

Minutes of the Board of Directors meeting
of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)

November 22- November 23, 2024 (In-Person and Virtual)
In-Person at The Deerhurst Resort: 1235 Deerhurst Dr., Huntsville

Present:

Rosanna Tyrer, C.E.T., rcji,	Past-President
Christopher van Dop, C.E.T.	President-Elect
Norman Sandberg, C.E.T.	Central Region
Brian Raymond, C.E.T.	Eastern Region (<i>*Left the meeting at 1:30pm on Sat Nov 23</i>)
Shelley Parker, A.Sc.T.	Horseshoe Region (<i>*Absent on Fri Nov 22; Attended virtually on Sat Nov 23</i>)
Stephanie Pesheau, C.E.T.	Northern Region
Roy Sue-Wah-Sing, C.E.T.	Toronto Region
Samuel Nammari, C.E.T., P.Eng	Western Region
Liam Croft	Student Representative
Daniel Liao	Heads of Technology Representative

Staff:

Cheryl Farrow, MBA, CAE	Chief Executive Officer
Lily Rudeychuk, CPA	Director, Finance and Corporate Services
David Terlizzi	Director, MES & Government Relations
Barry Billing	Director, RPP & Registrar
Elle Armstrong	Administrator

Guest:

Chad Pallopson	OCI - Director, Business Development & Investments
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Regrets:

Micheal Mooney, C.E.T.	President (<i>*Joined the meeting virtually until 1:45pm on Fri Nov 22; Absent on Sat Nov 23</i>)
Mladen Ivankovic, C.E.T	Young Professionals Representative
Alex Lusty	Public Representative

Friday November 22, 2024

❖ **President's opening remarks and call to order**

Past-President Rosanna Tyrer called the meeting to order at 1:00 p.m. and welcomed the Board of Directors. She noted that the meeting was being recorded to ensure the accuracy of the minutes and informed the group that she would be chairing the meeting, as President Michael Mooney was joining remotely.

President Mooney addressed the Board to formally request a leave of absence due to health issues, which the Board fully supported to provide him with the necessary time to recover. He explained that he had previously discussed this matter with President-Elect Christopher van Dop, Past-President Rosanna Tyrer, and CEO Cheryl Farrow, who would collectively take on his duties during his leave. President Mooney assured the Board that he would provide a progress update at the February meeting.

❖ **Disclosure of Conflicts of Interest**

Ms. Stephanie Pesheau disclosed a potential conflict of interest, indicating that she received a stipend for assisting with the asynchronous PPE course at Confederation College. The Board of Directors reviewed the disclosure and expressed no concerns.

❖ **Approval of the Board Meeting Agenda**

5924

Moved by Norman Sandberg, Seconded by Roy Sue-Wah-Sing and Carried.

Resolved that the Board of Directors approves the agenda as presented.

MEGA ISSUE

❖ **Emerging Technologies 2025**

Past-President Tyrer welcomed guest speaker Chad Pallopson from the Ontario Centre of Innovation (OCI). Mr. Pallopson provided an insightful presentation on opportunities in emerging technologies, with a particular focus on healthcare, mining, and cybersecurity. Following the presentation, the Board of Directors engaged in a discussion to evaluate various emerging technologies and prioritize key areas of focus (Appendix A). The top three priorities identified—cybersecurity, AI tools, and mechatronics/robotics—will be integrated into the 2025 Business Initiatives Plan for strategic focus and implementation. Staff will bring suggested action approaches to the February Board meeting for review and approval.

CONSENT AGENDA

❖ **Approval of the Consent Agenda**

5925

Moved by Brian Raymond, Seconded by Christopher van Dop and Carried.

Resolved that the Board of Directors approves the items in the Consent Agenda as presented.

PROTECTION OF TITLE

❖ **Update on the “Protection of Title” legal injunction**

Ms. Farrow provided an update that the legal firm, Book Erskine, has been retained to handle the injunction regarding OACETT's title protection. Confirmation was received from the court that the injunction was filed on November 20, 2024. The next steps include seeking clarification from Skilled Trades Ontario and potentially escalating the matter to the Ministry of Labour if necessary.

