the establishment and activity of the Systems Steering Committee.

**Committee Scope**

The Systems Steering Committee is a proactive management body responsible for the implementation of IT enhancements required under the IT Project Plan, maintaining the operational integrity of IT service delivery processes and for recommending to the OAB such improvements as are necessary to enhance IT support of OACETT services.
The Systems Steering Committee will review the delivery of IT Project services, perform IT strategic planning for the next period and make recommendations to the OAB related to both IT Project decisions and general strategic IT decisions as well as provide overall leadership and governance of the IT Project.

The Systems Steering Committee will receive delegated authority from Council to execute/coordinate the following IT Project activities:

1. Establish the scope and schedule of the work of the IT Project
2. Recommend the IT Vendor selected via the RFP process.
3. Day to day IT Project execution.
4. IT Project budget management with a sufficient and appropriate contingency for scope and risk management (i.e.: a global budget). Cost revisions above the global budget are referred to OAB for review, approval and recommendation to Council for approval.
5. Resolve resource contention for project needs.
6. Receive and approve reports on the IT Project status.
7. Provide strategic direction to the IT Project under guidance of the OAB.
8. Analyse IT Project incidents, identify problems and root causes, direct action where needed.
9. Propose IT recommendations to the OAB for items beyond the authority of the Systems Steering Committee. Reference to the OAB for decision making is a last resort for resolution since the Systems Steering Committee is expected to resolve issues as a collaborative group.

Committee Accountabilities

The Systems Steering Committee is accountable to the OAB for ensuring on-going consultations, collaboration and operational alignment as set out in Scope section above.

The Systems Steering Committee will develop management reports and submit them to the OAB and Council on a regular basis or as required by the OAB and Council, describing:

1. Progress of the IT Project.
2. Challenges and recommendations regarding the IT Project.
3. Areas of concern regarding IT services, cost variances, and operations.
4. Any new scope initiatives proposed.
5. Risk management.
6. Advisory notes.
Committee Responsibilities

The key Systems Steering Committee responsibilities are:

1. Ensure that the IT objectives, strategies and results are aligned with the strategic direction established by OAB as delegated by the Council.
2. Ensure the project participants work collaboratively and maintain a consensus on all matters. Escalate unresolvable operational issues first to the CEO for resolution and only to the OAB as a last resort.
3. Provide guidance and oversight to the PM and Project resources.
4. Provide guidance on IT related issues to relevant stakeholders and sponsors.
5. Review and assess the strategies to address potential threats to the project’s success.
6. Ensure prioritization and realization of IT benefits.
7. Ensure the commitment of resources assigned to the IT project.
8. Ensure effective and timely decisions are made so as to meet IT Project objectives.
9. Provide recommendations to the OAB on the prioritization and management of IT project activities.
10. Ensure staff training is appropriate, timely, and effective.
11. Seek OAB approval (and recommendation to Council for approval) for global budget changes and/or amendment to the final delivery date for the project (a push back of three (3) months or more to the project schedule), where there may be potential impact on the contractual obligations of any of the contracted IT vendors.

Committee Composition

The Systems Steering Committee will have two co-chairs, one from the OACETT Senior Management Group and one from the membership (volunteer). Members will include four (4) OACETT Senior/Management individuals and the Project Manager.

The Co-chairs will be jointly responsible for providing leadership to the Systems Steering Committee and for attending and reporting the Systems Steering Committee’s activities to the OAB. Specific responsibilities of the co-chairs are listed below:

1. Achieving consensus during Systems Steering Committee meetings. Where co-chairs cannot achieve a consensus, they will jointly, as a last resort, escalate the issue to the CEO and OAB.
2. Convening and chairing a meeting at least once per month, with additional meetings as agreed to by the members. Both Systems Steering Committee co-chairs must be present to
constitute a Quorum for the Systems Steering Committee meetings (remote participation via teleconference and/or web meetings is valid for being present).

3. Ensuring all discussion items conclude with a decision, action or definite outcome, and where these cannot be achieved through consensus, escalate matters to the OAB.

4. Notify the CEO and OAB through a joint report regarding any issues brought to the attention of Systems Steering Committee but that do not fall under the authority of Systems Steering Committee.

5. Escalate to the CEO and OAB through a joint report, as a last resort, any issues within the Systems Steering Committee's area of responsibility where the Systems Steering Committee could not agree on a decision.

6. Provide a report summarizing the business of the group and any matters for escalation to the OAB at least five (5) business days prior to the scheduled OAB meeting or at such other times as the OAB may request and prepare and submit quarterly reports for Council.

The Systems Steering Committee will function as a consensus body. The definition of “consensus” does not require that all members agree with Systems Steering Committee decisions, but that the System Steering Committee has ensured that:

1. No Systems Steering Committee member has a strong opposition to the System Steering Committee decision in discussions; or
2. All reasonable attempts have been made to resolve any strong oppositions and no further progress can be made to eliminate the strong opposition.

If the Systems Steering Committee cannot achieve consensus and delaying a decision would have negative impact on the IT Project or operations, the Systems Steering Committee co-chairs will immediately escalate the matter to the CEO and OAB for a final decision.

The Systems Steering Committee consists of one or more qualified members from each department. Each member will represent the interests, objectives and priorities of his or her department, but is committed to working collaboratively with all other stakeholders and sponsors (Council, CEO and CAO) to realize the objectives of the IT Project. The Systems Steering Committee members are responsible for:

1. Liaising with their respective internal departments to ensure IT Project and business requirements are met.
2. Overseeing the business IT environment changes brought about through project execution for implementation.

All Systems Steering Committee members shall:

1. Attend meetings or arrange for a suitably briefed and authorized delegate to attend as a substitute.
2. Advise the co-chairs of specific agenda items at least two (2) working days before each meeting.
3. Review all supporting documentation distributed prior to the meeting.

The current Systems Steering Committee membership is shown in the table below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>OACETT Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rod MacLeod</td>
<td>Co-chair</td>
<td>Past President (Member volunteer)</td>
</tr>
<tr>
<td>Hillary Tedoldi</td>
<td>Co-chair</td>
<td>CAO</td>
</tr>
<tr>
<td>David Thomson</td>
<td>Executive Member</td>
<td>CEO</td>
</tr>
<tr>
<td>Barbara Chappell</td>
<td>Executive Member</td>
<td>Director of IETO, Registrar</td>
</tr>
<tr>
<td>Melissa Wood</td>
<td>Executive Member</td>
<td>AD, Marketing and Communications and Chapter Support</td>
</tr>
<tr>
<td>Barry Hudson</td>
<td>Project Manager</td>
<td>ePMO Director</td>
</tr>
</tbody>
</table>

Substitution of any OACETT staff member is to be approved by the OACETT CEO. Replacement of the volunteer Co-chair requires a recommendation from the OAB, to Council, for Council approval.

**Conflict Resolution**

The Systems Steering Committee serves as escalation authority for reporting into the CEO and OAB. Any such issues shall be included as special agenda items for the Systems Steering Committee meeting, respecting the consensus decision making process as previously defined.

**Meeting Frequency and Norms**

The Systems Steering Committee shall meet at a minimum monthly. At each meeting the Systems Steering Committee will review all aspects of the IT Project and operations including: status of current initiatives, performance and associated risks, achievement of IT Project objectives, including budget and schedule and future budget and schedule projections. Either co-chair may call an emergency meeting of the Systems Steering Committee at any time to
address any issues or risks related to the IT Project or operations with notice of no less than twenty-four (24) hours.

Each meeting will be organized with an advance agenda. All meetings will have minutes recorded with an action log that will be reviewed and updated at each meeting. If any items (agenda or otherwise made known) are submitted to Systems Steering Committee and are considered important and are out-of-scope of the Systems Steering Committee mandate and authority, the co-chairs will formally advise the OAB. The OAB will review and reassign accordingly. The Project Manager will prepare the agenda requesting input from the Systems Steering Committee co-chairs and members. The Project Manager will be responsible for the meeting logistics, such as a convenient date/time, adequate location and teleconference capabilities. The Project Manager will forward the final agenda, meeting material and action log to all Systems Steering Committee members at least two (2) business days prior to the meeting. The Project Manager will invite additional participants as directed by the co-chairs.

All Systems Steering Committee members will be expected to attend each meeting. Preference is given for in-person attendance with the teleconference option being available for remote/home office participants. If a Systems Steering Committee member cannot attend a meeting due to an unusual extenuating circumstance that member may send an informed delegate in his or her place with authority to make any required decision. The Project Manager will take notes/minutes creating action items.

The Project manager will distribute the minutes of each meeting to the rest of the Systems Steering Committee within three (3) business days following the meeting. An action log will be maintained by the Project Manager logging all decisions and action items. The Project Manager will maintain an archive with agendas, input documents, minutes, open actions and archived action logs for each meeting. All documentation used for, or resulting from, the Systems Steering Committee meetings will be archived for future reference. The System Steering Committee will prepare a summary report for each OAB meeting as instructed by the OAB.

The Systems Steering Committee is authorized by the OAB to review and investigate activities within the terms of reference, and to change, eliminate or introduce new processes. Any proposals requiring variance to the Integrated Project Plan must, however, be escalated to the OAB for approval.
Measures of Success

1. Clear decisions made collectively and collaboratively.
2. Members are up to date and aligned with their understanding of IT initiatives/priorities.
3. Problem solving and reaching agreement on solutions is effective.
4. Open and supportive dialogue amongst the team.
5. Collaboratively sharing information, resolving issues/concerns and recognizing successes.
6. The IT Project delivered system meets requirements and functions to specification.
7. Completion of the IT Project incorporating approved changes, on time, within budget and meeting quality and performance goals.
8. OACETT Senior Management and staff are satisfied that the project deliverables meet or exceed the final agreed project scope and production implemented deliverables.
Ontario Association of Certified
Engineering Technicians and Technologists

BY-LAW 19

RATIFIED AT THE ANNUAL MEETING OF MEMBERS

JUNE 5, 2010

HUNTSVILLE, ONTARIO

OACETT
The Technology Professionals In Ontario
BY-LAW 19

BY-LAWS OF THE ONTARIO ASSOCIATION OF CERTIFIED ENGINEERING TECHNICIANS AND TECHNOLOGISTS

FORMER BY-LAWS

As of the coming into force of this By-law, all former by-laws of the Association are hereby repealed and this By-law is enacted in their place and stead except as herein expressly stated.

FORMER POLICIES AND PRACTICES

Such repeal shall not affect the previous operation of any by-laws so repealed or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under, or the validity of any contract or agreement made pursuant to any such by-law prior to its repeal. All officers and persons acting under any by-laws so repealed shall continue to act as if appointed under the provisions of this By-law and all resolutions of the Certified Members or of Council with continuing effect passed under any repealed by-law shall continue to be good and valid except to the extent inconsistent with this By-law and until amended or repealed.

Notwithstanding the foregoing, for the purposes of determining term limits for elected or appointed Councillors and officers of the Association pursuant to the provisions of this By-law, terms served by such individuals prior to the coming into force of this By-law shall not be considered.

THE ACT

The provisions of this By-law are intended to be in accordance with the provisions of the Ontario Association of Certified Engineering Technicians and Technologists Act 1998, Chapter Pr 7 Statutes of Ontario, 1998, Bill Pr 25, (herein called the Act).

Information in the Act is generally not repeated in the By-law; consequently the Act and the By-law must be used together.
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## DEFINITIONS

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<tr>
<td>“Association”</td>
<td>means OACETT.</td>
</tr>
<tr>
<td>“Certification”</td>
<td>means the process by which an individual submits to an evaluation of his/her qualifications by IETO. IETO then certifies that the individual has met all the requirements for a certification category, in a branch (or discipline) of Engineering Technology or Applied Science recognized by IETO.</td>
</tr>
<tr>
<td>“Certified Member”</td>
<td>means an individual who has been entered into the Register of the Association as a Certified Technician, a Certified Engineering Technician, an Applied Science Technologist or a Certified Engineering Technologist.</td>
</tr>
<tr>
<td>“Chapter”</td>
<td>means a local chapter of a Region formed in accordance with clause 5.5.1.</td>
</tr>
<tr>
<td>“Council”</td>
<td>means the OACETT Council.</td>
</tr>
<tr>
<td>“Councillor”</td>
<td>means a member of Council.</td>
</tr>
<tr>
<td>“Discipline Committee”</td>
<td>means the discipline committee of IETO.</td>
</tr>
<tr>
<td>“IETO”</td>
<td>means the Institute of Engineering Technology of Ontario, a committee of council which manages the registration process and certain functions dealing with professional qualification, certification, admissions, discipline, standards and education. IETO will carry out other duties as mandated by Council.</td>
</tr>
<tr>
<td>“IETO Councillor”</td>
<td>means a Councillor elected regionally by Certified Members of the Association to serve as a member of Council and as a member of IETO.</td>
</tr>
<tr>
<td>“Member”</td>
<td>means a Certified Member or an Associate Member.</td>
</tr>
<tr>
<td>“National Association”</td>
<td>means any national association comprised of representatives of various provincial associations representing engineering technologists and applied science technologists.</td>
</tr>
<tr>
<td>“Nominating Committee”</td>
<td>means the committee established by Council and composed of Certified members for the purpose of determining eligibility of candidates for elected offices, council positions and other boards, committees and representatives on Council and on committees on which OACETT has representation.</td>
</tr>
<tr>
<td>“OAB”</td>
<td>means the OACETT Administration Board, which fulfils the function of an Executive Committee and carries out other duties as defined in this By-law.</td>
</tr>
<tr>
<td>“OACETT”</td>
<td>means the Ontario Association of Certified Engineering Technicians and Technologists.</td>
</tr>
<tr>
<td>“Officers”</td>
<td>means the President, Past President, President-Elect, Vice-Presidents and Vice Chairs of IETO and PASB, the Secretary, Treasurer, CEO and Registrar are officers of the Association. Other officers may be appointed by Council.</td>
</tr>
<tr>
<td>“PASB”</td>
<td>means the OACETT Professional Affairs and Services Board which is responsible for promoting the Engineering and Applied Science Education.</td>
</tr>
</tbody>
</table>

**Comment [s2]:** As per changes submitted at 2013 AGM.

**Comment [s3]:** As per changes submitted at 2013 AGM.
Science Technology profession and for the delivery of services to members and external clients. The PASB will carry out other duties as mandated by Council.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>“PASB Councillor”</td>
<td>means a Councillor elected regionally by Certified Members of the Association to serve as a member of Council and as a member of the PASB.</td>
</tr>
<tr>
<td>“Past President”</td>
<td>means the former President whose term has most recently expired.</td>
</tr>
<tr>
<td>“President-Elect”</td>
<td>means the individual elected by Certified members to assist the President and to be acclaimed as President upon the completion of his/her term.</td>
</tr>
<tr>
<td>“Regional CouncillorSecretary Treasurer (RST)”</td>
<td>means a councillor on a Regional Council the Secretary Treasurer elected regionally by Certified Members of the Association.</td>
</tr>
<tr>
<td>“Regions”</td>
<td>means the regions of the province established for the purposes of administration and election by Council from time to time in accordance with this By-Law.</td>
</tr>
<tr>
<td>“Register”</td>
<td>means the register of the Association.</td>
</tr>
<tr>
<td>“Registration”</td>
<td>means the process by which an individual, certified by IETO as a Certified Technician, a Certified Engineering Technician, an Applied Science Technologist or a Certified Engineering Technologist, is entered into the Register of the Association as a Certified Member of the Association.</td>
</tr>
</tbody>
</table>

*Comment [s4]: As per changes submitted at 2013 AGM.*
1. THE ASSOCIATION

1.1. Head Office

Until changed in accordance with the Corporations Act (Ontario), the head office of the Association shall be at such location within the Greater Toronto Area in Ontario as determined from time to time by Council.

