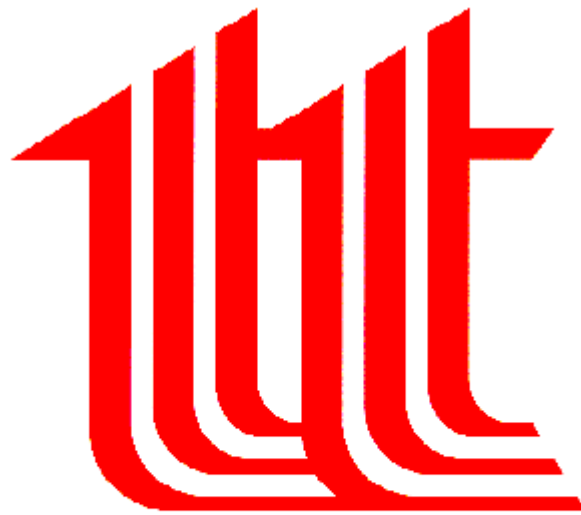


# COUNCIL MEETING

**NOVEMBER  
18-19, 2011**

**SHERATON TORONTO AIRPORT  
801 DIXON ROAD, TORONTO, ON**



**OACETT**

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## **REPORT TO COUNCIL**

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Members of Technology Professionals Canada (TPC) met by teleconference on October 4<sup>th</sup> to discuss, subject to the CSA report findings and approval of each of the Provincial Councils, how Technology Accreditations Canada (TAC) might be structured. At the time of writing, the report from CSA and the report from Dr. Rick Miner have not been received. Preparations have, however, been made for the timely review of the documents with the objective of soliciting Council approvals at the earliest opportunity.

OACETT's 2011 Provincial Honours and Awards Gala, recognizing award recipients from 2009 and 2010, was held at the Liberty Grand in Toronto, October 21, and was a great success. Twenty nine awards in nine different categories were handed out. Among the awards, two Distinguished Service Awards were presented to OACETT staff members Carla Jochems and Anna-Maria Wang in recognition of their outstanding contribution to our Association and its members. Recognition should go also, to Councillor Ken Browne, Chair, along with Arjun Rana, David Holmes and Councillor Chris van Dop of the Awards Committee. As well, without the efforts of Sharron Leonard and Melissa Wood, in particular, an event of this caliber would not be possible.

Our committees continue to work behind the scenes with activities such as the Fletcher Foundation exploring opportunities to raise funds and the Government Relations Committee preparing letters to congratulate the recently elected Provincial Ministers.

Senior staff have been working on the 2012 budget including performance agreement letters and spending priorities, with input from IETO, PASB, GR and OAB. Recommendations are being made to increase spending in key areas, including the staff complement and consulting services. It's important that we have a critical eye on such developments and satisfy ourselves that its money well spent.

The OACETT executive will be meeting with the Ontario Building Officials Association executive shortly, and a dinner is planned with the OACETT and PEO Executives at the end of January to discuss topics of mutual interest such as the LET, the industrial exemption, cooperative effort with National Engineering Month, status of the regulations in Quebec, BC and Alberta, a synopsis of OACETT's regulatory task group, national accreditation and the possible partnering with CEAB, as well as other topics of current interest.

Last but certainly not least, I've enjoyed the opportunity to attend formal gatherings representing OACETT including the OSPE/PEO Awards Gala.

Rod MacLeod, B.Sc., C.E.T.,  
President

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**REPORT TO COUNCIL**

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- Thoughtful and passionate debate amongst the senior staff over spending priorities for 2012 and beyond, and the always sensitive stewardship issue of requesting additional staff and consulting resources to undertake a “surge” of activity to address Council’s strategic directions.
- Working with TPC counterparts to develop full details, including staffing and costing of plan to implement the CSA recommendations on revamping national accreditation and the Miner report on policy issues that will be approved by the Presidents of TPC and ratified by the four provincial associations. Recent trip to Washington, D.C. and Baltimore to discuss partnerships with the U.S. organizations to support the new TAC.
- Considerable effort supporting the new Fletcher trustees exploring with a consultant the ways and means of undertaking an ambitious fund raising effort to support bursaries and scholarships at all 25 colleges.
- Time is short but Engineers Without Borders (EWB) is the new service provider for National Engineering Month (NEM) with details for a scaled down program in 2012 being worked out.
- Successful northern swing through Sudbury, Timmins, Kirkland Lake, and Halleyberry, meeting with colleges (students, faculty, deans) to discuss partnership opportunities such as PPE, national accreditation and distance education; employers; chapter chairs and local executives and disgruntled members (industrial exception).
- Some of the administrative highlights: 1) finalizing with the support of pension advisors and legal counsel the extensive documentation regarding closure of the DB plan, including notifications to staff and retirees, appointing new trustees (cost saving measure), developing a new investment strategy, and considering new investment advisors. 2) Senior staff discussing succession planning options as potential retirements draw near.
- With the support of legal counsel, monitoring legal action pertaining to CCTT’s decision to proceed with mediation with us over the dispute over payment of past dues; maintain vigilance in monitoring designation filings with the Trademark office; and monitoring a member’s application to the Human Rights Tribunal requesting our support of his application against the Toronto District School Board.

Sincerely,

David Thomson  
Chief Executive Officer

# DRAFT

Minutes of a Council meeting of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) held at The Kingbridge Conference Centre on September 23-24, 2011.

## **Present:**

Rod MacLeod, C.E.T.	President
David Saunders, C.E.T.	Past President
Stephen Morley, C.E.T.	President-Elect
Bob van den Berg, C.E.T.	Vice-President, PASB
Greg Miller, C.E.T.	Vice-President, IETO
Kim Pickett, C.E.T.	PASB Councillor, Central Region
Patrick Ng, C.E.T.	IETO Councillor, Central Region
Tara Welbourn, C.E.T.	PASB Councillor, Eastern Region
Ron Walker, C.E.T.	IETO Councillor, Eastern Region
Ken Browne, C.E.T.	PASB Councillor, Horseshoe Region
Jelbert Real, C.E.T., P.Eng.	IETO Councillor, Horseshoe Region
Andy Dryland, C.E.T.	PASB Councillor, Northern Region
André Tardif, C.E.T.	IETO Councillor, Northern Region
Ed Prillo, C.E.T.	IETO Councillor, Toronto Region
Christopher van Dop, C.E.T.	PASB Councillor, Western Region
Vince Le Faive, C.E.T.	IETO Councillor, Western Region
Phil Maka, P.Eng.	PEO Representative
Henry Reiser, M.A.Sc.	Heads of Technology Representative
Andre Sherman, D.Arch.D., B.Arch., OAA	OAA Representative
David Thomson	Chief Executive Officer
Hillary Tedoldi, CAE	Secretary-Treasurer and Chief Administrative Officer
Sam DiGiandomenico	Registrar and Director, IETO
Sharron Leonard	Director, Professional Affairs & Services
Melissa Wood	Manager, Marketing Communications
Debbie Marrocco	Manager of Board Affairs / Recording Secretary

## **Guests:**

Gordon Masters (Friday only)	Director of Government Affairs
Bridget Nevado (Friday only)	Manager, Web & Information Systems
Alex Szczebonski, C.E.T.	Regional Secretary-Treasurer, Northern Region
Jim Witmer, C.E.T.	Regulatory Task Group Member

## **Regrets:**

Steve Barnes, C.E.T.	PASB Councillor, Toronto Region
Martine Band	Public Representative
Alla Bondarenko	Executive Assistant

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

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

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

**5284 Moved by Ed Prillo, Seconded by Phil Maka and Carried.**  
**Resolved that the Council Agenda of September 23-24, 2011 is hereby approved as presented and/or amended.**

### **President's Report** (Appendix Tab 2)

Mr. MacLeod summarized his report as presented.

### **Chief Executive Officer's Report** (Appendix Tab 3)

Mr. Thomson presented his report and recapped the highlights.

## **ADMINISTRATION**

### **Adoption of Council Minutes** (Appendix Tab 4)

- 5285 Moved by Vince Le Faive, Seconded by Andre Tardif and Carried.  
Resolved that the minutes of the Outgoing Council meeting of June 9, 2011 are hereby approved as presented / amended.**
- 5286 Moved by David Saunders, Seconded by Andy Dryland and Carried.  
Resolved that the minutes of the Incoming Council meeting of June 9, 2011 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 meeting held on September 13, 2011 were presented for information.

Mrs. Bridget Nevado then presented to Council a paper, *Use of an Electronic Device at OACETT Board Meetings*. The group involved in the project, which included the present E-Association leads Mr. van Dop and Mr. Ng, recommended to Council the purchasing of 10 iPad2's for the OAB Board members. The OAB would then use the iPad2 over the next few months and come back to the November 2011 Council with a recommendation on whether or not to roll this out to all board members of Council, IETO and PASB in 2012 or return to the present situation of paper copies created of all documents and sent to each board member.

## **POLICY DECISIONS** (Appendix Tab 5)

### **Nominating Committee Report**

Mr. Saunders presented a revised Nominating Committee Terms of Reference and highlighted the specifics of the document.

- 5287 Moved by Stephen Morley, Seconded by Jelbert Real and Carried.  
Resolved that Council hereby approves the Nominating Committee Terms of Reference as presented / amended.**

Mr. Saunders presented a job description for Regional Secretary-Treasurers and stated that there were vacancies for this position in three regions following the end of the election that needed to be filled. A mass email went out to all qualified members in the three regions to see who was interested in filling these vacancies. There were eight candidates that sent in their biographies and answered the questions posed of the Nominating Committee. The Committee then reviewed each submission and had a conference call for the selection process. It was stated that letters would be sent out to all candidates, Regional Councillors and Chapter Chairs advising them of the outcome of the selection.

- 5288 Moved by Vince Le Faive, Seconded by Andy Dryland and Carried.  
Resolved that Council hereby appoints the following positions from September 23, 2011 until the Annual General Meeting in 2013:  
Regional Secretary-Treasurer for the Central Region – Devi Richards, C.E.T.  
Regional Secretary-Treasurer for the Toronto Region – Jose Catilo, C.E.T.  
Regional Secretary-Treasurer for the Western Region – Shervin Reyhani, C.E.T.**

### **Government Relations Report**

Mr. van den Berg presented the Government Relations Terms of Reference and OACETT's "Ask" report and he and Mr. Masters provided the background on the priority established in 2010 by OACETT Council to advance a comprehensive Government Relations effort at Queens's Park and at the Riding level to advance the members' interests.

- 5289 Moved by Bob van den Berg, Seconded by Greg Miller and Carried. Resolved that Council hereby approves the Government Relations Terms of Reference as presented / amended.**

**Regulatory Task Group**

Mr. Jim Witmer presented the proposed Terms of Reference for the OACETT Regulatory Task Group. The Task Group members are Martine Band, Chair, David McBeth, Sean O'Reilly, Henry Reiser, Jim Witmer, and Barbara Chappell as staff support. The mandate of the Task Group and the Terms of Reference pertain to the first phase; namely, to conduct a preliminary study to examine and prepare a Phase One report on the strategic question; does the concept of self-regulation have sufficient merit to warrant moving to the development and costing of a detailed plan to implement self-regulation for engineering technicians and technologists in the coming decade?

- 5290 Moved by Bob van den Berg, Seconded by Greg Miller and Carried. Resolved that Council hereby approves the Regulatory Task Group Terms of Reference as presented / amended.**

Mr. Masters presented a report to Council dealing with the qualified person issue. This is where an OACETT member (C.Tech.) with approximately 25 years experience in designing Industrial, Commercial and Residential structures under OBC Part 4 of the referenced CSA design standards, and has successfully passed the Ministry exam for OBC Part 4 – "Building Structure", has had an issue with three Ontario municipalities, which was reported to Council in June. A small group of C.E.T.s had agreed to work together and help with the member's concerns and OACETT agreed to lend its support in the form of funds up to \$5,000 for a code consultant to assist the member.

The Government Relations Committee will be meeting again to come up with some suggestions as to the next steps.

A professional development presentation was given to Council by Mariella Vigneaux and Helen Hillman of The Crabapple Group on "*Life 2.0 – Reinventing Retirement*".

*The meeting adjourned for the day at 530 p.m. and reconvened on Saturday at 9:00 a.m.*

Mr. MacLeod called the meeting to order at 9:00 a.m.

**PASB Councillor Reports** (Appendix Tab 6)

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

- Central Region – Mrs. Kim Pickett
- Eastern Region – Ms. Tara Welbourn
- Horseshoe Region – Mr. Ken Browne
- Northern Region – Mr. Andy Dryland
- Toronto Region – Mr. Ed Prillo
- Western Region – Mr. Christopher van Dop

**POLICY** (Appendix Tab 8)

**NEWOSC Study & Report**

Mr. Real presented the National Engineering Month Report and distributed a document to the Board on the background and recommendations to Council on National Engineering Month (NEM).

An independent consultant was hired by the Founding Partners PEO, CEO and OACETT to analyze and develop operational and business plans to support the National Engineering Month Ontario Steering Committee due to the fact that in recent years NEMOSC has encountered

challenges, including operational deficits and diminished cash reserves, to the point where the long term viability of NEMOSC is in question. The final report from the consultant was presented along with final recommendations that were developed based on the report. It was noted that there is a strong desire from all involved that we continue to work together on the delivery of National Engineering Month in Ontario. It was also noted that OSPE was invited to participate in the study, however, they declined.

### **ADMINISTRATION** (*Index Tab 7*)

#### **Finance**

##### **Secretary-Treasurer's Report**

Mrs. Tedoldi summarized the Secretary-Treasurer's Report as presented noting that at the end of July we are forecasting a year-end surplus of \$179,845.

Mrs. Tedoldi commented that we have 146 members between the ages of 90 and 99 and 20 members over 100 years of age listed as active members in the Association's database and most of them cannot be reached. It was suggested that a policy be put in place to gradually remove these members from the active member list if further research shows that these members still cannot be reached. This will be given to the Policy Review Committee to look into further and create a policy dealing with this issue.

ACTION ITEM: POLICY REVIEW COMMITTEE

#### **Financial Statements**

- 5291 Moved by Andre Tardif, Seconded by Jelbert Real and Carried.  
Resolved that Council hereby receives the Financial Statements, Cash Flow and Cash Flow Forecast as at July 31, 2011 as presented.**

Mrs. Tedoldi summarized the Financial Statements, Cash Flow and Cash Flow Forecast as presented.

- 5292 Moved by Greg Miller, Seconded by Patrick Ng and Carried.  
Resolved that Council hereby approves the expenditure of \$8,000 from the OACETT bank/cash account to purchase 10 IPADS to be tested by the members of the OAB, recognizing that the expense impact in 2011 will be approximately \$1,000 when amortized over the term of Council.**

- 5293 Moved by Greg Miller, Seconded by Bob van den Berg and Carried.  
Resolved that Council hereby approves funding of up to \$20,000 from the 2011 Contingency Fund for the hiring of an outside consultant to support the Regulatory Task Group.**

- 5294 Moved by Ed Prillo, Seconded by Stephen Morley and Carried.  
Resolved that Council hereby approves funding of \$7,500 from the 2011 Contingency Fund to support an outside contractor developing for the Fletcher trustees a strategic and operational plan for 2012 and beyond.**

*Mr. Saunders declared a conflict of interest on the above motion and declined from voting.*

- 5295 Moved by David Saunders, Seconded by Vince Le Faive and Carried.  
Resolved that Council hereby approves up to \$15,000 from the 2011 surplus to fund a limited NEM program with PEO and CEO to be announced this Fall to provide grants to chapters, and administrative expenses to EWB (Engineers Without Borders) as the new service provider, subject to final review and approval by the Chief Executive Officer of OACETT in consultation with OACETT's NEM representative and President.**

### **Pension Update**

Mrs. Tedoldi updated Council on the progress of finalizing the separation of the OACETT Defined Benefit Pension Plan from the PEO Pension Plan and setting up a new OACETT Defined Benefit Pension Plan noting that all should be finalized before year-end.

### **Membership Statistics**

Mrs. Tedoldi highlighted the membership statistics stating that at the end of August, there were 24,112 active members – 596 more members than at the same time last year. The total of certified members is now over 16,343 (68% of total membership).

### **CPI Fee Increase**

Mrs. Tedoldi stated that a motion has been in place since September 2006 stating “to adjust membership dues by the Consumer Price Index (CPI), rounded to the nearest percentage, at the end of June each year and this rate will be effective January 1<sup>st</sup> of the following year”. Mrs. Tedoldi went on to note that CPI was at 3.6% on June 30, 2011. A motion was passed at the OAB recommending to Council that an exception be made in 2012 to this motion and that membership dues be increased by only 2% in 2012.

- 5296 Moved by Ken Browne, Seconded by Christopher van Dop and Carried.  
Resolved that Council hereby makes an exception to Motion # 4982 for 2012 to increase dues by 2% effective January 1, 2012.**

It was suggested that this motion be approved now but that a new ongoing motion be created by the Policy Review Committee to review and perhaps change the way we look at what we base our adjustments on in the future.

ACTION ITEM: POLICY REVIEW COMMITTEE

### **Five Year Forecast**

Mrs. Tedoldi presented and reviewed the Five Year Forecast to 2016.

### **Accessibility Standards Policy**

- 5297 Moved by Ed Prillo, Seconded by Vince Le Faive and Carried.  
Resolved that Council hereby approves the Accessibility Standards Policy as presented / amended.**

Mrs. Tedoldi summarized the draft policy on Accessibility Standards for Customer Service that is required by law to be in place by January 1, 2012.