The Board discussed concerns about the interpretation of legislation related to protected titles and the potential misuse of these titles by other organizations. It was noted that the current legal framework does not classify the misuse of protected titles as a provincial offense, placing the responsibility on the organization itself to enforce title protection.

NOMINATING COMMITTEE

❖ Review of Board competency profile

Past-President Tyrer, Chair of the Nominating Committee, introduced the Board competency profile. The Nominating Committee decided to revise the scoring scale from a 1-to-3 range to a 0-to-5 scale to allow for a more nuanced evaluation. A concern was raised regarding the scoring of the DEI (Diversity, Equity, and Inclusion) component, which should instead be assessed with a simple yes or no, based on whether an individual falls under the DEI categories. The Board also discussed the upcoming vacancy for the public seat and emphasized the need to align the required expertise with the new strategic plan. This decision will be deferred to the February Board meeting. Additionally, concerns were expressed about the clarity of the definitions for industry knowledge and competencies, particularly whether they should reflect OACETT's specific needs or the broader industry context. To improve clarity, it was decided to move the definitions earlier in the document, before the relevant tables.

❖ Appointment of new Nominating Committee members

Past-President Tyrer shared the two candidate applications for the Nominating Committee vacancies in the Central and Toronto regions, as recommended by the Selection Committee. Following a thorough interview process and discussion, the Selection Committee has recommended Brittany Hodge (Central region representative) and Michael Wilson (Toronto region representative) for appointment to the Nominating Committee for a two-year term, effective December 1st, 2024.

5926

Moved by Christopher van Dop, Seconded by Roy Sue-Wah-Sing and Carried. Resolved that the Board of Directors appoints Britany Hodge, C.E.T. (Central region representative) and Michael Wilson, C.E.T. (Toronto region representative) to serve on the Nominating Committee for a two-year term, effective December 1, 2024 and continuing until their replacements are appointed in 2026.

❖ President-Elect application process

Past-President Tyrer discussed the President-Elect election process, noting that the call for nominations was sent out to members on November 6, with the application deadline set for December 2. The election will open on January 8 and close on January 22. She encouraged the Board of Directors to spread the word and assist in recruiting potential candidates for the President-Elect position. The Board was tasked with not only encouraging voting but also identifying and motivating individuals to apply for the President-Elect role.

A question was raised regarding whether the role of student representative counts towards term requirements. Past-President Tyrer clarified that it would count as only half a term, and therefore, would not contribute to full term eligibility. It was noted that individuals who have previously served on the former Council or the Board of Directors can reapply after a long absence, as long as they meet the required experience. Additionally, it was clarified that only terms served on OACETT-related committees are considered for eligibility, excluding service with other provincial organizations. The eligibility criteria will be reviewed and updated to ensure further clarity.

NAME CHANGE SURVEY

❖ Review of the name change survey results

Ms. Farrow presented the results of the recent survey regarding the proposed name change. The survey achieved a notable 39% response rate, with 7,820 members participating, reflecting strong engagement within the organization. However, the results were inconclusive as they were evenly split between those in favour, opposed, and neutral on the proposed changes. The next steps involve reviewing the feedback from neutral members in detail, as well as those who indicated that they required more information, to fill those gaps and help them make informed decisions. Staff were also tasked to develop a communications plan to continue to move the consultations forward.

5927

Moved by Stephanie Pesheau, Seconded by Norman Sandberg and Carried.

Resolved that the Board of Directors, regarding the proposal to change C.E.T. to P.Tech, directs staff to drill down into the “neutral” and “need more information” rationales, gather the data to fill the information gaps, and propose a communication plan to continue to move the consultation forward with the members, including the potential to defer a decision beyond the June 2025 AGM.

5928

Moved by Roy Sue-Wah-Sing, Seconded by Christopher van Dop and Carried.

Resolved that the Board of Directors, regarding the change to the name of OACETT, directs staff to drill down into the “neutral” and “need more information” rationales, gather the data to fill the information gaps, and propose a communication plan to continue to move the consultation forward with the members, including the potential to defer a decision beyond the June 2025 AGM.