1.2. Financing and Banking

(a). The financial year of the Association shall end on the thirty-first day of December in each year unless otherwise determined by Council by special resolution and only on the advice of the auditors of the Association.

(b). The Association’s bank account shall be maintained at such bank or trust company as Council by resolution may designate, and all banking business or part thereof, shall be transacted on the Association’s behalf as Council may, from time to time, authorize by resolution and to the extent provided in such authority.

(c). Any surplus derived from carrying on the affairs and business of the Association shall be devoted and applied solely in promoting and carrying out its objectives and purposes and shall not be divided among its Members.

1.3. Execution of Contracts

Contracts, documents or instruments in writing requiring the signature of the Association may be signed by

(i) the CEO, or

(ii) in the absence of the CEO, by the President and Treasurer, or

(iii) in the absence of both the CEO and the Treasurer, by the President and an officer of the Association designated by the OAB or Council.

And all contracts, documents or instruments in writing so signed shall be binding upon the Association without any further authorization or formality. Notwithstanding the foregoing, the CEO may choose to delegate signing authority for contracts that are administrative or operational in nature to designated members of staff of the Association, provided that the contracts are related to goods and services that have been budgeted for and previously approved by the OAB or Council. In addition, any contract relating to goods and services having a cost in excess of $25,000 that have not been budgeted for and approved in advance, shall require the prior approval of either the OAB or Council before being signed pursuant to any provision of this clause.
1.4. Auditors

The Members shall, at each annual meeting, appoint an auditor to audit the accounts of the Association and to hold office until the next annual meeting, provided that Council may fill any casual vacancy in the office of the auditor. Council shall fix the remuneration of the auditor. The annual report of the auditors for the prior year shall be read to the Members present at the annual meeting of Members in accordance with the Corporations Act (Ontario).

1.5. e-Association

The Council may, from time to time, establish policies and standards concerning the electronic transmission of Association information and facilitating the Association’s activities relating to and making use of electronic communications including, but not limited to email and other web-based communications and electronic signatures.

2. MEMBERS

2.1. Admission of Members

Council specifically delegates to IETO the admission of applicants to membership, effective when the Registrar has been advised by IETO and has recorded the applicant in the Register of the Association. Council will confirm the admission of Members annually upon receipt of IETO’s notice to Council of the admissions to membership for the prior year.

(a). An application for admission, registration, reinstatement or reclassification is referred to herein as an application for registration. Applicants for registration shall make application to the Registrar and shall submit the required fee.

The Registrar shall confirm that the application is complete and shall present it and all pertinent data to the Admissions Committee of IETO. The Admissions Committee shall assess whether the applicant meets the requirements for a category of certification or associate membership as defined in the By-law or the rules of IETO.

The Admissions Committee shall provide a recommendation with respect to each applicant to the IETO Board. The IETO Board may confirm, reject, vary or provide conditions to the Admissions Committee’s recommendation for each applicant and will provide a recommendation to the Registrar. The Registrar shall notify the applicant of his/her decision with respect to registration. The Registrar shall have the discretion to waive certain administrative requirements for registration, other than conditions for certification in accordance with the policies established and adopted by IETO.

2.2. Classes of Members

The classes of members are:
Certified Members comprised of individuals who are Certified Technicians, Certified Engineering Technicians, Applied Science Technologists or Certified Engineering Technologists and are so registered in the Register of the Association.

Associate Members comprised of individuals who, while not certified as in (a) above, are in training to become certified and have been listed in the Register of the Association as an Associate in one of the following categories:

i. Associate;

ii. Associate-Student; or

iii. such other category of Associate member as may be established by Council on the recommendation of IETO from time to time, including the categories established for those Associates in the area of road construction.

2.3. Member Registration Requirements

(a). Registration requirements for each of the various classes and categories of Members set out in clause 2.2 shall be determined by IETO from time to time.

2.4. Titles and Designations

(a). Titles and designations included in section 10 of the Act are “protected titles and designations”.

(b). Other titles or designations which have been utilized prior to the passage of this By-law or which will be awarded by IETO subsequent to the passage of this By-law, but which are not included in section 10 of the Act, shall be known as “non-protected titles and designations.”

(c). Titles and designations, which have been awarded to individuals and which are no longer awarded to new applicants, may continue to be used by the individuals to whom they have been awarded so long as their membership in the Association is continuous. If an individual ceases to be a Member, upon reinstatement of their membership in the Association, they will be awarded the title or designation for their qualifications in use, at the time of reinstatement in accordance with this By-law and IETO rules/policies.

(d). Protected Titles and Designations

Protected titles and designations for Certified Members of the Association will be awarded upon registration as a Certified Member of the Association.
(e). **Use of Titles**

No person shall use a protected title or designation (section 10 of the Act) unless it was granted to him/her by IETO upon being registered as a Certified Member of the Association, or upon being reclassified within the Certified Member certification categories. He/she shall cease to use such title and designation immediately when he/she is no longer a Certified Member in good standing in accordance with clause 2.6.

2.5. **Compliance and Code of Ethics**

(a). All Members shall abide by and comply with the Act, the By-laws and the resolutions of the Association.

(b). All Members shall respond, within the time frame requested, to communications from the Association.

(c). The Code of Ethics of the Association

All Members shall abide by and comply with the Code of Ethics and Rules of Professional Conduct established by Council and as may be amended by Council from time to time.

2.6. **Resignation of Member**

(a). Any Member may resign by a written submission to the Registrar.

(b). A Member is deemed to have resigned if six months after the annual invoice date his/her dues remain unpaid, subject to clause 9.1.5. Notwithstanding the foregoing, IETO may, in cases of illness, disability, financial hardship or other extenuating circumstances, reinstate a Member who has been deemed to have resigned pursuant to this clause, and may waive some or all of the conditions for reinstatement set out in clause 2.8.1.

(c). Associates listed in the Register of the Association after July 01, 2005 may have a date established by IETO by which they must become certified. Failure to achieve certification by the date specified for certification on any notification received by the Associate from the Association shall be deemed to constitute a resignation.

(d). **Surrender of Titles, Designations, Certificate and Stamp**

2.6.d.1. An individual who resigns or is deemed to have resigned shall surrender his/her Certificate of Membership to the Registrar forthwith, when notified of the cessation of his/her membership.

2.6.d.2. An individual who was certified shall also return their Member Identification Stamp to the Registrar forthwith, when notified of the cessation of his/her membership.
2.6.d.2.6.d.3. An individual who was certified shall also return their Technology Ring to the Registrar forthwith, when notified of the cessation of his/her membership.

2.6.d.3.2.6.d.4. It is an offence to use protected designations or titles after cessation of membership.

2.7. Discipline, Suspension and Expulsions of Members

(a). IETO, after giving notice in accordance with the provision of this section of the By-law, may reprimand, suspend or expel a Member, either absolutely or on condition for:

2.7.a.1. professional misconduct as defined in this By-law, the Rules of Professional Conduct or the Code of Ethics;

2.7.a.2. incompetence, as defined in the rules established by IETO.

(b). A person who has had his/her membership revoked or suspended as the result of a proceeding before the Discipline Committee of IETO, may apply in writing to the Registrar to have his/her membership reinstated and a new certificate issued or the suspension removed.

(c). A person, whose membership is subject to terms, conditions or limitations as a result of a proceeding before the Discipline Committee, may apply in writing to the Registrar for the removal or modification of the terms, conditions or limitations.

(d). An application under clause 2.8.1 or 2.8.2 shall not be made before the expiry of the period fixed for the purpose by the Discipline Committee.

(e). If the Discipline Committee did not fix a time period for an application under clause 2.8.1 or 2.8.2 it shall not be made earlier than one year from the date of the last order made by the Discipline Committee.

(f). The Registrar shall refer an application under clause 2.8.1 or 2.8.2 to IETO.

2.8. Reinstatement

(a). A former member who has resigned or is deemed to have resigned may make application to the Registrar to be reinstated. Reinstatement may be granted when the following conditions have been met:

2.8.a.1. the application for reinstatement is received within five (5) years from the date of resignation;

2.8.a.2. payment is submitted with the application for the current year dues and the reinstatement fee; and
2.8.a.3. the individual has met any conditions that are imposed for reinstatement, such as the requirement to meet certification requirements for former associates deemed to have resigned due to time limits established by IETO to achieve certification.

(b). IETO shall maintain membership records of former members for a period of five (5) years. A former member who applies for reinstatement more than five (5) years after the effective date of resignation shall be treated as a new applicant.

(c). An application for reinstatement of membership, from an individual who has been suspended or expelled from the Association for disciplinary reasons, shall be submitted in accordance with clause 2.7 of this By-law.

2.9. Certificate

(a). Upon acceptance as a Certified Member in the Association, an individual shall be issued a certificate of membership in his/her respective certification category, under the seal of the Association and the signature of the Registrar.

(b). Upon acceptance as an Associate, an individual (other than a student in the Associate category) shall be issued a certificate, with the associate category designated, under the signature of the Registrar.

(c). All certificates are the property of the Association.

(d). In every case where registration and certification is an issue, the production of a copy of the Register, certified under the hand of the Registrar, is sufficient evidence of all persons who are registered and of the disciplines for which they are registered in lieu of the production of the original Register, and any certificate upon such copy of the register purporting to be signed by a person in his/her capacity as Registrar is proof, in the absence of evidence to the contrary, that such a person is the Registrar without any proof of his/her signature or his/her being in fact the Registrar. Should proof of registration and certification be required, a copy of the Register, certified by the Registrar, is sufficient evidence of any individual’s registration and certification and the disciplines for which they are registered.

(d). The absence of the name of any person from a copy of the Register produced under section 2.9.4.2 is proof, in the absence of evidence to the contrary, that the person is not registered, and the absence of the designation of a particular discipline in respect of the registration of a Member in a copy of the Register produced under clause 2.9.4.2 is proof, in the absence of evidence to the contrary, that the person is not registered in respect of such discipline. Alternatively, the absence of the name of any person from a copy of the Register produced by the Registrar is evidence that the person is not registered in the Association and the absence of the designation within a specific discipline attributed to a Member is evidence that the person is not registered within that discipline.
(e). Unless proof to the contrary exists, for either clause 2.9.3 or 2.9.4, the Certificate of the Registrar will be sufficient proof of him/her being the Registrar.

2.10. **Certified Member Identification Stamp**

(a). The use of the official mark impressed into the Certified Member Identification Stamp may be licensed and issued to Certified Members in good standing.

(b). The Certified Member Identification Stamp shall be used in association with, and affixed to, work prepared by or prepared under the supervision of the Member to whom the stamp has been licensed. Use of the Certified Member Identification Stamp shall be strictly limited to documents describing work, or containing information that is within the scope of practice defined by the Member’s certification category and his/her academic qualifications, training and experience.

(c). The Certified Member Identification Stamp remains the property of the Association.

2.11. **Benefits and Awards**

(a). Benefits

2.11.a.1. Certified Members shall be entitled to use the protected titles and designations awarded to them upon registration as a Certified Member or in accordance with the award approved by Council.

2.11.a.2. Certified Members may wear the Engineering Technology Ring, in accordance with Council policy and with rules policies established by IETO.

2.11.a.3. Certified Members and Associates may utilize the other benefits and services available within the Association, in accordance with Council policy and PASB rules. The PASB shall maintain a listing of all benefits and services available through the Association complete with eligibility requirements.

(b). Awards

Council may establish awards in its policies to recognize the contribution of both Members and non-members to the Association, to the profession or to society. The awards and the awards program will be managed by the PASB, who may make rules to administer the program where that detail is not included in Council policy.

3. **COUNCIL (BOARD OF DIRECTORS)**

3.1. **Council Members**

(a). The affairs of OACETT shall be managed by a Council, in accordance with section 4 of the Act, comprised of the following members:
a) the following Councillors, each of whom shall be a Certified Member, shall be elected or acclaimed:
   i. a PASB Councillor and an IETO Councillor in respect of each Region established pursuant to clause 5.1;
   ii. the President-Elect;
   iii. the Vice-President PASB; and
   iv. the Vice-President IETO;

b) the following Councillors shall be acclaimed:
   i. the President, who shall be Chair; and
   ii. the Past-President;

c) subject to clause 3.1.2, such additional members of Councillors as may be appointed by Council which may include representatives from other professional organizations, the public, government or educational institutions.

(b). Not less than seventy-five per cent of Councillors must be elected (or acclaimed) by Certified Members.

(c). Inability to Serve, Prior to Taking Office

If at any time, in the period from and including January 15th, to and including the end of the last business session at the Council meeting following January 15th, nominees die, become unable or unwilling to serve and by virtue thereof the election procedure set out in this section is rendered inoperative, the President shall cause the Nominating Committee to obtain or make new nominations in such manner as the committee may determine.

3.2. Qualification of Councillors

(a). Eligibility for Councillors

In addition to any regional requirements or specific requirements for a particular office, every prospective Councillor shall meet the following criteria:

3.2.a.1. shall not be less than eighteen (18) years of age;
3.2.a.2. shall not have been found by the courts to be of unsound mind;
3.2.a.3. shall not be a bankrupt. No undischarged bankrupt shall be nominated, elected or appointed as a Councillor, and if a Councillor becomes a bankrupt, he or she ceases to be a Councillor; and
3.2.a.4. shall be resident of Canada.

In addition, IETO and PASB (Regional) Councillors must be resident or employed in the region in which he/she is nominated. Any individual nominated for election to Council must also be a Certified Member of the Association in good standing.

(b). All elected or acclaimed Councillors shall be Certified Members. An elected or acclaimed Councillor who ceases to be a Certified Member in good standing shall cease to be a Councillor.

(c). No person shall accept a nomination for more than one elected position on of the Council of the Association at any one time. An elected Councillor shall not serve as an elected member of a chapter executive.

(d). No person who has served as President of the Association shall accept a nomination for the office of President-Elect, Vice President IETO, or Vice President PASB during the five (5) years immediately following that person’s serving as President of the Association.

(e). Any Regional or appointed Regional Councillor shall not serve the Association in that capacity for more than six (6) consecutive years. However, a former Councillor may run for re-election or be reappointed, after an absence of two (2) years.

(f). Candidates for election as Vice-President of the Association shall have served one term (two years) as a PASB or IETO (Regional) Councillor. Candidates for election as President-Elect shall have served a minimum of four years as a Regional Councillor and/or Vice-President. All elected officers, PASB Councillors, IETO Councillors, Regional Secretary-Treasurer, Chapter Chairs and Chapter Vice-Chairs Councillors shall be Certified Members.

(g). A Vice-President shall not serve the Association in that capacity for more than six (6) consecutive years. However, a Former Vice-President may run for re-election after an absence of two (2) years.

(h). A Councillor ceases to hold office when the Councillor:

  3.2.h.1. dies or resigns;
  3.2.h.2. is removed in accordance with the By-law; or
  3.2.h.3. becomes disqualified under clause 3.2.1 or ceases to be qualified under clause 3.2.2.

A resignation of a Councillor becomes effective at the time the written resignation is received by the Association or at the time specified in the resignation, whichever is later.

(i). Waiver of Qualifications
Notwithstanding any other provision in this By-law, in the event of a vacancy arising on the Council, the PASB, IETO or any Regional Council, and the members of the Nominating Committee reasonably believe that an appropriate qualified candidate is not available, the Nominating Committee shall be entitled to recommend any candidate to fill such vacancy who does not meet the minimum service requirements or consecutive term requirements set out elsewhere in this By-law, provided that (i) the Nominating Committee shall provide not less than 21 days notice to the membership that, in light of the vacancy, it will be considering candidates who do not fully meet the qualification requirements, and (ii) in no event shall the Nominating Committee recommend any candidate who does not qualify under clause 3.2.1.

