

CTTAM

Annual Report

2021



CTTAM's Mission:

“Safeguard the Public Interest by the Certification and Governance of our Professional Members in the Application of National Standards of Applied Science Technology.”

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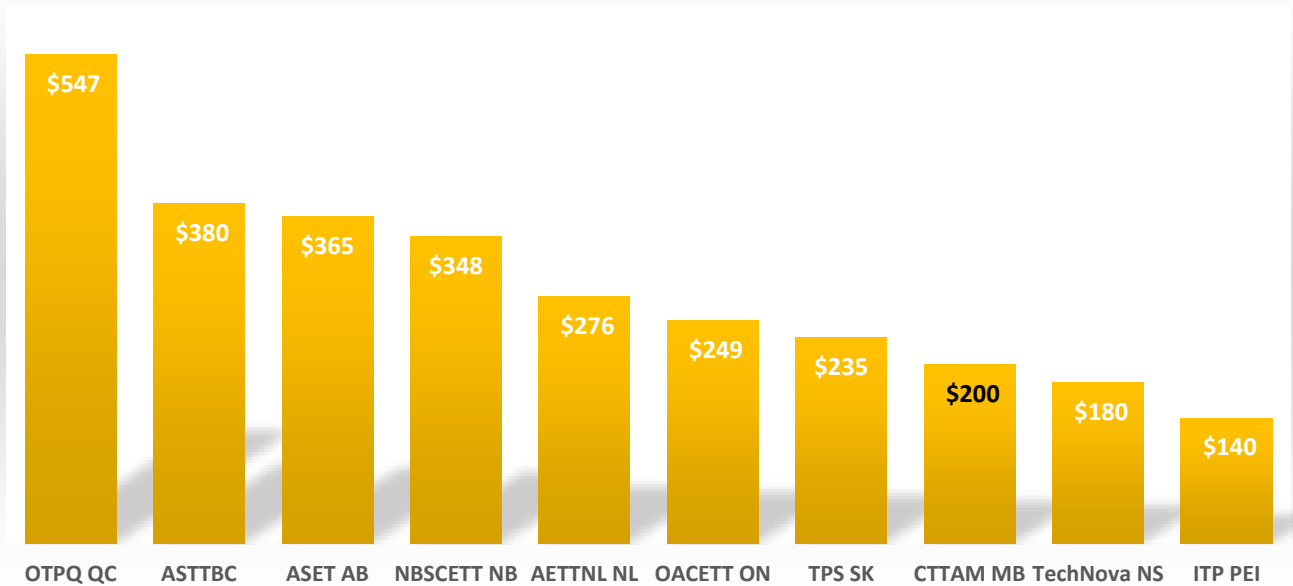
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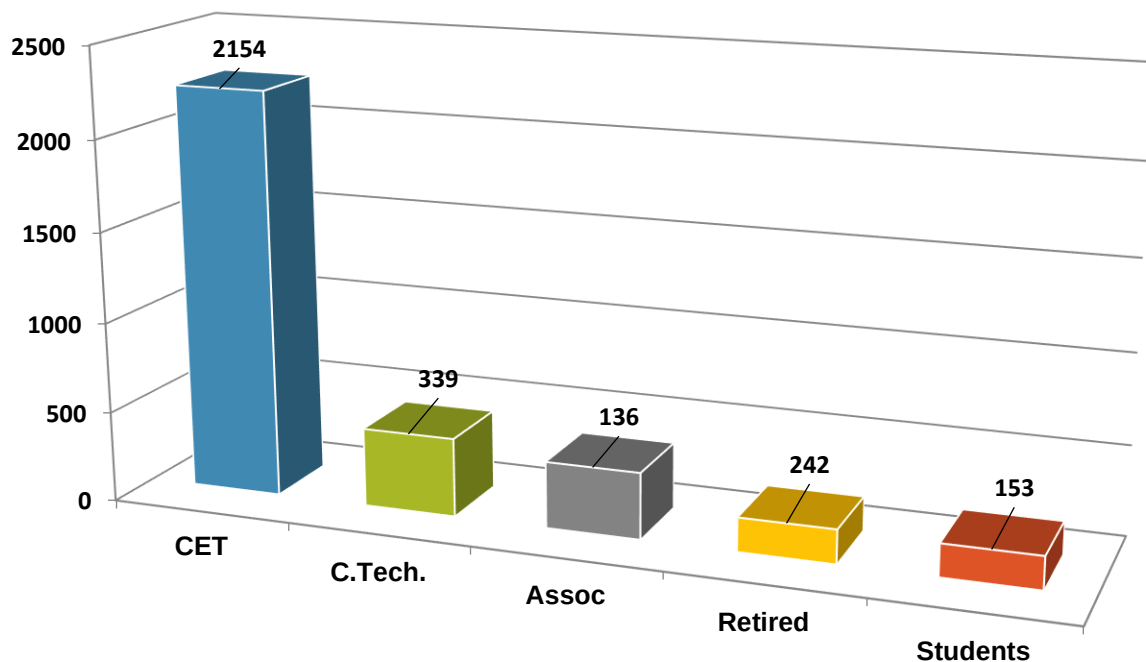
CTTAM 2020 Financial Statements