**POLICY** (*Index Tab 8*)

### **TPC/TAC**

Mr. MacLeod stated that the Canadian Standards Association (CSA) has completed its analysis of the current national accreditation system by comparing it against models in Canada, United States, Europe and the commonwealth; undertaken a four city and two webinar consultative process; completing a survey of stakeholders; and will be submitting a final report with recommendations in October 2011. TPC will review the final CSA study and the interim Miner Report and will seek advice from the four members regarding acceptance of the funding and selecting which recommendations to proceed with and how to fund execution of the recommendations.



**BOARD REPORTS** *Index Tab 9)*

**IETO Report**

Mr. Miller presented the IETO Report and noted that Mr. Jelbert Real has been voted by the IETO Board as the Vice-Chair of IETO. Mr. Miller also noted that OACETT has hired a part-time, contract Senior File Reviewer, Mr. Iurie Dmitrenco until the end of 2011.

**PASB Report**

Mr. van den Berg presented the PASB Report and noted that Mr. Christopher van Dop has been voted by the PASB as the Vice-Chair of PASB.

Mr. Browne stated that the Awards Gala is being held at the Liberty Grand on October 21, 2011 honouring 27 people and companies.

Ms. Leonard summarized the 2011 AGM Survey as presented.

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

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

- Mr. DiGiandomenico summarized the **Registrar's Report** as presented.
- Mr. Reiser recapped the **Heads of Technology (HOT) Report** as presented.
- Mr. Maka reviewed the **PEO Report** as presented.
- Mr. MacLeod gave a verbal update on **CCTT** stating that there is a pending litigation but as yet we have not heard from CCTT.
- Mr. Sherman commented that as he is new on the OACETT Board he does not have an **OAA Report** prepared but he will bring some initiatives, ideas and information back to the OAA and will in turn bring the same back to OACETT for future Council meetings.

**New Business / Adjournment**

As there was no new business brought forward, the meeting adjourned at 11:55 a.m.

.....  
President

.....  
Secretary

## **ACTION ITEMS**

### **POLICY REVIEW COMMITTEE**

To review and create a policy dealing with the removal of members from the active member list who are over 90, who cannot be reached, and who are still listed as active members in the Association's database.

To review and perhaps change the way we look at what/how we base our annual membership dues adjustments on rather than use the existing motion from September 2006 taking the annual CPI rate in June of every year and adjusting the membership dues based on that rate alone.

## LIST OF COUNCIL MOTIONS

### Council Meeting September 23-24, 2011

- 5284 Moved by Ed Prillo, Seconded by Phil Maka and Carried.  
Resolved that the Council Agenda of September 23-24, 2011 is hereby approved as presented and/or amended.
- 5285 Moved by Vince Le Faive, Seconded by Andre Tardif and Carried.  
Resolved that the minutes of the Outgoing Council meeting of June 9, 2011 are hereby approved as presented / amended.
- 5286 Moved by David Saunders, Seconded by Andy Dryland and Carried.  
Resolved that the minutes of the Incoming Council meeting of June 9, 2011 are hereby approved as presented / amended.
- 5287 Moved by Stephen Morley, Seconded by Jelbert Real and Carried.  
Resolved that Council hereby approves the Nominating Committee Terms of Reference as presented / amended.
- 5288 Moved by Vince Le Faive, Seconded by Andy Dryland and Carried.  
Resolved that Council hereby appoints the following positions from September 23, 2011 until the Annual General Meeting in 2013:  
Regional Secretary-Treasurer for the Central Region – Devi Richards, C.E.T.  
Regional Secretary-Treasurer for the Toronto Region – Jose Catilo, C.E.T.  
Regional Secretary-Treasurer for the Western Region – Shervin Reyhani, C.E.T.
- 5289 Moved by Bob van den Berg, Seconded by Greg Miller and Carried.  
Resolved that Council hereby approves the Government Relations Terms of Reference as presented / amended.
- 5290 Moved by Bob van den Berg, Seconded by Greg Miller and Carried.  
Resolved that Council hereby approves the Regulatory Task Group Terms of Reference as presented / amended.
- 5291 Moved by Andre Tardif, Seconded by Jelbert Real and Carried.  
Resolved that Council hereby receives the Financial Statements, Cash Flow and Cash Flow Forecast as at July 31, 2011 as presented.
- 5292 Moved by Greg Miller, Seconded by Patrick Ng and Carried.  
Resolved that Council hereby approves the expenditure of \$8,000 from the OACETT bank/cash account to purchase 10 IPADS to be tested by the members of the OAB, recognizing that the expense impact in 2011 will be approximately \$1,000 when amortized over the term of Council.
- 5293 Moved by Greg Miller, Seconded by Bob van den Berg and Carried.  
Resolved that Council hereby approves funding of up to \$20,000 from the 2011 Contingency Fund for the hiring of an outside consultant to support the Regulatory Task Group.
- 5294 Moved by Ed Prillo, Seconded by Stephen Morley and Carried.  
Resolved that Council hereby approves funding of \$7,500 from the 2011 Contingency Fund to support an outside contractor developing for the Fletcher trustees a strategic and operational plan for 2012 and beyond.
- 5295 Moved by David Saunders, Seconded by Vince Le Faive and Carried.  
Resolved that Council hereby approves up to \$15,000 from the 2011 surplus to fund a limited NEM program with PEO and CEO to be announced this Fall to provide grants to chapters, and administrative expenses to EWB (Engineers Without Borders) as the new service provider, subject to final review and approval by the Chief Executive Officer of OACETT in consultation with OACETT's NEM representative and President.
- 5296 Moved by Ken Browne, Seconded by Christopher van Dop and Carried.  
Resolved that Council hereby makes an exception to Motion # 4982 for 2012 to increase dues by 2% effective January 1, 2012.
- 5297 Moved by Ed Prillo, Seconded by Vince Le Faive and Carried.  
Resolved that Council hereby approves the Accessibility Standards Policy as presented / amended.

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

**SECRETARY TREASURER  
November 18 - 19, 2011**

## **REPORT TO COUNCIL**

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### **Membership Statistics**

- A comparison of 2011 and 2010 active members is attached behind Tab 5.4
- The report shows an increase of:
  - 484 members over last October bringing the number of active members to **24,275** at October 31, 2011
  - 485 certified members over last year at this time, bringing the total number of certified members to 16,393
  - 301 new graduates and college students
  - 113 members paying retired dues

### **Statistics for Calls to Resigned Members**

- To date, three telephone campaigns have been completed in 2011 to resigned members
- From the resigned members who were contacted, 44% of certified members and 23% of associate members have paid their dues – a total of 280 members
- There is a slight increase in the number of associate members renewing their membership, up from 21% in 2010 to 23% so far in 2011
- The next campaign will begin in mid-November

### **E-Association**

Since the September Council meeting, IT staff has focused on:

- Working with IETO staff to finish off programming for the updated online membership application and develop the file reviewers section in the membership database
- Implemented software upgrades for the membership database and website programs
- Upgraded the telephone system -- hardware and software
- Moved OACETT's server offsite to a more secure data center – a move that was necessary to accommodate the file reviewers ability to handle file reviews remotely

### **Administration**

- Training of all staff on Accessibility Standards for Customer Service has been scheduled on November 22 – 23<sup>rd</sup>
- The OACETT policy on Accessibility Standards for Customer Service, approved by Council in September, will be posted on the OACETT website by the end of November to meet the Accessibility for Ontarians with Disabilities Act requirement of a January 1, 2012 implementation date

### **2011 Financial Position**

- Financial statements as at September 30, 2011 including the year-end forecast, are included in your Council documents behind Tab 5.2
- Senior staff went through a detailed review of all revenue and expense lines in late October which resulted in a projected year-end surplus of approximately \$264,000 (this does not include gains on long-term investments)

- The projected surplus is a reasonably conservative projection and will most likely be significantly higher: a) given the gains on long-term investments (approximately \$145,000 at the end of September); and b) if forecasted expenses and additional funding requests for new projects/initiatives, approved by Council in September, are not spent in 2011 as anticipated
- At its November 3<sup>rd</sup> meeting the OAB supported, and is endorsing to Council, a recommendation that \$177,000 of the year-end surplus be used to pay off the defined benefit pension plan solvency deficit (the motion is behind Tab 5.3)
- Cash in the bank was \$754,400 at the end of September (the Cash Flow Report is behind Tab 5.2)
- The market value of the Association's long-term investment portfolio on October 31st was \$3,430,969 (at the end of October 2010 the market value was \$2,812,054), the increase includes the additional \$500,000 added to the portfolio earlier this year and market value increases during the year)
- The Carole and George Fletcher Foundation long-term investment portfolio has also increased this year and was valued at \$203,178 on October 31<sup>st</sup> (the portfolio was valued at \$188,502 at the end of October 2010)
- Portfolio Summaries since Inception for OACETT and the Fletcher Foundation, attached to this report, will provide more information on rates of return and the mix of fixed income and equities in each of the portfolios
- Membership Dues Revenue is forecast to be higher than budgeted by approximately \$20,000, and Other Revenue is forecast to be approximately \$47,000 higher than budgeted – the main reasons are: fewer members resigned than budgeted; a significant increase in revenue from CTEN; additional sponsorship income for the AGM and Awards gala; and additional revenue collected for Certification Fees which was written off by the auditors in 2010 and later collected by the Finance staff this year

Respectfully submitted,

Hillary Tedoldi, CAE  
Secretary Treasurer & CAO

# Portfolio Summary

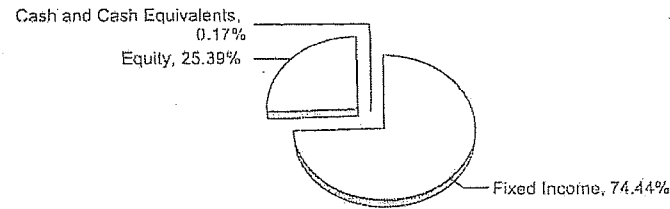
ONT ASSOC OF CERTIFIED ENG

Since Inception Review

As at October 31, 2011

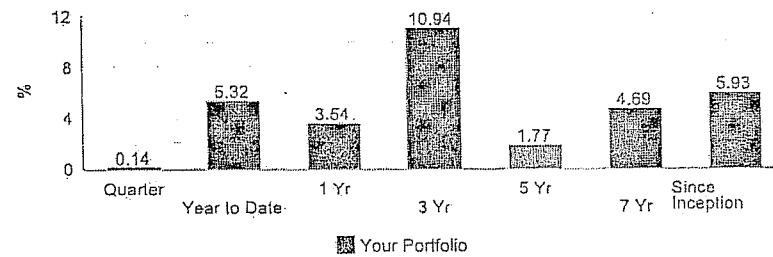
## Asset Allocation By Asset Class

Market Value 3,430,969



## Annualized Returns

January 1, 2000 To October 31, 2011



RBC Dominion Securities

Reported in CAD

# Portfolio Summary

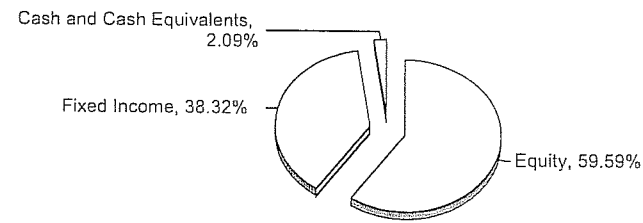
CAROLE AND GEORGE FLETCHER

Since Inception Review

As at October 31, 2011

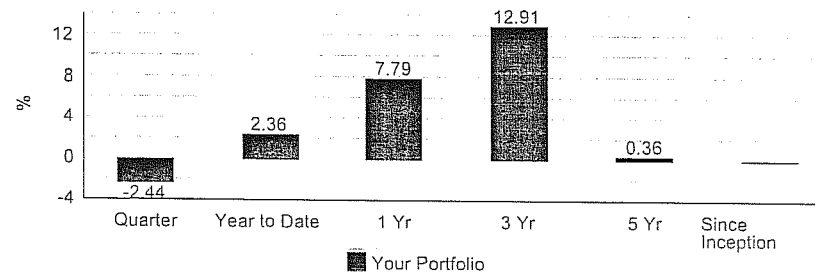
## Asset Allocation By Asset Class

Market Value 203,178



## Annualized Returns

March 29, 2006 To October 31, 2011



RBC Dominion Securities

Reported in CAD

**Financial Statement Summary**  
**Unaudited**  
**As At September 30, 2011**

**Revenue Summary**

Description	Year-To-Date	Budget	Over/(Under) Budget	% of Revenue Against Budget
Dues Revenue	\$ 3,722,754	\$ 3,809,136	\$ (86,382)	98%
Other Revenue	\$ 1,111,092	\$ 1,223,000	\$ (111,908)	91%
<b>Total Revenue</b>	<b>\$ 4,833,846</b>	<b>\$ 5,032,136</b>	<b>\$ (198,290)</b>	<b>96%</b>

**Expense Summary**

Description	Year-To-Date	Budget	(Over)/Under Budget	% of Expenses Against Budget
Common Expenses	\$ 632,688	\$ 892,500	\$ 259,812	71%
IETO Expenses	\$ 697,588	\$ 1,161,571	\$ 463,983	60%
Services Expenses	\$ 775,776	\$ 1,214,283	\$ 438,507	64%
Finance & Admin Expenses	\$ 1,325,304	\$ 1,763,311	\$ 438,007	75%
<b>Total Expenses</b>	<b>\$ 3,431,356</b>	<b>\$ 5,031,665</b>	<b>\$ 1,600,309</b>	<b>68%</b>

**September 2010 Comparison**

Over/(Under) Budget	% of Revenue Against Budget
(41,215)	99%
(185,480)	84%
<b>(226,695)</b>	<b>95%</b>
(Over)/Under Budget	% of Expenses Against Budget
367,854	65%
333,274	66%
354,392	68%
391,299	77%
<b>1,446,819</b>	<b>70%</b>



**OACETT**  
**Balance Sheet**  
**Unaudited**  
**As At September 30, 2011**

**ASSETS****Current Assets**

Cash	754,443
Accounts Receivable	77,430
Inventory	4,153
Prepaid Expenses	<u>56,179</u>

**Total Current Assets** **892,205**

**Long Term Assets**

Capital Assets	290,537
Long Term Investments	3,409,174
Pension Fund Assets	<u>732,738</u>

**Total Long Term Assets** **4,432,450**

**TOTAL ASSETS** **\$ 5,324,655**

**LIABILITIES AND ACCUMULATED SURPLUS****Current Liabilities**

Accounts Payable & Accrued Liabilities	<u>448,480</u>
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**Total Current Liabilities** **448,480**

**Long Term Liabilities**

Deferred Revenue	1,075,248
Deposits	<u>31,304</u>

**Total Long Term Liabilities** **1,106,552**

**Accumulated Surplus**

Capital Assets	307,572
Reserve/Contingency Fund	204,035
Legal Fund	75,000
Unappropriated Accumulated Surplus	1,635,818
Net Income Year-to-Date	<u>1,547,199</u>

**Total Accumulated Surplus** **3,769,623**

**TOTAL LIABILITIES AND ACCUMULATED SURPLUS** **\$ 5,324,655**

**OACETT**  
**Statement of Revenue and Expenses**  
**Period Ending September 30, 2011**

	Current Month	Year-to-Date Actual	Annual Budget	Variance Y-T-D to Budget	Variance %	Forecast
<b>DUES REVENUE</b>						
Revenue Collected - Certified	50,325	2,449,949	-			
Revenue Collected - Associate	29,871	1,160,526	-			
Revenue Collected - Student	-	-	-			
<b>Annual Dues Revenue Received</b>	<b>80,196</b>	<b>3,610,474</b>				
Dues Collected After Resigned	-	112,516	-			
<b>Annual Dues Collected After Resigned</b>	<b>-</b>	<b>112,516</b>				
Present Year Remission - Certified	-	-				
Get a Member Promotion	-	-	-			
Prev Year Bad Debt - Dues	-	(236)	-			
<b>Total Remission/Bad Debt - Annual Dues</b>	<b>-</b>	<b>(236)</b>				
<b>NET DUES REVENUE</b>	<b>80,196</b>	<b>3,722,754</b>	<b>3,809,136</b>	<b>(86,382)</b>	-2%	<b>3,829,136</b>
<b>OTHER REVENUE</b>						
Late Payment Fee	2,390	20,621	30,000	(9,379)	-31%	25,000
Application and Certificate Fee	12,640	158,131	203,000	(44,869)	-22%	203,000
MTO Designation App Fee	810	9,000	13,000	(4,000)	-31%	13,000
Reinstatement Fee	1,648	17,098	22,000	(4,902)	-22%	22,000
CEO Rent	3,690	33,206	42,000	(8,795)	-21%	44,300
Interest Income	187	1,207	-	1,207	0%	1,800
Advertising - The Ontario Technologist	-	41,774	60,000	(18,226)	-30%	50,000
Reclassification Within Certified Fee	52	1,185	2,000	(816)	-41%	2,000
Certification Fee	1,813	46,389	30,000	16,389	55%	50,000
Technology Ring Revenue	168	(2,416)	2,000	(4,416)	-221%	200
PPE Revenue	13,966	155,953	175,000	(19,048)	-11%	165,000
PPE Seminar - Classroom	-	300	15,000	(14,700)	0%	1,000
PPE Seminar - On-Line	3,000	35,003	45,000	(9,997)	-22%	40,000
PPE Manual Revenue	10,496	124,100	145,000	(20,900)	-14%	145,000
Technical Exam Revenue	407	5,846	6,000	(154)	-3%	6,000
CTEN Revenue	17,729	147,926	110,000	37,926	34%	180,000
Miscellaneous Income	202	12,290	10,000	2,290	23%	13,000
Sponsorship Income	4,727	258,786	260,000	(1,214)	0%	280,000
Strategic Partners Program Revenue	1,990	14,925	10,000	4,925	49%	15,000
Tech Report Writing Seminar	831	27,231	40,000	(12,769)	-32%	29,000
Membership Stamp Revenue	(209)	2,538	3,000	(462)	-15%	3,000
<b>TOTAL OTHER REVENUE</b>	<b>76,535</b>	<b>1,111,092</b>	<b>1,223,000</b>	<b>(111,908)</b>	-9%	<b>1,288,300</b>
<b>TOTAL REVENUE</b>	<b>156,732</b>	<b>4,833,846</b>	<b>5,032,136</b>	<b>(198,290)</b>	-4%	<b>5,117,436</b>