3.3. Term of Office

(a). Except where noted otherwise in the By-law, the term of office for Councillors shall be two years.

(b). The term of office by appointment shall be no more than two (2) years with reappointment at the end of the term. Individuals may be re-appointed on completion of a term.

3.4. Nominations

(a). Nominees for the positions of President Elect, the Vice-President IETO and the Vice President PASB must be nominated by at least five (5) Certified Members in good standing.

(b). Nominees for the positions of PASB Councillor and IETO Councillor must be nominated by at least two (2) Certified Members in good standing within the region they are to represent.

3.5. Vacancies - Council

Vacancies in Council, however caused, may, so long as a quorum of Councillors remains in office, be filled by the Councillors from among the qualified Certified Members of the Association, or such vacancy may be filled at the next annual meeting of Members at which the Councillors are elected for the ensuing year. In the event that a replacement is required for the President, then the President-Elect shall, ipso facto, become President. A vacancy in the office of the President-Elect shall be filled by the calling of a special election by Council.

A vacancy in the office of the Vice-President IETO shall be filled by the Vice-Chair IETO. A vacancy in the office of the Vice-President PASB shall be filled by the Vice-Chair PASB. A replacement for a PASB or IETO Councillor shall be resident or employed in the Region where the vacancy exists at the time of his/her appointment.

3.6. Removals

(a). Removal by Council
The Council, by two-thirds majority, may remove any Councillor and declare the seat vacant if the Councillor:

3.6.a.1. ceases to be qualified to hold office in accordance with clause 3.2.1 of this By-law, or

3.6.a.2. fails to meet the commitments of office because of incapacity, excess absenteeism or other shortcomings as determined by Council.

(b). Removal by Certified Members

The Certified Members of the Association may, by resolution passed by at least two-thirds of the votes cast at a general or special Association meeting, remove any or all of the President, President-Elect, Vice-President (IETO) or the Vice-President (PASB), before the expiration of his/her term of office, and may, by a majority of the votes cast at that meeting, elect any qualified person in their stead for the remainder of their term; provided that the notice calling such special or general meeting shall contain specific notice of the intention to pass such resolution of removal and election. The Association Secretary shall call such a meeting upon the requisition in writing of one hundred Certified Members in good standing in accordance with the Act.

3.7. Delegation of Council's Power

Council may delegate any or all of its powers except where specifically restricted by the Act. Notwithstanding that Council has delegated certain powers, acts, or functions, Council has the right and power to require a review of any action taken by those to whom Council has made delegation or to require a variation in any act or rules created by those to whom Council has delegated some or all its powers.

4. COUNCIL MEETINGS, INDEMNIFICATION, CONFLICT OF INTEREST AND POLICY REVIEW

4.1. Place of Meeting, Calling Meetings

(a). Except as otherwise required by law, Council may hold its meetings at such place or places, as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the members of Council are present or those absent have signified their consent to the meeting being held in their absence, whether before or after the meeting is held.

(b). Meetings of Council shall be formally called by the Secretary on the direction of the President, or, in the absence of the President, by the Past President, or in the absence of the Past President, the President-Elect, or in the absence of the President-Elect, by one of the Vice-Presidents or on the direction in writing of one-half of the voting members of Council.

(c). Notice of meetings shall be given personally, delivered by prepaid mail, by electronic communication media or by any means accepted by the Council, to each
member of Council, not later than ten (10) days before the meeting is to take place. The Statutory Declaration of the Secretary or President, President-Elect, Past-President or a Vice-President that notice has been given pursuant to this By-law shall be sufficient and conclusive evidence of the giving of such notice.

4.2. **Chairperson**

Meetings of Council shall be chaired by the President, or in the absence of the President by the Past President, or in his/her absence by the President-Elect, or in his/her absence by one of the Vice-Presidents, or in the absence of all these, by a member of Council selected by Council.

4.3. **Quorum**

A majority of the elected and appointed members of Council shall form a quorum for the transaction of business. A Councillor may not appoint a proxy for a meeting of Council.

4.4. **Voting and Conduct**

(a). Questions arising at any meeting of Council shall, unless otherwise expressly herein provided, be decided by a majority of votes. The Chair shall vote only when votes are evenly divided. However, in no case shall votes of non-elected members of Council outnumber those votes of elected members of Council. A vote shall be taken by ballot if so requested by a member of Council present, but if no request is made, the votes shall be taken in the usual way by assent and dissent. A declaration by the Chair that a resolution has been carried or defeated, and an entry to that effect in the Minutes of the Council, shall be admissible in evidence as *prima facie* proof of fact without further proof of the number or proportion of the votes recorded in favour or against such resolution.

(b). In the event that a Council decision is required between Council meetings, a verbal, written or electronic ballot vote may be taken of all available members of Council providing a quorum of Councillors participates. The majority decision shall be recorded in the minutes of the next Council meeting.

4.5. **Guests of Council**

(a). Except by invitation of the President on behalf of Council, no persons other than members of Council and employees of the Association shall be present at meetings of Council.

4.6. **Indemnification**

Every Councillor or officer of the Association or any other person who has undertaken or is about to undertake any liability on behalf of the Association and his or her heirs, executors and administrators, and estate and effects, respectively, shall from time to
time and at all times, be indemnified and saved harmless out of the funds of the Association, from and against,

4.6.a.1. all costs, charges and expenses whatsoever which such Councillor, officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, manner or thing whatsoever, made, done or permitted by him or her, in or about the execution of the duties of his or her office; and

4.6.a.2. all other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own wilful neglect or default.

4.7. **Conflict of Interest**

In the event that a Councillor has a vested interest in any matter concerning a resolution before Council the Councillor shall disclose in writing to Council or request to have entered in the minutes of the meeting of Council the nature and extent of his or her interest. The disclosure required by this clause shall be made at the meeting at which the matter is first considered, or if the Councillor was not then interested, at the first meeting after he or she becomes so interested. A Councillor who has a vested interest in any matter concerning a resolution before the Council shall not attend any part of a meeting during which the matter is discussed and shall not vote on any resolution concerning the matter. If no quorum for Council meeting exists solely because a Councillor is not permitted to be present at that portion of the meeting pursuant to this clause, the remaining Councillors shall be deemed to constitute a quorum for the purposes of voting on the matter. Where a material contract is made or a material transaction is entered into between OACETT and a Councillor or officer of OACETT, the Councillor or officer is not accountable to OACETT or its Members for any profit or gain realized from the contract or transaction and the contract or transaction is neither void nor voidable, if the Councillor or officer disclosed his or her interest in accordance with this By-law and the contract or transaction was reasonable and fair to OACETT at the time it was so approved. Notwithstanding anything in this clause, a Councillor or officer, acting honestly and in good faith, is not accountable to OACETT or to its Members for any profit or gain realized from any such contract or transaction by reason only of his or her holding the office of Councillor or officer, and the contract or transaction, if it was reasonable and fair to OACETT at the time it was approved, is not by reason only of the Councillor’s or officer’s interest therein void or voidable, where, the contract or transaction is confirmed or approved by special resolution at a meeting of the Members duly called for that purpose.

4.8. **Policy Review**

Council shall review the following documents and policies at least once every five (5) years to determine whether any amendments to such documents are required considering both corporate governance principles and the Association’s needs:
this By-law;
the IETO terms of reference;
the PASB terms of reference;
the OAB terms of reference;
the Code of Ethics and Rules of Professional Conduct for the Association;
the nominating committee terms of reference; and
the rules governing committee procedures.

5. REGIONS

5.1. Regions

The province shall be divided into a minimum of four and a maximum of eight Regions as determined by Council from time to time.

5.2. Regional Boundaries

PASB shall be responsible for the review of and recommendations to Council in respect of regional boundaries. The regional boundaries shall be reviewed and confirmed no less frequently than every three years (provided that Council may review and amend regional boundaries at any time).

5.3. Regional Meetings of Members

(a). At any meeting of the Members of a Region, each Certified Member in good standing present at the meeting shall have one vote. The Members present are considered to be delegates for the Members of the Region and shall not be entitled to appoint a proxy.

(b). Chair of a Regional Meeting of Members

The PASB Councillor for a specific Region shall chair regional meetings of the Members. In his/her absence, the meeting shall be chaired by the Regional Secretary-Treasurer. In the absence of both of these persons, a Chair shall be selected by and from the Members at the meeting.

(c). Secretary of a Regional Meeting of Members

The Regional Secretary-Treasurer shall act as Secretary for the meeting and in his/her absence; a Secretary shall be selected by and from the Members at the meeting.

(d). Election of Regional Members
In addition to any other general or special meeting of the Members of a Region, a meeting of the Members of each Region shall be held in each year in which Members of Council are elected for the election of a PASB Councillor, IETO Councillor and Regional Secretary-Treasurer for such Region. Regional Secretary-Treasurers are not members of Council. This meeting shall be held prior to the annual meeting of Members, and after the fifth (5th) day of April.

(e)-(d). Notice of a Regional Meeting of Members

Notice of a general, special or election regional meeting of the Members shall be given in accordance with clause 7.2.1, except that a minimum of only ten (10) days’ notice shall be required.

(f)-(e). Procedures

Except where otherwise expressly provided, the provisions of this By-law regarding meetings of the Members of the Association, respecting adjournments, errors, omissions, the giving of notice and procedures generally, shall apply to Regional Meetings of Members.

(g)-(f). Quorum

A quorum for regional meetings of Members shall be no fewer than ten (10) Certified Members.

(h)-(g). Voting

Except where otherwise provided, any question shall be determined by majority vote of Certified Members. The Chair of the meeting shall have a vote, to be cast only in the event of a tie.

(i)-(h). Removal of Regional Representatives

The Certified Members of a Region may petition for the holding of a special or general meeting of the Members of the Region, and may remove a PASB Councillor, IETO Councillor or Regional Secretary-Treasurer at that meeting, provided that the notice calling such general or special meeting contains specific notice of the intention to pass such resolution of removal and election. The Regional Secretary-Treasurer shall call such a meeting upon the written requisition of fifty Certified Members in good standing of the respective Region. A quorum for such a meeting shall be twenty-five Certified Members in good standing of the respective Region. (Note a PASB Councillor and a Regional Secretary-Treasurer may also be removed by the Regional Council as in clause 5.4.5)

5.4. Regional Councils

(a). Management of PASB Regional Activities
The activities of a Region shall be managed by a Regional Council. Each Regional Council shall consist of:

5.4.a.1. the PASB Councillor for the Region;
5.4.a.2. the IETO Councillor for the Region;
5.4.a.3. the Regional Secretary-Treasurer for such Region; and
5.4.a.4. in respect of each Chapter in such Region, up to two (2) Certified Members who are executive members of such Chapter, and who have been appointed by such Chapter.

(b). Regional Council Chair

The PASB Councillor elected by the Region shall chair the Regional Council.

(c). Regional Secretary-Treasurer

The Regional Secretary-Treasurer fulfils the duties of a secretary and treasurer for the Regional Council.

5.4.c.1. Eligibility for Regional Secretary-Treasurer

In addition to any regional requirements or specific requirements for a particular office, every prospective Councillor Regional Secretary-Treasurer shall meet the following criteria:

a) shall not be less than eighteen (18) years of age;

b) shall not have been found by the courts to be of unsound mind;

c) shall not be a bankrupt. No undischarged bankrupt shall be nominated, elected or appointed as a Councillor Regional Secretary-Treasurer, and if a Councillor Regional Secretary-Treasurer becomes a bankrupt, he or she ceases to be a Councillor; and

d) shall be resident of Canada.

In addition, Regional Secretary-Treasurers must be resident or employed in the region in which he/she is nominated. Any individual nominated for election to position of Regional Council Secretary-Treasurer Council must also be a Certified Member of the Association in good standing.

5.4.c.2. A Regional Secretary-Treasurer who ceases to be a Certified Member in good standing shall cease to be a Councillor Regional Secretary-Treasurer.
5.4.c.3. No person shall accept a nomination for more than one elected position of the Association at any one time. A Regional Secretary-Treasurer shall not serve as an elected member of a chapter executive shall accept a nomination for more than one elected position on the Council of the Association at any one time. A Regional Secretary-Treasurer shall not serve as an elected member of a chapter executive.

5.4.c.4. A Regional Secretary-Treasurer shall not serve the Association in that capacity for more than six (6) consecutive years. However, a former Regional Secretary-Treasurer may run for re-election or be reappointed, after an absence of two (2) years.

5.4.c.5. All Regional Secretary-Treasurers shall be Certified Members.

5.4.c.6. A Regional Secretary-Treasurer ceases to hold office when the Councilor Regional Secretary-Treasurer:

5.4.c.6.1. dies or resigns;

5.4.c.6.2. is removed in accordance with the By-law; or

5.4.c.6.3. becomes disqualified under clause 35.24.3.1 or ceases to be qualified under clause 35.24.3.2.

A resignation of a Regional Secretary-Treasurer becomes effective at the time the written resignation is received by the Association or at the time specified in the resignation, whichever is later.

5.4.c.7. Waiver of Qualifications

Notwithstanding any other provision in this By-law, in the event of a vacancy arising on the Council, the PASB, IETO or any Regional Council with a Regional Secretary-Treasurer position, and the members of the Nominating Committee reasonably believe that an appropriate qualified candidate is not available, the Nominating Committee shall be entitled to recommend any candidate to fill such vacancy who does not meet the minimum service requirements or consecutive term requirements set out elsewhere in this By-law, provided that (i) the Nominating Committee shall provide not less than 21 days notice to the membership that, in light of the vacancy, it will be considering candidates who do not fully meet the qualification requirements, and (ii) in no event shall the Nominating Committee recommend any candidate who does not qualify under clause 35.24.3.1.

5.4.c.8. Term of Office

Except where noted otherwise in the By-law, the term of office for Regional Secretary-Treasurers shall be two years.
(c) (d) Procedures

Except where otherwise expressly provided, the provisions of this By-law regarding meetings of the Members of the Association, respecting adjournments, errors, omissions, the giving of notice and procedures generally, shall apply to Regional Council meetings.

(4) (c) Quorum

A quorum for Regional Council meetings shall be a majority of Regional Council members.

(4) (e) Removal of PASB Regional Councillors

In the event that a PASB Regional Councillor does not, or cannot, meet the obligations of office or ceases to be qualified to hold office, then the Regional Council may, by a two thirds majority, vote to remove that individual from office prior to the expiry of his/her term.

Vacancies created by a removal would be filled by the Regional Council from amongst individuals qualified.

(4) (g) Activities in a Region

Activities in a Region shall be governed by the By-law, Council policy and the OAB rules.

5.5 Chapters

(a) Chapters may be formed with the approval of the Regional Council and the PASB on a geographic basis, or centred on a community of shared interest within the Region. Chapters shall co-operate with, and be co-ordinated by the Regional Councils and the PASB. Chapter executive members shall be elected by the Certified Members of the Chapter at the annual meeting of the Chapter. The Chapter Chair and Vice-Chair shall be Certified Members of the Association. An elected member of OACETT’s Council shall not serve as an elected member of a Chapter executive.

(b) A Chapter Chair shall not serve the Chapter in that capacity for more than five (5) consecutive years. However a former Chapter Chair may run for re-election after an absence of two (2) years. In the event that the operation of this section would result in the dormancy of a chapter, the maximum term limit may be waived by PASB on the recommendation of the PASB Councillor for the relevant region.