2021 Association Membership Fees



Council's outlook on membership dues is to provide value for services while allowing for a small contingency. Member dues will remain unchanged for 2022. Manitoba still has one of the lowest member dues when compared nationally.

Number of Current Members



While membership with CTTAM is market driven, it is no wonder that 75%* of the membership receive their professional fees as an employee benefit. For those who pay their own dues, you can claim a rebate on Line 212 of your T1 General Tax Form. (*derived from the 2021 Member Salary Survey)

The below data has been pulled from the 2021 CTTAM Salary Survey Results.

Discipline of Technology

Discipline	Q1	Median	Q3	Sample
Architectural	55,000	65,000	85,000	39
Biomedical/Biosciences	65,000	75,000	75,000	14
Building	65,000	85,000	95,000	29
Chemical	67,500	75,000	82,500	4
Civil	65,000	75,000	95,000	173
Engineering Design & Drafting	65,000	75,000	87,500	78
Electrical	85,000	95,000	105,000	76
Electronic	75,000	85,000	105,000	72
Environmental	65,000	75,000	95,000	39
Geological & Geosciences		112,500		2
Industrial/Manufacturing	65,000	75,000	95,000	23
Information Technology	60,000	75,000	105,000	13
Instrumentation	75,000	75,000	95,000	30
Mechanical	65,000	85,000	105,000	97
Natural Resources		85,000		1
Petroleum		85,000		1
Structural	65,000	75,000	95,000	47
Surveying/Geomatics	65,000	75,000	87,500	18
			Total	756

All numbers are in dollar amounts, except Sample, which is shown in numbers.

Table 9 — Salary Based on Classification and Years of Experience

	Technologist				Technician			
	Q1	Median	Q3	Sample	Q1	Median	Q3	Sample
1 - 5	55,000	55,000	65,000	83	43,750	55,000	67,500	6
6 - 15	65,000	75,000	85,000	254	65,000	65,000	77,500	26
16 - 20	75,000	85,000	105,000	92	57,500	75,000	92,500	20
21 - 25	75,000	85,000	105,000	85	72,500	85,000	101,250	10
26 - 30	85,000	95,000	105,000	60	85,000	85,000	95,000	7
over 30	75,000	95,000	115,000	91	65,000	95,000	115,000	23
Total				665				92

All numbers are in dollars, except Sample, which is shown in numbers.



President's Message August 2021

The annual general meeting is a yearly gathering of our members, associates, and stakeholders. It is the presentation of the annual report on our financials, performance and strategy, voting on association issues, and recognition of contributions.

For the Certified Technicians & Technologists Association of Manitoba it is much more than an interaction between our stakeholders and executive staff. It allows us to gather and reflect on our successes and accomplishments that have occurred over the last year.

A notable accomplishment was National Reunification, the uniting of nine provincial engineering technology and applied science associations to be represented by Technology Professionals Canada. This joining of registered professional technologists and technicians across Canada has been an ongoing process for years.

National Reunification provides a vast array of opportunities for its members. Our union builds strong alliances, promotes national recognition, and provides a voice for technicians and technologists in Canada and abroad. It was the hard work of CTTAM's past presidents and our committed staff that played a major part in this achievement.

Another notable accomplishment is the Professional Development Program. CTTAM sources and provides offerings for online workshops, courses, and programs from educational institutions and professional associations. These offerings not only contribute to our members' advancement of knowledge but expands their breadth of education and experience. The CPD ensures our members maintain their proficiency and competence. This not only benefits them but their employers, the public, and the profession overall.