TEAM DEVELOPMENT

❖ What Leadership style are you?

The Board of Directors was tasked with completing work prior to the meeting, which involved taking an online Myers-Briggs personality test specific to the association leadership context. Each member shared their results and engaged in a discussion, comparing their findings with those of other Board members (Appendix B) and noting the diversity of outcomes.

Saturday November 24, 2024

❖ President's opening remarks and call to order

Past-President Tyrer called the meeting to order at 9:05am and welcomed back the Board of Directors, noting the meeting was being recorded for accuracy of minutes.

DIVERSITY, EQUITY AND INCLUSION (DEI)

❖ Final DEI framework and strategic plan

Shelley Parker, Chair of the Diversity, Equity and Inclusion Committee (DEIC), introduced the discussion on the DEI strategy for 2025 and beyond, focusing on four key pillars: belonging and growth, policies and practices, education and engagement, and community impact and relations. She invited the Board to provide feedback on the proposed Year 1 activities, which have already been included in the 2025 budget for implementation. The Board members emphasized the importance of first establishing trust and communication with members before rolling out new inclusivity programs, noting the need for ongoing evaluation of inclusivity efforts. The DEIC will collaborate with other committees to review documentation and policies through a DEI lens to ensure alignment with the mentorship project and other initiatives. The Board was asked to approve the Year 1 objectives, the DEI framework, and the action plan for 2025, which were collectively agreed upon.

5929

Moved by Shelley Parker, Seconded by Norman Sandberg and Carried.

Resolved that the Board of Directors approves, as presented, the final DEI framework and action plan, which will inform the implementation activities of the DEIC in 2025.

NATIONAL

❖ Continuation with International Engineering Alliance (IEA) membership

Ms. Farrow shared with the Board of Directors that Operations Committee (comprised of the ED's/CEO's of the member provincial organizations) has recommended that the provincial organizations within Technology Professionals Canada (TPC) consider withdrawing from the IEA Agreements, as the costs and workload don't justify the cost and human resources being expended as compared to other priorities. The members of the Leadership Council of TPC plan

to meet in early December to discuss feedback from their respective Boards regarding the potential withdrawal. Concerns were raised about the administrative challenges of managing the transition of the signatory status from the Canadian Council of Technicians and Technologists (CCTT), particularly due to IEA's lack of responsiveness, which has been problematic for TPC. The annual membership dues for TPC are approximately \$5,000, with an additional \$5,000 for maintaining signatory status to two international agreements. The Board unanimously agreed to recommend withdrawal from the IEA Agreements while continuing to monitor the Accords.

5930

Moved by Brian Raymond, Seconded by Stephanie Pesheau and Carried.

Resolved that the Board of Directors recommends to TPC to remove full participation with the Agreements through the IEA, while keeping the Accords, which staff will monitor and report back to the Board.

FINANCE AND AUDIT (FA)

❖ YTD Financials and Final Forecast

Brain Raymond, OACETT's Treasurer and Chair of the Finance and Audit Committee (FAC) presented the Year-to-Date (YTD) financials and the final forecast for the year, reporting that OACETT has a YTD operating surplus as of September 30, 2024 of \$1.5 million, reflecting the timing of expense and revenue recognition throughout the year. Additionally, the original budget forecasted a deficit of \$483,000 for 2024, but the current projection has improved significantly to a deficit of only \$89,000.

❖ Risk Register

Mr. Raymond discussed increasing the restricted legal fund reserve from \$75,000 to \$150,000, given the expectation of an increased need to protect OACETT's titles through legal action. This reserve will be set at \$150,000 and reviewed annually as part of the budgeting process to assess if adjustments are necessary. The additional \$75,000 would be transferred from the unrestricted reserves, which currently sit at nearly \$2.5 million, though this surplus will decrease by the end of the fiscal year.

5931

Moved by Brian Raymond, Seconded by Samuel Nammari and Carried.