**OACETT**  
**Statement of Revenue and Expenses**  
**Period Ending September 30, 2011**

Page 4 of 7

	<b>Current Month</b>	<b>Year-to-Date Actual</b>	<b>Annual Budget</b>	<b>Variance Y-T-D to Budget</b>	<b>Variance %</b>	<b>Forecast</b>
<b>OPERATING EXPENSES</b>						
Rent & Parking	25,231	230,169	317,000	86,831	27%	306,000
HST Expense	6	286	-	-	0%	300
Insurance	731	6,573	9,000	2,427	27%	8,766
Equipment Leases and Rentals	1,122	10,040	15,000	4,960	33%	13,500
Telephone - Equipment	1,832	9,832	25,000	15,168	61%	11,000
Office expense	799	13,507	17,000	3,493	21%	16,000
Electronic Comm/internet	2,151	25,228	47,000	21,772	46%	47,000
Pension Expense	10,321	122,723	156,000	33,277	21%	153,700
Promotional Items	-	1,000	5,000	4,000	80%	3,000
New Nat.Assoc.Model & Issues	1,350	130,846	150,000	19,154	13%	150,000
<b>Total Corporate Expenses</b>	<b>43,542</b>	<b>550,202</b>	<b>741,000</b>	<b>191,084</b>	<b>26%</b>	<b>709,266</b>
<b>Depreciation/Amortization</b>	<b>9,385</b>	<b>82,486</b>	<b>116,000</b>	<b>33,514</b>	<b>29%</b>	<b>118,000</b>
<b>Contingency Fund</b>	<b>-</b>	<b>-</b>	<b>35,500</b>	<b>35,500</b>	<b>100%</b>	<b>-</b>
<b>Total Common Expenses</b>	<b>52,927</b>	<b>632,688</b>	<b>892,500</b>	<b>259,812</b>	<b>29%</b>	<b>827,266</b>
<b>Total Divisional Operating Expenses</b>	<b>290,175</b>	<b>2,798,668</b>	<b>4,139,165</b>	<b>1,340,497</b>		<b>4,025,722</b>
<b>TOTAL EXPENSES</b>	<b>343,102</b>	<b>3,431,356</b>	<b>5,031,665</b>	<b>1,600,309</b>	<b>32%</b>	<b>4,852,988</b>
<b>Net Income from Operations</b>	<b>(186,370)</b>	<b>1,402,490</b>	<b>471</b>	<b>1,402,019</b>		<b>264,448</b>
<b>Realized Gain or (Loss)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>Unrealized Gain or (Loss)</b>	<b>(25,591)</b>	<b>144,708</b>	<b>-</b>	<b>-</b>		
<b>NET INCOME</b>	<b>(211,961)</b>	<b>1,547,199</b>	<b>471</b>	<b>1,546,728</b>		<b>264,448</b>

**IETO**  
**Statement of Expenses**  
**Period Ending September 30, 2011**

Description	Current Month	Year-to-Date Actuals	Annual Budget	Left to Spend	% Left to Spend	Forecast
Outreach	67	1,787	4,000	2,213	55%	3,000
<b>Total Communications</b>	<b>67</b>	<b>1,787</b>	<b>4,000</b>	<b>2,213</b>	55%	<b>3,000</b>
<b>Office Expenses</b>						
Misc. Accounts	200	966	1,600	634	40%	1,200
Office Supplies	161	1,675	5,000	3,325	67%	3,500
Photocopy Supplies	772	2,407	4,000	1,593	40%	3,000
Postage/Couriers	1,313	8,081	30,000	21,919	73%	25,000
Printing & Stationery	-	5,390	10,000	4,610	46%	7,500
Telephone - other	450	3,143	6,000	2,857	48%	5,000
<b>Total Office Expenses</b>	<b>2,895</b>	<b>21,662</b>	<b>56,600</b>	<b>34,938</b>	62%	<b>45,200</b>
<b>IETO Board and Committees</b>						
Complaints and Discipline Committee	116	13,653	9,000	(4,653)	-52%	18,000
Certificates	1,578	8,684	18,000	9,316	52%	14,000
Technical Exam Expense	-	5,722	8,500	2,778	33%	7,500
Prof. Practice Exam Expense	5,919	63,892	90,000	26,108	29%	93,000
PP Seminar Expenses	-	7	15,000	14,993	100%	7
Admissions Committee Travel	273	4,380	15,000	10,620	71%	7,500
Admissions Committee Fees	2,528	18,710	40,000	21,290	53%	28,000
Admissions Committee Food	199	2,599	7,000	4,401	63%	4,500
IETO Board Travel	564	3,340	11,000	7,660	70%	8,000
IETO Board Other	477	1,825	7,000	5,175	74%	5,000
Licensing (TL/LL/LET)	-	334	500	166	33%	500
Admissions 2nd Review Cttee	-	465	2,500	2,035	81%	750
Education & Examination Cttee	-	-	1,000	1,000	100%	500
MTO Expenses	-	394	2,000	1,606	80%	2,000
<b>Total IETO Board and Committees</b>	<b>11,654</b>	<b>124,005</b>	<b>226,500</b>	<b>102,495</b>	45%	<b>189,257</b>
<b>Strategic Priorities</b>						
Fairness Commission Audit	-	4,605	30,000	25,395	85%	15,000
Certification/NTB	2,932	8,994	69,500	60,506	87%	70,000
PP On-Line Seminars	-	13,530	22,000	8,470	38%	20,000
Accreditation	702	1,858	5,000	3,142	63%	5,000
PLAR/Course	-	-	5,000	5,000	100%	2,000
<b>Total Strategic Priorities</b>	<b>3,634</b>	<b>28,987</b>	<b>131,500</b>	<b>102,513</b>	78%	<b>112,000</b>
<b>Services Purchased</b>						
Staff Association Dues	33	159	1,000	841	84%	1,300
Admission Packages Outsourced	-	-	8,000	8,000	100%	4,000
Contract/Consulting Services	6,632	36,233	55,000	18,767	34%	55,000
<b>Total Services Purchased</b>	<b>6,665</b>	<b>36,392</b>	<b>64,000</b>	<b>27,608</b>	43%	<b>60,300</b>
<b>Staff Expenses</b>						
Staff	47,534	467,005	655,971	188,966	29%	655,971
Travel	195	1,859	7,000	5,141	73%	5,000
Staff Development	7,595	15,891	16,000	109	1%	25,000
<b>Total Staff Expenses</b>	<b>55,325</b>	<b>484,755</b>	<b>678,971</b>	<b>194,216</b>	29%	<b>685,971</b>
<b>TOTAL IETO EXPENSES</b>	<b>80,240</b>	<b>697,588</b>	<b>1,161,571</b>	<b>463,983</b>	40%	<b>1,095,728</b>

**Professional Affairs & Services**  
**Statement of Expenses**  
**Period Ending September 30, 2011**

Description	Current Month	Year-to-Date Actuals	Annual Budget	Left to Spend	% Left to Spend	Forecast
<b>Communications</b>						
Brochures	-	7,948	20,000	12,052	60%	20,000
The Ontario Technologist	10,505	101,135	154,000	52,865	34%	145,000
Member Survey	-	1,300	500	(800)	0%	1,500
Postage - Publications	5,812	51,532	78,000	26,468	34%	74,000
Recruitment	-	758	15,000	14,242	95%	1,000
Publications	-	1,611	1,500	(111)	-7%	2,000
Trade Shows	-	60	5,000	4,940	99%	1,000
<b>Total Communications</b>	<b>16,316</b>	<b>164,345</b>	<b>274,000</b>	<b>109,655</b>	<b>40%</b>	<b>244,500</b>
<b>Council and Committees</b>						
Chapters - Operating Grants	-	58,151	64,000	5,849	9%	60,000
Special Funding for Regions	-	1,325	6,000	4,675	78%	3,000
Special Projects	-	-	2,000	2,000	100%	2,000
Professional Affairs & Services Board	896	4,437	8,000	3,563	45%	7,000
Councillor's Expenses	-	327	5,000	4,673	93%	2,000
Regional Councils- All	1,135	55,494	61,000	5,506	9%	61,000
Business Development	-	-	3,000	3,000	100%	1,000
National Engineering Month	-	-	-	-	0%	0
NEWOSC-Meeting Expenses	-	107	1,000	893	89%	200
NEWOSC-Annual Founders Fees	-	15,195	17,000	1,805	11%	23,000
Salary Survey/Provincial Awards	(2,689)	(7,778)	50,000	57,778	116%	62,000
<b>Total Council and Committees</b>	<b>(658)</b>	<b>127,258</b>	<b>217,000</b>	<b>89,742</b>	<b>41%</b>	<b>221,200</b>
<b>Strategic Priorities</b>						
Outreach Priority	3,658	46,867	60,000	13,133	22%	60,000
Advertising	5,052	13,051	15,000	1,949	13%	15,000
Women in Technology	-	7,445	15,000	7,555	50%	10,000
Skills Canada	-	25,000	25,000	-	0%	25,000
Social Media	-	-	10,000	10,000	100%	5,000
Chapter Training	-	1,222	8,000	6,778	85%	4,000
<b>Total Strategic Priorities</b>	<b>8,710</b>	<b>93,585</b>	<b>133,000</b>	<b>39,415</b>	<b>30%</b>	<b>119,000</b>
<b>Office Expense</b>						
Misc. Accounts	-	1,149	5,000	3,851	77%	3,000
Office Supplies	207	1,097	5,000	3,903	78%	2,500
Photocopy Supplies	266	1,960	3,000	1,040	35%	3,000
Postage - Corporate/Couriers	315	1,950	5,000	3,050	61%	3,000
Printing & Stationery	333	4,016	12,000	7,984	67%	6,000
Telephone - other	148	2,193	5,000	2,807	56%	4,000
<b>Total Office Expense</b>	<b>1,269</b>	<b>12,365</b>	<b>35,000</b>	<b>22,635</b>	<b>65%</b>	<b>21,500</b>
<b>Services Purchased</b>						
CTEN Technical Employment	-	1,163	5,000	3,838	77%	4,000
Contract/Consulting Services	2,000	4,000	9,000	5,000	56%	9,000
Staff Association Dues	-	316	2,000	1,684	84%	2,000
<b>Total Services Purchased</b>	<b>2,000</b>	<b>5,479</b>	<b>16,000</b>	<b>10,521</b>	<b>66%</b>	<b>15,000</b>
<b>Staff Expense</b>						
Staff	37,671	362,649	516,283	153,635	30%	516,283
Travel	22	1,349	7,000	5,651	81%	5,000
Staff Development	144	8,747	16,000	7,253	45%	10,000
<b>Total Staff Expense</b>	<b>37,836</b>	<b>372,745</b>	<b>539,283</b>	<b>166,538</b>	<b>31%</b>	<b>531,283</b>
<b>TOTAL SERVICES EXPENSES</b>	<b>65,474</b>	<b>775,776</b>	<b>1,214,283</b>	<b>438,507</b>	<b>36%</b>	<b>1,152,483</b>

**Finance and Administration**  
**Statement of Expenses**  
**Period Ending September 30, 2011**

Description	Current	Year-to-Date	Annual	Left to	% Left to	Forecast
	Month	Actuals	Budget	Spend	Spend	
<b>Council and Committees</b>						
Annual Meeting	263	82,870	75,000	(7,870)	-10%	83,000
Council	21,707	53,097	60,000	6,903	12%	70,000
Council/OAB Professional Dev	1,000	14,275	12,000	(2,275)	-19%	18,000
Governance Review/Srat.Planning	-	46	-	(46)	0%	100
Administrative Board	151	23,751	20,000	(3,751)	-19%	26,500
Executive Officers	350	6,737	10,000	3,263	33%	10,000
Elections	-	1,500	10,000	8,500	85%	1,500
Nominating	-	1,817	1,000	(817)	-82%	3,000
<b>Total Council and Committees</b>	<b>23,471</b>	<b>184,091</b>	<b>188,000</b>	<b>3,909</b>	<b>2%</b>	<b>212,100</b>
<b>Other Committees</b>						
Other Associations Expense	8,244	24,242	37,000	12,758	34%	25,000
Outreach	3,695	12,447	12,000	(447)	-4%	15,000
Joint Executive Board Meetings	-	-	1,000	1,000	100%	1,000
OAAAS	-	31,176	55,000	23,824	43%	34,000
<b>Total Other Committees</b>	<b>11,938</b>	<b>67,866</b>	<b>105,000</b>	<b>37,134</b>	<b>35%</b>	<b>75,000</b>
<b>Strategic Priorities</b>						
Govt Affairs Priority	6,540	52,025	95,000	42,975	45%	80,000
APWA Sponsorship	-	-	2,500	-	-	2,500
Regulatory Task Group	35	35	-	-	0%	20,000
Retention/On-Boarding	2,805	17,152	25,000	7,848	31%	25,000
<b>Total Strategic Priorities</b>	<b>9,379</b>	<b>69,211</b>	<b>122,500</b>	<b>50,824</b>	<b>41%</b>	<b>127,500</b>
<b>Office Expense</b>						
Payroll Charges	340	3,245	4,500	1,255	28%	4,500
Telephone - other	439	4,876	7,000	2,124	30%	7,000
Office Supplies	231	2,466	6,000	3,534	59%	3,500
Computer Supplies	-	2,897	6,000	3,103	52%	6,000
Bank Charges	860	7,422	10,000	2,578	26%	10,000
Credit Card charges	6,261	67,475	70,000	2,525	4%	86,500
Membership Cards	-	4,701	5,000	299	6%	5,000
Misc. Accounts	-	3,833	2,500	(1,333)	-53%	4,100
Printing & Stationery (Admin)	-	797	1,000	203	20%	1,000
Photocopy Supplies	140	968	2,000	1,032	52%	1,500
Repairs & Maintenance	33	907	2,000	1,093	55%	1,500
Printing & Stationery (Finance)	847	17,307	25,000	7,693	31%	21,000
Postage/Couriers	616	9,090	18,000	8,910	50%	12,000
Hardware Maintenance	1,507	17,498	24,000	6,502	27%	28,000
Software Maintenance	3,953	26,363	30,000	3,637	12%	33,000
C & G Fletcher Foundation	1,000	9,724	10,000	276	3%	17,500
<b>Total Office Expense</b>	<b>16,228</b>	<b>179,571</b>	<b>223,000</b>	<b>43,429</b>	<b>19%</b>	<b>242,100</b>
<b>Services Purchased</b>						
Accounting	2,084	19,672	30,000	10,328	34%	30,000
Staff Association Dues	-	297	1,500	1,203	80%	1,000
Legal	-	17,803	30,000	12,197	41%	25,000
Contract/Consulting Services	1,878	5,006	6,000	994	17%	6,500
<b>Total Services Purchased</b>	<b>3,962</b>	<b>42,779</b>	<b>67,500</b>	<b>24,721</b>	<b>37%</b>	<b>62,500</b>
<b>Staff Expense</b>						
Staff	79,068	762,207	1,034,311	272,104	26%	1,034,311
Travel	14	1,215	7,000	5,785	83%	4,000
Staff Development	399	18,364	16,000	(2,364)	-15%	20,000
<b>Total Staff Expense</b>	<b>79,481</b>	<b>781,786</b>	<b>1,057,311</b>	<b>275,525</b>	<b>26%</b>	<b>1,058,311</b>
<b>TOTAL FIN/ADM EXPENSES</b>	<b>144,460</b>	<b>1,325,304</b>	<b>1,763,311</b>	<b>438,007</b>	<b>25%</b>	<b>1,777,511</b>

## Cash Flow For 2011

	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011
	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	2011
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
													YTD
<b>Opening Cash</b>	633.1	683.2	770.6	493.2	496.4	844.9	782.9	530.0	718.4	754.4	754.4	754.4	633.1
<b>Receipts</b>													
Dues	409.4	414.5	439.4	367.9	336.7	201.4	243.6	338.2	214.3	0.0	0.0	0.0	2965.4
Other	222.9	130.9	152.8	184.0	373.8	125.5	138.9	199.2	190.8	0.0	0.0	0.0	1718.8
Short-term Investments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Cash Flow in</b>	<b>632.3</b>	<b>545.4</b>	<b>592.2</b>	<b>551.9</b>	<b>710.5</b>	<b>326.9</b>	<b>382.5</b>	<b>537.4</b>	<b>405.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>4684.2</b>
<b>Disbursements</b>													
Payments	480.2	452.2	467.4	548.7	359.1	384.4	635.4	340.4	353.2	0.0	0.0	0.0	4021.0
Capital Assets	2.0	5.8	2.2	0.0	2.9	4.5	0.0	8.6	15.9	0.0	0.0	0.0	41.9
Investments Purchased	100.0	0.0	400.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	500.0
<b>Cash Flow out</b>	<b>582.2</b>	<b>458.0</b>	<b>869.6</b>	<b>548.7</b>	<b>362.0</b>	<b>388.9</b>	<b>635.4</b>	<b>349.0</b>	<b>369.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>4562.9</b>
<b>Net Cash Flow</b>	<b>50.1</b>	<b>87.4</b>	<b>(277.4)</b>	<b>3.2</b>	<b>348.5</b>	<b>(62.0)</b>	<b>(252.9)</b>	<b>188.4</b>	<b>36.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>121.3</b>
<b>Bank Bal. &amp; Cash</b>	<b>683.2</b>	<b>770.6</b>	<b>493.2</b>	<b>496.4</b>	<b>844.9</b>	<b>782.9</b>	<b>530.0</b>	<b>718.4</b>	<b>754.4</b>	<b>754.4</b>	<b>754.4</b>	<b>754.4</b>	<b>754.4</b>
<b>Opening LT Investment</b>	<b>2764.5</b>	2883.4	2909.4	3341.1	3353.5	3411.9	3402.2	3426.1	3434.7	3409.1	3409.1	3409.1	2218.9
Purchases	100.0		400.0										500.0
Market Value Changes	18.9	26.0	31.7	12.4	58.4	(9.7)	23.9	8.6	(25.6)				144.6
<b>Sub-total</b>	<b>2883.4</b>	<b>2909.4</b>	<b>3341.1</b>	<b>3353.5</b>	<b>3411.9</b>	<b>3402.2</b>	<b>3426.1</b>	<b>3434.7</b>	<b>3409.1</b>	<b>3409.1</b>	<b>3409.1</b>	<b>3409.1</b>	<b>2863.5</b>
Investments Cashed								0.0					
<b>Closing LT Investments</b>	<b>2883.4</b>	<b>2,909.4</b>	<b>3341.1</b>	<b>3353.5</b>	<b>3411.9</b>	<b>3402.2</b>	<b>3426.1</b>	<b>3434.7</b>	<b>3409.1</b>	<b>3409.1</b>	<b>3409.1</b>	<b>3409.1</b>	<b>2863.5</b>
<b>Total Bank &amp; LT Inv</b>	<b>3566.6</b>	<b>3680.0</b>	<b>3834.3</b>	<b>3849.9</b>	<b>4256.8</b>	<b>4185.1</b>	<b>3956.1</b>	<b>4153.1</b>	<b>4163.5</b>	<b>4163.5</b>	<b>4163.5</b>	<b>4163.5</b>	<b>3617.9</b>

September 30, 2011 Market Value  
Long Term Investments:  
RBC Dominion Securities

\$3,409,174

**Comparison of 2011 and 2010  
by Month**

<b>Membership Category</b>	<b>Oct 31, 2011</b>	<b>Oct 31, 2010</b>	<b>Difference</b>
Applied Science Technologist	1,772	1,989	(217)
Associate Member - Full Dues	3,697	3,389	308
Associate Member - Partial Dues	1,974	1,658	316
Certified Engineering Technician	3,161	3,267	(106)
Certified Engineering Technologist	7,718	7,358	360
Certified Technician	2,772	2,296	476
Graduate Technician - Full Dues	167	196	(29)
Graduate Technician - Partial Dues	1	-	1
Graduate Technologist - Full Dues	579	755	(176)
Graduate Technologist - Partial Dues	5	10	(5)
Technical Specialist - Full Dues	1,447	1,862	(415)
Technical Specialist - Partial Dues	12	13	(1)
Honorary Member (No Dues)	27	27	-
Senior Engineering Technician	943	971	(28)
<b>Total Active Members</b>	<b>24,275</b>	<b>23,791</b>	<b>484</b>
			-
<b>*Retired - No Dues</b>	<b>2,243</b>	<b>2,283</b>	<b>(40)</b>
<b>*Retired - Dues</b>	<b>1,005</b>	<b>892</b>	<b>113</b>
<b>*New Graduates and College Students</b>	<b>1,781</b>	<b>1,480</b>	<b>301</b>
<b>Total Certified Members</b>	<b>16,393</b>	<b>15,908</b>	<b>485</b>
<b>Total Associate Members</b>	<b>7,882</b>	<b>7,883</b>	<b>(1)</b>
<b>% Certified of Total Membership</b>	<b>68%</b>	<b>67%</b>	<b>1%</b>



To: Greg Miller, Vice President, IETO  
Sam DiGiandomenico, Registrar and Director IETO

From: Rod MacLeod, President  
David Thomson, Chief Executive Officer

Date: November 5, 2011

Subject: 2012 Performance Letter

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The Council continues to endorse and support the six strategic priorities for the Association in 2012. These priorities are as follows:

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

It is understood that all levels of the association have a role to play in progressing in these six areas and we recognize the effort that IETO has made in developing their business plan for 2012.

It is also recognized that each division has significant day to day base load functions that are critical to the successful operation of the Association. The IETO Board's mandate is varied and far reaching: participate and coordinate activities related to national accreditation; review, maintain and implement national technology benchmarks in certification; administer the MTO road construction program; support LET/Limited Licence functions; administer and maintain an on-line PPE course and exam for over 1,500 members; process upwards of 2,500 combined applications annually, to name a few of the major components that make up the mandate for IETO.

The following outlines the IETO plan for 2012.

**Priority: Government Affairs**

- See Standards and Compliance
- See Outreach to Employers and Colleges
- Regulatory Task Group: Provide staff support and advice to committee.

**Priority: Outreach to Employers and Colleges**

**Assist and support to other Departments:** OACETT's business as stated many times is certification. As a result, IETO staff play a critical role in support of other OACETT

activities such as employer and college outreach, government relations, systems liaison, etc. This includes reviewing and advising on issues and presentations, coordinating and attending meetings in person as well as training of other departments.

- Also see Standards and Compliance

**Priority: Standards and Compliance**

1. **OFC Reports:** The OFC requires an annual report which must be completed by March 1 of each year. This report covers registration practices and any changes made by IETO to its policies, processes or fees. A full statistical analysis of applications and certifications must also be provided.
2. **IETO Rules:** IETO staff continue to revise and update these Rules. This is a living document and every time a change is made in processes and or certification requirements, it impacts the IETO Rules.
3. **National Accreditation:** There are a total of seven programs scheduled for accreditation in Ontario in Spring 2012. This requires meeting with faculty, presentations on the projects, follow up, training of personnel, and constant monitoring.
4. **PPE On-line Seminar:** The seminar was rolled out in October 2010. IETO's role here is to monitor and ensure all members are aware of this prep tool which they can access from the comfort of their own homes. The classroom seminar will continue to be offered.
5. **Implement use of NTB for Certification:** Implement the use of National Technology Benchmarks for file assessment. Ensure that the new process satisfies IETO's needs not only for new applications but for reclassifications, upgrades, students, etc. liaison, meetings, staff training, etc.
6. **Introduce and Implement Certification Online Module:** This will require most of IETO's resources in 2012. We are working in tandem with systems support to develop processes so that file reviews can be done "online" using the NTB. This requires significant changes to the certification module in AMSoft. Implementation of this is dependent on IT having required programming in place.

This also requires converting the over 7,000 active associate member files to electronic format to enable online review. With input from IT at OACETT regarding document management systems, we are asking for quotes from vendors for this project.

7. **Certification 3 & 6 Year Rule:** This rule, requiring associate members to be certified within a given timeframe was implemented in 2005, to address concerns over becoming an association of associate members. We are addressing this issue and currently have notified all associate members who applied to the end of 2006. We will be working on 2007 applicants. This is a by-law requirement and needs to be carried out. Associates who have not certified within their timeline, need their timeline to be extended.

8. **Complaints and Discipline Committees:** Investigate and implement a “Review of Complaint Process” to be used at Council’s discretion, where a complainant was not satisfied with the decision of the Complaint or Discipline committee.
9. **Misuse of Title:** Monitor misconduct and misuse of title infractions and take action. Investigate and assist with complaints and act as secretary to committees. Set up discipline committees as required and provide assistance.
10. **Onboarding/Retention:** IETO staff continue to participate on the on-boarding steering committee; attending meetings and advising, selecting and reviewing files and updating online member profiles.
11. **TPC and TAC:** IETO will need to start playing a more active role as these organizations start to take shape.
12. **Council of Registrars:** Continue participation with COR especially developing and revising National Technology Benchmarks. A significant increase in the time committed to COR has been required for the development, maintenance and revision of the National Technology Benchmarks.
13. **Professional Practice Examination:** Begin a total rewrite of the PPE material to include additional material on OACETT and its governance, what it means to be a professional, misuse of title, sustainability, cultural awareness, etc. The law section will be “toned down” and be presented more from a layman’s point of view. The revisions will entail exam question rewrites as well as changes to the seminar. Implementation will need to be coordinated with the colleges teaching our PPE course. Due to the scope of this project, it will be a multiple year project.

- Also see Succession Planning/Member Engagement

**Priority: E-Association**

- In keeping with this priority, work with our supplier to develop a student portal where students participating in the college partnership agreements can register themselves on-line. (Currently IETO staff must register the students through lists or applications sent to the office.) See Standards and Compliance

**Priority: Professional Development**

Continue to monitor the online Record of Continuous Learning. Send out emails to members encouraging use. Liaise with outside vendor and members regarding issue resolution, information dissemination, etc.

- Also see Standards and Compliance

**Priority: Succession Planning/Member Engagement**

Encourage new members to participate on our various activities such as national accreditation, online file reviews, PLAR evaluations, etc. Also provide professional development as appropriate.

- Also see Standards and Compliance

**Measurable Targets for 2012**

1. Manage up to four National Accreditations
2. Certify 800 new members
3. Implement PPE in one additional college
4. OFC Annual Report due March 1, 2012
5. Test on-line certification using NTB in 2012
6. Interview suppliers, evaluate bids and convert applicant files to electronic format
7. Investigate and implement "Review of Complaint Process"
8. Develop and implement a PPE Student Exam Portal
9. Launch PPE revisions project

## DRAFT

October 27, 2011

To: Bob van den Berg, Vice President, PASB  
Sharron Leonard, Director, Professional Affairs & Services

From: Rod MacLeod, President  
David Thomson, Chief Executive Officer

Subject: 2012 Draft Performance Letter

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The Council continues to endorse and support the six strategic priorities as the priorities of the Association for 2012. These priorities are as follows:

- Government Relations
- Corporate/Employer (College) Outreach
- Compliance and Standards
- E-Association
- Professional Development
- Succession Planning/Member Engagement

It is understood that all levels of the association have a role to play in progressing in these six areas and we recognize the effort that the Professional Affairs and Services Board has made in developing their business plan for 2012.

It is also recognized that each division has significant day to day operational functions that are critical to the successful operation of the Association. In particular, the Professional Affairs and Services Department is responsible for member recruitment, member services, affinity programs, chapter support/operations, communications, marketing and strategic partnerships.

This outcomes outlined in this letter are based on an additional full time employee within the Professional Affairs and Services Department. The following outlines the draft PASB plan for 2012.

### **Priority: Corporate, College Outreach**

#### **Companies**

-Secure 4 new Strategic Partnerships in 2012 and or a mix of industry relationships.

-Increase access and deliver employer based presentations to employees at their place of employment for new member acquisition.

-Provide 2 value added opportunities for our existing partners to increase retention and strengthen the relationship. These value added opportunities can be defined as but not limited to; Networking Opportunities, Joint Activities and invitations to OACETT Corporate/Chapter events or other items as defined by PASB.

### **Colleges**

-Continue to enhance our relationships with all of the provincial colleges from the perspective of student recruitment.

-Increase student memberships by 55 members using December 31, 2011 as the benchmark.

### **Internationally trained Professionals**

-Continue to seek opportunities to attract ITP's to OACETT. These activities may include advertising, chapter outreach, participation in events and building relationships with community agencies supporting this group.

### **Youth**

-Continue the partnership with Skills Canada/Ontario and leverage their resources to reach and educate elementary and secondary school students in Ontario on the benefits of engineering technology career options.

### **Priority: Compliance and Standards –PASB**

-Implement the new Chapter Metrics Program in January 2012 and monitor it for best practices, challenges and improvement. Review the plan against outcomes in April 2012 and make any necessary adjustments. Deliver a progress report to the members/chapters at the 2012 AGM and Conference.

### **Priority: Professional Development**

-Continue to provide two Executive Leadership Opportunities for the chapters/regions by the end of calendar year 2012.

### **Priority: Succession Planning/Member Engagement**

-Develop a plan and implement Phase 2 of the Social Media Project which includes enhanced member/public communication options, alternative marketing strategies and constant monitoring of the OACETT social media sites.

- Implement the 2012 approved business plan for the Women in Technology Committee. Review options and discuss the benefits of a 2012 workshop based on an agreed upon agenda and measurable outcomes.

### **Other-Revenue Generation**

-Continue to promote the current member programs of CTEN, Technology Seminar, Sponsorships and Affinity Programs to our members and non-members and continuously look for opportunities to maintain and increase non dues revenue.

-Continue to investigate and implement new affinity programs for our members that create value and the potential for non-dues revenue for the association.

### **Review Current Professional Affairs and Services Operations**

-Prepare and distribute an RFP for the Ontario Technologist which includes editorial support, art direction, production and distribution in 2<sup>nd</sup> quarter 2012.

-Prepare and distribute an RFP for the 2012 Salary Survey from the member and employer perspective. This includes the production of survey, tabulation of results, member/employer support, analysis and the production of the final report. First quarter 2012.

-Manage the activities of National Engineering Month on behalf of OACETT. This includes liaison with the proposed service provider, Engineers without Borders and our partner PEO. Ongoing 2012.

-Review and make recommendations for streamlining the Chapter Grant Process. This includes creating new templates for the application process, communication and policies to support the revised program.

### **Measurable Targets for 2012**

1. Four New Strategic Partners for 2012 and or employer relationships.
2. Two New Value added opportunities for all Strategic Partners.
3. Increase student memberships by 55 members.
4. Develop and implement metrics for Chapters/Regions to integrate their activities into the 6 Strategic Priorities.
5. Continue the partnership with Skills Canada and leverage their resources to reach youth at the elementary and secondary school levels.

- 6.** Implement the 2012 business plan for the Women in Technology Committee and discuss the benefits of holding a one day workshop.
- 7.** Develop and Implement Phase 2 of the Social Media Plan
- 8.** Promote current affinity programs and investigate new member programs which increase membership value and a potential revenue stream for OACETT.
- 9.** Deliver two Executive Leadership programs for chapters in 2012.
- 10.** Prepare, Distribute an RFP for the Ontario Technologist and select a supplier.
- 11.** Prepare, Distribute an RFP for the Salary Survey and select a supplier.
- 12.** Develop and Implement a revised Chapter Grant Program.



## **DRAFT**

November 17, 2011

To: Stephen Morley, President Elect  
Hillary Tedoldi, Chief Administrative Officer

From: Rod MacLeod, President  
David Thomson, Executive Director

Subject: 2012 Performance Letter

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The Council continues to endorse and support the six strategic priorities as the priorities of the Association in 2012. These priorities are as follows:

- Government Affairs
- Outreach to Employers and Colleges
- Standards and Compliance
- E-Association
- Professional Development
- Succession Planning/Member Engagement

It is understood that all levels of the association have a role to play in progressing in these six areas and we recognize the effort that Finance/Administration has made in developing their business plan for 2012.

It is also recognized that each division has significant day to day operating functions that are critical to the successful operation of the Association. The following outlines the Finance/Administration plan for 2012.

### **E-ASSOCIATION**

The main objective of the E-Association priority is to ensure that OACETT is using leading-edge technology in everyday applications to provide member services including:

- improved communication
- streamline operations to provide faster and better on-line service
- greening of the office by reducing paper and postage
- enhanced web/database interaction for ongoing cost savings

### **ADMINISTRATION**

#### **1. OACETT Lease**

- The current office lease ends in December 2012
- Conduct a review of the market place and the current landlord's proposal going forward
- Provide recommendations/options to the OAB and Council

## **2. Request for Proposals**

- Initiate an RFP for one major project or program where the same vendor has been used for several years

## **3. Nominating Committee and 2013 Election**

- Provide support to the Nominating Committee in meeting their mandate for 2012; including working with IETO and PASB in developing leadership modules for succession planning. (additional staff resources required)
- Ensure new programming to allow OACETT election nominees to enter their own biographies, upload their picture and answer questions on-line are complete and tested by the end of 2012

## **4. OACETT Policy Update**

- Provide support to the OACETT Policy Review Task Group in their review and update of Council policies (additional staff resources needed)

## **5. Credit Card Fees**

- Review with banks and provide recommendations on lowering credit card fees

## **ON-BOARDING/RETENTION**

### **1. Continue calls to resigned members**

- Continue calls to both resigned certified and associate members

### **2. Upgrade to Certified Membership**

- Fine-tune Reviewers file review portal
- Develop new programming in the certification module to handle changes in the National Technology Benchmarks (NTB)
- Develop new programming in the certification module to automate data entry

### **3. Enhanced targeted campaign to encourage Associate Members to be Certified**

- With input from IETO, develop communication to associate members (who have remained associate members for a long time) based on the requirements needed for them to be certified
- Targeted groups of associates would include: college graduates to encourage submission of transcripts; associate members who have 3 years to certify; members who have 6 years to certify; 5 year associate members who need to have their work experience evaluated to be certified; members with certified experience who have not written the PPE, etc.

Funds required for programming related to the projects identified above are covered in the 2012 Capital Budget. Other funding required to implement these projects is covered in the 2012 operating budget at a budget of \$25,000.

## **NEW PRODUCT DEVELOPMENT/MEMBER SERVICE ENHANCEMENTS**

### **1. Document Management System**

- Support IETO in planning a document management system
- Develop programming to implement a document management system to handle member files

### **2. Web-site Update**

- Initiate an RFP for re-design of the OACETT web site
- Include other departments in the re-design
- Implement update based on approval and funding

Funds required to initiate the projects above are covered in the 2012 Capital Budget

## **SUCCESSION PLANNING AND HUMAN RESOURCES**

### **1. Succession Planning**

- Initiate internal planning for pending management and staff retirements expected within the next one to three years
- Encourage cross training of staff where possible to minimize the impact of retirements

### **2. Staff Development**

- Increase emphasis on staff development – encourage each employee to take at least one PD course/seminar in 2012

### **3. Health and Wellness**

- Continue to support work life balance; e.g., more flexibility, work from home when possible, etc.
- Continue healthy lifestyle training e.g. nutrition, CPR, exercise, weight loss, smoking cessation, etc.

### **4. Social Committee**

- Continue to support social events for staff
- Organize and deliver at least one team building event for staff by the end of 2012

### **Measurable Targets for 2012**

1. Keep the resigned rate at:
  - 5% or lower for certified members (presently 4% in 2011)
  - 20% or lower for associate members (presently 20% in 2011)
2. Following calls to resigned members generate 40% membership renewals for certified members and 20 % membership renewals for associate members
3. Develop an RFP for the vendor of one project/program where the same vendor has been used for several years
4. All other noted projects are targeted for completion by the end of 2012

November 8, 2011

To: Bob van den Berg, Government Relations Committee Chair  
Gordon Masters, Director Government Relations

From: Rod MacLeod, President  
David Thomson, Chief Executive Officer

Subject: 2012 Performance Letter

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Government Relations is one of OACETT's 6 Strategic Priorities and Council approved the establishment of the Government Relations Committee to advance a comprehensive effort at Queen's Park, Local Municipalities, and the local Riding level to advance the members' interests.

A Term's of Reference Document was approved by Council during the September 2011 meeting and the committee proposes the following plan:

**Priority: Government Outreach:**

- Identify Key Ministries and players and attend the throne speech so we can better understand the mandate of the provincial government for the next term.
- Develop and deliver a communication plan based on Government's mandate and OACETT's ask document. The plan should be developed by February 2012 with meetings scheduled shortly thereafter to communicate the plan to government.
- Develop and deliver a communications plan targeted at municipalities, and their associations (OBOA, etc.) that ensure OACETT members are recognized for work they are qualified to perform. Plan to be developed by January 2012 with implementation shortly thereafter.

**Priority: Legislative Issues:**

- Monitor and respond to qualified person's issues in support of our members as they arise.
- Develop a minimum of three position papers on relevant issues, i.e. BCIN, College of Trades etc. that affect members and communicate these to the appropriate government agency, municipality and our members.

### **Priority: Grass Roots:**

- Develop an awareness and training plan based on the Government Outreach Communication plan by April 2012.
- Identify, recruit, and train OACETT member advocates to deliver local grass roots plan by May 2012.
- Work with IT to establish a website button for Government Relations Initiatives for members and the public to access advocate training documents, reports and other information as deemed appropriate by the committee.

### **Other Activities**

- Prepare GR Articles for issues of Ontario Technologist.
- Attend MPP events.
- Invite MPPs to OACETT events

### **Measurable Targets for 2012**

1. By February 2012, develop and deliver a communications plan based on Government's mandate and OACETT's ask document.
2. By January 2012, develop and deliver a communications plan targeted at municipalities and their associations to protect and expand Qualified Person status.
3. Ongoing monitoring and responding to Qualified Person issues.
4. Develop a minimum of three position papers on relevant OACETT issues.
5. Develop an awareness and training plan based on the Government Outreach Communication plan by April 2012
6. Identify, recruit, and train OACETT member advocates to deliver local grass roots plan by May 2012
7. Work with IT to establish a website button for Government Relations Initiatives.
8. Government relations article for every issue of Ontario Technologist.
9. Attend MPP events for key ministries (Liberal) and critics (PC & NDP), and invite same to OACETT events.

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

**2012 DRAFT BUDGET  
November 18 - 19, 2011**

**REPORT TO COUNCIL**

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- The 2012 Draft Budget is being recommended to Council for approval. The OACETT Administration Board passed a motion endorsing the Draft Budget at a meeting on November 3, 2011
- The 2012 Draft Budget was developed based on 2011 activity and any new information that would impact revenue and expenses next year.
- As in recent years, the base budget covers day to day operations and includes ongoing activity on the strategic priorities identified by Council and the OAB
- In the base budget, there is a surplus of \$536, 485. Allocations of this surplus are listed in a separate motion and cover new initiatives and additional funds to enhance existing programs
- A larger contingency fund of \$154,000 has been built into the 2012 budget for: i) unexpected projects that come up during the year; and ii) additional funding requests for budgeted projects. Council and the OAB will review and authorize allocation of contingency funds as required
- The membership dues revenue projection is based on active members in the OACETT database in October 2011; growth in new members similar to growth in 2011; and keeping the resignation rate slightly higher than in 2011 because of the potential impact of members moving into retirement (first group of baby boomers turned 65 this year)
- Other Revenue is lower than forecast in 2011 primarily because of lower revenue expected from CTEN as ASET is developing a job site for employers filling positions from within Alberta
- Divisional (IETO, PASB, Finance Administration) operating budgets were developed by the finance committees of each board and have been endorsed by their respective boards. Common/Operating expense budgets were developed by staff based on 2011 activity and any known increases/decreases expected in 2012
- Permanent staff lines are projected at approximately 43% of revenue which is an acceptable ratio in professional associations of our size
- As always, the 2012 Draft Budget is a reasonably conservative budget. If you have any questions, I would be pleased to answer them before or at the Council Meeting

Respectfully submitted,  
Hillary Tedoldi, CAE  
Secretary Treasurer & CAO

**2012 Proposed Capital Budget**

<i>Critical Investments</i>	
Replacement of computer equipment as breaks/software products	10,000.00
Upgrades for membership database/website programs committee module	10,000.00
<b>Total Critical Investments</b>	<b>20,000.00</b>
<i>Programming Initiatives</i>	
Fine-tuning Reviewers file review portal	10,000.00
Certification module - new programming to handle changes with NTB	10,000.00
Certification module - new programming to automate data entry	10,000.00
<b>Total Programming Initiatives</b>	<b>30,000.00</b>
<i>Membership Service Enhancements/New Product Development</i>	
OACETT Website Upgrade - first stage - RFP and initiate re-design of site	20,000.00
Document Management System	30,000.00
<b>Total Membership Service Enhancements/New Product Development</b>	<b>50,000.00</b>
<b>Total Proposed Capital Budget</b>	<b>100,000.00</b>
Contingency	10,000.00
<b>Total Proposed Capital Budget with Contingency</b>	<b>110,000.00</b>

similar to 2011

upgrade some of the web/database programming to newer versions (targeting programs that have been in place 4-5 years)

requests through the year that come up



**OACETT**  
**2012 Proposed Budget with Current & Prior Years Actual, Budget and Forecast**

	ACTUAL Sept. 30/11 Y-T-D	2011 Budget	2011 Forecast	ACTUAL Dec. 2010	2012 Proposed Budget
<b>DUES REVENUE</b>					
Revenue Collected - Certified	2,467,621			2,346,114	2,589,686
Revenue Collected - Associate	1,160,526			1,161,283	1,265,093
<b>Annual Dues Revenue Received</b>	<b>3,628,147</b>			<b>3,507,397</b>	<b>3,854,779</b>
Collected after Resigned	112,516			124,603	116,651
Bad Debts/Remissions	(236)			(3,638)	
<b>Annual Dues Collected After Resigned</b>	<b>112,280</b>			<b>120,965</b>	<b>116,651</b>
<b>NET DUES REVENUE</b>	<b>3,740,427</b>	<b>3,809,136</b>	<b>3,829,136</b>	<b>3,628,362</b>	<b>3,971,430</b>
<b>OTHER REVENUE</b>					
Late Payment Fee	20,621	30,000	25,000	26,666	25,000
Application and Certificate Fee	158,131	203,000	203,000	219,625	240,000
MTO Designation App Fee	9,000	13,000	13,000	15,120	13,260
Reinstatement Fee	17,098	22,000	22,000	22,969	22,440
CEO Rent	33,206	42,000	44,300	42,256	44,274
Interest Income	1,207	0	1,800	0	2,400
Advertising Revenue - Tech.	41,774	60,000	50,000	58,888	55,000
Reclassification Within Certified Fee	1,185	2,000	2,000	2,624	2,040
Certification Fee	28,716	30,000	32,000	39,333	0
Technology Ring	(2,416)	2,000	200	1,117	2,000
PPE	155,953	175,000	165,000	165,316	165,000
PPE Seminar - Classroom	300	15,000	1,000	24,648	4,000
PPE Seminar - On-Line	23,503	45,000	40,000	3,700	45,900
PPE Manual	124,100	145,000	145,000	156,615	145,000
Technical Exam	5,846	6,000	6,000	6,103	6,120
CTEN	147,926	110,000	180,000	150,435	115,000
Miscellaneous Income	12,290	10,000	13,000	5,508	13,000
Sponsorship Income	258,786	260,000	280,000	279,195	280,000
Strategic Partners Program	14,925	10,000	15,000	11,940	24,000
Tech Report Writing Seminars	27,231	40,000	29,000	49,795	30,000
Membership Stamp	2,538	3,000	3,000	3,639	2,000
<b>TOTAL REVENUE</b>	<b>1,081,920</b>	<b>1,223,000</b>	<b>1,270,300</b>	<b>1,285,494</b>	<b>1,236,434</b>
<b>TOTAL REVENUE</b>	<b>4,822,347</b>	<b>5,032,136</b>	<b>5,099,436</b>	<b>4,913,854</b>	<b>5,207,864</b>

## OACETT

## 2012 Proposed Budget with Current &amp; Prior Years Actual, Budget and Forecast

	ACTUAL Sept. 30/11 Y-T-D	2011 Budget	2011 Forecast	ACTUAL Dec. 2010	2012 Proposed Budget
<b>OPERATING EXPENSES</b>					
Rent & Parking	230,169	317,000	306,000	289,010	317,000
HST Expense	286	0	300	2,518	0
Insurance	6,573	9,000	8,766	8,763	9,000
Equipment Leases and Rentals	10,040	15,000	13,500	13,562	13,500
Telephone - Equipment	9,832	25,000	11,000	9,255	10,000
Office expense	13,507	17,000	16,000	15,064	18,000
Electronic Comm/internet	25,228	47,000	47,000	37,626	47,000
Pension Expense	122,723	156,000	153,700	268,722	23,000
Promotional Items	1,000	5,000	3,000	3,376	5,000
New Nat.Assoc.Model & Issues	130,846	150,000	150,000	24,675	150,000
<b>Total Corporate Expenses</b>	<b>550,204</b>	<b>741,000</b>	<b>709,266</b>	<b>672,571</b>	<b>592,500</b>
<b>Depreciation/Amortization</b>	<b>82,486</b>	<b>116,000</b>	<b>118,000</b>	<b>112,165</b>	<b>120,000</b>
<b>Contingency Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Common Expense</b>	<b>632,690</b>	<b>857,000</b>	<b>827,266</b>	<b>784,736</b>	<b>712,500</b>
<b>Total Divisional Operating Expenses</b>	<b>2,787,166</b>	<b>4,174,665</b>	<b>4,025,722</b>	<b>3,607,047</b>	<b>3,958,879</b>
<b>Grand Total Expenses</b>	<b>3,419,856</b>	<b>5,031,665</b>	<b>4,852,988</b>	<b>4,391,783</b>	<b>4,671,379</b>
<b>TOTAL NET INCOME</b>	<b>1,402,491</b>	<b>471</b>	<b>246,448</b>	<b>522,071</b>	<b>536,485</b>

**IETO**  
**2012 Proposed Budget with Current & Prior Years Actual, Budget and Forecast**

Description	ACTUAL			ACTUAL Dec. 2010	2012 Proposed Budget
	Sept. 30/11 Y-T-D	2011 Budget	2011 Forecast		
<b>Communications</b>					
Outreach	1,787	4,000	3,000	1,712	3,000
<b>Total Communications</b>	<b>1,787</b>	<b>4,000</b>	<b>3,000</b>	<b>1,712</b>	<b>3,000</b>
<b>Office Expenses</b>					
Misc. Accounts	966	1,600	1,200	691	1,500
Office Supplies	1,675	5,000	3,500	3,345	3,500
Photocopy Supplies	2,407	4,000	3,000	2,767	4,000
Postage/Couriers	8,081	30,000	25,000	21,203	25,000
Printing & Stationery	5,390	10,000	7,500	3,065	5,000
Telephone - other	3,143	6,000	5,000	4,684	6,000
<b>Total Office Expenses</b>	<b>21,662</b>	<b>56,600</b>	<b>45,200</b>	<b>35,755</b>	<b>45,000</b>
<b>IETO Board and Committees</b>					
Complaints and Discipline Committee	13,653	9,000	18,000	2,065	10,000
Certificates	8,684	18,000	14,000	8,934	14,000
Technical Exam Expense	5,722	8,500	7,500	7,798	8,000
Prof. Practice Exam Expense	63,892	90,000	93,000	82,515	95,000
PP Seminar Expenses	7	15,000	7	14,380	10,000
Admissions Committee Travel	4,380	15,000	7,500	9,123	8,000
Admissions Committee Fees	18,710	40,000	28,000	33,139	23,000
Admissions Committee Food	2,599	7,000	4,500	5,603	5,000
IETO Board Travel	3,340	11,000	8,000	5,763	10,000
IETO Board Other	1,825	7,000	5,000	2,935	7,200
Licensing (TL/LL/LET)	334	500	500	14	1,000
Admissions 2nd Review Cttee	465	2,500	750	1,059	2,000
Education & Examination Cttee	-	1,000	500	460	500
MTO Expenses	394	2,000	2,000	789	1,000
<b>Total IETO Board and Committees</b>	<b>124,005</b>	<b>226,500</b>	<b>189,257</b>	<b>174,576</b>	<b>194,700</b>
<b>Strategic Priorities</b>					
Fairness Commission Review	4,605	30,000	15,000	8,196	5,000
Certification/NTB	8,994	69,500	70,000	5,617	0
PP On-Line Seminar	2,030	22,000	20,000	4,419	20,000
Accreditation	1,858	5,000	5,000	6,445	4,000
PLAR/Course	-	5,000	2,000	6,414	1,000
<b>Total Strategic Priorities</b>	<b>17,487</b>	<b>131,500</b>	<b>112,000</b>	<b>31,091</b>	<b>30,000</b>
<b>Services Purchased</b>					
Staff Association Dues	159	1,000	1,300	1,202	1,500
Admission Packages Outsourced	-	8,000	4,000	-	10,000
Contract/Consulting Services	36,233	55,000	55,000	38,166	94,000
<b>Total Services Purchased</b>	<b>36,392</b>	<b>64,000</b>	<b>60,300</b>	<b>39,368</b>	<b>105,500</b>
Staff	467,005	655,971	655,971	588,770	690,037
Travel	1,859	7,000	5,000	3,937	7,000
Staff Development	15,891	16,000	25,000	12,446	16,000
<b>Total Staff Expenses</b>	<b>484,755</b>	<b>678,971</b>	<b>685,971</b>	<b>605,153</b>	<b>713,037</b>
<b>TOTAL IETO EXPENSES</b>	<b>686,088</b>	<b>1,161,571</b>	<b>1,095,728</b>	<b>887,655</b>	<b>1,091,237</b>

**Professional Affairs & Services**  
**2012 Proposed Budget with Current & Prior Years Actual, Budget and Forecast**

Description	ACTUAL	2,011 Budget	2,011 Forecast	ACTUAL	2,012 Proposed Budget
	Sept. 30/11 Y-T-D			Dec. 2010	
<b>Communications</b>					
Brochures	7,948	20,000	20,000	15,273	20,000
The Ontario Technologist	101,135	154,000	145,000	142,019	154,000
Member Survey	1,300	500	1,500	0	1,500
Postage - Publications	51,532	78,000	74,000	67,845	78,000
Recruitment	758	15,000	1,000	7,159	15,000
Publications	1,611	1,500	2,000	602	2,000
Trade Shows	60	5,000	1,000	4,084	5,000
<b>Total Communications</b>	<b>164,344</b>	<b>274,000</b>	<b>244,500</b>	<b>236,982</b>	<b>275,500</b>
<b>Council and Committees</b>					
Chapters - Operating Grants	58,151	64,000	60,000	60,427	64,000
Special Funding for Regions	1,325	6,000	3,000	1,625	12,000
Special Projects	0	2,000	2,000	0	2,000
Professional Affairs & Services Board	4,437	8,000	7,000	6,373	8,000
Councillor's Expenses	327	5,000	2,000	540	0
Regional Councils-All	55,494	61,000	61,000	54,119	61,000
Business Development	0	3,000	1,000	706	3,000
National Engineering Month		15,000	0		18,000
NEWOSC-Meeting Expenses	107	1,000	200	22	0
NEWOSC-Annual Founders Fees	15,195	17,000	23,000	3,000	0
Provincial Awards/Salary Survey	(7,778)	50,000	62,000	31,122	30,000
<b>Total Council and Committees</b>	<b>127,258</b>	<b>232,000</b>	<b>221,200</b>	<b>157,933</b>	<b>198,000</b>
<b>Strategic Priorities</b>					
Corporate/Ind. Outreach Priority	46,867	60,000	60,000	53,687	38,000
Advertising	13,051	15,000	15,000	15,276	15,000
Women in Technology	7,445	15,000	10,000	11,433	10,000
Skills Canada	25,000	25,000	25,000	26,944	25,000
Social Media	0	10,000	5,000	0	10,000
Chapter Training	1,222	8,000	4,000	0	8,000
<b>Total Strategic Priorities</b>	<b>93,585</b>	<b>133,000</b>	<b>119,000</b>	<b>107,340</b>	<b>106,000</b>
<b>Office Expense</b>					
Misc. Accounts	1,149	5,000	3,000	2,077	5,000
Office Supplies	1,097	5,000	2,500	2,385	5,000
Photocopy Supplies	1,960	3,000	3,000	2,397	3,000
Postage - Corporate/Couriers	1,950	5,000	3,000	3,811	5,000
Printing & Stationery	4,016	12,000	6,000	3,999	6,000
Telephone - other	2,193	5,000	4,000	4,108	5,000
<b>Total Office Expense</b>	<b>12,365</b>	<b>35,000</b>	<b>21,500</b>	<b>18,777</b>	<b>29,000</b>
<b>Services Purchased</b>					
CTEN	1,163	5,000	4,000	3,450	5,000
Contract/Consulting Services	4,000	9,000	9,000	6,226	25,000
Staff Association Dues	316	2,000	2,000	301	2,000
<b>Total Services Purchased</b>	<b>5,479</b>	<b>16,000</b>	<b>15,000</b>	<b>9,977</b>	<b>32,000</b>
<b>Staff Expense</b>					
Staff Expense	362,649	516,283	516,283	476,406	488,839
Travel & Meals	1,349	7,000	5,000	3,082	7,000
Staff Development	8,747	16,000	10,000	16,615	16,000
	<b>372,745</b>	<b>539,283</b>	<b>531,283</b>	<b>496,103</b>	<b>511,839</b>
<b>TOTAL SERVICES EXPENSES</b>	<b>775,776</b>	<b>1,229,283</b>	<b>1,152,483</b>	<b>1,027,112</b>	<b>1,152,339</b>

**Finance and Administration**  
**2012 Proposed Budget with Current & Prior Years Actual, Budget and Forecast**

Description	ACTUAL	2011	2011	ACTUAL	2012
	Sept. 30/11 Y-T-D	Budget	Forecast	Dec. 2010	Proposed Budget
<b>Council and Committees</b>					
Annual Conference	82,870	75,000	83,000	92,696	110,000
Council	53,097	60,500	70,000	57,575	65,000
Council/OAB Professional Dev	14,275	12,000	18,000	12,462	12,000
Strategic Plan /Governance Review	46	-	100	63,671	0
Administrative Board	23,751	20,000	26,500	14,098	20,000
Executive Officers	6,737	10,000	10,000	8,954	7,500
Elections	1,500	10,000	1,500	-	0
Nominating	1,817	1,000	3,000	-	2,500
<b>Total Council and Committees</b>	<b>184,092</b>	<b>188,500</b>	<b>212,100</b>	<b>249,456</b>	<b>217,000</b>
<b>Other Committees</b>					
Other Associations Expense	24,242	37,000	25,000	33,901	20,000
Outreach	12,447	12,000	15,000	-	12,000
Joint Executive Board Meetings	-	1,000	1,000	181	1,000
OAAAS	31,176	55,000	34,000	55,076	1,000
<b>Total Other Committees</b>	<b>67,865</b>	<b>105,000</b>	<b>75,000</b>	<b>89,159</b>	<b>34,000</b>
<b>Strategic Priorities</b>					
Govt Affairs Priority	52,025	95,000	80,000	9,510	15,000
APWA Sponsorship	-	2,500	2,500	-	2,500
Regulatory Task Group	35	20,000	20,000	-	0
Retention/On-Boarding	17,152	25,000	25,000	20,824	25,000
<b>Total Strategic Priorities</b>	<b>69,212</b>	<b>142,500</b>	<b>127,500</b>	<b>30,333</b>	<b>42,500</b>
<b>Office Expense</b>					
Payroll Charges	3,245	4,500	4,500	4,142	4,500
Telephone - other	4,876	7,000	7,000	6,468	7,000
Office Supplies	2,466	6,000	3,500	5,629	4,400
Computer Supplies	2,897	6,000	6,000	5,290	6,000
Bank Charges	7,422	10,000	10,000	11,101	10,000
Credit Card Discounts	67,475	70,000	86,500	104,610	75,000
Membership Cards	4,701	5,000	5,000	4,701	5,000
Misc. Accounts	3,833	2,500	4,100	1,617	2,500
Printing & Stationery (Admin)	797	1,000	1,000	885	1,000
Photocopy Supplies	968	2,000	1,500	1,264	2,000
Repairs & Maintenance	907	2,000	1,500	973	2,000
Printing & Stationery (Finance)	17,307	25,000	21,000	21,489	25,000
Postage/Couriers	9,090	18,000	12,000	19,103	16,000
Hardware Maintenance	17,498	24,000	28,000	31,121	29,000
Software Maintenance	26,363	30,000	33,000	34,904	30,000
C & G Fletcher Foundation	9,724	10,000	17,500	7,195	5,000
<b>Total Office Expense</b>	<b>179,569</b>	<b>223,000</b>	<b>242,100</b>	<b>260,493</b>	<b>224,400</b>
<b>Services Purchased</b>					
Accounting	19,672	30,000	30,000	28,656	30,000
Staff Association Dues	297	1,500	1,000	-	1,000
Legal	17,803	30,000	25,000	23,308	20,000
Contract/Consulting Services	5,006	6,000	6,500	6,532	81,000
<b>Total Services Purchased</b>	<b>42,778</b>	<b>67,500</b>	<b>62,500</b>	<b>58,495</b>	<b>132,000</b>
<b>Staff Expense</b>					
Staff	762,207	1,034,311	1,034,311	985,296	1,042,403
Travel	1,215	7,000	4,000	1,010	7,000
Staff Development	18,364	16,000	20,000	18,038	16,000
<b>Total Staff Expense</b>	<b>781,786</b>	<b>1,057,311</b>	<b>1,058,311</b>	<b>1,004,344</b>	<b>1,065,403</b>
<b>Total Admin/Finance Expenses</b>	<b>1,325,302</b>	<b>1,783,811</b>	<b>1,777,511</b>	<b>1,692,280</b>	<b>1,715,303</b>

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## The Institute of Engineering Technology of Ontario (IETO)

**IETO REPORT TO COUNCIL**

**November 18 - 19, 2011**

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September and October have been busy months for IETO as we grappled with a College strike, revisions to the National Technology Benchmarks, and significant project planning for the NTB for Certification and revisions to the Professional Practice Exam.

The strike by support staff at Ontario colleges affected all but two of our 16 exam centres and resulted in the need for alternate arrangements to be made for the September 24<sup>th</sup> PPE. Exam candidates were given the option of either writing a paper-based exam or opting to write on the next scheduled date in November, without the regular postponement fee of \$50. Out of the 240 candidates who had registered to write in September, approximately 100 chose to postpone. As a result we have over 330 candidates registered to write on November 19<sup>th</sup>. When one includes the close to 500 students writing the exam as part of the program to imbed the PPE in colleges, the total for the year is approximately 1,550, which is about 100 higher than the total last year. A big thank you to IETO staff, particularly Barbara Chappell and Vera Alexeeva, who literally burned the midnight oil to ensure a smooth transition for those members affected by the strike.

Our examiners and staff were kept busy dealing with the reviews of files for certification and new applications. Total certifications at the beginning of October were 684, which is lower by approximately 150 from last year. While postponement of the PPE due to the college strike has affected our projections, we are hopeful that we will reach our target of 800 certifications for this year. The hiring of a staff part-time senior file reviewer is ensuring that completed files are being reviewed promptly and has shortened the turnaround time for file reviews. Admissions committee members also continue to meet twice a month to review applicant files.

Total student applications are up by a significant 226 over the same time last year and while regular applications are lower by 68 over last year, combined applications are up by over 150 to 1808. IETO's ongoing college partnership agreements, which involve liaison with the college and the professor/administrator in charge, following up to ensure the students apply and registering the students for the PPE, have been extremely valuable in contributing to this success.

Also, we have 182 members who have reinstated, a slight decrease by 7 compared to the same time last year. However, certified members reclassifying to upgrade from technician to technologist have gone up by 20 to 203 and there has been an increase in transfers by 10 from other provinces compared to last year. There have also been 3 fewer transfers out of Ontario.

Technology proposals and Technology Reports are also up over the same time last year to 273 and 209 respectively. We have sent 207 employer letters out this year notifying employers that their staff member has achieved certification. We have also processed 222 PPE postponements - requests to defer writing the PPE to another time.

The online Professional Practice Seminar, which was launched in September of last year, continues to draw interest with a total of 256 members having registered to date. Our target of 300 enrolments appears to be realistic and reachable.

Members using the online Record of Continuous Learning increases every year. There were 767 users and 2227 entries.

Two programs at Centennial College: Mechanical Engineering Technology and Energy Systems Technician are proceeding with national accreditation this fall with site visits scheduled for November 28 and 29. Accreditation team members from OACETT in the Mechanical and Electrical disciplines have been called upon to provide their expertise in reviewing the college submissions against the national standard. It is interesting to note that "Energy Systems" can be considered a "hybrid" program and it would appear that the NTB are up to the challenge.

In addition to accreditation, we continue to evaluate college programs for OACETT recognition. At the September board meeting a motion was passed to recognize programs delivered online as long as they meet the learning outcomes as determined by IETO.

IETO was asked by the Ministry of Training, Colleges and Universities to identify OACETT members to attend focus group sessions across the province on the development of new standards for college programs in Energy Systems, Chemical and Instrumentation Technology. The Deputy Registrar was able to provide the names of interested OACETT members to the MTCU. This involvement is a win-win all around for OACETT, MTCU, the colleges and for the individual members involved as it provides them with excellent professional development, networking and the opportunity to influence the future of their discipline in the province.

One of the most important projects every fall is the development of next year's budget. The IETO Finance Committee met via teleconference on September 30 to discuss the proposed budget for 2012. The draft budget was then presented to IETO for approval at the Board meeting on November 5 and is part of the Council package.

We continue work on the National Technology Benchmarks. Together with IT, we are developing systems to accommodate online reviews of applicant files and we expect to begin testing in early 2012. Major policy, process and administration changes are required along with switching to the NTB. All resources need to be able to be accessed electronically. We have been converting in house resources so that examiners will have access from home as well as negotiating user fees for others.

Our member files now total over 24,000. They are all paper based. Given that we are moving to electronic evaluation of files, we have been investigating a document management system that would allow us to electronically store, and more importantly, access the 7,000 or so Associate Member files that technically are still in progress to certification. We have received quotes from two organizations and are moving forward with this project.

At the recent IETO meeting the Board discussed combining the certificate fee with the application fee. This is attached as Appendix 1.

The IETO Board held a full day meeting on November 5. Topics covered included an orientation and overview on IETO responsibilities and activities, revisions to the PPE, Performance Letter, an update on the NTB, and as previously mentioned, the 2012 budget including the allocation of surplus for projects.

Respectfully submitted,

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

### **Certificate Fee as Part of the Application Fee**

A Certificate fee is levied to all members receiving their certification. This fee was designed to recover costs associated with printing, mailing, etc., the certificate to members receiving the C.E.T. or C.Tech. The current fee is \$41.20 (\$46.56 HST included). This fee is adjusted annually with the normal CPI increase which is levied across the board to all other fees.

The current process, is that upon receiving their C.E.T. or C.Tech certificates, members will also receive an invoice for the above amount. Finance has reported that approximately half of the members will pay upon receipt of first invoice. Those that do not pay are reminded via email a few months later. Approximately 40% (of the 50% that did not pay) will now pay. The remainder will be sent another e-mail with a copy of the invoice.

This latter group is more vocal and usually call the office to complain about “nickeling and diming” them to death; there is no record on the website about this fee (true until recently, but even then, it is difficult for applicants to know); they cannot pay this fee online (true); and some just want to complain period. If we apply these percentages to last year’s certification totals of 990, this would mean that 495 paid right away, an additional 198 pay after the first email leaving approximately 297 still to pay. Most of these will pay after additional contact. Finance however has stated that 19 members still have not paid from 2010. For the current year, Finance has stated that 232 certified members are still outstanding after the first invoice.

Although this may appear to be a Finance issue, this does affect the Registrar and IETO. I have been approached many times by Finance to see if there was something the Registrar could do to “force” these members to pay. The normal recourse for non-payment of dues is resignation from membership (bylaw 19, section 2.6.2). However, these are not membership dues. Even if it could be argued that these were, would we want to resign a member who has paid full dues for a number of years, PPE fees, etc., all for \$46.56? As a result a number of members do not pay.

This problem has been discussed at a senior staff meeting and it was decided that the simplest solution would be to add this fee to the current application fee (\$155 plus HST). If we were to do this, the new application fee would be;  $\$155 + \$41.20 = \$196.20$  or \$ 221.71 with HST.

This method would solve a number of issues:

1. It would definitely save Finance staff time, effort and frustration.
2. It would treat all members equally as they would all pay the fee.
3. Increase revenues (marginally).
4. It would solve a dilemma for the Registrar and IETO as to what to do with those that do not pay.
5. Consolidate fees and make the fees structure easier to understand.



**MOTION:**

IETO recommends to Council that the current Certificate fee of \$41.20 be included with the current Application fee of \$155 for a combined fee of \$196.20 (\$221.71 including HST), effective January 1, 2012.

## INTRODUCTION

The Professional Affairs and Services Board Report to Council is a review of the Professional Affairs and Services Board activities since the September Council Meeting. It is respectfully submitted to the OACETT Council for their review and information. The Board met on November 5, 2011 and will be pleased to answer any questions.

### **PASB Mandate Performance Measures- 2011**

#### **Priority- Outreach**

**1. Secure four new Strategic Partnerships for 2011 and provide two value added opportunities for our existing partners.**

Seven strategic partners have been added in 2011. In addition, to securing the strategic partners we have made over 150 contacts companies through trade shows, industry events, conferences and networking. Strategic Partnerships is only one form of increasing the awareness of OACETT and the credentials of OACETT members. Companies are now contacting us inquiring about certification and how they too can become a strategic partner. Profiling our new partners in the Ontario Technologist is making an impact in this area. See the attached list of our 19 partners.

This year we have concentrated on increasing the contact and service to our partners and the results of this are obvious by the number of renewals this year.

On November 25, 2011 we will be an exhibitor at the Association of Municipalities of Ontario (AMO) conference in London, Ontario. This conference attracts employees from the various municipalities and many of our senior volunteers are assisting with coverage for this event.

**2. Continue to enhance our relationships with all of the colleges and increase student membership by 55 using December 31, 2010 as the benchmark. Continue to seek opportunities to attract Internationally Educated Professionals. Continue the partnership with Skills Canada - Ontario.**

94 college visits and or presentations have been made to date. The student applications have exceeded the December 31, 2010 benchmark and the final numbers will be discussed at the Council meeting. We continue to participate in college career fairs and student interest is increasing.

We are a sponsor at the Colleges Ontario Conference at the end of November. The OACETT name will be "front and center" through this sponsorship and by being an exhibitor. This conference has delegates from all of the colleges, industry, other associations and government. Through our participation on their Ontario Workforce Coalition we have been asked to attend the College Day MPP Reception.

26 presentations have been delivered to Internationally Educated Professionals through a variety of agencies. The staff at these agencies change on a regular basis and the presentations is useful in educating the staff on OACETT and certification and the career options available.

### **3. Priority: Member Engagement/Succession Planning**

- (A) Work to develop methods to align the 6 Strategic Priorities into the activities of the Regions, Councilors and Chapters with a minimum of two action deliverables for each Region/Chapter.**

The PASB has enhanced their plan for aligning the chapter activities with the 6 Strategic Priorities. This includes a poster of the priorities for each chapter; increased coaching by the councilors and ongoing communication on the overall OACETT activities.

- (B) Deliver three Executive Leadership Training programs for the chapters/regions.**

The three training programs have been delivered in 2011 and we have added several informal sessions delivered by staff and senior volunteers. This includes information sessions on the new national association, how to engage members and IETO will be delivering a presentation later this month on the certification process. A standard practice is to survey the participants after each session and the feedback has been positive in that they like the content and the opportunity to ask questions. They have also provided us with suggestions for improvement.

- (C) Create an active Women in Technology Committee to develop a business plan that promotes Engineering and Applied Science Technology careers to women.**

The Women in Technology committee continue to meet and are progressing in the delivery of their 2011 business plan. They are in the process of scheduling presentations to secondary school guidance councilors and working with Skills Canada for their networking dinners.

### **4. Priority: Compliance and Standards, Implement a new Chapter Metrics Program.**

The first phase of the Chapter Metrics Program has been implemented with new reporting and presentations delivered to the chapters on the rationale of this project. Overall the chapters are supportive and the PASB will continue to provide support by increased coaching and communication.

### **5. Priority: Develop a Social Media Program - 2<sup>nd</sup> Quarter 2011**

The first phase of the Social Media program is complete with OACETT now having a presence on LinkedIn, Facebook and Twitter. The first draft of the Social Media Handbook has been developed and posted on our website. These sites are monitored on a regular basis and we have seen increased usage but we deliberately wanted a slow progression as we continue to learn and respond to member/non member inquiries and information being posted.

A presentation will be delivered at the November Council meeting and this will be an opportunity for members to ask questions. The next phase of this plan is scheduled for 2012 with more emphasis placed on marketing and communication opportunities. Using these tools will assist us to shape the perceptions about our brand, build relationships and create a community of supporters.

### **6. Priority- Create Additional Revenue**

Non-dues revenue lines within the Services Department has exceeded budget and the details will be reflected in the financial statements. These revenue lines continue to grow year over

year and the PASB has been proactive in identifying revenue opportunities and reducing the reliance on membership dues only.

### **Other PASB Activities**

- 2011 Awards Gala planning and event management.
- Project Management-National Engineering Month Task Force.
- Sourcing new Advertising Opportunities, i.e. Daily Commercial News, industry magazines.
- Technology Report Seminar promotion and registration, 9 Sessions, 125 participants to date.
- Completion of the Draft 2012 PASB Plan/Budget/Performance Letter
- Creation of new OACETT Ads for publications.
- Finalized the Member Communications Survey.
- Ongoing review and update of the OACETT website.
- Ongoing management of the 25/40/50 Awards Program.
- Sourcing Sponsors-Provincial Awards Gala.
- Production of *The Ontario Technologist* and ad sales.
- Attended several chapter/ region meetings and events.
- Management of current affinity partners and sourcing new partners.
- Management and promotion of CTEN to members and companies.
- Ongoing regional, chapter and member support.
- Development of Chapter Training Programs.
- Communication support for presentations, speech writing, editorials.
- Attend industry events.
- Social Media planning and management.



# Strategic Partners



**November 2011**

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**REPORT TO COUNCIL**  
**Status Report**

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The Government Relations Committee held its third meeting via conference call on November 2<sup>nd</sup>. The agenda included the following items for committee review and approval:

**2012 Performance Letter**

Your council package includes our Performance letter that was approved by the committee and presented to the OAB November 3. It's based on the 3 priorities (Government Outreach, Legislative Issues, and Grass Roots Campaign) from our Terms of Reference letter and includes actionable items along with timelines for completion. Our performance letter will be discussed in detail elsewhere.

**2012 Draft GR Budget**

The GR Committee reviewed the proposed 2012 funding allocated to the government relations activities for 2012. Allocation of the funds to our strategic initiatives was discussed and the committee approved the draft budget which will be discussed and voted on during this council meeting.

**2011 Ontario Election Results**

The Committee reviewed the August election results, as well as the new Liberal Cabinet appointees and the Conservative and NDP Critics appointees. A congratulatory letter, signed by the President, was sent to the successful MPPs. Also included with the letter was a brief one page statement about OACETT.

Representatives from the committee attended the throne speech (November 21) to further our networking activities and gather information that will allow us to prepare our Government Outreach Strategies.

**Topics Reviewed and Discussed**

The Committee reviewed and discussed the Final Terms of Reference statement as approved by Council; OACETT's ASK statement (written & point form); and the status of the Qualified Person code issue.

Bob van den Berg, C.E.T.: Committee Chair

Norm Sandberg, C.E.T.

Tara Welbourn, C.E.T.

Andre Tardif, C.E.T.

Ron Walker, C.E.T.

Steve Barnes, C.E.T.

Greg Miller, C.E.T.

Gord Masters, CAE, FCGA: Director of Government Relations



# Ontario Association of Certified Engineering Technicians and Technologists

<b>Report to Council</b>		E-Association	Professional Development	Succession Planning	Corp/College Outreach	Compliance and Standards	Government Affairs
<b>Region:</b>	<b>Central Region, Kim Pickett</b>						
Date:	November 18/19, 2011						
<b>Introduction</b>							
The Central Region activities are picking up this fall with all Chapters planning winter activities. Our Regional Meeting will be held in late November.							
<b>Chapter:</b>	Georgian Bay						
AGM April 16, Holiday Inn Barrie, good turn out 30 people for dinner, attracted new executive members. New chair Howard Mulrain, vice Chair Brian Emery. Guest speaker Julie Scarcella who did a presentation on Sustainability		1	1	1	1		
Golf Tournament Sept 2011 had excellent turn out				1	1		
Bridge Building Competition Jan/March with PEO					1	1	
Colts game in Jan is planned				1	1		
Durham							
Executive meetings held once per month			1	1			
Plans in progress for social and technical events for remainder of 2011			1		1		
York							
				1			
Summer picnic July 24, 2011, great turn out			1		1		
Train tour for families				1	1		
Tour of York Region Traffic Control planned for Sept 2011				1	1		
				1	1		



# Ontario Association of Certified Engineering Technicians and Technologists

E-association	0
Professional Development	5
Succession Planning	9
Corporate Outreach	9
Compliance and Standards	2





# Ontario Association of Certified Engineering Technicians and Technologists

<b>Report to Council</b>		E-Association	Professional Development	Succession Planning	Corp/College Outreach	Compliance and Standards	Government Affairs
<b>Region:</b>	<b>Eastern Region, Tara Welbourn</b>						
Date:	November 18, 2011						
<b>Introduction</b>							
The Eastern Region held our fall Regional meeting via conference call on October 22, 2011 with most of the Chapters represented.							
<b>Chapter:</b>	Cornwall						
No updates received							
<b>Chapter:</b>	Kingston						
Held St. Laurence Pup night for Students					1		
Will be part of a Bridge Building Contest in November					1		
Will have an Awards Dinner in late November			1				
Attended Regional Council Conference Call			1			1	1
<b>Chapter:</b>	Lanark-Leeds-Grenville						
Hosted an Awards Evening in September			1				
Sent photos and a writeup to the OT from the Awards Evening			1				
November Chapter Meeting			1	1			
Attended Regional Council Conference Call			1			1	1
<b>Chapter:</b>	Ottawa						
No updates received							



# Ontario Association of Certified Engineering Technicians and Technologists

<b>Report to Council</b>		E-Association	Professional Development	Succession Planning	Corp/College Outreach	Compliance and Standards	Government Affairs
<b>Chapter:</b>	<b>Pembroke</b>						
	Held a Hydro Museum Tour for Members		1				
	Attended a golf tournament with local PEO Chapter				1		
	Attended Regional Council Conference Call		1			1	1
<b>Chapter:</b>	<b>Peterborough</b>						
	Hosted a tour of the Canoe Museum for Members		1				
	Will be co-sponsor/host (along with local PEO and IEEE Chapters) of Engineering Symposium on Renewables on November 26		1		1		
	Working with local PEO and IEEE Chapters to organize NEM Competition				1		
	Monthly Chapter Meetings		1	1			
	Participated in Chapter Training webinar with Bob van den Berg		1	1		1	
	Attended Regional Council Conference Call		1			1	1
<b>Chapter:</b>	<b>Quinte</b>						
	Chapter Meetings to be held in different locations throughout the Chapter		1	1	1		
	Planning a Winery tour for November		1				
	Planning a Wine & Cheese for Milestone Members with local Mayor(s) and MPP(s)		1				1
	Planning Plant tours		1		1		
	Presented Science and Technology award to a 2011 Science Fair Student				1		
	Presenting Student award at Loyalist College in November				1		
	Attended Regional Council Conference Call		1			1	1
<b><u>Strategic Priorities totals</u></b>							
	E-association						2
	Professional Development						17
	Succession Planning						3
	Corporate Outreach						9
	Compliance and Standards						6
	Government Affairs						6



# Ontario Association of Certified Engineering Technicians and Technologists

<b>Report to Council</b>		E-Association	Professional Development	Succession Planning	Corp/College Outreach	Compliance and Standards	Government Affairs
<b>Region:</b>	Horseshoe Region, Ken Browne, C.E.T.						
Date:	November 18-19, 2011						
<b>Introduction</b>							
The Horseshoe Regions of Peel, Hamilton and Niagara continues to communicate with each other to explore events, seminars and ideas that would benefit each of their memberships.							
<b>Chapter:</b>	Peel						
Chapter Picnic		1	1	1			
Maintenance Seminar			1			1	
Monthly Chapter Meeting				1			
Revolving Trophy Project Science Fair Ongoing		1	1	1	1	1	1
<b>Chapter:</b>	Hamilton						
Dundurn Castle Tour			1				
Annual Wine Tour - Selected Vinyard		1		1			
Membership 25/40/50 Year Presentations				1		1	
Monthly Chapter Meeting				1			
<b>Chapter:</b>	Niagara						
College Outreach (Student Awards)				1	1		
Membership 25/40/50 Year Presentations				1		1	
Annual Golf Tournament		1					
John Alton Memorial Hockey Tournament			1	1	1		
Monthly Chapter Meeting				1			
<b>Strategic Priorities totals</b>							
E-association							4
Professional Development							5
Succession Planning							10
Corporate Outreach							3
Compliance and Standards							4
Government Affairs							1



# Ontario Association of Certified Engineering Technicians and Technologists

<b>Report to Council</b>		E-Association					
<b>Region:</b>	<b>Northern Region</b>						
<b>Nov. 1/11</b>	<b>Wm. Andrew R. Dryland, C.E.T.</b>						
<b>Introduction</b>							
Northern Region Chapter activities typically increase as summer comes to an end and we move into fall. This fall is no exception. Activity plans for the near future and longer terms are on the table. As well, scheduled events are underway. A sampling of these plans and events include:							
<b>Chapter: Near North</b>							
Northern Region Fall Meeting in Sudbury			1	1		1	
Chapter Meetings				1		1	
NORTH Bay General Hospital Tour, Planning Stages			1	1	1		
National Engineering Week, Planning Stages				1	1		
<b>Chapter: Sault Ste. Marie</b>							
Northern Region Fall Meeting in Sudbury			1	1		1	
Chapter Meetings				1		1	
Lego Robotics, still in the planning stages in December				1			
National Engineering Month, High School robotics & bridge building - Planning			1	1	1		
<b>Chapter: Thunder Bay</b>							
Chapter Meetings				1		1	
<b>Chapter: Temiskaming</b>							
Chapter Meetings				1		1	
<b>Chapter: Timmins</b>							
Northern Region Fall Meeting in Sudbury			1	1		1	
National Engineering Week, Planning Stages				1	1		
Water Treatment Plant Tour, Planning Stages			1	1	1		
Chapter Meetings				1		1	



# Ontario Association of Certified Engineering Technicians and Technologists

<b>Report to Council</b>		E-Association Professional Development Succession Planning Corp/College Outreach Compliance and Standards Government Affairs				
<b>Chapter:</b>	<b>Sudbury</b>					
Chapter Meetings				1		1
Northern Region Fall Meeting in Sudbury			1	1		1
National Engineering Week, Planning Stages				1	1	
Billard's Tournament - Rhythm & Cues, Planning Stages				1	1	
<b><u>Strategic Priorities totals</u></b>						
E-association						0
Professional Development						7
Succession Planning						18
Corporate Outreach						7
Compliance and Standards						10
Government Affairs						0

## Ontario Association of Certified Engineering Technicians and Technologists

TORONTO REGION REPORT TO COUNCIL Steve Barnes, B.AET, C.E.T., Toronto Regional Councillor Date Submitted: November 24, 2011	The Six Strategic and Chapter Priorities							
Regional Summation / Comments	Member Outreach	Community Outreach	E - Association	Professional Development	Succession Planning	Corp / College Outreach	Compliance & Standards	Government Relations
Nothing new has taken place since the last report to Council (Dated Sept. 23, 2011)								
<b>Toronto West Chapter</b>								
Plans are underway for the Toronto West Seasonal Dinner, to be held at Villa Sorrento Italian Restaurant on November 5th.	1		1					
<b>Toronto West Sub-Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Toronto Central Chapter</b>								
Plans are underway for the Annual Dinner Dance, jointly hosted with Toronto East Chapter, at Sala Caboto at Villa Colombo on November 20th.	1		1					
<b>Toronto Central Sub-Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Toronto East Chapter</b>								
Plans are underway for the Annual Dinner Dance, jointly hosted with Toronto Central Chapter, at Sala Caboto at Villa Colomb on November 20th.	1		1					
<b>Toronto East Sub-Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Chapter Voluntary Priority Totals</b>								
<b>Member Outreach</b>	<b>3</b>							
<b>Community Outreach</b>	<b>0</b>							
<b>Six Strategic Priority Totals</b>								
<b>E- Association</b>	<b>3</b>							
<b>Professional Development</b>	<b>0</b>							
<b>Succession Planning</b>	<b>0</b>							
<b>Corp / College Outreach</b>	<b>0</b>							
<b>Compliance &amp; Standards</b>	<b>0</b>							
<b>Government Relations</b>	<b>0</b>							



# Ontario Association of Certified Engineering Technicians and Technologists

Report to Council		E-Association	Professional Development	Succession Planning	Corp/College Outreach	Compliance and Standards	Government Affairs
Region:	Western Region, Christopher van Dop, C.E.T. Councillor						
Date:	31-Oct-11						
<b>Introduction</b>							
<b>Chapter:</b>	Chatham-Kent						
Nov Annual PEO/OACETT Curling Bomnspiel				1	1		
Dec Annual Christmas lunch				1			
Jun Annual PEO/OACETT Golf Tournament				1			
<b>Chapter:</b>	Essex						
started Chapter Facebook page		1		1	1		
Oct University of Windsor speaker to attend chapter meeting, ref new Bachelor of Engineering Technology Program				1	1		
Sep St. Clair College VP of Academic Operations to speak at chapter meeting				1	1		
Oct Winery Tour				1	1		
Dec Xmas party				1			
<b>Chapter:</b>	Grand Valley						
Nov Sleemans Brewery Tour				1			
Dec Xmas party				1			
Jan OACETT Hockey Tournament				1			
Jan Conestoga College Network Night				1	1		
Feb Guelph/Kithchener OHL Game				1			
Mar OACETT Engineering Month visit to high school				1	1		
Apr Guelph Compost Facility tour		1		1			



# Ontario Association of Certified Engineering Technicians and Technologists

<b>Report to Council</b>		E-Association Professional Development Succession Planning Corp/College Outreach Compliance and Standards Government Affairs				
<b>Chapter:</b>	Grey-Bruce					
	Oct Carrick Wines and Ciders tour			1		
	Nov 25-40-50 Year member event	1	1			
	Dec Chapter Hockey Game			1		
	Spring - Repeat of Wind Farm Tour			1		
	Spring - Neustadt Brewery Tour			1		
<b>Chapter:</b>	Lambton					
	planning St Clair river cruise			1		
	planning an industrial tour	1	1			
	Sep PEO/OACETT Golf tournament			1		
<b>Chapter:</b>	London					
	Sept 15 - PEO/OACETT All Candidates Meeting (Provincial)					1
	Sept - Oct High School Student Awards to 16 High Schools	1		1		
	Oct 19 - Guest Speaker, Carmen Gicante - Helping Technology Companies	1	1			
	Oct 20 - Career Fair Mother Teresa SS, London / High School Outreach			1		
	Nov 18 - Christmas Gala & Awards Night - Saffrons, Fanshawe College			1	1	1
	Jan 18 - Guest Speaker or Tour	1	1	1		
	Feb 10 - Night with the Knights OHL hockey night			1		
	Feb 15 - Women in Trades and Technology Evening	1	1	1		
	Feb Night with the Knights OHL hockey night			1		
	Feb GETSET evening	1	1	1		
<b>Strategic Priorities totals</b>						
E-association						1
Professional Development						8
Succession Planning						30
Corporate Outreach						13
Compliance and Standards						1
Government Affairs						1



## Fletcher Trustee's Decision Document

### Context

Subject to the Trustees endorsing the details contained in the College Bursary Fundraising Initiative (see below and the full report attached), the following recommendations require approval of the Trustees for submission and presentation to the OACETT Council on November 19, 2011

### Recommendations to OACETT

That OACETT Council support:

1. The continued practice of OACETT absorbing the administrative costs associated with the Fletcher Foundation Trustee meetings to conduct business (budgeted for \$5,000 in 2012);
2. The new College Bursary Fundraising Initiative will run under the auspices of the Fletcher Foundation but will be executed by OACETT staff (and volunteers). OACETT to absorb the costs of designate staff (1-2 days per week over 3 years) to undertake the basic campaign functions (up to \$25,000 per year);
3. Funding a re-payable loan to the Fletcher Foundation in the amount of up to \$25,000 per year for 3 years (target expenses equivalent to no more than 10% of total donations) to support consulting services to assist in writing the Case for Support, creating strategies for raising funds for each of the colleges and generally overseeing and coaching OACETT staff and volunteers.
4. Block funding \$100,000 over the next 3 years to be transferred into the Foundation's Capital Fund to be used to leverage additional donor support in the event that government matches are lower than expected (they vary by college) or a college is ineligible to receive matching government support (e.g. RCC).
5. Encourage members to use Interac to pay for fees vs. credit cards and transfer the credit card processing savings of approximately \$5 per application to the Fletcher Foundation.

### Highlights of the College Bursary Fundraising Initiative

Based on the attached draft proposal, the Trustees support the following key elements of the College Bursary Fundraising Initiative to:

- Establish an annual \$1,000 bursary at each of 25 community colleges which will require an endowment of \$50,000 per college or \$1.2 million in total.
- Establish the bursaries as soon as possible but not later than 2014/15 (3 years).
- Employ the Fletcher Foundation trust to match donor contribution to maximize leverage opportunity provided by the Ontario government under the Ontario Trust for Student Support (OTSS) program (minimum 1 to 1 and up to 2.5 to 1).

Example:

Donor (J. Smith) provides\*

**\$10,000 gift to Fletcher**

Fletcher Foundation provides \$10,000 match

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Fletcher grant to college "X" \$20,000

OTSS match at 2:1 \$40,000

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Total endowment at college "X" \$60,000

\*At a 2:1 OTSS match, the leverage for each of the donors and the Foundation would be 6X

- Under the 2:1 OTSS match scenario, of the \$1.25M needed, \$833,334 would come from OTSS; the Fletcher Foundation would have to contribute \$208,000 from its capital fund to match \$208,000 from donors.
- \$100,000 over 3 years from OACETT would create a pool of capital to leverage additional donor support in the event that the OTSS matches are lower than expected (they vary by college) or a college is ineligible to receive OTSS support (e.g. RCC).
- Where bursaries are being sponsored, rather than having capital endowed, there is no OTSS match but in some circumstances such as a Chapter initiative, the Foundation could consider providing a matching contribution.
- Endowment maintained and administered by the college
- Bursary based on financial need with merit provisions to be established by Trustees and donors if applicable, including:
  - Year 2 and 3 in applied science or engineering technology programs
  - Outstanding team player with high integrity and ethics
  - Volunteerism and community support
  - ????
- Details of the donor recognition to be a priority with protocols and agreements developed by the Trustees.
- Details for profiling of OACETT and co-branding of bursaries to be worked out by the Trustees.
- Performance benchmarks to be determined in Year 1, 2 and 3.

November 8, 2011

**Draft 27/10/11**

## **Carole and George Fletcher Foundation**

### **College Bursary Fundraising Initiative**

**The Goal:** To establish an annual \$1000 bursary at each of 25 Community Colleges.

**The Timeline:** To establish the bursaries as soon as possible but not later than the 2014/15 academic year coinciding with the end of the current 3-year rotation among the colleges.

**Funding Opportunities:** The Ontario Trust for Student Support (OTSS) program offered by the Ontario government will match endowment funds gifted to Ontario's post-secondary institutions. The program is aimed at students in financial need. The awards can also have an additional merit component. The Provincial match varies among institutions. The minimum match is 1 to 1 and the maximum is 2.5 to 1. Participating colleges are able to receive matches at or near the top of the scale.

In addition to endowing bursaries, there may also be opportunities for individuals, chapters and allied businesses to commit to sponsoring bursaries each year for a number of years.

**Funding Strategy:** The Fletcher Foundation would like to take advantage of and maximize the opportunities offered through the OTSS program. The Foundation proposes to match 1:1 all funds gifted to the Foundation. These combined funds (donor + Foundation) will in turn be endowed at each of the 25 target colleges thus attracting an OTSS match. This will result in donors to the Fletcher Foundation getting a 4X impact from their gift. Likewise the Fletcher Foundation, by matching donor gifts, will also get a 4X impact for its investment. If the colleges, on average, receive 2:1 OTSS matches, the leverage for each of the donors and the Foundation would increase to 6X.

Where bursaries are being sponsored, rather than having the capital endowed, there is no OTSS match but in some circumstances such as a Chapter initiative, the Foundation could consider providing a matching contribution.

**Funding Target:** It takes \$50,000 of endowed capital to sustain one \$1000 bursary. In total, \$1.25 million will need to be endowed at the colleges to sustain the 25 awards.

Assuming the minimum **1:1 OTSS match**, the Fletcher Foundation would have to endow \$25,000 at each of the 25 colleges. The Foundation will need to raise \$12,500 from donors and then match it for each of the 25 awards.

Of the \$1.25M needed, \$625,000 would come from OTSS, \$312,500 from the Fletcher Foundation capital fund and \$312,500 from donors.

An **OTSS match of 2:1** is more likely. In this case the Fletcher Foundation would have to endow \$16,670 at each of the 25 colleges. The Foundation would have to raise \$8,335 from donors and then match it for each of the 25 awards.

Of the \$1.25M needed, \$833,334 would come from OTSS, the Fletcher Foundation would have to contribute \$208,000 from its capital fund to match \$208,000 from donors.

Where bursaries are being sponsored the annual cost would be the face value of the bursary - \$1000. In these cases, the foundation will be looking for a minimum 5 year commitment on the part of the sponsor.

**Fletcher Foundation Funds:** Currently the Foundation holds \$200,000 in its capital fund. The Foundation Board of Trustees has agreed to request that up to an additional \$100,000 of OACETT operating funds over the next 3 years be transferred into the Foundation's Capital Fund. These funds would be used to leverage additional donor support in the event that the OTSS matches are lower than expected (they vary by college) or a college is ineligible to receive OTSS support. The Radio College of Canada is a private institution.

Although the total \$100,000 may not be needed to meet the goal, given this strategy, it is inadvisable to run the Foundation Fund down to too low a level. Fundraising is expected to continue after the 25 awards have been funded and it is always more attractive to potential donors if they know there are already seed funds available to undertake the next funding initiative. An additional consideration is that if the OTSS matches are on the high end making the program so attractive that the campaign overshoots its \$1.25M goal. A decision will then have to be made on whether to continue to take advantage of the OTSS program (including a Fletcher match) by increasing the value of the awards or the number of awards.

**The Awards:** OTSS support is only for establishing bursaries for students with financial need. The definition of `financial need` has already been established by the Province. However, additional merit criteria can be established in association with the awards. The Board of Trustees generally agreed that additional merit criteria should be part of the Fletcher Foundation funded bursaries. There was broad support for a merit component relating to careers in engineering technology. This could include attributes that relate to leadership, team work, critical thinking, problem solving, communications and ethics. The Trustees need to give this more consideration in order to establish a clear and consistent set of criteria.

The awards are being established in part to increase the profile of OACETT and to encourage new graduates to become OACETT members. The trustees prefer to have the awards established as either senior year in-course awards or graduation awards so that they can be better positioned to attract candidates as OACETT members.

To promote name recognition for the Association, the college awards may also carry the OACETT name rather than just the Fletcher name. Co-branding, particularly if there are donors who also wish to have their name on a bursary, is an issue that requires more discussion. Flexibility will be important in making sure contributors are appropriately recognized.

**Award Management:** Funds endowed at the colleges will be managed by the colleges. The colleges will select the award recipients based on the criteria set out by the Province and the Foundation. Presentation of the awards will be made as part of a college award presentation or graduation ceremony. The Fletcher Foundation

should establish an arrangement whereby a Foundation or OACETT representative has an opportunity to attend and make the presentation. Other college events may also exist whereby Fletcher Foundation representatives and donors are invited to meet with recipients and wave the OACETT flag. Donor recognition is something new for most colleges, so it is important to build in these expectations as part of the gift agreement with each college.

**Fletcher Foundation Donor Recognition:** Donors to the Fletcher Foundation (large or small) should receive recognition for their support. Recognition of donors who make significant contributions to the Fletcher Foundation capital fund can be recognized in several ways. Funds can be established within the Foundation in their name if sufficient to sustain the project for which they are intended. They can receive recognition at OACETT's biannual Gala or at OACETT's annual meeting. All donors should be recognized in OACETT's membership publication. In the case of funds flowing through the Foundation to be matched by OTSS at a college, the preference is to establish each award in OACETT's name. However, donors who contribute to these awards should be recognized in the various ways described above and be invited to participate in awards presentation events where appropriate. The Board of Trustees will be establishing gift recognition levels and naming protocols.

**Fletcher Foundation Donors:** The Foundation will be identifying prospective donors to contribute to the College Bursaries Fundraising Initiative. These will be individuals, industry partners, OACETT chapters and OACETT members at large. In some cases it may be appropriate to align donors with a specific college, particularly where there is a strong sense of community with that college. In others, donors will be approached based solely on the Case for Support, their relationship with OACETT and the leveraging opportunity that comes from Fletcher and OTSS program matches.

**Campaign Operations:** The campaign will run under the auspices of the Fletcher Foundation but will be executed by OACETT staff. OACETT will designate staff (1 – 2 days/wk) to undertake the basic campaign functions and will access coaching and other consultative services as needed.

**Campaign Budget:** OACETT will assume the cost of staff time to undertake various campaign functions that need to run from a central office. These will include:

prospect identification, research, clearance and tracking; coordinating volunteer input and participation; liaising with the colleges; executing gift agreements with donors & colleges; receipting of gifts; and donor recognition/stewardship.

OACETT will be asked to loan funds to the Foundation to cover costs associated with hiring consultants to assist with writing the Case for Support, creating strategies for raising funds for each of the colleges and generally overseeing and coaching OACETT staff so the Foundation's fundraising functions can be carried on in-house after this initial campaign goal has been met. The estimated cost of external support is \$20 – 25k for each of the three years of the campaign.

**Performance Benchmarks:** These will need to be determined during the early stages of year 1 for each of the three years of the campaign. Once a plan for funding each of the awards is developed, an overall set of expectations, outcomes and timelines can be developed. The benchmarks should be developed and approved by not later than March 1, 2012.

**Next Steps:**

1. Board of Trustee approval for the above plan (electronically before November OACETT Council mtg.)
2. Presentation of Foundation request to OACETT Council for transfer of \$100k to the Foundation Capital Fund and approval for a loan of up to \$25k in each of the next 3 years to cover campaign consultancies (at November OACETT Council mtg.).
3. Angelo, David T and Rob to meet with Conestoga campaign staff to better understand the logistics associated with combining donor and Fletcher Foundation funds to take advantage of the OTSS program (meeting set for 7/11/11). Plan to be adjusted to reflect what is learned at this meeting (prior to Nov. OACETT Council mtg.).
4. Engage consultants to support the campaign over the next 3 years (by 01/12/11).
5. Consultants and staff meet to establish modus operandi for the campaign (by 10/12/11).

6. Develop Case for Support (approved by 15/01/12).
7. Develop implementation strategies for each of the 25 awards (approved by 31/01/12).
8. Determine performance benchmarks (approved by 01/03/12).



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## The Institute of Engineering Technology of Ontario (IETO)

**REGISTRAR'S REPORT TO COUNCIL**

**November 18 – 19, 2011**

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I am pleased to make this report to Council.

Currently there are no formal complaints before me. However, we have sent information to two separate parties who may wish to file a complaint against our members.

The Complaints committee has another case pending which is currently in the courts. We will wait until the court decision is known before any action is taken.

To date in 2011 we have sent fourteen misuse of title letters to persons. It is unfortunate that a few of these are OACETT members awarded the A.Sc.T. title who instead use the C.E.T.

We continue to receive inquiries and interest in the LET. Our members have been informed that Government approval of the Regulations with regards to the LET are still pending and that we will keep our website updated with any progress made.

The Council of Registrars (COR) met via teleconference on October 25. We approved revisions to a number of National Technology Benchmarks which have been forwarded to the National Technology Benchmarks Committee for endorsement and posting. IETO volunteers and I were greatly involved in the mathematics, technology report and Mechanical, Civil and Environmental disciplines.

The Canadian Association for Prior Learning Association (CAPLA) held its annual conference in Toronto on November 13 to 15. Iurie Dmitrenco, our Senior File Reviewer and I were able to attend workshops on PLAR and compare developments of other regulators, post-secondary institutions and government initiatives including our own Office of the Fairness Commissioner.

On the evening of November 14, I attended a dinner reception at Humber College courtesy of Denise Devlin-Li, Dean of Technology. The guest speaker was author Martin Lindstrom.

Our Deputy Registrar, Barbara Chappell attended the Institute for Credentialing Excellence (ICE) conference in New Orleans Nov 7 – 11. Being members of this organization and having attended myself in 2009, I can tell you that it is an excellent conference attended by many Canadians as well as those from other countries. The sessions, networking and vendors it presents are all valuable and she will be focusing on our PPE Revision project while in attendance.

I have been very involved in the selection of an appropriate document management firm and I am pleased that we have started the scanning of the associate member files. Not only is this a requirement for us to begin on-line file assessments, but it also addresses issues of security and access which are primary concerns of mine as Registrar.

Respectfully submitted,

Sam DiGiandomenico  
Registrar

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## **REPORT TO COUNCIL**

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### **PEO September Council Meeting**

The Complaints and Discipline Task Force recommended steps be taken to streamline and improve the complaints process. This is being addressed by appointing a committee of experienced practitioners to propose more concise definitions of incompetence, unprofessional conduct, and conduct unbecoming a professional. The Committee will propose a process for sifting complaints and defining the requirements of those suitable for resolution by a simple peer review, without lawyers. The Committee will also propose a simple peer review process that is fair and economical, and that would be a prerequisite of such complaints before they enter the more formal adversarial area of complaints and discipline.

The “Engineer of Record” concept is established in other jurisdictions such as British Columbia to clearly assign responsibility for engineering work performed on large projects. The Professional Standards Committee will undertake to study and to propose amendments to Regulations 941 and 260 under the *Professional Engineers Act* and PEO Guidelines to incorporate "Engineer of Record and Review Commitment" to ensure lines of responsibility are clear for all work related to the practice of professional engineering and that in a multi-disciplined project, each discipline must be signed off by a Professional Engineer.

Council made the following recommendations regarding National Engineering Month:

1. Amend the objectives of the National Engineering Month Ontario to better align with the mandate of each of the funding members, as follows:
  - a) To increase public awareness of the role of engineering and technology regulation and certification.
  - b) To encourage young people to consider engineering and technology as their career of choice.
  - c) To broaden support for science, technology, engineering and infrastructure.
2. Clarify of roles and establish funding members oversight mechanism, as follows:
  - a) The funding members to take an active role of oversight and act as approver of programming
  - b) Establish an overall agreement between all the funding members and the service provider so it clarifies all roles, duties, responsibilities, expectations and limitations within this agreement.
  - c) The funding members will be responsible for defining the details of this.
3. Refocus the role of the steering committee to a coordinating committee
  - a) Changing the name of the National Engineering Month Ontario Steering Committee (NEMOSC) to National Engineering Month Coordinating Committee (NEMCC) helps focus its purpose.
  - b) Main role is to coordinate events and leverage synergies with all parties participating for better programming. Secondary is to make recommendations to the funding members for approval.
  - c) With the help of the service provider, carry out the approved programming.
  - d) Core composition: two representatives from each funding partner (one volunteer and one staff), open all inclusive policy (all are welcome to participate).

4. Conduct annual programming review to ensure alignment of activities with purpose
  - a) Reassess on an annual basis to ensure that all activities continue to meet with the purpose and getting the most value;
  - b) The reassessment will be carried out by the funding members.
5. Establish the role and function of the service provider to include
  - a) Fundraising for the National Engineering Month Ontario activities.
  - b) Create awareness, assist in developing and delivering programming at local grassroots.
  - c) Service provider fees is contingency on the basis of funds raised (pay for performance and non payment for non performance)
  - d) Along with the clarification of roles (as per 2 above), the funding members will be responsible of establishing the role and function of the service provider.
6. Provide administrative/financial functions
  - a) To be taken on by one of the funding members, maybe as a suggestion through a 2 year rotation through all the funding members.
  - b) In kind recognition for the willingness to take on the work.
  - c) The dollar amount for the in kind recognition will be determined.
7. Programming responsibility
  - a) As an initial goal: commit to at least half of the funds raised to go back to programming.
  - b) Publicize this to create brand and enhance reputation.
8. Service Provider: Request for Proposal
  - a) Develop and distribute the request for proposal for the service provider
  - b) Funding members to select a service provider.
9. The budgeting requirement for National Engineering Month programming for 2012 is \$24,000. Should OSPE participate, funding by PEO and OSPE will be \$7,500 and OACETT and CEO at \$4,500, if not, PEO at \$11,500 and OACETT and CEO at \$6,250
10. The *Globe and Mail* supplement will not be published for National Engineering Month in 2012. Crunched timeline, redeploying resources, re-aligning with our target audience, etc. are some of the reasons for not creating a *Globe and Mail* supplement

Council initiated a pilot program for a paperless Council for years 2011-12 and 2012-13. Members of Council who choose not to receive a paper copy of agenda material will be provided with either the use of PEO owned technology in support of electronic documentation or an annual allowance of \$300 for use of the Councilor's computer while serving on Council. The pilot project will be reviewed at the first Council meeting in 2013.

PEO will organize at least one President's town hall meeting per region per year.

Council agreed to give PEO's general support for the Society of Manufacturing Engineers (SME) "Take Back Manufacturing" (TBM) initiative within our *regulatory* mandate, also under our mandated support for the profession-at-large and Ontario's wider economic interest within the *Professional Engineers Act*.

Statements made in this document are based on draft minutes of the September PEO Council meeting and are subject to revision.

Respectfully submitted by:

Phil Maka, P.Eng. FEC  
PEO Representative on OACETT Council