A more noteworthy accomplishment is the Municipal Inspection Course that was developed and presented by a CTTAM member. To be able to use and apply the knowledge, experience, and talent of our own members to educate and support others is a very powerful strength for a professional association to have. We all have something to offer and I hope this will inspire members to support their fellow members and contribute to the association and the profession.

Maintaining CTTAM's operations during the pandemic, was no small feat. The decision and transition from a bricks and mortar business to virtual operations and maintaining operations under strict conditions required the dedication, commitment, and thoroughness of our staff and the exemplary leadership of our Executive Director.

We must recognize the volunteer staff, and board and committee members for their support and efforts through the difficult and challenging times as well as the general members for their patience, understanding, and support of the association.

With everything that has occurred over the last year, for us to remain strong, continue operations and provide opportunities for our members, it has been an amazing accomplishment. To all who have helped, assisted, and supported CTTAM, thank you, your efforts and contributions are greatly appreciated. I am very proud to be a member of the Certified Technicians & Technologists Association of Manitoba and have the honour of representing you.

Respectfully submitted,

A handwritten signature in blue ink that reads "Protosavage".

Ted Protosavage, C.E.T., MiM, P.Eng.
CTTAM President

CEO & Registrar's Report



On October 7th, CTTAM will celebrate its fifty-sixth anniversary as a professional association and twenty-two years as a regulated profession. The AGM is an opportunity to celebrate the accomplishments of the association which have been muted. I am thankful for the ongoing support of members, volunteers, and our staff. 2021 has been a challenging year as we enter year two of COVID-19 and the disruptions to our personal and professional lives.

CTTAM continues to offer its services via a hybrid work model with online registration and in-person scheduled appointments at Launch Coworking Space located at 200-1460 Chevrier Boulevard. CTTAM will be considering re-establishing a permanent physical office in 2022.

In 2020 CTTAM became a member of Technology Accreditation Canada (TAC) which provides accreditation of engineering technology and applied science programs in Canada after a merger with the Canadian Technology Accreditation Board. The Architectural/Engineering Technology program at Red River College was the first TAC accredited program in 2021 with 8 additional programs in the que. TAC accreditation relies on volunteer participation and the CTTAM membership stepped up when the call for TAC auditors was sent out.

CTTAM joined Technology Professionals Canada (TPC) in March 2020. TAC's primary function is to better protect the Canadian public by regulating the conduct of engineering technology and applied science professionals. A working group was tasked to develop a framework to transitioning into a single national body. Special thanks to CTTAM Past President Andrew Procca and ASTTBC Past President Sarah Campden for co-chairing the working group.

In 2019, Employment and Social Development Canada (ESDC) Foreign Qualifications Recognitions (FQR) program approved the ASTTBC application for the Expediting Technology Professionals Labour Market Integration (ETPLMI) project. CTTAM has been active participant in the development and implementation of several of the project's outcomes.

The National Gateway for technicians and technologists was launched on July 1, 2021

www.engineeringtechnologycanada.ca which provides a pathway to certification for immigrants/new Canadians, Canadian graduates, other experienced practitioners as well as those transitioning from a career with the Canadian Armed Forces. The gateway provides information on the provincial associations responsible for certification and registration as well as a providing tools to determine eligibility and levels of certification. The project also included funding for the upgrading of the online application process which is available at www.technologyregistrationscanada.ca The enhanced dashboard and user experience will make the application process more efficient.

Maintaining relationships with our strategic partners is stronger than ever which includes the Office of the Manitoba Fairness Commissioner, Office of the Fire Commissioner, ACEC-MB and Skills Canada MB. CTTAM continues to work with Engineers Geoscientists Manitoba and maintains a working relationship with the joint board. CTTAM member interest in obtaining a limited engineering licensing, Eng.L designation, has exceeded our expectations.

We continue our strong relationship with Red River College, University College of the North and Assiniboine Community College to expand CTTAM's outreach beyond Winnipeg with scholarships being offered to Engineering Technologist and Technician programs. Online learning and reduced contact will require online meetings to network with students.

CTTAM membership is market driven and the C.E.T. and C.Tech. designations are the brand asked for by employer job postings on the Indeed job site. Periodically we receive information that individuals, who are not entitled to do so, are using CTTAM designations. CTTAM's Certified Members have met stringent criteria and our designations are protected by *The Certified Applied Science Technologists Act*. CTTAM deals swiftly with those individuals who indicate that they are CTTAM Members but who are not on CTTAM's Register of Active Members.