(c) Chapter representatives and appointed officers shall serve a one year-term.
6. OFFICERS

6.1. Officers

(a). The President

The President will preside at meetings of the Members and of the Council. The President is a member of Council, the OAB and shall be an ex-officio member of the Association’s Boards and Committees. The President shall have served a term as President-Elect and will be acclaimed President on completion of that term. Upon expiration of his or her term as President, the President will be appointed by Council as (i) the Past-President, and (ii) at the discretion of Council, may be appointed as the National Association Director.

(b). The President-Elect

The President-Elect shall assist the President in carrying out the administration of the Association. The President-Elect will normally chair the OAB. The President-Elect on completion of his/her term shall be acclaimed as President. The President-Elect is a member of Council.

(c). The Past President

The Past President is the most immediate Past President. In the event that the Past President is unwilling or unable to serve, then the office shall be filled by the next most immediate Past President prepared to serve.

The Past President is a member of Council and the OAB. The Past President will chair the Nominating Committee.

(d). Vice-President IETO

The Vice-President IETO shall have responsibility for, and shall chair IETO. The Vice-President IETO is a member of Council and the OAB.

(e). Vice-President PASB

The Vice-President PASB shall have responsibility for, and shall chair the PASB. The Vice-President PASB is a member of Council and the OAB.

(f). Chief Executive Officer (CEO)

The CEO shall be appointed by Council annually at the first meeting of Council and shall hold office at the pleasure of the Council.

The CEO shall perform all such duties inherent in this office or as may be assigned by the Council and shall manage the affairs of the OACETT according to the provisions of this By-law, including the general management and direction of the Association’s
business and affairs and the power to appoint or remove any and all employees and agents of the Association who are not elected or appointed by Council, and to settle the terms of their employment and remuneration.

(g). Registrar

The Registrar shall be appointed by Council annually at the first meeting of Council and shall hold office at the pleasure of the Council.

The Registrar shall keep a complete and accurate Register of the Association’s membership in all categories including names and addresses, and of applicants (whether accepted or not). The Registrar shall record, or cause to be recorded, receipt of applications for membership, dates for registration, renewal or reinstatement of membership, receipt of dues, and levies and such further and other information as may be directed by IETO. The Registrar shall fulfil the duties as outlined in this By-law with respect to registration, discipline and appeals thereof and perform such other duties assigned by Council or IETO. The Registrar may be asked to provide advice to Council, the OAB and the IETO Board.

(h). Secretary

The Secretary shall be appointed by Council annually at the first meeting of Council and shall hold office at the pleasure of the Council.

The Secretary shall give, or cause to be given, notice of meetings of the Members and Council. The Secretary shall enter or cause to be entered all minutes of all proceedings at such meetings in books kept for that purpose. The Secretary’s position may be combined with the Treasurer’s position.

(i). Treasurer

The Treasurer shall be appointed by Council annually at the first meeting of Council and shall hold office at the pleasure of the Council.

The Treasurer shall cause to be kept full and accurate books of account in which shall be recorded all receipts and disbursements of the Association. The Treasurer shall control the deposit of money, the safe keeping of securities and the disbursement of the funds of the Association. The Treasurer shall render to Council whenever required an account of all transactions and of the financial position of the Association. The Treasurer shall perform such other duties as may from time to time be prescribed by Council. The Treasurer’s position may be combined with the Secretary’s position.

(j). Other Officers

Other officers may be appointed by Council from time to time as appropriate.
6.2. **Term of Office**

Except where noted otherwise in the By-law, the term of office for elected persons shall be two years.

6.3. **Non-Elected Officers**

A non-elected officer of the Association appointed by Council may only be removed from office by a majority vote of Council. However, notwithstanding the foregoing, an officer who is also an employee of the Association shall cease to be an officer immediately upon the termination of such person’s employment.

7. **MEMBERS MEETINGS**

7.1. **Location and Timing and Purpose of Annual Meeting**

(a). The annual meeting and any special meetings of the Members of the Association shall be held at such time and place in Ontario as may be approved by Council, and in accordance with the Act, provided the annual meeting is held each year after April 30th and prior to July 1st.

(b). The annual meeting of Members shall be for the purpose of declaring elected a single nominee for each of the elected positions and introducing the newly elected, acclaimed and appointed Councillors, and for presentation to the Members of other matters as are required by the Act or the By-law, which were listed in the notice calling the meeting.

(c). In an election year, the annual meeting of Members shall also be for the purpose of declaring elected a single nominee for each of the elected positions and introducing the newly elected, acclaimed and appointed Councillors.

7.2. **Notice for Member Meetings**

(a). Notice of the annual meeting and of any special meeting shall be given at least thirty (30) days before the date thereof, except where herein otherwise provided, and shall state any business to be brought before the meeting and shall be deemed effectively and sufficiently given when mailed by prepaid post, or given by electronic means, or if contained in the newsletter or other printed matter, so sent to all Certified Members of the Association entitled to vote at the meeting. The Statutory Declaration of the Secretary of the Association that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice.

(b). Whenever, under the provisions of the By-law of the Association, notice is required to be given or a publication made, unless otherwise specified and then only to the extent therein, such notice may be given either personally, or by electronic communication media, or by depositing same at Canada Post addressed to the individual at his/her address as it is last recorded in the books of the Association.
Notice of documents and any enclosure so sent by post shall be deemed to be given at the time of the deposit at Canada Post, or if by electronic media, shall be deemed given at the time the electronic communication was initiated.

(c). Whenever notices may not be mailed by reason of the refusal of the Canadian postal authorities to accept the notices for mailing, or the notice cannot be provided by electronic means, then the Association may cause the notice to be published on three occasions in the business section of a daily newspaper covering each city in which there are at least one hundred Members. Such newspaper notices need not reproduce the material, which accompanies the notice, if the newspaper notice includes information as to places where Members may attend to collect such accompanying material.

(d). Any error or omission in giving notice of any Association meeting will not invalidate such meeting or make void any proceedings taken thereat or pursuant thereto.

7.3. Motions and Resolutions

Except as provided in the Act, business brought before the annual or any special meeting of the Members for which prior notice of business was not given in accordance with clause 7.2 and which results in the passage of a resolution(s), shall not be binding upon Council. Council will, however, take such resolution(s) under advisement for further study and possible action.

7.4. Ballots for Council and Regional Secretary-Treasurer Elections

(a). Ballots for the election of a single nominee for each position of President-Elect, Vice-President (IETO), Vice-President (PASB), and for the selection of a single nominee for each position of PASB Councillor, IETO Councillor and Regional Secretary-Treasurer for each Region, shall be cast electronically via the internet between March 10th and March 31st in any election year. The balloting process will be carried out by secure electronic means via the internet. Only Certified Members are eligible to cast a ballot. The Association will suggest alternatives for Certified Members not having a computer or ready internet access to obtain electronic access to balloting.

(b). Counting Ballots

All ballots shall be counted electronically with the results reported to the returning officer and then stored in safe-keeping, with the number of votes for each candidate and the result of the count kept secret until after the Chair of the Nominating Committee, the President and the candidate are notified of the election results. The names of the successful candidates may then be made public.

The procedure to be followed in all respects in counting the ballots shall be as follows:
7.4.b.1. Where there are two or more candidates for a position, the candidate with
the greater number of votes is elected.

7.4.b.2. Whenever there is a tie, the President shall cast the deciding vote.

(c). Notice of Results

7.4.c.1. The President will report the result of such selection at or before the final business session of Council held prior to
the annual meeting.

7.4.c.2. The President will declare the names of the successful candidates to be
elected at the annual meeting of Members.

(d). Destruction of the Ballots

The ballot results shall be destroyed on a motion of Council after the election results
have been reported to Council.

7.5. Quorum

A quorum for meetings of Members of the Association shall be forty (40) Certified
Members in good standing as defined in clauses 2.2 and 2.3 of this By-law, including
proxies, except where herein otherwise provided.

7.6. Chair of Meetings

Annual or special meetings of the Members shall be chaired by the President, or in
his/her absence, by the Past President, or in his/her absence by the President-Elect, or
in his/her absence by one of the Vice-Presidents, or in the absence of all these, by an
individual selected by and from the Members present at the meeting.

7.7. Voting Rights

Except as herein otherwise provided; only Certified Members in good standing shall
be entitled to vote on each question arising at any meeting of the Members of the
Association, including special or annual meetings.

7.8. Proxy

At any annual or special meeting of the Members, a proxy who has been appointed by
a Certified Member in good standing shall be entitled to exercise the same voting
rights that a Certified Member appointing him/her would be entitled to exercise, if
he/she were present at the meeting, unless those rights have been restricted in the
instrument granting the proxy. A proxy may also be given to the Association with
instructions from the Member on the casting of their vote by the Secretary of the
Association on the specific motions announced as being brought before the meeting.
An instrument appointing a proxy shall be in writing and shall be acted on only if it
has been deposited either at the Head Office, or with the Secretary of the Association, not less than forty-eight (48) hours prior to the day of the meeting or any adjournment thereof. A proxy shall expire at the close of the meeting for which it was intended or at the close of any adjournment thereof. A proxy-holder other than the Secretary of the Association must be a Certified Member in good standing.

A proxy may be revoked by an instrument in writing executed by a Certified Member or by his/her attorney authorized in writing and deposited either at the Head Office, at or with the Secretary of the Association at any time prior to the start of the meeting, or any adjournment thereof, at which the proxy is to be used. The proxy is revoked upon either of such deposits.

7.9. Adjournment

Any Association meeting may be adjourned at any time to reconvene at any time and any business may be transacted at the reconvened meeting that might have been transacted at the original meeting. The date, the time and the place to reconvene an adjourned meeting shall be determined prior to adjournment of the meeting.

8. BOARDS AND COMMITTEES

8.1. The Institute of Engineering Technology of Ontario (IETO)

(a). The objects of the Association as outlined in section 2, subsection 1 through 5 of the Act shall be carried out under the direction of IETO. Council shall establish the IETO Board with such composition as Council may from time to time determine. Council shall establish a mandate for the IETO Board and confer on the Board the rights and responsibilities as Council may from time to time determine.

8.2. The Professional Affairs and Services Board (PASB)

(a). The PASB shall have responsibility for implementing Council policies. Council shall establish a mandate for the PASB and confer on the PASB the rights and responsibilities as Council may from time to time determine.

8.3. The OACETT Administration Board (OAB)

(a). Council may delegate to the OAB any powers that Council may exercise subject to such restrictions, if any, as may be imposed from time to time by Council or by law. Council shall establish the OAB with such composition as Council may from time to time determine. Council shall establish a mandate for the OAB and confer on the OAB the rights and responsibilities as Council may from time to time determine.

8.4. Nominating Committee

(a). Council shall establish a Nominating Committee with such composition as Council may from time to time determine. Council shall establish a mandate for the
Nominating Committee and confer on it the rights and responsibilities as Council may from time to time determine.

8.5. **Other Committees of Council**

(a). Council may from time to time appoint other committees as standing committees or may appoint special committees to carry out specific time limited tasks.

9. **FEES AND DUES**

9.1. **Fees**

(a). Subject to the recommendation of either PASB or the IETO Board or PASB, as the case may be, Council shall approve the fees to be levied for activities, including but not limited to the following:

9.1.a.1. application fees for membership, reclassification, reinstatement and similar fees;

9.1.a.2. examination fees;

9.1.a.3. appeal fees;

9.1.a.4. annual registration maintenance fees, including each Member’s fair share of the cost of developing and maintaining standards at both the provincial and national levels and the non-recoverable portion of the Association’s accreditation costs; and

9.1.a.5. services fees.

(b). National Association Fees

National Association fees shall be approved by Council.

(c). Fees Administration

The OAB shall determine the cost, and consequently the fee per Member, required for administration, which would include, but not be limited to, costs associated with billing and fee collection. Also included shall be the cost of the salaries, wages and benefits for staff, cost of the annual meeting and Council costs, including any committees that respond directly to Council, the cost of elections, conducting stakeholder relations, undertaking and implementing the strategic and business plan, including such things as advocacy, government relations and other activities and functions. This fee would also include the generation of reserves, building funds and similar requirements.

(d). Cost Recovery
Whenever practical and equitable the Association’s cost of providing services, applicable to some, but not all or most of the Members, should be recoverable.

(e). PASB may establish policies and procedures regarding exemptions from payment of dues in cases of illness, disability, financial hardship or other extenuating circumstances.

10. Foundations

10.1. The Association may establish foundations to reflect its responsibility to the public for the betterment of humanity.

10.2. Foundations established shall be responsible to the Members and shall report annually to the annual meeting of Members.

10.3. The Association may provide assistance with the administration and operation of the Foundations and in the solicitation of contributions from within and beyond the membership of the Association.

10.4. The Council may direct some of its financial resources to fund such Foundations.

10.5. The Certified Members foundation trustees shall be appointed confirmed by Council the Certified Members.

10.6. The foundation shall be comprised of:

10.5.a.1.(a) approve terms of reference for such Foundations the Association’s CEO as President; and

10.5.a.2.(b) appoint Trustees to administer the Foundation for a three-year term, with one Trustee being appointed each year Certified Members as Trustees

10.7. appoint auditors annually; and The Trustees shall:

(a) provide other guidance as may be required when the Foundation reports to the annual meeting of Members Approve the Terms of Reference for the foundation; and

(a)-(b) Serve a three year term with the opportunity for renewal of their appointment but cannot serve more than three consecutive terms.
INTRODUCTION

The Professional Affairs and Services Board (PASB) Report to Council is a review of PASB activities since the November Council meeting. It is respectfully submitted to OACETT Council for their review and information. The Board met on February 6 and they will be pleased to answer any questions.

Communication & Outreach

As a result of focused College Outreach efforts in 2015, OACETT ended the year with an increase of 107 student applications over the previous year.

College visits and awareness-raising continued into the new year, with presentations delivered to Conestoga College’s Law and Ethics classes and to their Engineering Technology students.

OACETT has participated in successful career fairs at Conestoga, Humber and Niagara College in 2016. Presentations to internationally educated professionals at various community organizations, such as ACCES Employment, Skills for Change and TDSB, continue apace.

The Services Department has begun delivering webinars on OACETT membership and certification as part of our corporate outreach program, and the plan is to target these sessions to a college audience in coming months to allow us to reach students across the province more frequently, efficiently and cost-effectively. Four general certification webinars were hosted in January which reached a combined total of 131 participants, representing 48 companies and eight colleges. While Jennifer Barolet, manager, corporate partnerships, has left her fulltime role at OACETT, she will continue to deliver these webinars – as well as deliver and develop, in collaboration with IETO, a webinar on CPD – over the next few months while the corporate outreach program and associated role are re-developed.

Recent corporate outreach initiatives have included participation in industry events, such as the Human Resources Professionals Association (HRPA) show, Energy 2015 Conference, and Construct Canada Conference; and a certification presentation to employees at Johnson Controls.

We currently have 20 strategic partners, with the latest addition being Angus Consulting Management Limited.

We have included a new question on our membership application to find out where members learned of OACETT – through presentation, webinar, college, employer, etc. – as a means of tracking the success of our outreach efforts. This will become more seamless once we’ve got the new IT system in place and this info is automatically captured in our database via the online application process.

Chapter eblast distribution has been transferred from IT to the Services Department. Services team members have also been trained in website updating and will soon take over responsibility for CTEN postings. This is all part of an effort to streamline service to chapters, members and employers.

We have entered into an agreement with a new ad sales provider for The Ontario Technologist – both print and online – and eTech News. MediaEdge Publishing was selected based on their success with similar industry magazines and their full-service approach. Annex
Publishing, who was previously responsible for ad sales in addition to the production of the magazine, will now handle the design and distribution only. We expect this new arrangement will result in more diverse and relevant products and services being advertised in the Association’s print and digital publications.