Resolved that the Board of Directors approves an increase in the restricted legal fund reserve from \$75,000 to \$150,000 as a risk mitigation strategy related to the protection of our titles, as recommended by the Finance and Audit Committee.

❖ Final Initiatives Plans and 2025 Budget

Mr. Raymond discussed the proposed 2025 budget and dues increase, considering two scenarios. Scenario 1 reflects a 2.5% increase in dues and a reduced number of initiatives and some other budget items, leading to a projected net deficit of \$215,000 made up of one-time initiatives, to be funded by reserves. Scenario 2 includes the same dues increase and

adjustments, but adds costs for rebranding in the event that OACETT proceeds with changing the name of the organization and the C.E.T. title, resulting in a higher projected deficit of \$468,000, also to be drawn from reserves. Concerns were raised about the projected deficits, although previous years' experiences suggest that the deficit could be offset by unrealized gains, depending on market conditions. The proposed budget also includes a 2.5% dues increase in line with the consumer price index. Additionally, a restructuring of the IT department is expected to reduce reliance on high-cost third-party services, potentially saving the organization significant funds. The Board approved the 2025 budget and initiatives plan as presented in Scenario 2, which includes the rebranding cost, and noted that the budget allocation is a maximum amount that may not be fully utilized if the rebranding does not go ahead. The motion was carried unanimously.

5932

Moved by Brian Raymond, Seconded by Stephanie Pesheau and Carried. Resolved that the Board of Directors approves the 2025 budget and initiatives plans as presented in Scenario 2, based on a 2.5% increase in membership dues.

REGISTRATION AND PROFESSIONAL PRACTICE (RPP)

❖ Updates to Code of Ethics

Ms. Pesheau, Chair of the Registration and Professional Practice Committee (RPPC) discussed updates to the Code of Ethics with a focus on social media use and its impact on professional ethics. Concerns had been raised about the potential consequences for expressing personal opinions on social media, and the tension between personal expression and professional responsibilities. It was decided to revise the Code of Ethics to address social media use, ensuring that members maintain professionalism and integrity in their online activities, especially when identifying themselves as members of the association. The proposed additions to the Code of Ethics are intended to help members be cautious with social media, while clarifying that personal opinions on private accounts are not restricted.

However, concerns were raised about requiring members to ensure the accuracy of information shared on social media and the enforcement of these guidelines, especially regarding potential penalties for members whose online actions could negatively impact OACETT, so it was recommended to remove that statement from the proposed new wording. It was agreed that the updated Code of Ethics would provide the necessary enforcement mechanisms, allowing the Registrar to investigate and sanction members sharing inaccurate information, without needing to specifically prescribe it in the Code. There were also concerns about how personal social media accounts might affect professional reputations, especially if controversial opinions are shared publicly.

The Board resolved to approve the proposed addition to the Code of Ethics, and suggested organizing a webinar with MESC in 2025 to educate members on best practices for using social media effectively. RPP will also need to work with MES to communicate the changes to the Code of Ethics.

5933

Moved by Stephanie Pesheau, Seconded by Brian Raymond and Carried.

Resolved that the Board of Directors approves the proposed addition to the Code of Ethics as amended.

❖ Updates to Rules of Professional Conduct

Ms. Pesheau discussed updates to the Rules of Professional Conduct regarding the integration of Artificial Intelligence (AI) tools in professional practices. Ethical guidelines were referenced, emphasizing the importance of ensuring privacy and maintaining ongoing competency when using AI. Concerns were raised about the accountability of professionals using AI-generated information, especially when misinformation can have serious consequences. The issue of originality in AI-generated work was also raised, with concerns about the degree to which content can be considered original if it heavily relies on AI. It was recommended that the RPPC should review the originality aspect of AI-generated content in addition to the current guidelines on AI usage.

The Board approved the proposed amendments to the Rules of Professional Conduct to enhance clarity and transparency regarding the use of AI tools. It was noted that certain concerns about originality might not be fully addressed by the existing guidelines. The RPPC was tasked with reviewing these policies to ensure they align with current practices and expectations. An accompanying AI Guidance document is being finalized and will be brought back to the Board for further review.