Continued on next page....

CEO & Registrar's Report (Cont'd.)

Each year I comment on how fortunate CTTAM is to have a strong and dedicated volunteer base which helps meet the needs of the public and our Membership. This year is no different and CTTAM would not be the successful organization that it is without these individuals. I would also like to express my appreciation to Lauren Gluck, Member Services Coordinator and Cathy Penner, Registration Services Coordinator, for their dedicated work during the year.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to be 'ROKABE', is written over a faint, light blue rectangular background.

Robert Okabe, C.E.T., FEC(Hon), IntET (Canada)
CEO & Registrar

CTTAM Staff

Robert Okabe, C.E.T., FEC (Hon.), IntET (Canada)
CEO & Registrar

Cathy Penner
Registration Services Coordinator

Lauren Gluck
Member Services Coordinator

CTTAM Board of Directors

Ted Protosavage, C.E.T., MiM, P.Eng.
President

Andrew Procca, C.E.T., PMP, BTech.
Past President

Josée Rémillard, C.E.T.
President-Elect

Chad Erickson, C.E.T.
Director

Mariclaire Monton, C.E.T.
Director

Grant Nicol, C.E.T.
Director

Shannon Nordal, C.E.T.
Director

Dana Shewchuk, C.E.T.
Director

Elaine Vegh, C.E.T.
Director

Harvey Kaita
Member at Large

**THE CERTIFIED TECHNICIANS AND TECHNOLOGISTS
ASSOCIATION OF MANITOBA INC.**

Financial Statements

Year Ended December 31, 2020

**THE CERTIFIED TECHNICIANS AND TECHNOLOGISTS ASSOCIATION OF MANITOBA
INC.**

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Year Ended December 31, 2020

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INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Directors of The Certified Technicians and Technologists Association of Manitoba Inc.

We have reviewed the accompanying financial statements of The Certified Technicians and Technologists Association of Manitoba Inc. which comprise the statement of financial position as at December 31, 2020 and the statements of revenues and expenses, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility for the Financial Statements

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of The Certified Technicians and Technologists Association of Manitoba Inc. as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Exchange

Chartered Professional Accountants LLP
Winnipeg, Manitoba
March 31, 2021

**THE CERTIFIED TECHNICIANS AND TECHNOLOGISTS ASSOCIATION OF MANITOBA
INC.**

Statement of Financial Position

December 31, 2020

(Unaudited)

	2020	2019
ASSETS		
CURRENT		
Cash	\$ 382,615	\$ 361,516
Guaranteed investment certificate (Note 4)	474,773	353,116
Inventory	4,155	2,800
Prepaid expenses	3,530	3,530
	865,073	720,962
CAPITAL ASSETS (Notes 2, 5)	4,114	24,971
	\$ 869,187	\$ 745,933
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 19,208	\$ 23,461
Deferred memberships	321,790	272,765
	340,998	296,226
CANADA EMERGENCY BUSINESS ACCOUNT (Note 6)	40,000	-
	380,998	296,226
NET ASSETS		
Unrestricted (Note 2)	380,018	320,679
Invested in capital assets (Note 2)	4,114	24,971
Restricted surplus capital (Note 2)	29,748	29,748
Restricted surplus operating (Note 2)	74,309	74,309
	488,189	449,707
	\$ 869,187	\$ 745,933