We’ve been meeting with representatives from Skills Canada – Ontario and the Heads of Technology to explore ways in which we can collaborate to get the word out about careers, college programs and skills applications in engineering technology to a younger audience. We will be working with them on a new OACETT video to be shown during school presentations. The hope is to introduce students, through short clips, to real engineering technology professionals applying their expertise to interesting and rewarding roles. OACETT will also be in attendance at the Ontario Technological Skills Competition in May in Waterloo and will provide the monetary award to the highest ranking post-secondary competitor.

The Provincial Honours & Awards Committee received and reviewed 12 nominations for the 2015 program. Submissions for the 2016 program are now open; nomination forms can be completed electronically via OACETT’s website.

The Services Department, along with other members of the senior management team, has been working with Barry Hudson, OACETT’s new ePMO director, to review project plans and documentation for the selection of a new IT system to ensure no processes are overlooked when it comes to compiling requirements in an RFP to potential vendors.

**Member Opportunities, Development & Professionalism**

The online version of the Technology Report Writing Seminar has been developed and met with internal approval. It is now in the pilot stage. We expect to obtain feedback from pilot participants in early March and to launch the final product to the full membership in April.

A busy schedule is expected for National Engineering Month Ontario 2016. The number of events province-wide has climbed this year to 300 from last year’s 276. The chapter-organized events have leapt from 26 to 46 – with 29 College Student Challenge events (involving 14 student teams) and 17 general NEM events, organized by 15 chapters. The CN Tower will once again be lit purple for the “Purple Power” kick-off event on March 1 to raise awareness of the campaign; and OACETT will be represented at the Nothin’ but NEM networking evening with the Raptors. This year’s campaign attracted more sponsors and achieved its fundraising goal. New in promotion this year, NEM will be running traffic spot ads on AM680 News throughout March.

The AGM and will take place from June 2-4 at the Sheraton Hamilton Hotel, which means that Hamilton will be the host chapter. This year’s event will feature a Technical Program. At the time of this report, we have received 17 promising abstracts from 12 different authors, with an expectation of receiving more before the Abstract Peer Review Committee – chaired by Gene Stodolak – meets on February 25 to review the submissions.

The AGM and will take place from June 2-4 at the Sheraton Hamilton Hotel, which means that Hamilton will be the host chapter. This year’s event will feature a Technical Program. At the time of this report, we have received 17 promising abstracts from 12 different authors, with an expectation of receiving more before the Abstract Peer Review Committee – chaired by Gene Stodolak – meets on February 25 to review the submissions.

We have issued the 2016 sponsorship payment to FIRST Robotics Canada, and our logo has been posted on their website.

We have re-visited the recommendations from the outside social media consultant we contracted and selected some strategies to implement over the course of the year. We’ve begun making use of our Instagram account, which allows us to share quick pics from events we attend via an app that is particularly popular among a younger demographic of social media users. We hope to develop and capitalize on these platforms in more interesting ways around upcoming OACETT events, particularly the AGM.
LinkedIn Group members 4703 increase of 82
Facebook Likes 949 increase of 26
Twitter followers 1477 increase of 37

In terms of recent activity, there was a lot of tweeting around the Engineering Symposium that took place recently in North Bay. Our most viewed and shared Facebook post was a study on technical disciplines that we shared on behalf of TPC. We’re preparing an eblast to go to members informing them of the array of PD videos available to them via OACETT’s YouTube channel, including forthcoming releases on “The Resilient Leader” and “Managing Conflict Resolution.”

Other PASB Activities

Ontario Technologist — Published Bi-Monthly
- Sourcing, compiling, writing and editing of articles and columns
- Managing the production and distribution of the magazine
- Following up on potential articles with members, volunteers and outside sources
- Setting editorial lineup
- Development of media kit
- Sourcing photos
- Advertising, sales management
- Developing ads for various publications

E-blasts – As Required
- Professional Development promotion/announcements
- Fellow OACETT call for nominations
- Awards Gala and Employer Exchange promotion
- NEM announcements
- Offers from OACETT’s affinity partners
- Survey reminders
- TRWS, PPE reminders
- Events notices
- Council updates

Press Releases - As Required
-Writing and distribution for events, partnerships, new products, etc.

eTech News - Published Monthly
- Provide graphic elements to Meltwater
- Review each newsletter

Social Media - Daily
- Regular monitoring of Facebook, LinkedIn, YouTube, Twitter and Instagram
- Write responses by editor and/or for other internal resources
- Sourcing news for all outlets

Scripts, PowerPoint Presentations - As Required
- Researching topics
- Meeting with executives, preparing scripts, editing
**Member Recognition**

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

**Committee Support/Management**

- Chair co-ordination/support
- Agendas, minutes, follow up
- Internal committee representation: wellness, IT, social

**Operations**

- Member and chapter service
- Development of ads for various publications
- Manage TR seminars, marketing and operations
- Training and cross-training of staff
- Marketing and promotion of all products and services
- Reduced fee program
I am very pleased to make this report to OACETT Council on behalf of IETO. This report represents an update on projects currently underway and also decisions taken at the last Board meeting held on February 3.

2016 Performance Targets

The Board approved the 2016 IETO Performance Targets which focus on CPD, Certification Push to coincide with the 3 & 6 year timelines, Municipal Infrastructure Certification, Admissions Committee, Office of the Fairness Commissioner Assessment, and Systems Review and Upgrade project, among others. The document and motion are presented in another agenda item.

CPD

The CPD Committee and staff held a meeting in January to discuss the development of the electronic portfolio and to draft guidelines for chapters that are interested in developing/hosting CPD. The draft guidelines were then presented to PASB for discussion and comment and will be brought back to the committee for any required changes.

A representative from the development team at TeacherMatch Thrive, the portfolio software company, will be at Council to demonstrate the software development to date.

Barbara Chappell, Registrar/Director, IETO and I made a CPD presentation to the Hamilton Chapter on February 10 and are scheduled for Niagara Chapter on February 24. These presentations, and question and answer sessions inform and reassure members regarding the CPD initiative.

PPE for Internationally Educated Professionals

Two of the three new chapters required for the Internationally Educated Professionals PPE are in editing and at time of writing, the final chapter is expected any day. Corresponding additional seminar content and exam questions are being finalized. Required changes to the database are underway to be able to record and provide information about the new PPE to members. We are also working with our exam and virtual proctor vendors for required changes to their registrations sites to accommodate two exams.

PPE

The email and phone campaign last fall to encourage those who have registered for the PPE, received their study materials but have not yet written was very successful with triple the number of members writing compared to any other month in 2015, with a total of 117 members and 112 college students writing in December for a total for 2015 of 763. Two reminder emails within the six month PPE timeline will be sent to all candidates on an ongoing basis to push the certification goals.
**Policy Review Update**

Excellent progress was made by the Policy Review Committee last year as five sections were finalized and two drafted. A meeting was held in December to review the sections on national standards and national accreditation. Requested edits will be ready to be reviewed by the committee in early March. The remaining sections to be updated are the Certification and Road Construction sections which are impacted by the IT systems and Municipal Infrastructure projects respectively and therefore this project will take a hiatus while they are proceeding. The Conduct of Members section including Complaints and Discipline will be addressed later this year as time allows and once we have completed the current discipline cases which will give us further experience to refine our processes.

**OACETT Teaching and Technology Grant**

The OACETT Teaching and Technology Transfer Grant Committee – Chair Cam Johnston, C.E.T., rcca; Leo Cusumano, C.E.T. and Rosanna Baggs, C.E.T. and staff met in December. The candidates were scored against required criteria and this year we were able to award four grants to the top scorers, keeping within our guidelines of no more than $3,500 to any one candidate and $10,500 in total. The successful recipients are:

Loreto Forte, George Brown College  
Karen Kokkelink, Conestoga College  
Sean Nix, Mohawk College  
Matthew Parfitt, Canadore College

**Fellow OACETT**

The Fellow OACETT committee, of which I am the Chair, met on January 20 and 21 to review the submissions for the 2016 Fellow nominations. The other members: Rosanna Baggs, C.E.T., Steve Barnes, C.E.T., Chris Ellerton, A.Sc.T., Bruce Elliott, C.E.T. and Chris van Dop, C.E.T. and I chose five top candidates to receive the Fellow OACETT designation. The candidates are:

Harry Baker, C.E.T.  
Robin Dunn, C.E.T.  
Alex Lunycz, C.E.T.  
Trevor Onken, C.E.T.  
Cedric Smith, C.E.T.

**Language Benchmark**

Further information regarding the new English language benchmark has been developed for the website including a more fulsome list of acceptable language tests and their equivalency scores to the CLB 7 which is our benchmark. We have also listed assessments that will not be acceptable. A list of exempt countries has been prepared where the English Language Benchmark will be waived as long as the following overriding principle is met: Graduation from a program equivalent to a 2-year or 3-year Ontario post-secondary engineering technology or applied science program, administered and instructed in English.
Municipal Infrastructure Certification

A project investigating the viability of a certification program for municipal infrastructure construction similar to that for road construction is slated to begin in March. As part of the study, a review of the value proposition, strengths and weaknesses and lessons learned of the current road construction program will be explored, including discussions with the Ministry of Transportation. Focus groups with municipalities will be held to determine the viability and need for a common ground in standards for municipal infrastructure construction projects.

Mutual Recognition Agreements

IETO has approved three mutual recognition agreements with Indian organizations and recommends their acceptance by Council. Two of the three agencies – the All India Council on Technical Education (AICTE) and the Institution of Engineers of India (IEI) have been recognized by IETO for a decade. The third is a 2014 signatory of the Washington Accord (engineering treaty) and as such is also recognized by IETO. These MRAs will be signed during a trip to India arranged by the Applied Science Technologists and Technicians of British Columbia of which OACETT is participating. Such agreements allow for seamless acceptance of Indian applicants and further our commitment to FARPACTA, the Fair Access to Regulated Professions and Compulsory Trades Act. See the attached briefing note and motion in Appendix B.

Core Business Update – Registration and Certification

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<td>Technology Reports</td>
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I would be pleased to answer any questions.

Respectfully submitted,

Vince Le Faive, C.E.T., CBET(c)
Vice-President, IETO
Council Briefing Note on Mutual Recognition Agreements (MRAs) with India

Background:

- India represents one of, if not the biggest, market for International Educated Professionals (IEPs) emigrating to Ontario and Canada.

- OACETT has undertaken significant measures to accommodate IEPs including adhering to the FARPACTA legislation, eliminating the one year of Canadian work experience, and back in 2006 recognizing educational competencies of IEPs established by the All-India Council for Technical Education (AICTE): which sets national educational standards.

- ASTTBC, our fellow BC association, has organized a trip to India in mid-March to sign three MRAs. The first to formally recognize the AICTE as equivalent to the educational requirements of certification in B.C. The second MRA involves recognizing membership in the Institution of Engineers of India (IEI) as substantially equivalent to the educational standards for certification in BC. The IEI, a voluntary association, provides membership for engineers and recently included specific classes of engineering technicians and technologists. The third is to recognize the National Board of Accreditation (NBA), an independent accrediting body for all levels of higher technical, engineering and professional programs in India which has now been accepted as a signatory to the Washington Accord, which is an international agreement recognizing accrediting bodies for professional engineering.

- Why do we this?
  - Appeals to governments, particularly the OFC, and identifies OACETT as a progressive association serious about accommodating IEPs.
  - Fosters relations amongst the TPC provinces
  - PD for the volunteer leadership

- What are the risks?
  - Both agreements spell out that there are no financial obligations of any kind to parties.
  - IETO remains the sole body responsible for certification in Ontario with no constraints placed upon it by either MRA.

Recommendation:

THAT COUNCIL SUPPORTS IETO’S DECISION TO SUPPORT THE SIGNING OF THE MUTUAL RECOGNITION AGREEMENTS, AND AUTHORIZES STEPHEN MORLEY, PAST-PRESIDENT TO SIGN THE AGREEMENTS ON BEHALF OF OACETT.

D. Thomson
February 17, 2016
Mutual Recognition Agreement Between

All-India Council For Technical Education
and
Applied Science Technologists and Technicians of British Columbia
and
Ontario Association of Certified Engineering Technicians & Technologists

March 16, 2016

All-India Council for Technical Education

The All-India Council for Technical Education (AICTE) with headquarters in Delhi, India is the Ministry of Human Resource Development (MHRD) appointed body for preparing policy, setting standards and overseeing the quality of technical education offered by post-secondary education providers in India. The AICTE mandate includes government and non-government providers such as universities, institutes of technology, polytechnics and colleges.

AICTE was first established in 1945 as an advisory body to the Government of India on the planned and coordinated development of all aspects of technical education at the diploma, undergraduate and post-graduate levels including research. AICTE was accorded statutory status by an Act of Parliament on 23 December 1987. The role and functions of AICTE are among others:

- Grant approval for starting new technical institutions, for introducing new courses or programs.
- Formulate schemes for promoting technical education for women, handicapped and weaker sections of society.
- Promoting innovations, faculty, research and development by providing grants to technical institutions.
- Coordinate the development of technical education in the country at all levels.
Applied Science Technologists and Technicians of British Columbia

The Applied Science Technologists and Technicians of British Columbia, Canada (ASTTBC) is a regulatory body established under the ASTT BC Act in 1985. The purpose of ASTTBC is “To maintain, improve and increase the knowledge, ability and competence of technologists and technicians; to regulate standards of training and practice of and for its members and to protect the interests of the public.” ASTTBC has approximately 10,300 registered members in 18 applied science and engineering technology disciplines and 10 technical specialist occupation groups.

Ontario Association of Certified Engineering Technicians and Technologists (OACETT)

OACETT is a provincial association in Canada in operation since 1957 with its most recent legislative changes undertaken in 1998. Its mandate is to promote the profession and public interest through standards and advocacy. OACETT has 25,000 members in 18 applied science and engineering technology disciplines. OACETT works closely with ASTTBC and other provincial associations in Canada in accrediting post-secondary engineering technology programs which number approximately 850 in Canada.

Rationale:

Canada, and the province of British Columbia (BC) in particular are anticipating a shortfall of technically qualified people. By 2022, British Columbia is expecting one million job openings created by retirements and the province’s growing economy. Immigrants are expected to fill approximately one-third of these openings. More than 78% of jobs will require some form of post-secondary education, and 43% will need skilled trades and technical workers.

In recent years, the number of applications received from people educated in India and seeking ASTTBC certification has increased. Mutual recognition of Indian and Canadian education qualifications and work experience by the key authorities in India and Canada would increase acceptance of credentials and mobility of qualified engineering technology and applied science technologists and technicians.

OACETT faces similar challenges to ASTTBC but must comply with provincial legislation referred to as The Fair Access to Regulated Professions and Compulsory Trades Act, 2006, (FARPACTA); which requires fair and transparent treatment of Internationally Educated Professionals (IEPs). Since 2006, OACETT has adopted the curricula set by the AICTE as a means to assess and recognize the qualifications of IEPs from selected programs and institutions in India.

Recognition:

The All-India Council for Technical Education (AICTE), the Applied Science Technologists and Technicians of British Columbia (ASTTBC), and the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) hereby agree to enter into this Mutual Recognition Agreement (MRA) acknowledging that education programs following the curricula set by AICTE and offered by selected post-secondary institutions in India are substantially equivalent to the education standards for certification as an applied science technologist or technician in British Columbia and Engineering technicians and technologists in Ontario, Canada.

AICTE hereby acknowledges that the educational qualifications and competencies of ASTTBC and OACETT certified and registered members in good standing are substantially equivalent to the graduates of AICTE recognized post-secondary education in comparable applied sciences and engineering technology programs.
The signatories of this agreement agree to explore opportunities to exchange information pertaining to developments in technology, technical education, accreditation standards and labour mobility. If deemed desirable, to meet periodically to review and evaluate past activities and to develop future agreements.