5934

Moved by Stephanie Pesheau, Seconded by Brian Raymond and Carried with one Opposed.

Resolved that the Board of Directors approves the proposed addition to the Rules of Professional Conduct as amended.

❖ New Continuing Professional Development (CPD) Program - Final

Ms. Pesheau explained that the CPD program, which was launched in 2016 and had its first audit in 2019, is undergoing significant changes to address member concerns and simplify the process. Members expressed confusion about the eligibility of “activities” under the current program, particularly with the four separate categories and varying day/length equivalencies. In response, the CPD Subcommittee decided to consolidate the categories into “active” and “passive” learning and standardize the measurement of activities to hours. The compliance requirement will become 30 hours over a three-year cycle, a minimum of 50% of which must be in the “active” category. A recent CPD webinar, attended by over 550 participants, indicated strong interest in the topic, with no negative feedback about the proposed program changes. The Subcommittee will meet the week of November 25 to address questions raised during the webinar and update the CPD Guidebook accordingly.

Concerns were raised about the infrequent monitoring of CPD progress, which may lead to members not meeting their requirements. To address this, the subcommittee proposed

implementing an automated system for monitoring CPD hours, which would also facilitate easier auditing and spot-checking of activities. Additionally, the recognition of volunteer contributions will now include preparation time for presentations. The shift toward informal learning methods, driven by COVID-19, was noted, with members preferring podcasts and webinars. The CPD Subcommittee will collaborate with Member Engagement and Services (MES) to promote new training opportunities and ensure members are aware of acceptable informal learning methods. Clarification was provided that retired members are not required to complete CPD. The Board of Directors approved the changes to the CPD program, which will take effect on January 1st, 2025.

5935

**Moved by Stephanie Pesheau, Seconded by Roy Sue-Wah-Sing and Carried.
Resolved that the Board of Directors approves the changes to the CPD program as recommended by the RPPC, effective as of January 1, 2025.**

❖ **Changes to Code of Conduct or Good Character re: criminal record**

Mr. Barry Billing, Director, RPP & Registrar explained that there was a concern raised regarding the wording of the good character declaration, particularly its reference to past investigations and their relevance to current membership applications. The discussion highlighted the importance of ensuring the declaration accurately addresses past criminal offenses current investigations. Mr. Billing referenced past consulting work initiated by former OACETT Registrars, who investigated other regulators and contributed questions to the declaration.

The Board members agreed that legal counsel should be consulted to clarify the wording of the declaration and ensure it aligns with best practices, particularly in terms of clarifying the issue of a pardon having been obtained. There was concern about the sensitivity of the information being declared, underscoring the need for legal vetting to ensure compliance and protection. The Board decided that the wording of the declaration should be modified to reflect current understandings of offenses and the concept of having "served one's time." It was agreed that legal consultation would occur before any voting on the motion, and the next step involves refining the wording of the declarations to capture the intended legal implications.

MEMBER ENGAGEMENT AND SERVICES (MES)

❖ **Guidrails for seeking government funding**

Mr. Roy Sue-Wah-Sing, Chair of the Member Engagement and Services Committee (MES) discussed the development of guidelines for government funding applications, aiming to ensure alignment with OACETT's strategic priorities, with an emphasis on accountability and transparency. The next step involves obtaining Board approval to actively pursue funding opportunities that align with the organization's goals. A recommendation was made to approve the government funding guiderail document, which would allow for targeted funding applications without requiring constant Board approval for amounts under \$300K.

Concerns were raised regarding the workload and potential financial implications of applying for government grants, including the documentation and reporting requirements. It was confirmed that there would be no tax implications from government funding, but thorough reporting would be necessary to meet government scrutiny. Additionally, there were concerns about the complexity of the documentation required, particularly for funding aimed at courses for new Canadians. The Board also discussed the staffing implications of accepting certain grants, with concerns about whether additional staff would be needed to manage the projects. It was noted that the application process would include funding for additional human resources, if required.

