



**CTTAM**  
**ANNUAL REPORT — 2024**

**Growth. Recognition. Community.**



## INTRODUCTION

*Together with our registrants, we're ready to explore ways we can build on our success and thrive.*



# About

As the regulator for technicians and technologists in Manitoba for 59 years, we continue to be efficient and effective so we are a relevant advocate for our registrants. Since the beginning CTTAM has evolved to serve its registrants and works with its strategic partners to promote technology and applied science careers and education not only in the province but across Canada.

## ➔ Mission

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

## ➔ Vision

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

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## 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 an valuable organization that better connects us to our registrants and our community.

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



**Lauren Gluck**  
Deputy Registrar



**Marian Parreno**  
Registrant Program  
Coordinator



**Cathy Penner**  
Administrative Assistant



## Board of Directors

Our Board of Directors supports 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 PROTO SAVAGE,** C.E.T., MiM, P.Eng.  
Past President

**DAVID ATKINS,** C.E.T.  
Vice-President

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

### Directors

**AYLEN AUSSANT,** C.E.T.  
**PETER McDOUGALL,** C.E.T.  
**MARICLAIRE LAWLOR,** C.E.T.

**BERNARDO PASCO,** C.E.T.  
**JULIE SCHNEIDER,** C.E.T.  
**HARVEY KAITA,** Registrant at Large



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



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### Agenda – MINUTES

Of the 58<sup>th</sup> Annual General Meeting of the Certified Technicians and Technologists Association of Manitoba Inc. held at RRC's Polytech's Manitou a bi Bii daziigae and also virtually via Zoom on October 5, 2023 at 6:15 p.m.

#### ⬆ 23.AGM 1.1

Josee Remillard, Chair, called the meeting to order and announced that there is a quorum. 75 certified registrants attended the online via Zoom and 65 certified registrants attended the AGM in person (25, excluding students, associates and guests). All registrants can participate in discussions but only certified registrants can vote, move or second motions.

#### ⬆ 23.AGM 1.5

Josee Remillard – President, introduced our Board of Directors:

|                                 |                                   |
|---------------------------------|-----------------------------------|
| Shannon Nordal, President Elect | Mariclaire Monton, Director       |
| Ted Protosavage, Past President | Michelle Ewashko, Board Intern    |
| Bernardo Pasco, Director        | Bob Okabe, CEO & Registrar        |
| Julie Schneider, Director       | Harvey Kaita, Registrant-at-Large |

Directors Aylen Mayor, C.E.T. and David Atkins were unable to attend. Josee Remillard also introduced staff registrants Lauren Gluck and Cathy Penner.

#### ⬆ 23.AGM 1.6

##### *Introduction of special guests*

Josee Remillard introduced special guests:

- Association of Consulting Engineering Companies, Kerri Hiebert, Executive Director;
- Assiniboine Community College in Brandon, Grant Nicol, C.E.T.;
- Association of Science & Engineering Technology Professionals of Alberta (ASET), Barry Cavanaugh, CEO and General Counsel and Emilee Kaupp, President;
- Ontario Association of Certified Engineering Technicians and Technologists (OACETT), Micheal Mooney, President;
- RRC Polytech's Evan Himmelstein, Electrical Engineering Technology, Instructor; Matthew Fast, Senior Development Officer and Tammy Harper, Civil Engineering Technology Chair

Life registrants in attendance:

|                       |                         |
|-----------------------|-------------------------|
| Garry Shapera, C.E.T. | Jordan Morgan, C.E.T.   |
| Paul Hur, C.E.T.      | Victor Goertzen, C.E.T. |

Past Presidents:

|                               |                           |
|-------------------------------|---------------------------|
| Bob Okabe, 2003 to 2004       | Grant Nicol, 2013 to 2014 |
| Ted Protosavage, 2020 to 2022 |                           |

#### ⬆ 23.AGM 2.0

CTTAM recognized its long-term registrants. Josee Remillard stated that these registrants are part of the foundation which this association was built upon and it is indeed an honour to acknowledge their commitment to CTTAM.

#### ⬆ 23.AGM 2.2

##### *Moment of silence*

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

#### ➡ 23.AGM 3.0

MOVED by David Shapera and SECONDED by Gary Shapera, that the agenda for the 58<sup>th</sup> Annual Meeting of the association be accepted as printed.

**CARRIED**

#### ➡ 23.AGM 4.1

MOVED by Ken Cielen and SECONDED by Gary Kent, that the Minutes of the 57<sup>th</sup> Annual General Meeting held on October 6, 2022, as provided with 2023 CTTAM Annual Report be taken as read and adopted.

**CARRIED**

➤ **23.AGM 6.1**

MOVED by David Shapera and SECONDED by Kent Cielen, that the 2023 Financial Statements as prepared by the Exchange Group, Chartered Professional Accountants as included in the CTTAM 2023 Annual Report be received and accepted.

**CARRIED**

➤ **23.AGM 6.2**

MOVED by Kellie Orr and SECONDED by Victor Goertzen, that the Exchange Group, Chartered Professional Accountants, be appointed as auditor for the fiscal year 2023.

**CARRIED**

➤ **23.AGM 7.1**

MOVED by Victor Goertzen and SECONDED by Jordan Morgan, that the Nominating Committee Report as provided with the agenda be received and accepted and the appointments of Shannon Nordal for a second term as Board Director, Aylen Mayor, C.E.T. and Peter McDougall, C.E.T. as Board Directors be affirmed.

**CARRIED**

➤ **23.AGM 7.2**

MOVED by Jordan Morgan and SECONDED by James Schmidt, that the Nominating Committee for 2024 shall consist of not less than five certified registrants chaired by the serving past president.

**CARRIED**

The Chair declared that the approved agenda had been completed at 6:52 p.m.

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

**Cathy Penner**, Secretary



## PRESIDENT'S REPORT

Thank you for giving me the opportunity to serve as your president for the last two years. My main personal goal in this role was for us learn and grow together while supporting the things that matter to our registrants.

At the AGM this October, we will welcome back two board members – Bernardo Pasco, C.E.T. and Peter McDougall, C.E.T., who have kindly allowed their names to stand for nomination on our Board. My term as President will also end with President-Elect, Shannon Nordal, C.E.T. stepping-up for a two-year term as our new President. The diversity and experience of women in this organization brings the overall level of support and expertise to make our board more inclusive.

### Change in leadership

Shannon graduated with honours from the Environmental Engineering Technology program at RRC Polytech. Shannon has also been an active volunteer with CTTAM's Leadership and Development Committee since 2016. She regularly attends our 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 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. Welcome Shannon!

### Saying goodbye

I have learned so much from this board, especially as we embraced the challenges of the last few years and as we continue to work around the economic fall-out from the pandemic. I am grateful for their meaningful contributions our registrants have made over the last year.

### Focus in 2024

As your president I have had so many opportunities to work with varied registrants, staff and other like-minded organizations. I have been consistently impressed with the skill, commitment and professionalism that everyone brings to their work along with our many giving volunteers. Together they have helped build this strong association and promoted our profession.

This year presented many learning opportunities as we committed to ongoing training and courses which our registrants eagerly embraced. We also focused on students to help grow our registrants.

It has been my pleasure and honour to serve as President for the last two years.

I am confident that CTTAM is in great hands with the leadership that follows.

I want to thank and wish well to:

- Our board and our staff for their commitment to CTTAM and for all their hard work to ensure that we continue to grow;
- Our committees and committee chairs;
- Bob Okabe for his guidance, positive attitude and encouragement and
- Our registrants for always rising to the occasion when called upon. Your ongoing support of our initiatives is so much appreciated. Together we make this association thrive and a strong advocate for our profession.

I like to think that I have come close to achieving my goals as your president.

Thank you.

**Josee Remillard, C.E.T.**  
CTTAM 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 CTTAM registrant since 2015, she has been a Board member since 2019 and is completing her two-year term as our president.

## CEO AND REGISTRAR'S REPORT

On October 28, we will celebrate our 59<sup>th</sup> anniversary as a professional association and 26 years as a regulated profession. Our AGM provides an opportunity for us to celebrate the accomplishments of the association. Thank you for the ongoing support of registrants, volunteers and our staff.

### A year in review

This has been a year full of normal association activities. In 2024, we held in-person courses, a registrant networking night and partnered and/or volunteered at several industry events.

However, labour shortages compounded with declining enrollment in engineering technology programs continue to be a concern.

Our staff services include a hybrid work model with online registration and in-person scheduled appointments. Our office is maintained within the Engineers Geoscientists Manitoba (EGM) office which provides enhanced registration opportunities for international engineering applicants.

We are a registrant 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 status affords our registrants and TAC accredited program graduates international academic equivalency recognition and mobility.

In June, I represented TPC as a delegate at the IEA meetings in Delhi, India. The meetings were highly productive, identifying growth opportunities and setting future directions for the IEA.



### Strong alliances

Maintaining strong relationships with our strategic partners is a priority. Some of these interactions include:

- Having our registration practices subject to review and improvements to ensure compliance with the enacted Province of Manitoba Fair Registration Practices;
- Offering registration information sessions to internationally educated newcomers who have first registered with Manitoba Start;
- Processing and evaluating limited electrical licence applications (M-T Licence) first that are then sent to the Manitoba Office of the Fire Commissioner for approval;

- Together with Skills Canada Manitoba we promote technology careers, offering programming which involves science, technology, engineering and math knowledge such as –
  - The Model Wind Turbine Competition which engages Grades 9 and 10 students to design and construct a working wind turbine;
  - The Young Women's conference which is geared towards young women in Grades 6 to 8 to learn about technology careers and
  - The In-School Program which provides information and promotes career opportunities in skilled trades and engineering technologies to high school students across Manitoba.

### Industry connections

We continue to work with the Engineers Geoscientists Manitoba (EGM) and maintain a strong working relationship with a joint board. EGM provides our C.E.T. registrants a set pathway for a specified scope of practice licence, (Eng.L) designation. Applicants are evaluated based on a combination of education and extensive experience.

Our strong relationships with RRC Polytech, the University College of the North and Assiniboine Community College helps to expand our outreach beyond Winnipeg. We extend scholarships to students in these institutions' engineering technologist and technician programs. CTTAM also serves as an active participant on their engineering and applied science technology programs advisory committees.



### Registration matters

Our registration is market driven with our certified registrants sought-after and compensated for their designation by their employers.

This June we polled registrants about introducing a new, national registrant designation – Professional Technologist (P. Tech.). Our current C.E.T. registrants indicated if this was approved that they want to maintain both designations (C.E.T. and P.Tech.) with new registrants only using the P. Tech. designation.

CEO and Registrar's report continued on page 9.

CEO and Registrar's report continued from page 8.

### Working to protect registrants

Periodically we receive information that there are individuals who are using our CTTAM designations though they have not earned the right. Our certified registrants have met stringent criteria, have paid their fees and have successfully completed our application process. Our merited designations are protected by *The Certified Applied Science Technologists Act*.

CTTAM deals swiftly with anyone who is erroneously using our designations. They must cease immediately using our titles. We also educate them on our organization and help them through the application process if they qualify.

### Volunteers are key to our organization

Each year I comment on how fortunate CTTAM is to have such a strong and dedicated volunteer base. They are

essential and play an instrumental part in the impact they have on our technology in our communities. Volunteers unselfishly give their time, talent and encouragement to help grow our organization. We are always seeking new volunteers and appreciate their many contributions.

This year is no different and we would not be the successful organization that we are without these individuals. Thank you.

### Outstanding support

Also thank you to our staff – Lauren Gluck, Cathy Penner and Marian Parreno for their dedicated work. Their efforts and commitment is a core part of what makes us thrive and succeed.

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

*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.*

*Bob has served as Association President, Panel of Examiners Committee Registrant, CCTT Director and past Chair and Program Reviewer for CTAB and TAC. He has also participated in the International Engineering Alliance (IEA) audit.*



## Certification Board report

The Certification Board is responsible for the evaluation of an applicant's work history, professional reference information and classification level. Recommendations of the regulatory category – either a technician or a technologist, is provided to the Board of Directors.

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

Thank you to the registrants of the Certification Board for their outstanding volunteer efforts and time commitment. As long-standing registrants, the Certification Board examiners possess a wealth of knowledge pertaining to their different disciplines.

The 2023-24 Certification Board members are:

|                                              |                                 |
|----------------------------------------------|---------------------------------|
| <b>Brian Barnabe</b> , C.E.T. (Chair)        | <b>Trevor Magas</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>Victor Goertzen</b> , C.E.T. |

### 🕒 Application process

Applications for certification with CTTAM are submitted online through the Technology Registrations Canada (TRC) website. Because we now review applications for certification on the TRC website, submissions are addressed in the order they are received. The Certification Board meets as required during the calendar year.

As of August 14, 2024, we have processed approximately 126 applications. The Certification Board ensures the transparency of the certification process for all applicants who apply to become a CTTAM registrant within Manitoba.

Many thanks to the volunteer members who are dedicated to providing an open, fair and timely registration process.

On behalf of the Certification Board, we wish everyone continued health, happiness and success.

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



## Leadership and Development Committee report

The Leadership and Development Committee recommends educational courses specifically designed for the professional growth and development of our registrants. Committee work includes researching courses, identifying speakers for educational events, reviewing course materials, recommending programs and sponsorship opportunities.

- ➔ Our mandate is to:
- Promote and support the 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 the 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 registrants.

The 2023-24 Leadership and Development Committee members are:  
**Shannon Nordal**, C.E.T. (Co-Chair)      **Matthew Crockett**, C.E.T. (Co-Chair)  
**Asif Rahman**, C.E.T.      **Benji Wiebe**, C.E.T.  
**Jan Saad**, C.E.T.      **Manjot Aulakh**, C.E.T.  
**Michelle Ewashko**

*RRC Polytech students*      *CTTAM staff*  
**Kimberly Villegas**      **Bryce Neustater**      **Robert Okabe**, C.E.T. CEO & Registrar      **Cathy Penner**, Administrative Assistant  
**Osagumwenro (Bobby) Evbuomwan**      **Marian Parreno**, Registration Program Coordinator

### ➔ Courses

These courses have been offered so far in 2024 with more scheduled in the fall and winter:  
 January 19 – *Basics of Supervising People - Level 1*      Instructor – Ken Allen  
 March 15 – *Finance for Non-Financial Professionals Course*      Instructor – Karine Benzacar, CPA  
 May 31 – *AI Innovation Course*      Instructor – Al McLeod

### ➔ Additional activities

Our committee hosted the following events:  
 • February 28 – A networking event was held at Trans Canada Brewing;  
 • May 14 – A site visit to Price Industries was organized for CTTAM registrants and  
 • June 12 – CTTAM sponsored *The Young Women in Technology Conference* at RRC Polytech, with a CTTAM registrant participating as a guest speaker.

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

**Shannon Nordal**, C.E.T.  
Co-Chair

**Matthew Crockett**, C.E.T.  
Co-Chair



## Nominations Committee report

One of the primary duties of our nominations committee is to seek out potential candidates to fill board member positions. The committee is trusted to review candidates' qualifications to ensure they match our requirements. This includes examining how candidates are assessed.

The 2024 Nominating Committee is comprised of:

*Chair* – Past President; **Ted Protosavage**, C.E.T., P.Eng.

Members:

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

**Kellie Orr**, C.E.T.

**Grant Nicol**, C.E.T.

**Phelan Mar**, C.E.T.

**Robert Okabe**, C.E.T.

The following were the Committee's recommendations for three-year term, Director positions that were vacant as at the 2024 Annual General Meeting:

**Bernardo Pasco**, C.E.T.

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

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

**Ted Protosavage**, C.E.T., P.Eng.

*Chair, Nominating Committee*

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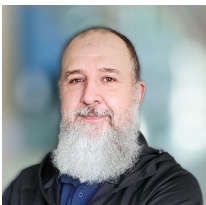
### Nominee biographies

#### ➔ **Bernardo Pasco**, C.E.T.



Bernardo Pasco is an Internationally-educated and trained Professional Civil Engineer and has a degree for Sanitary (Environmental) Engineering from the Philippines. He has completed the diploma program for Civil (Municipal) Engineering Technologist from RRC Polytech. Bernardo has been a registrant since 2015. He is the current Chief Administrative Officer for the Rural Municipality of West Interlake. He has held the position of Director of Works and Operations for the City of Flin Flon, Manitoba. He has also worked as an Engineering Assistant at Manitoba Infrastructure before working as Construction Project Supervisor at Hi-flyer Food Canada, a Public Works Supervisor in the RM of Whitemouth and as a Project Manager for a private construction company.

#### ➔ **Peter McDougall**, C.E.T.



Peter McDougall graduated from the Structural Engineering Technology program at RRC Polytech in 2004. Peter has been an active registrant since 2013. He worked for Manitoba Transportation and Infrastructure from 2004-12 doing material testing (concrete, asphalt, aggregates and soil) and moved to Lafarge in 2012 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. He is a member of the Canadian Public Works Association.



## Technology Accreditation Canada report

A Technology Accreditation Canada (TAC) yearly summary is included in our annual report as they are the organization that provides accreditation services as they partner with educational institutions to audit their engineering technology and applied science programs. This works ensures that students receive the highest-quality education possible, and in turn our organization has the highest-level possible of professional registrants.

### ➤ Background

TAC is committed to delivering accreditation services for the engineering technology and applied science profession in Canada. They were created to provide a country-wide accreditation system that includes clear, auditable processes and documentation, standards development and auditor training.

CTTAM became a TAC member in November of 2019.

TAC Director, Ken Mills, C.E.T., is our CTTAM representative. Ken is the President and Senior Project Manager of Energy Consultants International Inc. He holds a diploma in Civil Technology from Red River College and is a CTTAM registrant. He is also a member of the Engineers Scientists Manitoba Registration Committee, the CSA Z662 Oil and Gas Pipeline Systems Distribution Sub-committee and the CSA B137.4 Polyethylene Piping Systems for Gas Services Sub-committee.

### ➤ Auditors required

TAC is always looking for new auditors to join an already vibrant team. Being a TAC auditor provides a unique opportunity to share industry experience and utilize analytical techniques to assess whether an engineering technology or applied science program meets the standards of the profession. For more details on the audit process or becoming a TAC auditor, please visit the TAC **website**.

### ➤ Year in review

This year's report highlights progress made toward fulfilling TAC's key priorities and their vision of providing trusted excellence in engineering technology and applied science accreditation.

In 2024, TAC:

- Announced a new fee structure that originally was set to be invoiced in July. Due to having some of our members express concern over these fee changes, we deferred the new date for accreditation fees invoicing to instead be November 1;
- Had 52 accreditations planned. So far, they have had:
  - 15 site visits completed;
  - 12 site visits booked and
  - 25 site visits are yet to be booked;
- As of March 31, 2024 five programs have been accredited and
- On July 8, 2024, a TAC Standards Council meeting was held. The council discussed forming a standards development committee to review our national accreditation criteria and the two general standards.

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





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## INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

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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, 2023 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, 2023, 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  
April 9, 2024

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)

A man with short brown hair and a beard, wearing a blue button-down shirt, is sitting at a dark wooden desk. He is looking down at a document he is holding in his left hand, while his right hand is on a laptop keyboard. On the desk, there are several other documents, including one with a pie chart and bar graphs. In the background, there is a light-colored sofa and a window with blinds. The overall scene is a professional office environment.

## FINANCIAL STATEMENTS

*Financial reporting is an integral part of running and operating our organization. These statements provide important information and metrics on our financial performance.*

**Statement of Financial Position**

Year ended December 31, 2023 (unaudited)

|                                             | 2023                | 2022        |
|---------------------------------------------|---------------------|-------------|
| <b>ASSETS</b>                               |                     |             |
| CURRENT                                     |                     |             |
| Cash                                        | \$ 324,347          | \$ 414,569  |
| Guaranteed investment certificates (Note 4) | 43,192              | 41,263      |
| Accounts receivable                         | 120                 | 120         |
| Inventory                                   | 6,902               | 6,740       |
| Prepaid expenses                            | 12,244              | 3,530       |
|                                             | <b>386,805</b>      | 466,222     |
| CAPITAL ASSETS (Notes 2, 5)                 | <b>5,864</b>        | 635         |
| GUARANTEED INVESTMENT CERTIFICATES (Note 4) | <b>62,610</b>       | 60,000      |
| EQUITY INVESTMENTS (Note 2)                 |                     |             |
| (Book value \$733,029, 2022: \$560,587)     | <b>729,312</b>      | 534,205     |
|                                             | <b>\$ 1,184,591</b> | \$1,061,062 |
| <b>LIABILITIES</b>                          |                     |             |
| CURRENT                                     |                     |             |
| Accounts payable and accrued liabilities    | \$ 25,010           | \$ 27,542   |
| Deferred registrantships                    | <b>363,458</b>      | 340,048     |
|                                             | <b>388,468</b>      | 367,590     |
| <b>NET ASSETS</b>                           |                     |             |
| Unrestricted (Note 2)                       | <b>676,202</b>      | 578,782     |
| Invested in capital assets (Note 2)         | <b>5,864</b>        | 635         |
| Restricted surplus capital (Note 2)         | <b>39,748</b>       | 39,748      |
| Restricted surplus operating (Note 2)       | <b>74,309</b>       | 74,309      |
|                                             | <b>796,123</b>      | 693,474     |
|                                             | <b>\$ 1,184,591</b> | \$1,061,062 |

APPROVED ON BEHALF OF THE BOARD

\_\_\_\_\_  
Director\_\_\_\_\_  
Director

See Notes to Financial Statements

**Statement of Revenue and Expenses**

Year ended December 31, 2023 (unaudited)

|                                                        | 2023              | 2022       |
|--------------------------------------------------------|-------------------|------------|
| <b>REVENUE</b>                                         |                   |            |
| Registrantship fees                                    | \$ 514,287        | \$ 519,925 |
| Professional development                               | 35,936            | 4,500      |
| Golf tournament                                        | 32,650            | 27,275     |
| Certification fees                                     | 25,705            | 23,853     |
| Sundry income and recoveries                           | 12,587            | 13,527     |
| M-License and safety course                            | 2,295             | 1,880      |
| Ring income                                            | 2,280             | 1,650      |
| Newsletter advertising                                 | 1,575             | 925        |
| Annual general meeting                                 | -                 | 400        |
|                                                        | <b>627,315</b>    | 593,665    |
| <b>EXPENSES</b> (Schedule 1)                           | <b>585,115</b>    | 511,233    |
| <b>EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS</b> | <b>42,200</b>     | 82,432     |
| <b>OTHER INCOME</b>                                    |                   |            |
| Dividends                                              | 5,585             | 6,663      |
| Interest                                               | 32,300            | 9,742      |
| Loss on disposal of equity investments                 | (99)              | (1,305)    |
| Unrealized gains (losses) on equity investments        | 22,663            | (25,060)   |
|                                                        | <b>60,449</b>     | (9,960)    |
| <b>EXCESS OF REVENUE OVER EXPENSES</b>                 | <b>\$ 102,649</b> | \$ 72,472  |

See Notes to Financial Statements

**Statement of Changes in Net Assests**

Year ended December 31, 2023 (unaudited)

| (Dollars)                             | Unrestricted   | Invested in<br>capital assets | Restricted<br>Surplus Capital | Restricted<br>Surplus<br>Operating | 2023           | 2022           |
|---------------------------------------|----------------|-------------------------------|-------------------------------|------------------------------------|----------------|----------------|
| <b>NET ASSETS - BEGINNING OF YEAR</b> | 578,722        | 635                           | 39,748                        | 74,309                             | <b>693,474</b> | 621,002        |
| Excess of revenue over expenses       | 106,217        | (3,568)                       | -                             | -                                  | <b>102,649</b> | 72,472         |
| Purchase of capital assets            | (8,797)        | -                             | -                             | -                                  | -              | -              |
| <b>NET ASSETS – END OF YEAR</b>       | <b>672,202</b> | <b>5,864</b>                  | <b>39,748</b>                 | <b>74,309</b>                      | <b>796,123</b> | <b>693,474</b> |

**Statement of Cash Flow**

Year ended December 31, 2023 (unaudited)

|                                               | 2023              | 2022              |
|-----------------------------------------------|-------------------|-------------------|
| <b>OPERATING ACTIVITIES</b>                   |                   |                   |
| Cash receipts from registrantships and others | \$ <b>650,725</b> | \$ 609,340        |
| Cash paid to suppliers and employees          | <b>(571,027)</b>  | (488,295)         |
| Interest received                             | <b>32,300</b>     | 9,742             |
| Interest paid                                 | <b>(21,928)</b>   | (18,857)          |
| Dividends received                            | 5,585             | 6,663             |
| Cash flow from operating activities           | <b>95,655</b>     | 118,593           |
| <b>INVESTING ACTIVITIES</b>                   |                   |                   |
| Purchase of capital assets                    | <b>(8,797)</b>    | -                 |
| Net purchases of equity investments           | <b>(172,541)</b>  | (306,129)         |
| Purchase of interest bearing securities       | <b>(4,539)</b>    | (10,091)          |
| Cash flow used by investing activities        | <b>(185,877)</b>  | 316,220           |
| <b>DECREASE IN CASH</b>                       | (90,222)          | (197,627)         |
| CASH - BEGINNING OF YEAR                      | 414,569           | 612,196           |
| <b>CASH - END OF YEAR</b>                     | <b>\$ 324,347</b> | <b>\$ 414,569</b> |

See Notes to Financial Statements

A man and a woman in business attire are standing in a modern office environment. The man, on the left, is wearing a light blue button-down shirt and dark trousers, holding a white coffee cup and a blue folder. The woman, on the right, is wearing a white button-down shirt and light-colored trousers, holding a tablet. They are both smiling and looking at the tablet together. The background shows a bright, modern office with large windows and a staircase.

## NOTES TO FINANCIAL STATEMENTS

*Notes to the financial statements are the detailed assumptions made by our accountants.*

## 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

- 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.
- 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.
- 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.
- 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 registrants and upon reasonable certainty of the collection of the related receivable. Registrant 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.

### 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 registrants. In order to reduce its credit risk, the Association reviews a new registrant's credit history before extending credit and conducts regular reviews of its existing registrants' 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 registrants which minimizes concentration of credit risk.

**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**

Guaranteed investment certificates bear interest at rates ranging from 4.55% - 5.5% (2022: 1.68% - 4.35%) and have maturity dates ranging from November 23, 2024 - March 6, 2025 (2022: March 23, 2023 - November 23, 2023).

**5. CAPITAL ASSETS**

| (Dollars)             | 2023   |                          | 2022   |                          |
|-----------------------|--------|--------------------------|--------|--------------------------|
|                       | Cost   | Accumulated amortization | Cost   | Accumulated amortization |
| Computer equipment    | 22,883 | 19,679                   | 18,077 | 17,442                   |
| Website development   | 16,380 | 13,720                   | 12,390 | 12,390                   |
| <b>Net book value</b> | 5,864  |                          | 635    |                          |

**6. COMPARATIVE FIGURES**

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

**7. ENDOWMENT FUND**

By agreement with Red River Polytech, the CTTAM Scholarship Fund was established to provide scholarships to technicians and technologist students. The fund is made up of two components: the Endowed Fund (gifts and capital are held in perpetuity), and the Spendable Fund (gifts and spending allocation is fully disburseable to support charitable giving during the lifetime of the fund). At March 31, 2023, (The most recent available information received by CTTAM), the Endowed Fund had an ending balance of \$65,040, and the Spendable Fund had a balance of \$15,678.

Although CTTAM has the ability to direct certain funds from the Endowment Funds, ownership of the fund assets lies with Red River Polytech. Therefore the balances of the Funds are not recorded as assets of CTTAM.

During the year, the organization held a golf tournament. This event yielded a surplus of revenues over expenses of \$8,058. The board of directors authorized this surplus to be transferred into the endowment fund. The board also authorized an additional \$1,942 to be transferred to the endowment fund to make total transfers \$10,000 for the year.

**Expenses**

Year ended December 31, 2023 (unaudited)

(Schedule 1)

|                                            | <b>2023</b>       | 2022       |
|--------------------------------------------|-------------------|------------|
| Advertising and promotion                  | \$ <b>46,753</b>  | \$ 37,117  |
| Amortization                               | <b>3,568</b>      | 2,491      |
| Annual general meeting                     | <b>8,698</b>      | 9,840      |
| Business taxes, licenses and registrations | <b>280</b>        | 360        |
| Certification fees                         | <b>2,916</b>      | 9,648      |
| Equipment rentals                          | <b>1,485</b>      | 1,736      |
| External association support               | <b>39,771</b>     | 42,279     |
| Insurance                                  | <b>3,027</b>      | 1,593      |
| Interest and bank charges                  | <b>21,928</b>     | 18,856     |
| Registrations                              | <b>37,913</b>     | 25,020     |
| Office                                     | <b>38,700</b>     | 39,567     |
| PD committee                               | <b>25,190</b>     | 4,176      |
| Professional fees                          | <b>6,746</b>      | 5,840      |
| Rent                                       | <b>7,095</b>      | 3,526      |
| Repairs and maintenance                    | <b>9,287</b>      | 11,667     |
| Scholarships                               | <b>24,672</b>     | 19,616     |
| Supplies                                   | <b>1,608</b>      | 1,084      |
| Telephone                                  | <b>2,312</b>      | 1,704      |
| Travel                                     | <b>15,514</b>     | 12,953     |
| Wages and employee benefits                | <b>287,652</b>    | 262,160    |
|                                            | <b>\$ 585,115</b> | \$ 511,233 |

An overhead view of two construction workers wearing hard hats and high-visibility vests, sitting on a table and reviewing architectural blueprints. The worker on the left wears an orange hard hat and a blue shirt, while the worker on the right wears a yellow hard hat and a plaid shirt. They are both pointing at the plans with red pens. The table is covered with various drafting tools, including a large wooden ruler, a green pen, a black pen, and a small wooden block. A white hard hat is visible on the left side of the table. The background is a concrete floor.

## REGISTRANT HIGHLIGHTS

*We are committed  
to working together  
with our registrants  
to improve and promote  
our profession.*

Our registrants

Our registrants have achieved a level of professionalism which has earned them to the right to use one of our exclusive and protected titles – Certified Technician (C. Tech.) or Certified Engineering Technologist (C.E.T.). Employers, governments, educational institutions and the public in Manitoba and across Canada recognize these titles.

As the regulatory body for technicians and technologist within a constantly changing industry, one of the benefits we provide is enabling our registrants’ ability to stay on top of all these changes especially in terms of regulations and best practices. We do this in part by offering courses and having a mandatory Continuing Professional Development program, where registrants must complete and record a set number of professional activities.

Certification demonstrates that registrants have:

- Agreed to uphold and abide by a *Code of Ethics*, promising to fulfill their duty to the public, the profession and fellow registrants;
- Been evaluated by their peers and have met a national standard of education and experience;
- Made a commitment to their profession and
- Have made a personal statement that they are a technology professional.

Registrant categories

Certified Technician (C. Tech.)

This category applies for professionals with two years of relevant technical experience. All C. Tech applicants must be a graduate of a one- or two-year applied science, engineering program, any relevant technical program of less than two years or a military program.

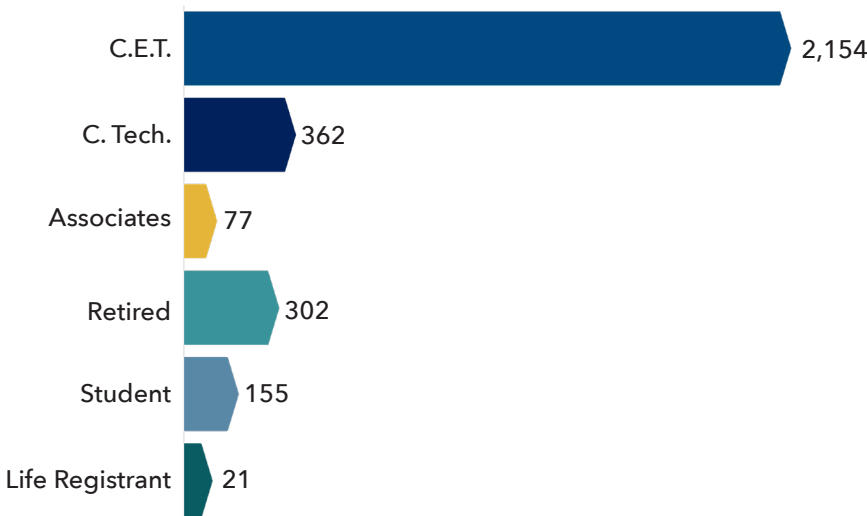
Certified Technologist (C.E.T.)

This category is for professionals with a minimum of two years of relevant technical experience. All applicants for C.E.T. must be a graduate of a three-year accredited applied science, engineering or information technology technician program. Accredited programs are listed on the Technology Accreditation Canada website.

Student

Student membership provides students with resources to assist them in their career path to become a technology professional. This membership is for those enrolled in an appropriate full-time technology program.

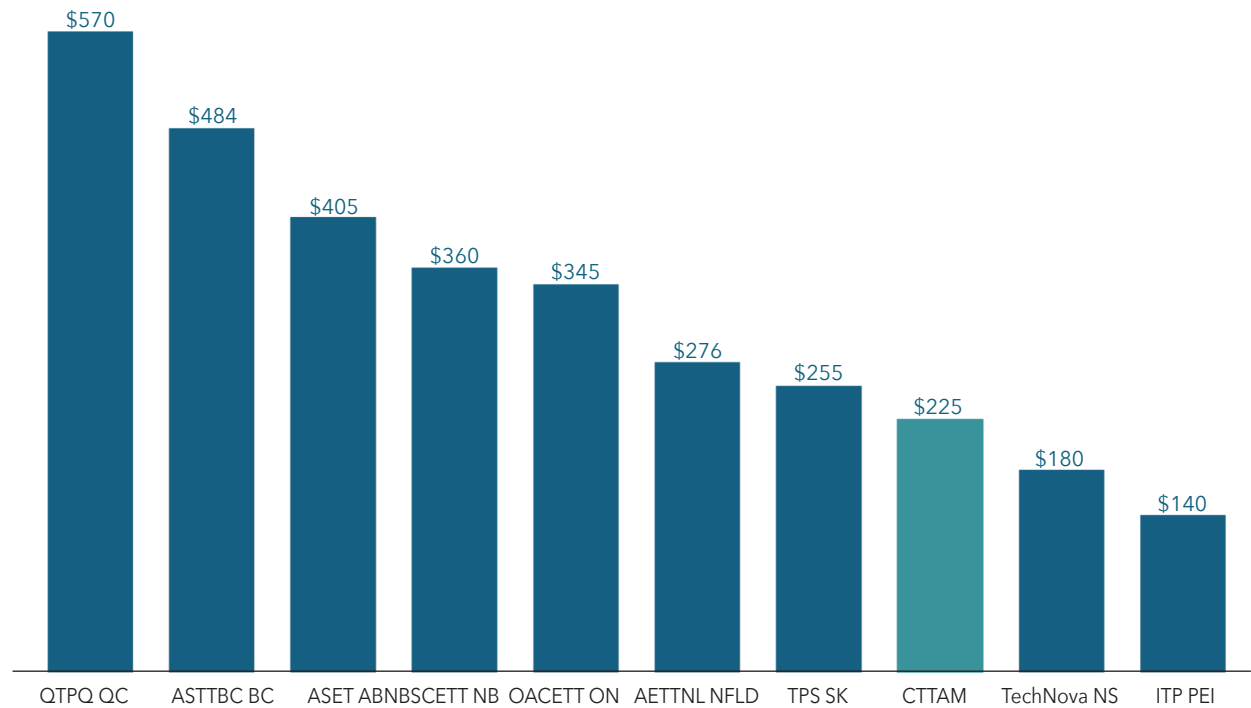
⊕ Registrants (as of August 2024)



Registrant fees comparison

Our association consistently has one of the lowest registrant fees in Canada. In 2024, our certified registrant dues increased by \$25 to \$225, the first increase since 2019. Inflation also affects our costs and in the last few years we have lost some of our registrants due to retirement.

We have provided a chart below that show the different fees paid by certified registrants across Canada for comparison.



Annual Salary Survey (selected results)

We produce an annual salary report based on results from our registrants who are surveyed on an annual basis. The survey provides a snapshot of actual income levels provided by our registrants. The complete salary survey can be read on our [website](#).

A total of 2,464 registrants were eligible to participate, 734 responded for a 30% response rate. Our 2023 salary survey had the same response rate.

⊕ 2024 average student hourly wage – \$21.90

⊕ Response rate

|           | C.E.T. | C. Tech. | Associate | Non-certified |
|-----------|--------|----------|-----------|---------------|
| Number of | 658    | 76       | 0         | 0             |

- 734 respondents reported total earnings of \$68,475,000
- Registrant estimate earnings contribute \$229,867,030 to the Manitoba economy

⊕ Median salary reported

|               | C.E.T. | C. Tech. | Associate | Non-certified |
|---------------|--------|----------|-----------|---------------|
| Annual salary | 85,000 | 75,000   | n/a       | 45,000        |

All numbers are in dollar amount.

### Salary based on classification and discipline of employment

|                               | Technologist |         |         |        | Technician |         |         |        |
|-------------------------------|--------------|---------|---------|--------|------------|---------|---------|--------|
|                               | Q1           | Median  | Q3      | Sample | Q1         | Median  | Q3      | Sample |
| Architectural                 | 65,000       | 85,000  | 85,000  | 31     | n/a        | 75,000  | n/a     | 1      |
| Biomedical/Biosciences        | 75,000       | 85,000  | 9,500   | 11     | n/a        | n/a     | n/a     | n/a    |
| Building                      | 85,000       | 95,000  | 112,500 | 28     | n/a        | 100,000 | n/a     | 2      |
| Chemical                      | 75,000       | 95,000  | 115,000 | 32     | 65,000     | 75,000  | 75,000  | 3      |
| Civil                         | 75,000       | 95,000  | 105,000 | 114    | 80,000     | 95,000  | 127,500 | 5      |
| Engineering Design & Drafting | n/a          | n/a     | n/a     | n/a    | n/a        | n/a     | n/a     | n/a    |
| Electrical                    | 85,000       | 105,000 | 115,000 | 80     | 65,000     | 85,000  | 95,000  | 11     |
| Electronic                    | 85,000       | 95,000  | 105,000 | 55     | 65,000     | 65,000  | 85,000  | 7      |
| Environmental                 | 75,000       | 85,000  | 95,000  | 49     | 65,000     | 75,000  | 102,500 | 16     |
| Geological & Geosciences      | n/a          | 150,000 | n/a     | 1      | n/a        | 150,000 | n/a     | 1      |
| Industrial/Manufacturing      | 72,500       | 90,000  | 117,500 | 10     | 65,000     | 85,000  | 135,000 | 3      |
| Information Technology        | 75,000       | 105,000 | 122,500 | 9      | n/a        | 115,000 | n/a     | 1      |
| Instrumentation               | 85,000       | 105,000 | 120,000 | 26     | 67,500     | 80,000  | 100,000 | 4      |
| Mechanical                    | 75,000       | 95,000  | 115,000 | 90     | 75,000     | 105,000 | 120,000 | 9      |
| Municipal                     | 75,000       | 85,000  | 105,000 | 42     | n/a        | 105,000 | n/a     | 1      |
| Natural Resources             | n/a          | 85,000  | n/a     | 1      | n/a        | 150,000 | n/a     | 1      |
| Petroleum                     | n/a          | 65,000  | n/a     | 1      | n/a        | n/a     | n/a     | 0      |
| Structural                    | 85,000       | 95,000  | 115,000 | 57     | n/a        | 75,000  | n/a     | 2      |
| Surveying/Geomatics           | 67,500       | 90,000  | 105,000 | 16     | 65,000     | 85,000  | 95,000  | 5      |

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