**Financial Provision:**

The signatories of this agreement shall be separately responsible for any expenses incurred by their employees or individuals involved in any activity under this agreement and as authorized by the respective institution or association. No financial commitment by either party is to be implied from this agreement.

**Effective date and Expiry Date:**

The Mutual Recognition Agreement shall remain in effect from the date of signing with no set date of expiry.

**Periodic Review**

The Mutual Recognition Agreement shall be reviewed approximately every five years in consideration of the dynamic nature of technical educational and the periodic changes in accreditation policies and practices in India and in Canada.

**Termination:**

Either party may terminate the MRA by submitting written notification allowing a minimum of three months prior to the date of termination.

**Granting of Recognition:**

Not withstanding the conditions of this MRA, the authority to grant recognition to any applicant is subject to the completion and submission of documentation required by AICTE, ASTTBC or OACETT. Granting recognition to any individual remains at the discretion of the ASTTBC Board of Examiners (BoE) or the Institute of Engineering Technology of Ontario in Canada and the AICTE in India.

**Public Acknowledgement:**

All parties to this MRA agree to make public collaborative initiatives undertaken by AICTE, ASTTBC or OACETT and may use each other’s logos for public acknowledgement purposes. Each party shall inform the other of any documents, websites and other public displays of the logos and/or marks.

**Exclusivity:**

Both parties reserve the right to enter into agreements with other organizations except in circumstances where both parties agree to an exclusive working relationship.
Signatures:

Dr. S. S. Mantha, Chairman
All-India Council for Technical Education

Heather Andreychuk, Council Director
Applied Science Technologists and Technicians of British Columbia

Stephen Morley, Council Director
Ontario Association of Certified Engineering Technicians and Technologists

Witness

Place:
Date:

Witness

Place:
Date:

Witness

Place:
Date:
Mutual Recognition Agreement Between

Institution of Engineers of India
and
Applied Science Technologists and Technicians of British Columbia
and
Ontario Association of Certified Engineering Technicians & Technologists

March 17, 2016

Institution of Engineers of India

The Institution of Engineers of India (IEI) with headquarters in Kolkata, India is a volunteer membership organization for the engineering profession. First established by Royal Charter in 1935, the IEI revised their byelaws in December 2012 to include various categories and criteria of membership including Member Technologist, Associate Member Technologist, Senior Technician Member, and Technician Member.

Applied Science Technologists and Technicians of British Columbia

The Applied Science Technologists and Technicians of British Columbia, Canada (ASTTBC) is a regulatory body established under the ASTT BC Act in 1985. The purpose of ASTTBC is “To maintain, improve and increase the knowledge, ability and competence of technologists and technicians; to regulate standards of training and practice of and for its members and to protect the interests of the public.” ASTTBC has approximately 10,300 registered members in 18 applied science and engineering technology disciplines and 10 technical specialist occupation groups.
Ontario Association of Certified Engineering Technicians and Technologists (OACETT)

OACETT is a provincial association in Canada in operation since 1957 with its most recent legislative changes undertaken in 1998. Its mandate is to promote the profession and public interest through standards and advocacy. OACETT has 25,000 members in 18 applied science and engineering technology disciplines. OACETT also works closely with ASTTBC and other provincial associations in Canada in conducting accreditations of college programs which number about 850 in Canada.

Rationale:

Canada, and the province of British Columbia (BC) in particular are anticipating a shortfall of technically qualified people. By 2022, British Columbia is expecting one million job openings created by retirements and the province’s growing economy. Immigrants are expected to fill approximately one-third of these openings. More than 78% of jobs will require some form of post-secondary education, and 43% will need skilled trades and technical workers.

In recent years, the number of applications received from people educated in India and seeking ASTTBC certification has increased. Mutual recognition of Indian and Canadian education qualifications and work experience by the key authorities in India and Canada would increase acceptance of credentials and mobility of qualified engineering technology and applied science technologists and technicians.

OACETT faces similar challenges to ASTTBC but must comply with provincial legislation referred to as The Fair Access to Regulated Professions and Compulsory Trades Act, 2006, (FARPACTA); which requires fair and transparent treatment of Internationally Educated Professionals (IEPs).

Recognition:

The Institution of Engineers of India (IEI), the Applied Science Technologists and Technicians of British Columbia (ASTTBC), and the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) hereby agree to enter into this Mutual Recognition Agreement (MRA) acknowledging that education programs offered by selected post-secondary institutions in India are substantially equivalent to the education standards for certification as an applied science technologist or technician in British Columbia or an engineering technician or technologist in Ontario, Canada.

The IEI hereby acknowledges that the educational qualifications and competencies of an ASTTBC or an OACETT certified and registered member in good standing are substantially equivalent to the educational qualifications required for the corresponding categories of IEI membership.

The signatories of this agreement agree to explore opportunities to exchange information pertaining to developments in technology, education, accreditation standards and labour mobility. If deemed desirable, to meet periodically to review and evaluate past activities and to develop future agreements.

Financial Provision:

The signatories of this agreement shall be separately responsible for any expenses incurred by their employees or individuals involved in any activity under this agreement and as authorized by the respective institution or association. No financial commitment by either party is to be implied from this agreement.

Expiry Date:

The Mutual Recognition Agreement shall remain in effect from the date of signing with no set date of expiry.
Periodic Review

The Mutual Recognition Agreement shall be reviewed approximately every five years in recognition of the dynamic nature of technical educational and the periodic changes in accreditation policies and practices.

Termination:

Either party may terminate the MRA by submitting written notification allowing a minimum of three months prior to the date of termination.

Granting of Recognition:

Notwithstanding the conditions of this MRA, the authority to grant recognition to any applicant is subject to the completion and submission of documentation required by AICTE, ASTTBC or OACETT. Granting recognition to any individual remains at the discretion of the ASTTBC Board of Examiners (BoE) or the Institute of Engineering Technology of Ontario in Canada and the AICTE in India.

Public Acknowledgement:

All parties to this MRA agree to make public various collaborative initiatives undertaken by IEI, ASTTBC or OACETT and may use each other’s logos for public acknowledgement purposes. Each party shall inform the other of any documents, websites and other public displays of the logos and/or marks.

Exclusivity:

Both parties reserve the right to enter into agreements with other organizations except in circumstances where both parties agree to an exclusive working relationship.

Signatures:

Dr. U. Chandrasekhar, Secretary and Director General
Institution of Engineers of India

Jeff Collins, Council Director
Applied Science Technologists and Technicians of British Columbia

Stephen Morley, Council Director
Ontario Association of Certified Engineering Technicians and Technologists

Witness

Place:
Date:

Witness

Place:
Date:

Witness

Place:
Date:
Mutual Recognition Agreement Between

National Board of Accreditation
and
Applied Science Technologists and Technicians of British Columbia
and
Ontario Association of Certified Engineering Technicians & Technologists

March 15, 2016

National Board of Accreditation (NBA)

In 2008, the All-India Council for Technical Education (AICTE) established the National Board of Accreditation (NBA) as an independent body to develop and manage a voluntary accreditation process for all higher education technical, engineering and professional programs in India. It has full authority to recognize or derecognize institutions and programs offered by public and private educational providers. The NBA is the only authorized body in India entrusted with the task of undertaking accreditation of technical education programs. In January 2010, the NBA became Autonomous, and in April 2013 the Memorandum of Association and Rules of NBA were amended to make it completely independent of AICTE. NBA now functions independently in decision making when accrediting programs and administratively for all financial decisions. It does not receive grants from the government or from any regulatory body of technical and higher education. In 2014, the NBA was instrumental in achieving the status of being a signatory to the Washington Accord.

NBA accredits engineering programs at the diploma, undergraduate, and post-graduate levels. It does not accredit PhD programs, pharmacy or hotel management programs. The NBA accredits specific technical and
engineering programs and does not accredit the institution. There are 2 tiers of accreditation based on institute type. Tier 1 and Tier 2 are different but one is not above the other. Tier - 1 is applicable to the engineering or technology programs offered by academically autonomous institutions and by university departments and constituent colleges of the universities. Tier - 2 is for non-autonomous institutions such as colleges and technical institutions that are affiliated to a university. The same criteria and standards have been prescribed for accreditation.

**Applied Science Technologists and Technicians of British Columbia (ASTTBC)**

ASTTBC is a self-governing regulatory body established under the ASTT BC Act in 1985. The purpose of ASTTBC is “To maintain, improve and increase the knowledge, ability and competence of technologists and technicians; to regulate standards of training and practice of and for its members and to protect the interests of the public.” ASTTBC has approximately 10,300 registered members in 18 applied science and engineering technology disciplines and 10 technical specialist occupation groups.

**Ontario Association of Certified Engineering Technicians and Technologists (OACETT)**

OACETT is a provincial association in Canada in operation since 1957 with its most recent legislative changes undertaken in 1998. Its mandate is to promote the profession and public interest through standards and advocacy. OACETT has 25,000 members in 18 applied science and engineering technology disciplines. OACETT also works closely with ASTTBC and other provincial associations in Canada in conducting accreditations of college programs which number about 850 in Canada.

**Rationale:**

Canada, and the province of British Columbia (BC) in particular are anticipating a shortfall of technically qualified people. By 2022, British Columbia is expecting one million job openings created by retirements and the province’s growing economy. Immigrants are expected to fill approximately one-third of these openings. More than 78% of jobs will require some form of post-secondary education, and 43% will need skilled trades and technical workers.

In recent years, the number of applications received from people educated in India and seeking ASTTBC certification has increased. Enhanced mutual recognition of Indian and Canadian education qualifications and work experience by the key authorities in India and Canada would increase recognition of credentials and mobility of qualified engineering technology and applied science technologists and technicians.

OACETT faces similar challenges to ASTTBC but also has to comply with provincial legislation referred to as The Fair Access to Regulated Professions and Compulsory Trades Act, 2006, (FARPACTA); which requires fair and transparent treatment of Internationally Educated Professionals (IEPs).

**Recognition:**

The Applied Science Technologists and Technicians of British Columbia (ASTTBC), the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) and the National Board of Accreditation (NBA) hereby agree to enter into this Mutual Recognition Agreement (MRA) acknowledging that educational programs accredited by NBA and offered by selected post-secondary institutions in India are substantially equivalent to the education standards for certification as an Applied Science Technologist or Technician in British Columbia or a Certified Engineering Technician or Technologist in Ontario, Canada.

NBA hereby acknowledges that the educational qualifications and competencies of an ASTTBC and OACETT certified and registered member in good standing are substantially equivalent to the graduates of NBA.
accredited Tier 1 and Tier 2 programs for engineering in comparable applied sciences and engineering technology programs.

The signatories of this agreement agree to explore opportunities to exchange information pertaining to developments in technology, education, accreditation standards and labour mobility. If deemed desirable, to meet periodically to review and evaluate past activities and to develop future agreements.

Financial Provision:
The signatories of this agreement shall be separately responsible for any expenses incurred by their employees or individuals involved in any activity under this agreement and as authorized by the respective institution or association. No financial commitment by either party is to be implied from this agreement.

Expiry Date:
The Mutual Recognition Agreement shall remain in effect from the date of signing with no set date of expiry.

Periodic Review
The Mutual Recognition Agreement shall be reviewed approximately every five years in recognition of the dynamic nature of technical educational and the periodic changes in accreditation policies and practices.

Termination:
Either party may terminate the MRA by submitting written notification allowing a minimum of three months prior to the date of termination.

Granting of Recognition:
Not withstanding the conditions of this MRA, the authority to grant recognition to any applicant is subject to the completion and submission of documentation required by NBA, ASTTBC or OACETT. Granting recognition to any individual remains at the discretion of the ASTTBC Board of Examiners (BoE) or the Institute of Engineering Technology of Ontario in Canada and the NBA in India.

Public Acknowledgement:
All parties to this MRA agree to make public various collaborative initiatives undertaken by NBA, ASTTBC or OACETT and may use each other’s logos for public acknowledgement purposes. Each party shall inform the other of any documents, websites and other public displays of the logos and/or marks.

Exclusivity:
Both parties reserve the right to enter into agreements with other organizations except in circumstances where both parties agree to an exclusive working relationship.
Signatures:

Dr. Surendra Prasad, Chairman
National Board of Accreditation
India

Heather Andreychuk
Applied Science Technologists and Technicians of British Columbia

Stephen Morley
Ontario Association of Certified Engineering Technicians and Technologists

Witness
Place:
Date:

Witness
Place:
Date:

Witness
Place:
Date:
Complaints Committee

A complaint was sworn before me on December 10 and after notifying our member and receiving his response, the Complaints Committee will be meeting shortly to review and determine the disposition of the case. We have had one other serious inquiry from an individual regarding a complaint this month and feel it is very likely that they will proceed with an official complaint submission in due course.

Discipline Committee

A discipline hearing scheduled for the week of February 8 was postponed for two reasons. First the member chose to hire a lawyer after the hearing date was announced and the lawyer was already scheduled to be in court that day, and second, his lawyer has asked us to consider new evidence that he feels is pertinent to the case. We are willing to do this as it is of benefit to both sides to have full information prior to any hearing so hopefully an agreed statement of facts can be reached and, if possible, a negotiated outcome prior to a hearing can be settled, thereby preventing a lengthy hearing that may stretch over multiple days.

Misuse of Title

We ended last year with 16 misuse of title cases, substantially higher than the previous year which only had four. We have already had more than four in February alone which is a good start knowing that our members are protecting their designations by alerting us to misuse. We have just sent a letter to KAL Tire who is using the term “Certified Technicians” in some of their advertising. We await their response.

Office of the Fairness Commissioner

Staff have been working on the annual Fair Registration Practices Report which is due every March 1. This is an annual review of any changes to our policies and processes concerning application, certification, appeal, third party relationships, exams, timelines etc. We also report on statistical information. For the first time, the OFC is requesting stats on gender as well. This is an assessment year for us under the FARPACTA legislation which occurs every three years; and we must prove compliance with both the general duty and specific duties of the legislation. The OFC will be holding training sessions in April for this year’s assessment process.

FQRWG Survey

For a few years now we have been filling out a straightforward survey for a federal initiative by the Foreign Qualifications Recognition Working Group as engineering technologists are one of 19 target occupations. The FQRWG was established to support the implementation of the Pan-Canadian Framework for the Assessment and Recognition of Foreign Qualifications and the working group has been working with regulators to ensure that information, processes, standards and resources are available to
improve the assessment and recognition of foreign qualifications and to better understand the progress and challenges faced by the internationally trained individuals. The survey collects information to understand where progress, gaps and challenges exist to inform policy and investment decisions, as well as measuring FQR outcomes for internationally trained/educated individuals.

This year the survey has expanded significantly. Some of the information required is similar to that requested by the OFC but they ask for different data, using different terminology. Regulators have expressed concern about this duplication of efforts and the ever increasing demands on our time and limited resources. We are told that they are looking into sharing information with the OFC.

TPC Registrar and CEO Meetings

In January I met with my fellow Registrars from the TPC provinces to exchange certification information and discuss transferability, standards, harmonization initiatives, complaints and discipline, use of online file review, third party assessment agencies and Alberta’s competency exams which I am very interested in. It was a very worthwhile exchange of information. A meeting on the second day was spent discussing issues with the CEOs and learning more about TPC initiatives.

TAC Standards Council

The pilot with the Canadian Standards Association for review of the Technologist Program General Learning Outcomes (PGLO) held its first meeting on January 15 to review the project scope, and charter, and receive basic training on the process and the online review environment that will be used. I am the representative for the TAC Standards Council and there are 21 other members from the four TPC provinces including nine from Ontario, plus one member who requested to join from New Brunswick. The committee, approved by the Standards Council, has a good balance between industry and academic representatives. The members began reviewing the outcome statements and indicators after this first meeting and by the time of the second meeting on February 5, there were over 150 comments to review. The committee will continue to review each outcome and then the PGLO will be revised following the verb and style guide and posted for public comment for 61 days.

