



# ANNUAL REPORT 2023

The Certified Technicians and Technologists  
Association of Manitoba

Aaniin      Ho      Taanshi      Hau/Han      Bonjour      **Hello**

Wotziye    Tansi    Waaclye    Boozhoo    Tungasugit    Peehtikway

**Wolziye**    Bienvenue    Welcome    Tawow/Tansi    Lyuskin/Kuwa

Aaniin      Ho      Taanshi      Hau/Han      Bonjour      **Hello**

Wotziye    Tansi    Waaclye    Boozhoo    Tungasugit    Peehtikway

**Wolziye**    Bienvenue    Welcome    Tawow/Tansi    Lyuskin/Kuwa

Aaniin      Ho      Taanshi      Hau/Han      Bonjour      **Hello**

Wotziye    Tansi    Waaclye    Boozhoo    Tungasugit    Peehtikway

**Wolziye**    Bienvenue    Welcome    Tawow/Tansi    Lyuskin/Kuwa

Aaniin      Ho      Taanshi      Hau/Han      Bonjour      **Hello**

Wotziye    Tansi    Waaclye    Boozhoo    Tungasugit    Peehtikway

**Wolziye**    Bienvenue    Welcome    Tawow/Tansi    Lyuskin/Kuwa

Aaniin      Ho      Taanshi      Hau/Han      Bonjour      **Hello**

Wotziye    Tansi    Waaclye    Boozhoo    Tungasugit    Peehtikway

**Wolziye**    Bienvenue    Welcome    Tawow/Tansi    Lyuskin/Kuwa

Aaniin      Ho      Taanshi      Hau/Han      Bonjour      **Hello**

Wotziye    Tansi    Waaclye    Boozhoo    Tungasugit    Peehtikway

**Wolziye**    Bienvenue    Welcome    Tawow/Tansi    Lyuskin/Kuwa

## GROWTH. RECOGNITION. COMMUNITY.

Since 1965, CTTAM has grown its membership and worked with strategic partners to promote the potential of technology and applied science careers and education in Manitoba. In 2022, we provided \$3,000 in scholarships for our members' children, contributed \$14,000 to RRC Polytech's endowment fund and offered four, in-person training courses. All while having one of the lowest membership costs across Canada. Our ambition to innovate continues by us using technology and partnerships to offer effective practices and services to our members that meet their changing needs. Thank you to our Board of Directors, to our staff and our volunteers for all their hard work. And to our members for your investment and support.



**ROBERT OKABE**, C.E.T., FEC (Hon.), IntET (Canada), CTTAM CEO and Registrar

---

### ABOUT CTTAM

The Certified Technicians and Technologists Association of Manitoba (CTTAM) is the regulatory body within the Province of Manitoba for engineering and applied science technicians and technologists. We support the recognition of engineering technologists and technicians by advancing the practice of engineering technology and applied sciences.

### MISSION

*Safeguard the public interest by the certification and governance of our professional members in the application of national standards of applied science technology.*

### VISION

*Through the advancement and recognition of our membership achieve the right to practice the profession of applied science technology.*

---

### CTTAM staff

The success of our organization depends on the efforts, abilities and expertise of our staff. They bring a varied degree of skills, capabilities and experience. This culture makes us a valuable organization that better connects us to our members and our community.

**ROBERT OKABE**, C.E.T., FEC (Hon.), IntET (Canada)  
CEO and Registrar

**LAUREN GLUCK**  
Member Services Coordinator

**CATHY PENNER**  
Registration Services Coordinator

### Board of Directors

Over the past 58 years, our Board of Directors has supported engineering technologists and technicians for the important role they play in engineering technology and applied sciences. The board also provides guidance, advice and the general oversight of operations without being involved in day-to-day operations.

**JOSEE REMILLARD**, C.E.T.  
President

**SHANNON NORDAL**, C.E.T.  
President Elect

**TED PROTOSAVAGE**, C.E.T., MiM, P.Eng.  
Past President

**MICHELLE EWASHKO**, C.E.T.  
Board Intern

### Directors

**DAVID ATKINS**, C.E.T.  
**MARICLAIRE MONTON**, C.E.T.  
**BERNARDO PASCO**, C.E.T.

**JULIE SCHNEIDER**, C.E.T.  
**AYLEN MAYOR**, C.E.T.  
**HARVEY KAITA**, Member at Large

*CTTAM recognizes that Winnipeg is on Treaty 1 territory, the territory of the Anishinaabeg, the Nehiyaw, the Ojji-Cree, the Dakota, and the Dene Peoples and on the Homeland of the Métis Nation.*



## **2022 Annual General Meeting**

Minutes from October 6, 2022 Annual General Meeting

Page  
5

## **Reports**

- President's
- CEO and Registrar's
- Certification Board
- Leadership and Development Committee
- Nominations Committee
- Technology Accreditation Canada
- Independent practitioner's review engagement

7  
8  
9  
10  
11  
12  
13

## **2022 Financial statements**

- Notes to financial statements

15  
19

## **Membership highlights**

23

## Agenda

### MINUTES

Of the Annual General Meeting of the Certified Technicians and Technologists Association of Manitoba Inc. held at the Royal Aviation Museum of Western Canada and also virtually via Zoom on October 6, 2022 at 6:10 p.m.

#### 22. AGM.1.1

Mr. Ted Protosavage, Chair, called the meeting to order and announced that there is a quorum. (25 excluding students, associates and guests). All members can participate in discussions but only certified members can vote, move or second motions.