5936

**Moved by Roy Sue-Wah-Sing, Seconded by Stephanie Pesheau and Carried.
Resolved that the Board of Directors approves the government funding guiderail document as presented.**

❖ **Labour Market Information**

Mr. Sue-Wah-Sing discussed conducting a labor market study, proposing that reserves be used from new initiatives for funding. A contingency plan was put in place to redirect funds if an election is called. OACETT will pause the contract with our GR firm when an election is called through until the government sits again, given that OACETT does not really represent an election platform issue, which would create savings to re-direct to a labour market study. Additionally, the Board addressed concerns about reopening the completed budget process. It was noted that addressing all unknowns might be difficult before the next Board meeting.

5937

**Moved by Norman Sandberg, Seconded by Christopher van Dop and Carried.
Resolved that the Board of Directors approves the addition of a labour market study to the 2025 initiatives up to a maximum of \$80,000. The initiative will be funded either by redirecting the government relations budget in the event of a provincial election being called early in the new year or through the addition of a draw on the new initiatives reserve.**

GOVERNANCE, POLICY AND STRATEGY (GPS)

❖ **Report on governance review**

Mr. Norman Sandberg, Chair of the Governance, Policy and Strategy Committee (GPSC) shared the results of the governance survey, explaining that concerns were raised about chapters feeling disconnected and not receiving adequate communication. It was suggested that regular updates and clearer communication regarding leadership role submissions be implemented. A significant communication gap was highlighted, with 71.5% of respondents unaware of the governance changes, prompting the GPSC to propose developing strategies to improve member engagement on this issue.. Regarding the engagement of MES representatives with chapter chairs, there were concerns about whether MES representatives are equipped to engage effectively. A decision was made to complete meeting minutes within

two weeks of each Board meeting, which will be distributed and approved by email vote, to ensure timely communication with members, addressing concerns that the current distribution process may leave members feeling uninformed. Finally, concerns were raised about the lack of communication improvement items being addressed in previous chapter forums, but the survey feedback was recognized as a beneficial tool for obtaining anonymous insights that may not have been possible through other channels.

5938

Moved by Stephanie Pesheau, Seconded by Norman Sandberg and Carried.

Resolved that the Board of Directors agrees that meeting minutes will be distributed within two weeks of each board meeting and will be approved by email vote in order to facilitate a more timely availability to members.

TEAM DEVELOPMENT CONT'D

❖ Exploration of organization culture

During breakout sessions, Board members explored three key questions focused on OACETT's current and desired culture, along with the behaviors and processes requiring change (Appendix C). The insights gathered were subsequently shared and discussed with the full Board. Staff will consolidate this feedback and facilitate further discussions at the Board level to develop actionable plans addressing the identified gaps.

UPCOMING MEETINGS

- ❖ Friday Feb. 28, 2025: 1:00 p.m. – 5:00 p.m. -- Online – MS Teams
- ❖ Thursday April 24, 2025: 5:00 p.m. – 7:00 p.m. -- Online – MS Teams
- ❖ Saturday June 7, 2025: 10:00 a.m. – 12:30 p.m. -- Online – Virtual AGM
- ❖ Friday June 13- Sunday June 15, 2025- Meeting and Conference – In-Person – Caesars Windsor: 377 Riverside Drive East, Windsor, ON, CA N9A 7H7

NEW BUSINESS

No New Business was brought forward for discussion.

IN CAMERA

5939

Moved by Christopher van Dop, Seconded by Norman Sandberg and Carried that the Board of Directors would move in-camera.

ADJOURNMENT

Past-President Tyrer made her closing remarks, thanking everybody for their participation, and declared the meeting adjourned at 2:15pm, as moved by Norman Sandberg.

Email vote subsequent to the November meeting:

Following the decision made at the November Board meeting, staff prepared the November Board meeting minutes for review and approval via email vote. This streamlined process allows staff to post the approved minutes on the website more promptly, enhancing transparency and communication with members and chapters.

The Board was asked to vote by email on the following motion:

5940

Moved by Stephanie Pesheau, Seconded by Samuel Nammari and Carried.

Resolved that the Board of Directors approves the November 2024 Meeting Minutes, as presented.

The motion was carried.