Outreach Visits – Mohawk College

On November 30, David Thomson, Trishia Smith-Tedoldi, Manager College Partnerships, Sam DiGiandomenico, Executive Director TAC and I visited Mohawk College and met with Dean Tony Thoma, George Miltenburg, Associate Dean and other faculty. We discussed developments at Mohawk, provided further information about OACETT, the profession and the importance of college visits and I spoke about CPD and the opportunities for college involvement, the elimination of the one year Canadian work experience requirement and the 3 and 6 year certification timelines. We also discussed national accreditation and the development of the CTAC national standards.
London Chapter

The Deputy Registrar and I attended the London Chapter Christmas dinner on November 27. We enjoyed meeting chapter members, had a wonderful dinner at the Fanshawe College restaurant, and I gave a brief update on IETO and Office of the Registrar activities.

File Reviewer Training

Staff held another training session for new file reviewers in January to follow up with the basic training last summer. Training for the admissions committee is extensive and ongoing monthly sessions will occur to build on their knowledge so once the new database is available with online file review we will have new committee members ready to assist.

Projects

The staff and I have also been working on the CPD portfolio launch, presentations and inquiries; the PPE for Internationally Educated Professionals; the need for new registration sites for the PPE due to the need to differentiate between the regular and the Internationally Educated PPE; revisions to the B Virtual proctor site to also handle the second PPE; 3 & 6 certification inquiries; IETO policy review; website updates; document scanning; and IT systems requirements documentation.

In addition we continue to provide efficient and timely service in our core obligations of application processing, registration, certification, PPE and other exams, complaints and discipline and the many associated day to day inquiries coming into the Office of the Registrar.

I would be pleased to answer any questions.

Barbara Chappell, M.A.
Registrar | Director IETO
Ontario Association of Certified Engineering Technicians and Technologists

Government Relations Committee

Report to Council – February 2016

The Government Relations Committee held its third meeting via conference call on February 1st. The agenda included, among other things, the following items for committee review and discussion:

- **Qualified Person Issues**

  The GR Committee discussed the issue of members’ Qualified Person (QP) status in relation to one of the CSA Canadian Electrical Code Part I Committees which is currently reviewing a proposal to revise the way a “Qualified Person” is described within the Code. It appears the Committee is moving towards removing an engineering or Professional Engineer requirement and focuses more on a description of qualification and competency to undertake the task. Any changes to the current 2015 code will take affect for the 2018 code revision. A member of the GR Committee will monitor the CSA committee’s process and give updates at future GR Committee meetings.

  As well, there is the ongoing issue in the building and design area; that is, some municipalities are not accepting qualified members’ drawings unless there is a P.Eng. stamp on those drawings. Working with the Ontario Building Officials Association (OBOA), the intent is to establish a definition for qualification, which currently does not exist, that is acceptable to the Ministry of Municipal Affairs and Housing (MMAH). This would assist municipalities in accepting qualified drawings of OACETT members which are currently not being accepted.

- **Government/Agency Committee Participation**

  **Cap and Trade Program - The Ministry of the Environment and Climate Change**

  The Ministry of the Environment and Climate Change has been consulting with a broad range of stakeholders on the preliminary proposed design of the cap and trade program. The Ministry requested feedback on the preliminary proposed program design. OACETT is well represented on this committee by Lou Locatelli, C.E.T., EP, P. Geo., Principal Consultant, Trinity Consultants Ontario Inc.

  **Electrical Safety Authority**

  The Electrical Safety Authority (ESA) has renewed OACETT’s membership on the Utility Advisory Council (UAC) for another term. The UAC provides input to ensure the identification, monitoring and reduction of electrical safety incidents and fatalities in Ontario specific to the Electrical Distribution Safety System. William Schwarz, C.E.T. has done a remarkable job representing OACETT on the UAC for a number of years and his contribution has been praised by the ESA that stated, “William has been a valuable member over the last term, providing guidance on a wide range of issues regarding Regulation 22/04, awareness campaigns and utility asset safety”.

  Bill retired recently and OACETT will be selecting a replacement in the near future. Interested candidates should contact Gordon Masters.
Water Environment Association of Ontario

The Professional Wastewater Operators (PWO) of the Water Environment Association of Ontario (WEAO) is looking to establish a new committee called the Wastewater Operator Training Advisory Committee (WOTAC). This is being coordinated by Rick Niesink, C.E.T. (Region of Niagara, Chair of the Professional Wastewater Operators (PWO).

John Seldon, B.Sc., M.A., C.E.T., President, Temporary Operations & Maintenance Inc., who has extensive hands-on and academic experience in environmental contracting/wastewater treatment accompanied with published wastewater-related articles, is being proposed to represent OACETT on this committee.

- Government/Association Outreach

CEO David Thomson and Gordon Masters met with the CEO Michael Beard of the Technical Standards and Safety Authority (TSSA) on February 10th.

- Attendance at MPP events - 2015-2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>OACETT Rep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 1</td>
<td>Cdn Manufacturers &amp; Exporters Queen’s Park Reception</td>
<td>Bob van den Berg, Gord Masters</td>
</tr>
<tr>
<td>Nov 30</td>
<td>Charles Sousa, MPP (Missisauaga South)</td>
<td>Gord Masters</td>
</tr>
<tr>
<td>Nov 25</td>
<td>Vic Fedeli, MPP (Nipissing)</td>
<td>Gord Masters</td>
</tr>
<tr>
<td>Nov 17</td>
<td>Jack MacLaren, MPP (Carleton-Mississippi Mills)</td>
<td>Gord Masters</td>
</tr>
<tr>
<td>Oct 7</td>
<td>OBOA President’s Reception and Dinner</td>
<td>Greg Miller, Gord Masters</td>
</tr>
<tr>
<td>Sept 30</td>
<td>Monte McNaughton, MPP (Lambton, Kent, Middlesex)</td>
<td>Gord Masters</td>
</tr>
<tr>
<td>Aug 31</td>
<td>Norm Miller, MPP (Parry Sound-Muskoka)</td>
<td>Dave Saunders</td>
</tr>
<tr>
<td>Aug 31</td>
<td>Laurie Scott, MPP (Haliburton-Kawartha Lakes-Brock)</td>
<td>Dave Saunders</td>
</tr>
<tr>
<td>Aug 31</td>
<td>John Yakabuski, MPP (Renfrew-Nipissing-Pembroke)</td>
<td>Dave Saunders</td>
</tr>
</tbody>
</table>

Gordon Masters, Director of Gov’t Relations
## Central Region Report to Council

**Councillor:** Mark Gatenby, CET  
**Date:** February 8, 2016

### Chapter: Georgian Bay
- Golf Tournament - Planning for September
- Colts Hockey - 91 tickets sold - 54 OACETT - 62 Stayed for Social after game
- Curling Funspeil - February 20th
- Model building competition - 38 Students Registered
- Attend Simcoe-Muskoka Chapter PEO Meetings
- Fund Raising and award ceremonies for Georgian College Scholarships
- Attend Regional Meeting Saturday December 5th
- Organize and fund Chapter’s ACM - Saturday April 23rd at noon
- Maintain Chapter’s section of OACETT website
- Prepare and submit infoOACETT submissions to the Ontario Technologist
- Support local student technology clubs (Cybergnomes)
- Support local student science fair-Two Awards and One judge (Executive member)
- Winter event with Central Region Chapters (Winter) - Cancelled
- Women in Technology event (Planning Spring Event)
- Industrial Tours (Planning Spring Event)

### Chapter: York
- Nov 28: York Chapter Executive Dinner - Well Attended
- Attend Regional Meeting Saturday December 5th
- Jan 13: Executive Meeting - Richmond Hill Library

### Chapter: Durham
- College Liaison
- College Student Liaison - Student Interested
- Maintain Chapter Section of OACETT Website
- Attend Lake Ontario PEO Chapter Meetings
- Social Media - LinkedIn, Twitter, Facebook, etc.
- Attend Regional Meetings Twice Annually
- Regional Chapter Social - WIT Meet N Greet
- Using EventBrite to manage event sign up
- Using Snaped to promote Chapter events
- OACETT/PEO Brewery Tour 5 Paddles Brewing Company December 12-24 Members
- Second Annual OACETT/PEO Engineering Pub Trivia Night March 3
- OACETT/PEO Curling Championship Night Funspeil
- Skating night March 19
- OACETT/PEO Bridge building Competition
- Possible Speaker event
- Golf tournament

### Unique Value Proposition
- 1 Distinctive Profile
- 2 Excellent Certification Process
- 3 Expand Accreditation
- 4 Strengthen OACETT’s Focus

### Communication & Outreach
- 5 Build on Current Interactions
- 6 Work with Colleges
- 7 Target Government Relations
- 8 Use New Media

### Member Opportunities, Development & Professionalism
- 9 Expand Member Base
- 10 Sustain Existing Member Base
- 11 Professional Development
Ontario Association of Certified Engineering Technicians and Technologists

Report to Council

Councillor: Shawn Wessel, A.Sc.T., rcji

Date: February 10, 2016

Chapter: Eastern Region

Eastern Regional Meeting
November 7, 2015 - Best Western Hotel - Perth Ontario
Representatives from all Chapters except Cornwall were present
Minutes Attached

Pembroke Chapter:

Milestone Awards Ceremony and Dinner - Nov 16, 2015 - 20 participants 1
Tour of Whitewater Brewery in Forrester's Falls - Nov 21/ 2015 - 10 participants 1
Executive Meeting - Set Budget, Plan Events - Jan 13, 2016 - 5 Exec Members 1
Initial Planning Meeting for NEM Events - Jan 20, 2016 - 3 participants 1
Follow up Meeting for NEM event early Feb 2016 (tbd)
ACM - Feb 22, 2016 - Details to come

Kingston Chapter:

SLC = St. Lawrence College
SLC Bridge Building Competition - Nov 19, 2015 - 40 students + 6 Members 1
Chapter placed 2nd
Executive Meeting - Nov 20 - 10 participants 1
Milestone Awards Dinner - Nov 20 - 10 Participants 1
SLC Billiards Night - Dec 9, 2015 - 3 Participants 1
Meet and Greet - Kingston Frontenac's Hockey Game - Dec 11 - 24 1
Executive Meeting - Dec 11, 2015 - 5 participants 1
Samsung Solar Tour - Jan 27, 2015 - 10 Participants 1
Executive Meeting - Jan 27, 2015 - 12 participants 1
SLC NEM Meeting - Jan 27, 2015 - 6 participants + Shawn Wessel 1
Kingston Snow Sculpture Competition SLC Team - Feb 4-7 - 16 attends 1

Strategic Priorities totals

Unique Value Proposition 0
  1 Distinctive Profile
  2 Excellent Certification Process
  3 Expand Accreditation
  4 Strengthen OACETT's Focus

Communication & Outreach 4
  5 Build on Current Interactions
  6 Work with Colleges
  7 Target Government Relations
  8 Use New Media

Member Opportunities, Development & Professionalism 10
  9 Expand Member Base
  10 Sustain Existing Member Base
  11 Professional Development

Minutes Attached

November 7, 2015 - Best Western Hotel - Perth Ontario

Executive Meeting - Set Budget, Plan Events - Jan 13, 2016 - 5 Exec Members

Initial Planning Meeting for NEM Events - Jan 20, 2016 - 3 participants

Follow up Meeting for NEM event early Feb 2016 (tbd)

ACM - Feb 22, 2016 - Details to come

SLC = St. Lawrence College

SLC Bridge Building Competition - Nov 19, 2015 - 40 students + 6 Members

Chapter placed 2nd

Executive Meeting - Nov 20 - 10 participants

Milestone Awards Dinner - Nov 20 - 10 Participants

SLC Billiards Night - Dec 9, 2015 - 3 Participants

Meet and Greet - Kingston Frontenac's Hockey Game - Dec 11 - 24

Executive Meeting - Dec 11, 2015 - 5 participants

Samsung Solar Tour - Jan 27, 2015 - 10 Participants

Executive Meeting - Jan 27, 2015 - 12 participants

SLC NEM Meeting - Jan 27, 2015 - 6 participants + Shawn Wessel

Kingston Snow Sculpture Competition SLC Team - Feb 4-7 - 16 attends
## Report to Central Regional Councillor

**Councillor:** Ken Bowne - Horseshoe  
**Date:** Council Springhill Vaughn Marriott February 26 - 27 2016

### Chapter: Hamilton

<table>
<thead>
<tr>
<th>Event</th>
<th>Unique Value Proposition</th>
<th>Communication &amp; Outreach</th>
<th>Member Development &amp; Professionalism</th>
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<tbody>
<tr>
<td>Monthly Chapter Meetings</td>
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<tr>
<td>CPD Seminar With Barbara and Vince</td>
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<tr>
<td>Bermingham Seminar</td>
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<tr>
<td>McMaster University Biology Greenhouse Tour</td>
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<tr>
<td>Meet The Grad Night with Trishia Smioith</td>
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### Peel Chapter

<table>
<thead>
<tr>
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<th>Member Development &amp; Professionalism</th>
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<tbody>
<tr>
<td>Monthly Meetings</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Revolving Trophy Project (Friends of The Peel Science Fair)</td>
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<tr>
<td>Energy Efficient Building Technology Seminar</td>
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<tr>
<td>Investment Planning Seminar Carte Weath Management</td>
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### Niagara Chapter

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<tbody>
<tr>
<td>Monthly Meetings</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Attendance at PEO Meetings and Events</td>
<td></td>
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<tr>
<td>Omnilumen LED Technical Seminar Niagara College</td>
<td>1</td>
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<tr>
<td>CPD Seminar - Barbara and Vince - Lock 3 Museum</td>
<td>1</td>
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<tr>
<td>10th Annual Hockey John Alton Hockey Tournament</td>
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### Strategic Priorities totals

- **Unique Value Proposition:** 13
  - 1 Distinctive Profile
  - 2 Excellent Certification Process
  - 3 Expand Accreditation
  - 4 Strengthen OACETT's Focus

- **Communication & Outreach:** 8
  - 5 Build on Current Interactions
  - 6 Work with Colleges
  - 7 Target Government Relations
  - 8 Use New Media

- **Member Opportunities, Development & Professionalism:** 14
  - 9 Expand Member Base
  - 10 Sustain Existing Member Base
  - 11 Professional Development
Typical for early in the new year, Chapters are looking ahead to event planning for 2016. Budgets are being prepared for submission and Annual Chapter Meetings (ACM) are being scheduled. Some activity and planning highlights are contained in the following:

**Chapter:** Near North
- Chapter meetings
- 46th annual Professional Engineers’ Day Symposium – “Engineering and Advanced
- Planning stages of the Spring Fling Annual event with PEO a community based fund raiser for Community Living North Bay

**Chapter:** Sault Ste. Marie
- Planning stage with PEO, for NEM day which will be held on March 12.
- Volunteer judging for Vex IQ Robotics for elementary and middle grades, January
- Volunteer judging for Vex Robotics at Sault College, December

**Chapter:** Thunder Bay
- Planning stage for a National Engineering Month (NEM) event for Scouts Canada on 

**Chapter:** Temiskaming
- ACM held on Saturday, February 20th. meeting and election of officers followed by a brunch

**Chapter:** Timmins
- Chapter Meetings

**Chapter:** Sudbury
- Chapter Meetings
- Billiards Tournament membership and Colleges invited, December
- Chapter executive were invited to attend WISE AGM, February
- National Engineering Month (NEM) at the New Sudbury Shopping Centre with PEO
- Bridge Building Competition with PEO
- Planning stage, Tours of various facilities are being planned for the upcoming