#### 22. AGM.1.5

*Mr. Protosavage introduced the CTTAM Board of Directors:*

Andrew Procca, Past President  
Josée Rémillard, President Elect  
Mariclaire Monton, Director  
Bernardo Pasco, Director  
Shannon Nordal, Director

Elaine Vegh, Director  
Michelle Ewashko, Board Intern  
Bob Okabe, CEO & Registrar  
And Myself, Ted Protosavage, your CTTAM President

Directors Chad Erickson, Dana Shewchuk and Member-at-large Harvey Kaita were unable to attend.

Mr. Protosavage introduced the Administrative Staff: Lauren Gluck and Cathy Penner.

#### 22. AGM.1.6

*Introduction of Special Guests*

Mr. Protosavage introduced special guests:

- On behalf of the Association of Consulting Engineering Companies—Kerri Hiebert, Executive Director;
- On behalf of the Assiniboine Community College in Brandon—Grant Nicol, C.E.T.;
- On behalf of the Association of Science & Engineering Technology Professionals of Alberta (ASET)—Barry Cavanaugh, CEO & General Counsel and Wade Weaver, President;
- On behalf of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)—Rosanna Baggs, President
- On behalf of the RRC Polytechnic College—Elena Grinshteyn, Senior Development Officer, Awards & Special Initiative and Evan Himelstein, Electrical Engineering Technology, Instructor
- On behalf of Technology Accreditation Canada—Ken Mills, C.E.T., T.A.C. Director

*Life Members in attendance:*

Victor Goertzen, C.E.T.      Garry Shapera, C.E.T.  
Jordan Morgan, C.E.T.

*Past Presidents:*

Bob Okabe, 2003-04      Grant Nicol 2013-14

#### 22. AGM.2

CTTAM recognized its long-term members. Mr. Protosavage stated that these members are part of the foundation which this Association was built upon and it is indeed an honour to acknowledge their commitment to CTTAM.

#### 22. AGM.2.1

The President recognized and thanked Andrew Procca, CTTAM's Past President, for representing and volunteering his time on behalf of CTTAM and for his contributions to the profession.

#### 22. AGM.2.2

Outgoing Board Directors, Elaine Vegh and Dana Shewchuk were recognized for representing the association and volunteering their time on behalf of CTTAM.

#### 22. AGM.2.3

Outgoing President, Ted Protosavage, was recognized for representing the association and for volunteering his time on behalf of CTTAM.

#### 22. AGM.2.4

*Moment of Silence*

The President asked that everyone please observe a moment of silence for those of our members who have passed away since we last met.

## Agenda

### MINUTES

#### 22. AGM.3

MOVED by Kelli Orr and SECONDED by Victor Goertzen, that the agenda for the 57<sup>th</sup> Annual Meeting of the Association be accepted as printed.

**CARRIED**

#### 22.AGM.4.1

MOVED by Josée Rémillard and SECONDED by Andrew Procca, that the Minutes of the 56<sup>th</sup> Annual General Meeting held on October 7<sup>th</sup>, 2021, as provided with 2022 CTTAM Annual Report be taken as read and adopted.

**CARRIED**

#### 22. AGM.6.1

MOVED by David Shapera and SECONDED by Garry Shapera, that the 2021 Financial Statements as prepared by the Exchange Group, Chartered Professional Accountants as included in the CTTAM 2022 Annual Report be Received and Accepted.

**CARRIED**

#### 22. AGM.6.2

MOVED by Shannon Nordal and SECONDED by Mariclaire Monton, that the Exchange Group, Chartered Professional Accountants, be appointed as auditor for the fiscal year 2022.

**CARRIED**

#### 22. AGM.7.1

MOVED by Shari Bielert and SECONDED by Kelli Orr, that the Nominating Committee Report as provided with the agenda be Received and Accepted, and that the appointments of Mariclaire Monton for a second term as Board Director, David Atkins, C.E.T., Julie Schneider, C.E.T. as Board Directors and Harvey Kaita as Lay Person be affirmed.

**CARRIED**

#### 22. AGM.7.2

MOVED by Victor Goertzen and SECONDED by Josee Remillard, that the Nominating Committee for 2023 shall consist of not less than five certified members chaired by the serving past president.

**CARRIED**

The Chair declared that the approved agenda had been completed at 6:47 p.m.



**Ted Protosavage, C.E.T., Chair**



**Cathy Penner, Secretary**



## PRESIDENT'S REPORT—2023 AGM

Thank you for attending CTTAM's 58<sup>th</sup> Annual General Meeting. Attending either virtually or in person, your presence is appreciated and important as CTTAM's financials and achievements are discussed.

CTTAM also welcomes the new Board Directors and recognizes those Board Directors whose term has been fulfilled. Members attending the in-person AGM are encouraged to meet fellow members. Let's enjoy a fun evening.

My first year as President has presented many opportunities to meet with sister associations. Attending meetings in person allows for networking and a chance to put a face with a name.

I am fortunate to be able to represent CTTAM's interests by participating on the Leadership Committee of Technology Professionals Canada (TPC). CTTAM has signed the National Competency Standards agreement and the International Engineering Alliance (IEA) Competency Agreements for the Sydney and Dublin accords accreditation standards. Because TPC isn't a certifying body, the delegation of agreements was then requested from each provincial organization. CTTAM is also bound by national reciprocity agreements which allows members in good standing to transfer their active certification to a sister association by conforming to the requirements in the province that they are transferring to.

Thank you to our Chief Executive Officer and Registrar Robert Okabe, for his knowledge and guidance though my first year as President. Administrative Staff, Cathy Penner and Lauren Gluck, are an integral part of the Association. They are responsible for the day-to-day operations along with assisting both new and existing members. Thank you both for your hard work.

I also welcome new Board member, Peter McDougall and thank the existing board members for their contributions and participation.

CTTAM could not succeed without the engagement of our 2,800 plus members, the other professional provincial associations, and national professional organizations. Thank you to those who support the profession and who participate in the AGM year after year.

I would also like to thank valued CTTAM members and the Board of Directors for giving me the opportunity to serve as your President.

**Josee Remillard, C.E.T.**  
President

Josee has over 11 years of experience in the consulting industry and has been responsible for providing project management as well as internal project coordination on medium to large scale projects. She works at Crosier Kilgour & Partners Ltd. as a Structural Technologist. Josee has a diploma in Structural Engineering Technology from RRC Polytech.

A CTTM member since 2015, she has been a Board Member since 2019 and is in her first year of a two-year term as our President.



## CEO AND REGISTRAR'S REPORT—2023 AGM

On October 5, CTTAM will celebrate its 58<sup>th</sup> anniversary as a professional association and 25 years as a regulated profession. The AGM provides an opportunity for us to come together to celebrate CTTAM's accomplishments. I am thankful for the ongoing support of members, volunteers and our staff.

2023 has been a year of transition as we face a slowing of the economy and have higher interest rates in place to try to curb inflation. Labour shortages compounded with declining enrollment in engineering technology programs are also still a concern.

CTTAM continues to offer its services via a hybrid work model with online registration and in-person scheduled appointments. CTTAM has established an office within the Engineers Geoscientists Manitoba (EGM) offices at 870 Pembina Highway which provides enhanced registration opportunities for international engineering applicants.

We are a member of Technology Professionals Canada (TPC) and Technology Accreditation Canada (TAC). TPC achieved signatory status in 2023 to the International Engineering Alliance (IEA) accords and mobility agreements. This affords CTTAM members and TAC accredited programs graduates international academic equivalency recognition and mobility. Maintaining relationships with our strategic partners is stronger than ever.

### A year in review

In 2023:

- CTTAM's registration practices continue to be subject to review and improvements to ensure compliance with the enacted *Province of Manitoba Fair Registration Practices*;
- CTTAM processes and evaluates limited electrical licence applications (M-T Licence) for approval of the Manitoba Office of the Fire Commissioner;
- Skills Canada Manitoba and CTTAM promote careers in technologies offering programming which involves Science Technology Engineering and Math knowledge;
- CTTAM in part, sponsored and volunteered at the Model Wind Turbine Competition, which engages students in grades nine and 10 to design and construct a working wind turbine;
- CTTAM supports and volunteers at The Young Women's conference which is geared towards young women in grades six to eight to encourage learning about technology careers and
- Our In-School Program provides information and promotes career opportunities in skill trades and engineering technologies to high school students across Manitoba.

Robert (Bob) Okabe, C.E.T., FEC (Hon.), IntET (Canada), has been our CEO and Registrar since July 2015. He has a Civil Engineering Technology Diploma from RRC Polytech. Robert Okabe was honoured with RRC Polytech's Distinguished Graduate Award for his outstanding personal and professional achievements in 2023. He has also participated in the International Engineering Alliance (IEA) audit.

Bob has served as Association President, Panel of Examiners Committee Member, CCTT Director and past Chair and Program Reviewer for CTAB and TAC.

CTTAM continues to work with EGM and maintains a working relationship with their joint board. CTTAM members can obtain a specified scope of practice license (Eng. L.) designation from EGM which considers a combination of education and extensive experience as potential for qualification.

### Strong connections

In order to expand our reach throughout Manitoba, we continue our strong relationship with Red River College Polytechnic, University College of the North and Assiniboine Community College. Scholarships are offered to these institutions' Engineering Technologist and Technician programs. CTTAM is a member of all of the technology program advisory committees at RRC Polytech.

CTTAM membership is market driven and the C.E.T. and C. Tech. designations are the brand consistently asked for in employer job postings. Periodically we receive information that individuals who are wrongly using our designations. CTTAM's Certified Members have met stringent criteria and our designations are protected by *The Certified Applied Science Technologists Act*. We deal swiftly with those individuals using our designation but are not on our Register of Active Members.

### Thankful

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 members. 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.

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



## 2023 CERTIFICATION BOARD REPORT

Thank you to the members of the Certification Board for their outstanding volunteer efforts and time commitment. As long-standing members of CTTAM, the Certification Board examiners possess a wealth of knowledge pertaining to the different disciplines of certification. The Certification Board is responsible for the evaluation of an applicant's work history, professional reference information and the classification level. A recommendation of a category of membership is provided to the Board of Directors.

The skill sets of the volunteers/examiners range from civil, electrical, electronic, environmental, instrumentation, mechanical, and others.

### 2022-23 Certification Board members

|                                              |                                 |
|----------------------------------------------|---------------------------------|
| <b>Brian Barnabe</b> , C.E.T. (Chair)        | <b>Victor Goertzen</b> , C.E.T. |
| <b>Ana Maria Ionescu</b> , C.E.T.            | <b>David Shapera</b> , C.E.T.   |
| <b>Eric Buus</b> , C.E.T.                    | <b>Fiona Hatherell</b> , C.E.T. |
| <b>Ken Mills</b> , C.E.T.                    | <b>Marc Landry</b> , C.E.T.     |
| <b>Michelle Malik</b> , C.E.T.               | <b>Phelan Mar</b> , C.E.T.      |
| <b>Ted Protosavage</b> , C.E.T., MiM, P.Eng. | <b>Trevor Magas</b> , C.E.T.    |

Applications for certification with CTTAM are submitted online through the Technology Registrations Canada (TRC) website. Because examiners now review applications for certification on the TRC website, files are addressed as received with the Certification Board only meeting as required during the calendar year.

As of September 15, 2023, approximately 116 files were processed. In the upcoming year, the Certification Board will continue to ensure that transparency of the certification process is continued for those applicants working towards certification.

Many thanks to the volunteers who are dedicated to professionalism and the certification process. On behalf of the Certification Board, we wish everyone continued health, happiness and success.

**Brian Barnabe**, C.E.T.  
Chair, Certification Board



## 2023 LEADERSHIP AND DEVELOPMENT COMMITTEE REPORT

### Mandate

The Committee's mandate is to:

- Promote and support growth of leadership development programs and activities;
- Explore new leadership trends and best practices to create leading-edge learning opportunities;
- Leverage new technologies to expand delivery of leadership training;
- Explore and review policies, practices and funding mechanisms used by other organizations to train new leaders;
- Support identification and tracking of potential leaders;
- Continue development of mentorship/coaching program for final year students and new graduates;
- Develop other methods that might be used to mentor and develop potential leaders and
- Study costs and pursue ways to provide quality, affordable leadership and professional development programming for members.

### Courses

The following courses have been offered so far for 2023. More courses will be scheduled in the fall and winter.

April 20 to 21 — *Municipal Inspections*

Instructor: **Michael Turko**, C.E.T.

May 26 — *Intro to Project Management*

Instructor: **Andrew Procca**, C.E.T.

August 18 — *Time Mastery*

Instructor: **Ken Allen**, SNAP Communications

October 13 — *Intro to Project Management*

Instructor: **Andrew Procca**, C.E.T.

November 10 — *Intro to Project Management*

Instructor: **Andrew Procca**, C.E.T.

CTTAM has partnered with TD Canada Trust to offer webinars for our members. CTTAM staff as well are currently in contact with TD Canada Trust to plan webinars relating to retirement planning and other financial services.

An information session was held on January 23, 2023 for Architectural Technology, Civil and Construction Management students at RRC Polytech. CTTAM also was a sponsor of the Young Women in Technology Conference at RRC Polytech on June 13, 2023 with CTTAM members participating as guest speakers.

A networking event will be scheduled in the upcoming months for members.

Thank you to our committee members for promoting the benefits of CTTAM and volunteering their time.

**Michael Turko**, C.E.T.  
Chair, Leadership and Development Committee



## 2023 NOMINATIONS COMMITTEE REPORT

The 2023 Nominating Committee is comprised of Past President **Andrew Procca**, C.E.T. (Chair) and members: **Kellie Orr**, C.E.T., **Grant Nicol**, C.E.T., **Phelan Mar**, C.E.T. and **Robert Okabe**, C.E.T., FEC (Hon.), IntET (Canada), CTTAM CEO and Registrar.

The following were the Committee's recommendations for the Director positions that were vacant as at the 2022 Annual General Meeting:

**Shannon Nordal**, C.E.T.      Three-year term  
**Peter McDougall**, C.E.T.      Three-year term

**Aylen Mayor**, C.E.T.      Three-year term

No additional nominations were received in accordance with *By-law 7.2*. The nominees are therefore elected by acclamation.

The nominees biographies are below.

**Andrew Procca**, C.E.T.  
Chair, Nominating Committee

### Nominee biographies

#### **Shannon Nordal**, C.E.T.

Shannon graduated with honours from the Environmental Engineering Technology program at RRC Polytech and is a Certified Engineering Technologist with CTTAM. During her time at college, Shannon began working at Dillon Consulting Limited as an environmental technologist where she was awarded Co-operative Education Manitoba's 2017 Co-op Student of The Year, and received a national honourable mention from CEWIL Canada.

Shannon has also been an active volunteer with CTTAM's Leadership and Development Committee since 2016. She regularly attends CTTAM events and has participated in information sessions with technology students. In 2019 Shannon was awarded the CTTAM President's Volunteer Award for helping drive student registration numbers and participating in CTTAM's strategic planning session. Shannon now works at RRC Polytech in the Civil Engineering Technology and Construction Management Department, instructing the environmental management course. She enjoys establishing meaningful industry partnerships through co-op opportunities and working closely with students to support them through their academic and professional careers.

#### **Aylen Mayor**, C.E.T.

Aylen is an environmental CET with approximately seven years of experience working in both consulting and municipal government. Aylen specializes in contaminated sites and soil remediation and has conducted work in five provinces across Canada. She is currently working as a Technologist with the City of Winnipeg Solid Waste Services Environmental Branch.

#### **Peter McDougall**, C.E.T.

Peter graduated from the Structural Engineering Technology program at RRC Polytech in 2004. Peter has been an active certified member since 9/25/2013. He worked for Manitoba Transportation and Infrastructure from 2004 – 2012 doing material testing (concrete, asphalt, aggregate and soil) and moved to Lafarge in 2012 – 2108 in the Pipe and Precast Division as their Technical Sales Estimator. Peter joined Titan Environmental Containment Manitoba in 2018 as the Manitoba Regional Sales Manager and was promoted to the Regional Manager (Central Canada) in July 2022. Is a member of the C.P.W.A.



## 2022-23 TECHNOLOGY ACCREDITATION CANADA REPORT

### Overview

Technology Accreditation Canada (TAC) offers world class accreditation services and is committed to partnering with educational institutions to ensure students receive the highest quality education which meets the standards of Canada's engineering technology and applied science profession.

Ken Mills, C.E.T., was appointed to the TAC Board of Directors in 2019. CTTAM's CEO and Registrar, Bob Okabe, C.E.T., sits on the TAC Standards Council. The first combined TAC Board meeting was held on February 1, 2020.

In 2023, TAC introduced its new Executive Director, Muktha Tumkur, MBA, P. Eng. and recently TAC has seen the addition of two support staff to replace former employees.

### 2022-23 key accomplishments

TAC continued to evolve in 2022-23. TAC 2.0 focuses on enhancing customer value while streamlining the accreditation and audit processes with the establishment of two audits, one at the "institutional" level and the other at the "program" level.

Additionally, TAC is working towards migrating its accreditation software to EDvera with an expected live roll out in 2023. EDvera is an off-the-shelf online portal for managing accreditation and automate workflow. EDvera is used extensively in the United States with TAC being the first accreditation organization in Canada to use EDvera. EDvera promises to be more economical than the current service provider and provide more information and ease of use by TAC, PPAs and institutions. TAC expects the new software will allow TAC to be more responsive to institutional inquiries.

Moving forward, initiatives are underway including one-on-one interviews with auditors, and development of policies for complaints and protection of official marks. Additional work is ongoing towards internal mechanisms including staff performance reviews, employment policies and reporting templates.

These achievements demonstrate TAC's ongoing commitment to innovation, advancement and enhancing value for our customers and stakeholders in the engineering technology and applied science profession. As the national accrediting body for the engineering technology and applied science profession, TAC is committed to partnering with educational institutions to ensure students receive the highest quality education which meets the profession's national educational standards.

**Ken Mills, C.E.T.**  
TAC Director





---

## 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, 2022 and the statements of revenue 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.

### *Practitioners' 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, 2022, 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 25, 2023

1-554 St. Mary's Road, Winnipeg, MB R2M 3L5  
Telephone: (204) 943-4584 Fax: (204) 957-5195  
E-mail: [info@exg.ca](mailto:info@exg.ca) Website: [www.exg.ca](http://www.exg.ca)

## Financial statements



**Statement of Financial Position**

Year ended December 31, 2022 (unaudited)

|                                             | 2022                | 2021              |
|---------------------------------------------|---------------------|-------------------|
| <b>ASSETS</b>                               |                     |                   |
| <b>CURRENT</b>                              |                     |                   |
| Cash                                        | \$ 414,569          | \$ 612,196        |
| Guaranteed investment certificates (Note 4) | 101,263             | 91,172            |
| Accounts receivable                         | 120                 | 120               |
| Inventory                                   | 6,740               | 3,981             |
| Prepaid expenses                            | 3,530               | 3,530             |
|                                             | <b>526,222</b>      | <b>710,999</b>    |
| <br>CAPITAL ASSETS (Notes 2, 6)             | <br>635             | <br>3,127         |
| EQUITY INVESTMENTS (Note 5)                 | 534,205             | 254,441           |
|                                             | <b>\$ 1,061,062</b> | <b>\$ 968,567</b> |
| <br><b>LIABILITIES</b>                      |                     |                   |
| <b>CURRENT</b>                              |                     |                   |
| Accounts payable and accrued liabilities    | \$ 27,540           | \$ 23,192         |
| Deferred memberships                        | 340,048             | 324,373           |
|                                             | <b>367,588</b>      | <b>347,565</b>    |
| <br><b>NET ASSETS</b>                       |                     |                   |
| Unrestricted (Note 2)                       | 578,782             | 513,818           |
| Invested in capital assets (Note 2)         | 635                 | 3,127             |
| Restricted surplus capital (Note 2)         | 39,748              | 29,748            |
| Restricted surplus operating (Note 2)       | 74,309              | 74,309            |
|                                             | <b>693,474</b>      | <b>621,002</b>    |
|                                             | <b>\$ 1,061,062</b> | <b>\$ 968,567</b> |

APPROVED ON BEHALF OF THE BOARD

\_\_\_\_\_ Director

\_\_\_\_\_ Director

See Notes to Financial Statements

**Statement of Revenue and Expenses**

Year ended December 31, 2022 (unaudited)

|                                                        | 2022             | 2021              |
|--------------------------------------------------------|------------------|-------------------|
| <b>REVENUE</b>                                         |                  |                   |
| Membership fees                                        | \$ 519,925       | \$ 528,328        |
| Golf tournament                                        | 27,275           | -                 |
| Certification fees                                     | 23,853           | 20,215            |
| Sundry income and recoveries                           | 13,257           | 16,203            |
| Professional development                               | 4,500            | 10,650            |
| M-License and safety course                            | 1,880            | 5,495             |
| Ring income                                            | 1,650            | 1,630             |
| Newsletter advertising                                 | 925              | 1,200             |
| Annual general meeting                                 | 400              | -                 |
|                                                        | <b>593,665</b>   | <b>583,721</b>    |
| <b>EXPENSES</b> (Schedule 1)                           | <b>511,233</b>   | <b>480,792</b>    |
| <b>EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS</b> | <b>82,432</b>    | <b>102,929</b>    |
| <b>OTHER INCOME</b>                                    |                  |                   |
| Government grants                                      | -                | 10,000            |
| Dividend income                                        | 6,663            | 6,591             |
| Interest income                                        | 9,742            | 3,988             |
| Loss on disposal of investments                        | (1,305)          | -                 |
| Unrealized losses on marketable securities             | (25,060)         | (695)             |
|                                                        | <b>(9,960)</b>   | <b>19,884</b>     |
| <b>EXCESS OF REVENUE OVER EXPENSES</b>                 | <b>\$ 72,472</b> | <b>\$ 122,813</b> |

See Notes to Financial Statements

**Statement of Changes in Net Assests**

Year ended December 31, 2022 (unaudited)

| (Dollars)                             | Unrestricted | Invested in<br>capital assets | Restricted<br>Surplus Capital | Restricted<br>Surplus<br>Operating | 2022           | 2021    |
|---------------------------------------|--------------|-------------------------------|-------------------------------|------------------------------------|----------------|---------|
| <b>NET ASSETS - BEGINNING OF YEAR</b> | 513,818      | 3,127                         | 29,748                        | 74,309                             | <b>621,002</b> | 498,189 |
| Excess of revenue over expenses       | 74,964       | (2,492)                       | -                             | -                                  | <b>72,472</b>  | 122,813 |
| Transfer of net assets                | (10,000)     | -                             | 10,000                        | -                                  | -              | -       |
| <b>NET ASSETS — END OF YEAR</b>       | 578,782      | 635                           | 39,748                        | 74,309                             | <b>693,474</b> | 621,002 |

**Statement of Cash Flow**

Year ended December 31, 2022 (unaudited)

|                                                       | 2022              | 2021       |
|-------------------------------------------------------|-------------------|------------|
| <b>OPERATING ACTIVITIES</b>                           |                   |            |
| Cash receipts from memberships and others             | \$ 609,340        | \$ 586,184 |
| Cash paid to suppliers and employees                  | (507,152)         | (473,738)  |
| Interest received                                     | 9,742             | 3,988      |
| Dividends received                                    | 6,663             | 6,591      |
| Cash flow from operating activities                   | <b>118,593</b>    | 123,025    |
| <b>INVESTING ACTIVITIES</b>                           |                   |            |
| Purchase of capital assets                            | -                 | (1,908)    |
| Net purchases of equity investments                   | (306,129)         | (255,137)  |
| Proceeds from disposal of interest bearing securities | 91,172            | 474,773    |
| Purchase of interest bearing securities               | (101,263)         | (91,172)   |
| Cash flow from (used by) investing activities         | <b>(316,220)</b>  | 126,556    |
| <b>FINANCING ACTIVITIES</b>                           |                   |            |
| Proceeds from Canada Emergency Business Account Loan  | -                 | 20,000     |
| Repayment of Canada Emergency Business Account Loan   | -                 | (40,000)   |
| Cash flow used by financing activities                | -                 | (20,000)   |
| <b>INCREASE (DECREASE) IN CASH</b>                    | (197,627)         | 229,581    |
| CASH - BEGINNING OF YEAR                              | 612,196           | 382,615    |
| <b>CASH - END OF YEAR</b>                             | <b>\$ 414,569</b> | \$ 612,196 |

See Notes to Financial Statements

## Notes to financial statements



**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 promotional items.

*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:

|                     |                                |
|---------------------|--------------------------------|
| Computer equipment  | 36 months straight-line method |
| Website development | 36 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.

*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 and
- 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, 2022.

*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.

**3. FINANCIAL INSTRUMENTS** (continued)*Interest rate risk*

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Association manages exposure through its normal operating and financing activities. The Association is exposed to interest rate risk primarily through its interest bearing investments.

*Other price risk*

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Association is exposed to other price risk through its investment in quoted shares.

**4. GUARANTEED INVESTMENT CERTIFICATES**

The organization holds the following guaranteed investment certificates:

|                                                                                         | 2022              | 2021             |
|-----------------------------------------------------------------------------------------|-------------------|------------------|
| Assiniboine Credit Union GIC bearing interest at 4.35% and matures on November 23, 2023 | \$ 60,386         | \$ -             |
| Scotiabank GIC bearing interest at 1.68% and matures on March 23, 2023                  | 40,877            | -                |
| Scotiabank GIC bearing interest at 0.75% and matured on February 10, 2022               | -                 | 20,159           |
| Scotiabank GIC bearing interest at 0.35% and matured on November 9, 2022                | -                 | 20,092           |
| Assiniboine Credit Union GIC bearing interest at 1.1% and matured on September 10, 2022 | -                 | 50,921           |
|                                                                                         | <b>\$ 101,263</b> | <b>\$ 91,172</b> |

**5. EQUITY INVESTMENTS**

|              | 2022       | 2021       |
|--------------|------------|------------|
| Market value | \$ 534,205 | \$ 254,441 |
| Book cost    | 560,587    | 255,136    |

**6. CAPITAL ASSETS**

| (Dollars)           | 2022          |                          | 2021   |                          |
|---------------------|---------------|--------------------------|--------|--------------------------|
|                     | Cost          | Accumulated amortization | Cost   | Accumulated amortization |
| Computer equipment  | 18,077        | 17,442                   | 18,077 | 14,950                   |
| Website development | 12,390        | 12,390                   | 12,390 | 12,390                   |
|                     | <b>30,467</b> | <b>29,832</b>            | 30,467 | 27,340                   |
| Net book value      | <b>635</b>    |                          | 3,127  |                          |

**7. LEASE COMMITMENTS**

The Association has a month-to-month premises rental agreement that requires annual payments of \$3,862 plus GST. The agreement can be cancelled at any time with 90 days notice.

**8. COMPARATIVE FIGURES**

Some of the comparative figures have been reclassified to conform to the current year's presentation.

**9. ENDOWMENT FUND**

By agreement with Red River Polytech, the CTTAM Scholarship Endowment Fund was established to provide scholarships to technicians and technologist students. At March 31, 2021, the endowment fund had a market value of \$57,224 (2021 - \$46,044).

**Expenses**

Year ended December 31, 2022 (unaudited)

(Schedule 1)

|                                          | 2022              | 2021              |
|------------------------------------------|-------------------|-------------------|
| Advertising and promotion                | \$ 37,117         | \$ 16,034         |
| Amortization                             | 2,491             | 2,894             |
| Annual general meeting                   | 9,840             | 4,360             |
| Business taxes, licenses and memberships | 360               | 1,920             |
| Certification fees                       | 9,648             | 7,843             |
| Equipment rentals                        | 1,736             | 2,739             |
| External association support             | 42,279            | 58,026            |
| Insurance                                | 1,593             | 2,367             |
| Interest and bank charges                | 18,856            | 21,397            |
| Memberships                              | 25,020            | 20,112            |
| Office                                   | 39,567            | 25,689            |
| PD committee                             | 4,176             | 10,629            |
| Professional fees                        | 5,840             | 5,987             |
| Rent                                     | 3,526             | 11,904            |
| Repairs and maintenance                  | 11,667            | 6,299             |
| Scholarships                             | 19,616            | 18,000            |
| Supplies                                 | 1,084             | 3,060             |
| Telephone                                | 1,704             | 1,032             |
| Travel                                   | 12,953            | 2,616             |
| Wages and employee benefits              | 262,160           | 257,884           |
|                                          | <b>\$ 511,233</b> | <b>\$ 480,792</b> |

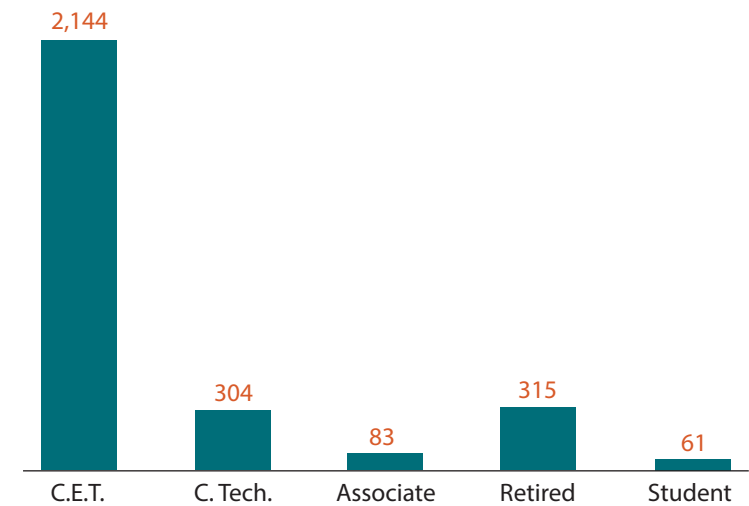
## Membership highlights



2023 CURRENT MEMBERS

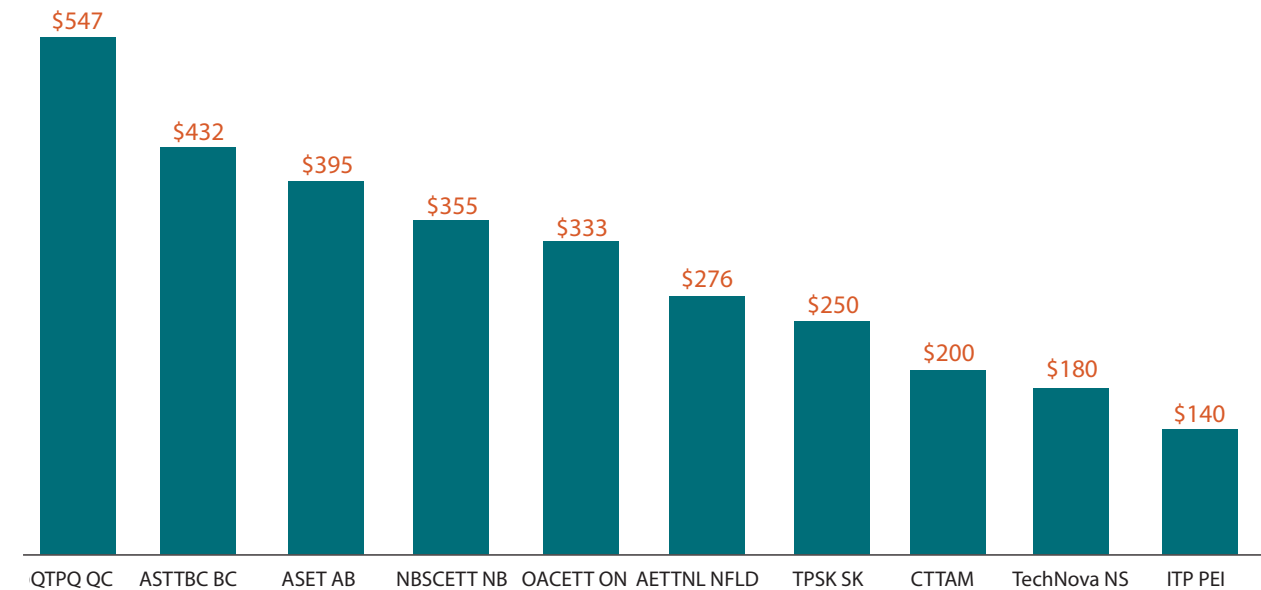
Our recent member salary survey shows that 75% of our membership receive their professional fees as an employee benefit. Paying an employee’s professional association dues can be viewed as an investment in an engaged and loyal workforce. As the regulatory body for technicians and technologist within a constantly changing industry, one of the benefits we provide is enabling our members’ ability to stay on top of all these changes especially in terms of regulations and best practices.

For those who pay their own membership dues, you can claim a rebate on Line 212 of the Revenue Canada T1 General Tax Form. Please note: The “Retired” number also includes “Retired Life Members”.



2023 ASSOCIATION MEMBERSHIP FEES COMPARISON

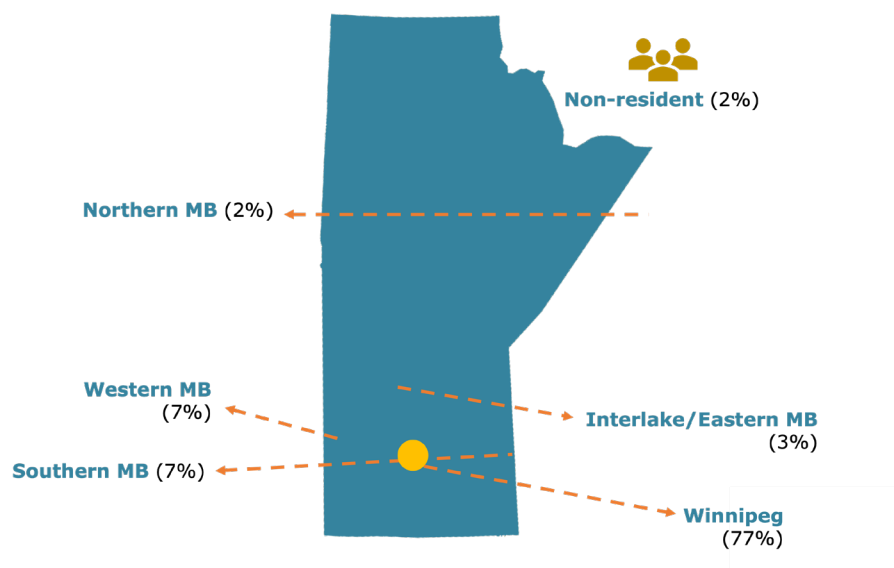
Our association has one of the lowest membership fees in Canada. We have not increased our dues since 2019. Listed below are membership fees from similar organizations as CTTAM.



## 2023 SALARY SURVEY SELECTED INFORMATION

### Location of employment

Percentage of respondents



### Salary based on classification and discipline of employment

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

|                                 | Technologist |         |         |        | Technician |        |         |        |
|---------------------------------|--------------|---------|---------|--------|------------|--------|---------|--------|
|                                 | Q1           | Median  | Q3      | Sample | Q1         | Median | Q3      | Sample |
| Architectural                   | 65,000       | 75,000  | 85,000  | 30     | -          | 70,000 | -       | 2      |
| Biomedical/Biosciences          | -            | -       | -       | -      | -          | -      | -       | -      |
| Building                        | 75,000       | 90,000  | 116,250 | 22     | 75,000     | 75,000 | 85,000  | 3      |
| Chemical                        | -            | 65,000  | -       | 1      | 75,000     | 75,000 | 85,000  | 3      |
| Civil                           | 65,000       | 85,000  | 105,000 | 167    | 75,000     | 75,000 | 95,000  | 3      |
| Engineering Design and Drafting | 65,000       | 75,000  | 95,000  | 53     | 65,000     | 65,000 | 85,000  | 16     |
| Electrical                      | 85,000       | 105,000 | 105,000 | 90     | 75,000     | 95,000 | 112,250 | 10     |
| Electronic                      | 75,000       | 85,000  | 102,500 | 60     | 55,000     | 65,000 | 80,000  | 9      |
| Environmental                   | 65,000       | 85,000  | 95,000  | 41     | 67,500     | 85,000 | 125,000 | 4      |
| Geological and Geosciences      | -            | -       | -       | -      | -          | -      | -       | -      |
| Industrial/Manufacturing        | 82,500       | 95,000  | 116,250 | 14     | 65,000     | 65,000 | 75,000  | 7      |
| Information Technology          | 75,000       | 85,000  | 95,000  | 3      | 45,000     | 75,000 | 125,000 | 3      |
| Instrumentation                 | 85,000       | 95,000  | 105,000 | 25     | 75,000     | 85,000 | 125,000 | 3      |
| Mechanical                      | 75,000       | 85,000  | 115,000 | 83     | 45,000     | 85,000 | 105,000 | 7      |
| Natural Resources               | -            | 70,000  | -       | 2      | -          | -      | -       | -      |
| Petroleum                       | -            | 125,000 | -       | 1      | -          | -      | -       | -      |
| Structural                      | 75,000       | 85,000  | 105,000 | 52     | 55,000     | 65,000 | 95,000  | 3      |
| Surveying/Geomatics             | 72,500       | 85,000  | 87,500  | 18     | 45,000     | 95,000 | 95,000  | 3      |



The Certified Technicians and Technologists Association of Manitoba  
Annual Report 2023

[cttam.com](http://cttam.com) | [admin@cttam.com](mailto:admin@cttam.com) | 204-784-1088