APPROVED ON BEHALF OF THE BOARD

_____ Director

_____ Director

See notes to financial statements

**THE CERTIFIED TECHNICIANS AND TECHNOLOGISTS ASSOCIATION OF MANITOBA
INC.**

Statement of Revenues and Expenses

Year Ended December 31, 2020

	2020	2019
REVENUE		
Membership fees	\$ 517,787	\$ 456,995
Certification fees	19,016	23,285
Investment income	10,055	11,791
Professional development	6,268	13,179
Sundry income and recoveries	2,804	2,014
Ring income	1,197	3,514
M-License and safety course	2,160	2,184
Newsletter advertising	1,150	2,950
Golf tournament	-	24,795
	<u>560,437</u>	<u>540,707</u>
EXPENSES		
Advertising and promotion	5,026	33,140
Amortization	4,928	13,977
Annual general meeting	229	13,130
Business taxes, licenses and memberships	482	320
Certification fees	4,804	3,649
Equipment rentals	3,011	565
Insurance	2,665	2,456
Interest and bank charges	22,908	18,527
Internet	2,470	1,056
Memberships	24,839	-
Office	122,596	93,490
Professional fees	10,278	8,002
Rent	27,453	52,659
Repairs and maintenance	11,225	6,616
Supplies	3,815	3,929
Telephone	1,160	1,336
Travel	5,263	39,745
Wages and employee benefits	248,616	217,921
	<u>501,768</u>	<u>510,518</u>
EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS	58,669	30,189
OTHER INCOME		
Loss on disposal of capital assets	(20,187)	-
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 38,482</u>	<u>\$ 30,189</u>

See notes to financial statements

THE CERTIFIED TECHNICIANS AND TECHNOLOGISTS ASSOCIATION OF MANITOBA INC.

Statement of Changes in Net Assets

Year Ended December 31, 2020

	Unrestricted	Invested in capital assets	Restricted Surplus Capital	Restricted Surplus Operating	2020	2019
NET ASSETS - BEGINNING OF YEAR	\$ 320,679	\$ 24,971	\$ 29,748	\$ 74,309	\$ 449,707	\$ 419,518
Excess of revenue over expenses	63,597	(25,115)	-	-	38,482	30,189
Purchase of capital assets	(5,566)	5,566	-	-	-	-
Proceeds on disposal of capital assets	1,308	(1,308)	-	-	-	-
NET ASSETS - END OF YEAR	<u>\$ 380,018</u>	<u>\$ 4,114</u>	<u>\$ 29,748</u>	<u>\$ 74,309</u>	<u>\$ 488,189</u>	<u>\$ 449,707</u>

See notes to financial statements

**THE CERTIFIED TECHNICIANS AND TECHNOLOGISTS ASSOCIATION OF MANITOBA
INC.**

**Statement of Cash Flow
Year Ended December 31, 2020**

	2020	2019
OPERATING ACTIVITIES		
Cash receipts from memberships and others	\$ 599,407	\$ 616,061
Cash paid to suppliers and employees	(439,540)	(481,983)
Interest received	10,055	11,791
Interest paid	(22,908)	(18,526)
Cash flow from operating activities	<u>147,014</u>	<u>127,343</u>
INVESTING ACTIVITIES		
Purchase of capital assets	(5,566)	(1,208)
Proceeds on disposal of capital assets	1,308	-
Change in guaranteed investment certificate	(121,657)	(9,981)
Cash flow used by investing activities	<u>(125,915)</u>	<u>(11,189)</u>
INCREASE IN CASH	21,099	116,154
CASH - BEGINNING OF YEAR	<u>361,516</u>	<u>245,362</u>
CASH - END OF YEAR	<u>\$ 382,615</u>	<u>\$ 361,516</u>

See notes to financial statements

**THE CERTIFIED TECHNICIANS AND TECHNOLOGISTS ASSOCIATION OF MANITOBA
INC.**

Notes to Financial Statements

Year Ended December 31, 2020

(Unaudited)

1. PURPOSE OF THE ASSOCIATION

The Certified Technicians and Technologists Association of Manitoba Inc. (CTTAM) was formed on October 28, 1965 and is the professional association that certifies and regulates engineering technicians and technologists in Manitoba. The Association is a not-for-profit entity and as such is exempt from income tax.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. Because a precise determination of many assets and liabilities is dependent upon future events, the preparation of financial statements for a period necessarily involves the use of estimates which have been made using careful judgement. The financial statements have, in management's opinion, been properly prepared within the reasonable limits of materiality and within the framework of the significant accounting policies summarized below:

Inventory

Inventory is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis. Inventory consists of rings and study guides.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Furniture and fixtures (before 2013)	60 months	straight-line method
Furniture and fixtures (after 2013)	120 months	straight-line method
Computer equipment	36 months	straight-line method
Website development	36 months	straight-line method
Leasehold improvements	120 months	straight-line method

In the year of acquisition, amortization is taken at one-half of the above rates. The Association regularly reviews its capital assets to eliminate obsolete items.

(continues)

**THE CERTIFIED TECHNICIANS AND TECHNOLOGISTS ASSOCIATION OF MANITOBA
INC.**

Notes to Financial Statements

Year Ended December 31, 2020

(Unaudited)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Net assets

- a) Unrestricted net assets comprise the excess of revenue over expenses accumulated by the organization each year, net of transfers, and are available for general purposes.
- b) Net assets invested in capital assets presents the organization's net investment in capital assets which is comprised of the unamortized amount of capital assets purchased with restricted funds.
- c) Restricted surplus capital net assets are funds which have been designated for the future purchase of capital assets. \$10,000 per year is allocated to this fund, if the operating surplus is in excess of \$10,000
- d) Restricted surplus operating net assets are funds which have been designated to provide a future provision for the continuation of operations. An allocation to the restricted surplus operating net assets will not be made if a loss in earnings occurs or if the net assets exceed 15% of the annual budgeted expenditures.

Revenue recognition

The Association recognizes revenue at the time of delivery of service to the members and upon reasonable certainty of the collection of the related receivable.

Membership fees received in advance are not recognized as revenue until the completion of the related service.

3. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Association's risk exposure and concentration as of December 31, 2020.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from its members. In order to reduce its credit risk, the Association reviews a new member's credit history before extending credit and conducts regular reviews of its existing members' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Association has a significant number of members which minimizes concentration of credit risk.

**THE CERTIFIED TECHNICIANS AND TECHNOLOGISTS ASSOCIATION OF MANITOBA
INC.**

Notes to Financial Statements

Year Ended December 31, 2020

(Unaudited)

4. GUARANTEED INVESTMENT CERTIFICATES

The organization holds the following guaranteed investment certificates:

	2020	2019
Assiniboine Credit Union GIC bearing interest at 1.5% and matures on September 10, 2021	\$ 50,000	\$ -
Scotiabank GIC bearing interest at 1.00% and matures on March 17, 2021	75,403	-
Scotiabank GIC bearing interest at 0.75% and matures on February 10, 2022	20,005	-
Scotiabank GIC bearing interest at 1.15% and matures on April 7, 2021	40,224	-
Scotiabank GIC bearing interest at 0.80% and matures on June 17, 2021	35,521	-
Scotiabank GIC bearing interest at 0.80% and matures on June 8, 2021	84,540	-
Scotiabank GIC bearing interest at 0.80% and matures on June 8, 2021	84,540	-
Scotiabank GIC bearing interest at 0.80% and matures on June 8, 2021	84,540	-
Scotiabank GIC bearing interest at 2.08% and matured on June 17, 2020	-	70,303
Scotiabank GIC bearing interest at 2.86% and matured on September 5, 2020	-	247,722
Scotiabank GIC bearing interest at 1.25% and matured on September 17, 2020	-	35,091
	\$ 474,773	\$ 353,116

5. CAPITAL ASSETS

	2020		2019	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Furniture and fixtures	\$ -	\$ -	\$ 53,129	\$ 36,016
Computer equipment	16,170	12,056	104,448	101,603
Website development	12,390	12,390	12,390	11,760
Leasehold improvements	-	-	9,997	5,614
	\$ 28,560	\$ 24,446	\$ 179,964	\$ 154,993
Net book value	\$ 4,114		\$ 24,971	

**THE CERTIFIED TECHNICIANS AND TECHNOLOGISTS ASSOCIATION OF MANITOBA
INC.**

Notes to Financial Statements

Year Ended December 31, 2020

(Unaudited)

6. CANADA EMERGENCY BUSINESS ACCOUNT

During the current year, the organization received \$40,000 from the Canada Emergency Business Account (CEBA). CEBA provides interest-free loans of up to \$40,000 to small businesses to help cover their operating costs during a period where their revenues have been temporarily reduced. This program has been implemented by banks and credit unions in collaboration with Export Development Canada.

Repaying the balance of the loan on or before December 31, 2022 could result in loan forgiveness of 25 percent (up to \$10,000).

7. LEASE COMMITMENTS

The Association had leased a premise lease agreements for the office spaces located at Unit 602 & 603-1661 Portage Avenue, Winnipeg, Manitoba. The lease was terminated during the year ended December 31, 2020.

In addition, the Association has a lease agreement for an office printer. Under the terms of the lease agreement the Association is required to pay \$499 quarterly. The lease expires April 2022.

The Association also has a Software membership and usage agreement. Under the agreement the Association is required to pay \$8,082 per year. The usage agreement ends on November 2022.

Future minimum lease payments as at December 31 are approximately as follows:

2021	\$	10,082
2022		500