### Strategic Priorities totals

<table>
<thead>
<tr>
<th>Unique Value Proposition</th>
<th>Communication &amp; Outreach</th>
<th>Member Opportunities, Development &amp; Professionalism</th>
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<tbody>
<tr>
<td>1 Distinctive Profile</td>
<td></td>
<td>9 Expand Member Base</td>
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<tr>
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<td>4 Strengthen OACETT’s Focus</td>
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Northern Regional Council Report
Page 1 of 1
Ontario Association of Certified Engineering Technicians and Technologists

### PASB Toronto Region Report to Council

**Councillor:** Steve Barnes, B.AET, C.E.T.  
**Date:** Feb. 26-27, 2016

#### Chapter: TORONTO WEST

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb. 20</td>
<td>Cloverdal Mall Annual Government and Community Services organized by MPPs Yvan Baker and Peter Milczyn. Chapter Execs and Regional PASB Councillor will host info table, incl. OACETT literature, display boards, sign-up sheets, OACETT Powerpoint and Chapter Photo slides, networking with MPPs, community groups and public.</td>
</tr>
<tr>
<td>Mar. 19</td>
<td>Annual NEM Hands-On Science Fair, Malvern Town Centre. College students will provide a team to help with the exhibits and activities. Joint activity with To Central.</td>
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#### Chapter: TORONTO EAST

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Dec. 30'15</td>
<td>Annual Executive Year-End Dinner. Recognition of independent scientist, Lorrie Matchett, for his 10-year annual participation in the Chapter’s annual NEM fair at Malvern Town Centre.</td>
</tr>
<tr>
<td>Feb. 9</td>
<td>Members were invited to and some will attend, the TO West Chapter’s seminar, &quot;Learning to Land That Job.&quot;</td>
</tr>
<tr>
<td>Mar. 5</td>
<td>TO East Chair, and possibly other TO East Execs, will attend and maybe assist at TO West's NEM event at Woodbine Mall.</td>
</tr>
<tr>
<td>Mar.19</td>
<td>Annual NEM Hands-On Science Fair, Malvern Town Centre. College students will provide a team to help with the exhibits and activities. Joint activity with To Central.</td>
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</tbody>
</table>

#### Date TBD

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Seminar on &quot;Energy Efficient Building.&quot;</td>
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#### Strategic Priorities Totals

<table>
<thead>
<tr>
<th>Category</th>
<th>Priority</th>
<th>Notes</th>
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<tr>
<td>Unique Value Proposition</td>
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<tr>
<td>Communication &amp; Outreach</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Member Development &amp; Professionalism</td>
<td>3</td>
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### Notes

- Civil Engineering Technology, as chosen by Humber College.
- As of Feb. 8, 60 people had registered.
- Fasciani., CHRL. Presenting Gabriele Fasciani.
- Humber College, Chapter Annual Student Award to top student in Civil Engineering Technology, as chosen by Humber College.
- Seminar: "Learning to Land That Job." Presented by Gabriele Fasciani., CHRL. As of Feb. 8, 60 people had registered.
- Regional PASB Councillor will host info table, incl. OACETT literature, display boards, sign-up sheets, OACETT Powerpoint and Chapter Photo slides, networking with MPPs, community groups and public.
- Interactive, hands-on Science and Technology Exhibits.
- Members were invited to and some will attend, the TO West Chapter’s seminar, "Learning to Land That Job."
- TO East Chair, and possibly other TO East Execs, will attend and maybe assist at TO West’s NEM event at Woodbine Mall.
- College students will provide a team to help with the exhibits and activities. Joint activity with To Central.
### PASB Councilor Chapter Report, Western Region

**Councilor:** Shervin Reyhani, C.E.T.  
**Date:** February 8, 2016

Three chapters have submitted grant forms.

#### Chapter: Chatham-Kent
- Curling Bonspiel, 32 Attendees  
  - Unique Value Proposition: 1 1 1  
  - Communication & Outreach: 1
- Chatham Food Bank, Food drive  
  - Unique Value Proposition: 1 1
- Associate/ EIT - Networking and mentoring night  
  - Unique Value Proposition: 1 1 1
- Christmas luncheon
  - Unique Value Proposition: 1

#### Chapter: Grand Valley
- LET Event in Waterloo with Lawrence Fogwill - 60 Attendees  
  - Unique Value Proposition: 1 1 1
- Get involved event at College - 30 Students most signed up  
  - Unique Value Proposition: 1 1 1
- Conestoga College Lunch and learn  
  - Unique Value Proposition: 1 1 1

#### Chapter: Grey Bruce
- Technical Tour of Walkerton Clean Water Centre. Built as a result of Walkerton Tragedy  
  - Unique Value Proposition: 1
- Family OHL Event at Onewounds Attack  
  - Unique Value Proposition: 1

#### Chapter: Lambton
- Christmas Dinner at Sarnia Sting  
  - Unique Value Proposition: 1
- Event at Lakeside Controls  
  - Unique Value Proposition: 1
- April 8, Lambton County Science fair  
  - Unique Value Proposition: 1

#### Chapter: London
- Student Awards 13 Schools $50.00 per student  
  - Unique Value Proposition: 1
- High School as well as grade 7 and 8 mentoring program  
  - Unique Value Proposition: 1
- GETSET Event  
  - Unique Value Proposition: 1
- Feb. 10, ACM with Mr. Paul Cheng - Expert on Overseas Careers.  
  - Unique Value Proposition: 1

#### Chapter: Windsor-Essex
- Feb. 11, 3rd Annual Build a Dream Event with over 600 Parents - This event is aimed at educating parents and their daughter(s) on the number of opportunities  
  - Unique Value Proposition: 1
- Scotch and Food Pairing Event  
  - Unique Value Proposition: 1
- Night with the Spits OHL  
  - Unique Value Proposition: 1
- Engineer you life presentation at the Mall with PEO with Bridge busting competition  
  - Unique Value Proposition: 1
- NEM - Biomedical Innovations  
  - Unique Value Proposition: 1
- April 9, ACM
  - Unique Value Proposition: 1

### Strategic Priorities totals

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<tr>
<th>Strategic Priorities</th>
<th>Total</th>
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<tr>
<td>Unique Value Proposition</td>
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</tr>
<tr>
<td>Communication &amp; Outreach</td>
<td>19</td>
</tr>
<tr>
<td>Member Development &amp; Professionalism</td>
<td>22</td>
</tr>
</tbody>
</table>

**Distinctive Profile**  
1. Excellent Certification Process  
2. Expand Accreditation  
3. Strengthen OACETT's Focus

**Communication & Outreach**  
5. Build on Current Interactions  
6. Work with Colleges  
7. Target Government Relations  
8. Use New Media

**Member Development & Professionalism**  
9. Expand Member Base  
10. Sustain Existing Member Base  
11. Professional Development
February 9, 2016

Mr. David Little
Chair, CCTT
Canadian Council of Technicians and Technologists
2197 Riverside Drive, Suite 405
Ottawa, ON
K1H 7X3

Dear Mr. Little,

Thank you for your letter of December 8, 2015 to Mr. DiGiandomenico inviting Technology Accreditation Canada to work with CCTT towards a common standard. The TAC Board fully agrees that one technology standard for all of Canada is a most desirable goal - one that TAC has endorsed through Technology Professionals Canada’s (TPC) efforts, and one we continue to support.

This support is evidenced by past initiatives undertaken with CCTT such as the revisions to the 2012 NTBs, with funding from HRSDC and supported by all provinces. Unfortunately CCTT discontinued its participation from this endeavour. The Canadian Technology Accreditation Criteria (CTAC), posted on our website, are the result of the continuation of that initial project. It is not surprising then that the 2015 CTAC and the 2014 NTB are similar since they are both based on the 2012 NTB.

TAC watched with keen interest as the joint presidents’ task force unfolded and presented its findings to both CCTT and TPC. This group’s recommendations were only accepted by TPC.

These examples demonstrate our commitment to one accreditation standard. However, after having spent considerable time and resources already, what assurance is there that any recommendations arrived at by a joint committee of TAC and CCTT would be accepted by CCTT?

TAC does recognize that an accreditation must rely on good solid standards - ones that are fully endorsed by the engineering technology and applied science community. To this end, TAC has established an open, transparent and clearly articulated process for standard development and revisions which solicits and encourages participation from all members of the technology community including NC DoT, as well as members of the profession from across Canada. This process is based on the principles that decisions on any revision should occur by consensus. The process must also be auditable with minutes of the meetings/discussions held and feedback must be provided to anyone who contributes to the process, whether as a committee member or via email. This would ensure that decisions regarding adoption of revised standards cannot be taken unilaterally as has occurred with the implementation of the 2014 NTB.
Just as important TAC believes that, the standards, like the current CTAC, should be free and accessible for use by the public at large.

Only by adhering to the above concepts, does TAC feel that a truly valuable and relevant standard can be accomplished. The National Accreditation Standards Development and Revisions Process, posted on our website, and currently being used to revise a CTAC standard with representatives from over twenty Canadian academic institutions and certified members, embodies these principles. This inclusive exercise, managed by the Canadian Standards Association (CSA), is well underway and CCTT is welcome to participate in this and future standards revisions for the benefit of the technology profession in Canada, including, our post secondary institutions.

Yours Sincerely,

[Signature]

Peter Portlock
Chair, TAC Board

Cc. Sandy Vanderburgh, Chair, NCDot
2015-2016 Highlights

Changiz Sadr, P.Eng., FEC, CTP, CTME, ITILv, East Central Region Councillor

Prepared for OACETT Council Meeting, February 26, 2016

Strategic Plan
PEO continues to implement initiatives associated with its 2015 to 2017 Strategic Plan. Progress on these initiatives can be followed on our website at www.peo.on.ca. Some of the plan’s activities involve implementing recommendations from the Elliot Lake Commission of Inquiry.

Continuing Professional Competence Program
In November, PEO council approved the guiding principles and basic program elements of the Continuing Professional Development, Competence and Quality Assurance (CPDCQA) Task Force’s final report. The report is the culmination of 18 months of work by the task force to develop a proposed program of continuing professional development that it believes would be effective, pragmatic, improve the regulation of professional engineering and recognize the diversity of practitioners’ needs and resources.

This proposed program, now referred to as the “Continuing Professional Competence Program” (CP)2, incorporates feedback from seven town hall meetings held in the fall of 2015 attended by more than 500 EITs and P.Engs.

In formulating the plan, the task force developed a framework that it believes:

- recognizes both practising and non-practising engineers;
- focuses on maintaining provision of competent engineering services rather than introducing a bureaucratic hurdle;
- ensures CPD requirements are based on the risk the work of each licence holder presents to the public and the profession;
- encourages licence holders and employers to adopt risk-mitigation measures; and
- improves on programs implemented by regulators elsewhere in Canada.

It is anticipated that by the fall of 2016 members will be able to try out beta versions of simple, online forms to conduct a self-assessment of their practice risk, determine their (CP)2 requirements and report continuing professional development achieved. This will allow members to test out the program for a few months prior to a referendum of licence holders on making (CP)2 mandatory, a requirement/condition council decided upon at its September 2015 meeting.

LET class of limited licence
The new licensed engineering technologist (LET) class of limited licence is now in the implementation phase and PEO has received dozens of new applications from current limited licence holders. Although no LETs have been issued and no interviews have yet taken place, the design for the new LET seal is being developed for Council approval so it will be ready when the first LET is issued.

Nipigon River Bridge
PEO staff, including the Registrar, is liaising weekly with the Ontario Ministry of Transportation (MTO) as it conducts its own investigation, to narrow down where engineering may have been a factor in the failure. We are assessing the information as it emerges from MTO’s technical investigation from our standpoint as a regulator.

For additional information on PEO activities, visit www.peo.on.ca.
REPORT FROM THE OAA – February 2016

Early this February 2016, OAA undertook its annual strategic planning session to establish priorities for the coming year. Some of the most notable debated issues are outlined below.

**Consortium Business Models Research/Guidelines**

OAA is presently engaged in undertaking research and designing guidelines to provide the OAA members with a framework for a business model providing smaller practices the tools to associate or venture jointly for providing services for large building projects which are traditionally undertaken only by the largest and usually multi-national practices.

Council approved a proposal to fund a study via the University of Ryerson which will assist with the development of a consortium business model guideline for small and medium sized practices. These efforts are in response to the motion brought forward to the OAA's Annual General Meeting last spring. The main objectives of the study and research are to identify existing models and resources currently available while understanding the business of architecture in Ontario. How these fit together as well as identification of gaps and barriers is also a critical piece of the work which should be underway shortly.

**The OAA HQ Building renovation project**

This project is proceeding as an on-going concern in order to respond to the need of the association to:

- expand the office space for the OAA organization as well for Pro-Demnity Insurance Company, OAA’s professional liability insurance vehicle;
- provide maintenance to the headquarters building in the spirit of long term energy efficiency and sustainability.

For further information please refer to: [http://www.oaa.on.ca/professional%20resources/sustainable%20design/OAA%20HQ%20Refresh%20and%20Renovation%20Project](http://www.oaa.on.ca/professional%20resources/sustainable%20design/OAA%20HQ%20Refresh%20and%20Renovation%20Project)

**Honours & Awards Online Submissions solution for website**

OAA will be restructuring the 2 decades old procedure in submitting entries to our Honours and Awards program in hard copy print format to digital on-line submissions. The intention is to streamline the process and bring it to the current digital technology age.

**Development and implementation of Starting a Practice learning modules**

OAA is considering the development of a continuing education module on the subject of starting an architectural design practice. This will reflect a need facing many of the OAA members. A great number of affected members are those who engage in the practice of architecture in small or single practitioner settings.

**Development of a web microsite**

Several years ago OAA re-developed their web site which proved very useful and a great resource for the profession. A new web site will now be developed as a subset of the mini site to provide the public with a more accessible way to obtain information about Ontario’s architecture and architects.
**Healthy Workplaces Roundtable**
Ontario has created a three-year action plan called “It’s Never Okay” to make all workplaces (and campuses) safer and more effective at addressing sexual violence and harassment. OAA will be conducting a Healthy Workplaces Roundtable. For further information please refer to: [http://www.oaa.on.ca/news%20&%20events/news/detail/Healthy-Workplaces-Roundtable-%E2%80%93-Participation-Required/1790](http://www.oaa.on.ca/news%20&%20events/news/detail/Healthy-Workplaces-Roundtable-%E2%80%93-Participation-Required/1790)

**OAA Web based resource library**
OAA is presently contemplating developing an on-line technical library to assist architectural practices with a great amount of professional information resources available to all members.

**Ontario Association for Applied Architectural Sciences (OAAAS) – Update**
- OAAAS has been celebrating the registration of their 100th Licensed Technologist OAA member;
- OAAAS is in the process of engaging in a branding exercise directed at creating a recognizable brand for the promotion of the Licensed Technologist OAA professionals within the design/construction industry.

During OOA’s January 2016 meeting Council welcomed OAAAS President, Jeremiah Gammond and Executive Director, Garry Neil to the meeting for their annual report and presentation to Council.

Gammond noted that the OAAAS Board is beginning a review process with the following objectives for which proposals will be developed and brought to Council for review and consideration:

- Refine the program – reinforce the OAA’s stated mandate and mission
- Source out ways to continue to increase membership with a target of 10% of the OAA member base to form Licensed Technologist OAAAs.

The OAAAS is the architectural technology program of the OAA which administers the pathway to become a Licensed Technologist OAA.

For the latest tweets on architecture and architecture events of interest please refer to: [https://twitter.com/oaarchitects](https://twitter.com/oaarchitects)

Respectfully submitted by: