

Annual Chapter Meeting Package

2022-2023 Calendar Year

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agenda

TORONTO CHAPTER ANNUAL CHAPTER MEETING

Date: May 2nd, 2023.
Time: 6:00 pm
Location: **Toronto Skating Cricket & Curling Club (141 Wilson Avenue, Toronto)**

Item No. 1 Call to Order & Welcome

Item No. 3 Housekeeping

1. Approval of ACM 2022-2023 Meeting Agenda
2. Acceptance of Minute from May 17, 2022 (ACM 2021-2022)

Item No. 4 Reports & Motions for Acceptance

- | | | |
|-----|----------------------------------|-----------------------------------|
| 1. | Director | Iain Stuart |
| 2. | Chair | Kiyoshi Kuroiwa |
| 3. | Vice Chair | VACANT POSITION |
| 4. | Treasurer | Roger Ali |
| 5. | Past Chair | Bob Hartogsveld |
| 6. | Administrative Officer | Stacey Bogdanow |
| 7. | Manufacturers/Supplier Officer | Terry Klingspohn |
| 8. | Architectural Officer | Brian Abbey |
| 9. | Engineering Officer | Patricia Espinola |
| 10. | Contractor/Trade Officer | Bob Hartogsveld |
| 11. | Program Committee Officers | Charles Bosworth & Kevin Becessar |
| 12. | CSC Building Expo Chair | Bob Hartogsveld |
| 13. | Professional Development Officer | Alex Moroz |
| 14. | Interior Design Officer | Sarah Lake |
| 15. | Specifications Officer | Kenny Tam |

Item No. 5 Business Arising from the Minutes

Item No. 6 Closing Remarks and Adjournment



MINUTES OF TORONTO CHAPTER'S 2021-2022 ANNUAL COMMITTEE MEETING

Date: May 17, 2022.

Time: 4:00 PM – 5:30 PM

Location: Virtual Meeting on held on MS Teams (prior registration was required)

Executive Committee Attendance (x denotes member present / L denotes late):

☒ Bob Hartogsveld	☒ Stacey Bogdanow	☒ Kenny Tam
☒ Isabelle Champagne	☒ Rajiv Rattan	☒ Charles Bosworth
☒ Russell Ibbotson	☒ Brian Abbey	
☒ Kiyoshi Kuroiwa	☒ Terry Klingspohn	
☐ Ashley McKay	☐ Lee-Ann Herriott	

Subcommittee Members & Optional Attendees (x denotes member present / L denotes Late):

☐ Kazim (Kaz) Kanani (Webinars Subcommittee)

☐ Nick Franjic (Webinars Subcommittee)

☒ Melissa Abbey (Chapter Administrator – Non-Voting, Staff, Minute Taker)

16 additional members were in attendance for a total of 27 attendees, 7 member attendees joined (L).

Item No. 1 - Call to Order & Welcome

With quorum met, the 2021- 2022 CSC Toronto Annual Chapter Meeting (ACM) was called to order at 4:03pm by the Chair (Bob Hartogsveld) with 20 meeting attendees present.

Bob Hartogsveld welcomed the group and explained how the ACM will work and why we run it. He also explained that because the chapter's ACM Minutes from May 4, 2021, could not be located, they will be made available to the membership after today's meeting. Bob explained that due to this, we will not need a motion to approve and accept the May 4, 2021, Meeting Minutes and we will move straight into Item No. 2 on today's ACM Meeting Agenda which was provided to all attendees with their 2021-2022 ACM Package upon registration.

Item No. 2 – Reports & Motions for Acceptance

A. Director – Isabelle Champagne

Referring to her report in the 2021-2022 ACM Package on pp. 4-5, Isabelle asked for a motion to accept her Director's Report as presented. The motion was accepted by Hugh Lim, Stacey Bogdanow seconded the motion.

The Director's Report was opened to discussion by Bob Hartogsveld, there were no questions or comments.

In a call to vote on the report, a virtual survey vote was posted to each attendee to give their final vote on passing the report as presented.

Of the online votes 93% voted yay, 0% voted nay, and 7% abstained (of 15 responses). In total, of 27 attendees (some voted verbally), 27 responses, 18 voted yay, 7 abstained and 2 votes were not counted (Chapter Administrator as a non-voting attendee and Isabelle Champagne). Motion was carried.

B. Chair – Bob Hartogsveld

Referring to his report in the 2021-2022 ACM Package on pp. 6-7, Bob asked for a motion to accept his Chair's Report as presented. The motion was accepted by Stacey Bogdanow, Russell Ibbotson seconded the motion.

The Chair's Report was opened to discussion by Bob Hartogsveld, there were no questions or comments.

In a call to vote on the report, a virtual survey vote was posted to each attendee to give their final vote on passing the report as presented.

Of the online votes 88% voted yay, 0% voted nay, and 13% abstained (of 16 responses). In total, of 27 attendees (some voted verbally), 19 responses, 16 voted yay, 3 abstained, 6 votes were missing (went offline) and 2 votes were not counted (Chapter Administrator as a non-voting attendee and Bob Hartogsveld). Motion was carried.

C. Vice Chair – Kiyoshi Kuroiwa

Referring to his report in the 2021-2022 ACM Package on p. 8, Kiyoshi asked for a motion to accept his Vice Chair's Report as presented. The motion was accepted by Isabelle Champagne, Charles Bosworth seconded the motion.

The Vice Chair's Report was opened to discussion by Bob Hartogsveld, there were no questions or comments.

In a call to vote on the report, a virtual survey vote was posted to each attendee to give their final vote on passing the report as presented.

Of the online votes 88% voted yay, 0% voted nay, and 12% abstained (of 17 responses). In total, of 27 attendees,

17 responses, 15 voted yay, 2 abstained, 8 votes were missing (went offline) and 2 votes were not counted (Chapter Administrator as a non-voting attendee and Kiyoshi Kuroiwa). Motion was carried.

D. Past Chair – Russell Ibbotson

Referring to his report in the 2021-2022 ACM Package on p. 9, Russell asked for a motion to accept his Past Chair's Report as presented. The motion was accepted by Terry Klingsphon, Kiyoshi Kuroiwa seconded the motion.

The Past Chair's Report was opened to discussion by Bob Hartogsveld, there were no questions or comments.

In a call to vote on the report, a virtual survey vote was posted to each attendee to give their final vote on passing the report as presented.

Of the online votes 88% voted yay, 0% voted nay, and 12% abstained (of 17 responses). In total, of 27 attendees (some voted verbally), 20 responses, 17 voted yay, 3 abstained, 5 votes were missing (went offline) and 2 votes were not counted (Chapter Administrator as a non-voting attendee and Russell Ibbotson). Motion was carried.

E. Administrative Officer – Stacey Bogdanow

Referring to her report in the 2021-2022 ACM Package on pp. 10-11, Stacey asked for a motion to accept her Administrative Officer's Report as presented. The motion was accepted by Isabelle Champagne, Brian Abbey seconded the motion.

The Administrative Officer's Report was opened to discussion by Bob Hartogsveld, there were no questions or comments.

In a call to vote on the report, a virtual survey vote was posted to each attendee to give their final vote on passing the report as presented.

Of the online votes 88% voted yay, 0% voted nay, and 13% abstained (of 16 responses). In total, of 27 attendees (some voted verbally), 27 responses, 16 voted yay, 9 abstained and 2 votes were not counted (Chapter Administrator as a non-voting attendee Stacey Bogdanow). Motion was carried.

F. Architectural Officer – Brian Officer

Referring to his report in the 2021-2022 ACM Package on p. 13, Brian asked for a motion to accept his Architectural Officer's Report as presented. The motion was accepted by Kenny Tam, Stacey Bogdanow seconded the motion.

The Architectural Officer's Report was opened to discussion by Bob Hartogsveld, there were no questions or comments.

In a call to vote on the report, a virtual survey vote was posted to each attendee to give their final vote on passing the report as presented.

Of the online votes 94% voted yay, 0% voted nay, and 6% abstained (of 17 responses). In total, of 27 attendees (some voted verbally), 20 responses, 19 voted yay, 1 abstained, 5 votes were missing (went offline) and 2 votes were not counted (Chapter Administrator as a non-voting attendee and Brian Abbey). Motion was carried.

G. Engineering Officer – Rajiv Rattan

Referring to his report in the 2021-2022 ACM Package on p. 14, Rajiv asked for a motion to accept his Engineering Officer's Report as presented. The motion was accepted by Brian Abbey, Kenny Tam seconded the motion.

The Engineering Officer's Report was opened to discussion by Bob Hartogsveld, there were no questions or comments.

In a call to vote on the report, a virtual survey vote was posted to each attendee to give their final vote on passing the report as presented.

Of the online votes 82% voted yay, 0% voted nay, and 18% abstained (of 17 responses). In total, of 27 attendees (some voted verbally), 20 responses, 16 voted yay, 4 abstained, 5 votes were missing (went offline) and 2 votes were not counted (Chapter Administrator as a non-voting attendee and Rajiv Rattan). Motion was carried.

H. Manufacturer/Supplier Officer – Terry Klingspohn

Referring to his report in the 2021-2022 ACM Package on p. 12, Terry asked for a motion to accept his Manufacturer/Supplier Officer's Report as presented. The motion was accepted by Brian Abbey, Stacey Bogdanow seconded the motion.

The Manufacturer/Supplier Officer's Report was opened to discussion by Bob Hartogsveld, there were no questions or comments.

In a call to vote on the report, a virtual survey vote was posted to each attendee to give their final vote on passing the report as presented.

Of the online votes 88% voted yay, 0% voted nay, and 13% abstained (of 16 responses). In total, of 27 attendees (some voted verbally), 27 responses, 16 voted yay, 9 abstained and 2 votes were not counted (Chapter Administrator as a non-voting attendee and Terry Klingspohn). Motion was carried.

I. Contractor & Trade Officer – Bob Hartogsveld

Referring to his report in the 2021-2022 ACM Package on p. 15, Bob asked for a motion to accept his Contractor and Trade Officer's Report as presented. The motion was accepted by Stacey Bogdanow, Charles Bosworth seconded the motion.

The Contractor and Trade Officer's Report was opened to discussion by Bob Hartogsveld, there were no questions or comments.

In a call to vote on the report, a virtual survey vote was posted to each attendee to give their final vote on passing the report as presented.

Of the online votes 94% voted yay, 0% voted nay, and 6% abstained (of 17 responses). In total, of 27 attendees, 17 responses, 16 voted yay, 1 abstained, 8 votes were missing (went offline) and 2 votes were not counted (Chapter Administrator as a non-voting attendee and Bob Hartogsveld). Motion was carried.

J. Programs Committee Officers – Charles Bosworth and Kiyoshi Kuroiwa

Referring to their report in the 2021-2022 ACM Package on p. 16, Charles and Kiyoshi asked for a motion to accept their Programs Committee Officers' Report as presented. The motion was accepted by Kenny Tam, Stacey Bogdanow seconded the motion.

The Programs Committee Officers' Report was opened to discussion by Bob Hartogsveld, there were no questions or comments.

In a call to vote on the report, a virtual survey vote was posted to each attendee to give their final vote on passing the report as presented.

Of the online votes 93% voted yay, 0% voted nay, and 7% abstained (of 15 responses). In total, of 27 attendees, 15 responses, 14 voted yay, 1 abstained, 9 votes were missing (went offline)

and 3 votes were not counted (Chapter Administrator as a non-voting attendee, Charles Bosworth, and Kiyoshi Kuroiwa). Motion was carried.

K. CSC Building Expo Chair – Bob Hartogsveld

Referring to his report in the 2021-2022 ACM Package on p. 17, Bob asked for a motion to accept his CSC Building Expo Chair's Report as presented. The motion was accepted by Charles Bosworth, Brian Abbey seconded the motion.

The CSC Building Expo Chair's Report was opened to discussion by Bob Hartogsveld, there were no questions or comments.

In a call to vote on the report, a virtual survey vote was posted to each attendee to give their final vote on passing the report as presented.

Of the online votes 93% voted yay, 0% voted nay, and 7% abstained (of 15 responses). In total, of 27 attendees, 15 responses, 14 voted yay, 1 abstained, 10 votes were missing (went offline), and 2 votes were not counted (Chapter Administrator as a non-voting attendee and Bob Hartogsveld). Motion was carried.

L. Professional Development Officer – Isabelle Champagne

Referring to her report in the 2021-2022 ACM Package on p. 18, Isabelle asked for a motion to accept her Professional Development Officer's Report as presented. The motion was accepted by Terry Klingspohn, Stacey Bogdanow seconded the motion.

The Professional Development Officer's Report was opened to discussion by Bob Hartogsveld, there were no questions or comments.

In a call to vote on the report, a virtual survey vote was posted to each attendee to give their final vote on passing the report as presented.

Of the online votes 93% voted yay, 0% voted nay, and 7% abstained (of 15 responses). In total, of 27 Attendees (some voted verbally), 19 responses, 17 voted yay, 2 abstained, 6 votes were missing (went offline), and 2 votes were not counted (Chapter Administrator as a non-voting attendee and Isabelle Champagne). Motion was carried.

M. Treasurer – Ashley McKay (Absent – given by Isabelle Champagne)

In absentia, on behalf of Ashley McKay, Isabelle Champagne presented Ashley's report to the membership. Referring to Ashley's report in the 2021-2022 ACM Package on p. 19, Isabelle asked for a motion to accept Ashley McKay's Treasurer Report as presented. The motion was accepted by Stacey Bogdanow, Charles Bosworth seconded the motion.

The Treasurer's Report was opened to discussion by Bob Hartogsveld, there were no questions or comments.

In a call to vote on the report, a virtual survey vote was posted to each attendee to give their final vote on passing the report as presented.

Of the online votes 80% voted yay, 0% voted nay, and 20% abstained (of 15 responses). In total, of 27 attendees, 15 responses, 12 voted yay, 3 abstained, 11 votes were missing (went offline), and 1 vote was not counted (Chapter Administrator as a non-voting attendee). Motion was carried.

N. Interior Design Officer – Lee-Ann Herriott (Absent)

This report was not provided for the 2021-2022 ACM Package as noted on p. 19; the CSC Toronto Chapter Executive was unable to give the 2021-2022 Interior Design Officer's Report in absentia for Lee-Ann Herriott.

O. Specifications Officer – Kenny Tam

Referring to his report that was submitted late into the 2021-2022 ACM Package (as noted on p. 19), subsequently provided to the membership as a 2021-2022 ACM Package Addendum, on its p. 2, Kenny asked for a motion to accept his Specifications Officer's Report as presented. The motion was accepted by Isabelle Champagne, Stacey Bogdanow seconded the motion.

The Specifications Officer's Report was opened to discussion by Bob Hartogsveld, there were no questions or comments.

In a call to vote on the report, a virtual survey vote was posted to each attendee to give their final vote on passing the report as presented.

Of the online votes 79% voted yay, 0% voted nay, and 21% abstained (of 14 responses). In total, of 27 attendees (some voted verbally), 18 responses, 16 voted yay, 2 abstained, 7 votes were missing (went offline), and 2 votes were not counted (Chapter Administrator as a non-voting attendee and Kenny Tam). Motion was carried.

Item No. 3 – Business Arising from the Reports

Bob Hartogsveld moved on to Item No. 3 announcing the completion of the Executive Officer's Reports. He announced a correction to the Meeting Agenda where he listed Item No. 3 as "Business Arising from the Minutes" but as explained at the beginning of the meeting, there were no previous 2020-2021 ACM Minutes to refer to at today's meeting. Brian Abbey noted he will make the May 4, 2021, CSC Toronto ACM Minutes available to Melissa Abbey (Chapter

Administrator) after today's meeting, for the membership to refer to.

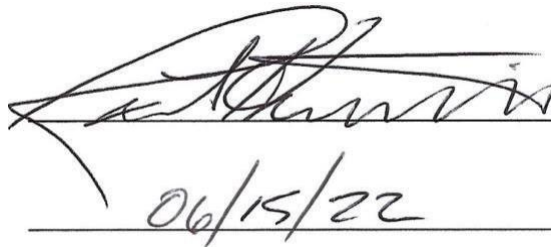
It was also noted by Terry Klingspohn to remove the typo at the end of his name (the letter "l") in the CSC Toronto 2021-2022 ACM Package, Meeting Agenda, on p. 3. Melissa Abbey agreed to make the edit immediately. Melissa will also update that Kenny Tam was not absent and refer to his Addendum – Specifications Officer's Report in the 2021- 2022 ACM Package edits. Melissa lastly noted that Ashley's McKay's name is spelled incorrectly (as "MacKay") in the Treasurer's Report, p. 19 of the 2021-2022 ACM Package; that correction will be made immediately to amend the package.

Item No. 4 – Closing Remarks and Adjournment

There being no other business, Bob Hartogsveld called for a motion to adjourn. Charles Bosworth made the motion, it was seconded by Hugh Lim. The motion to adjourn the CSC Toronto 2021-2022 ACM was carried and the meeting ended; all logged off by 4:35pm.

Note: Please advise the Minute Taker (Melissa Abbey, Chapter Administrator – toronto@csc-dcc.ca) immediately of any errors or omissions so they can be corrected prior to the next meeting.

Chapter Chair Signature:



06/15/22

Director's Report

The duties of the Chapter Director include representing the Chapter interests at the Board of Directors' meetings and to ensure the Chapter is operating within the guidelines of the Association. While the other officers of the Chapter Executive will report to you on the current affairs and status of the Toronto Chapter, it is my responsibility to provide you with the status of Association business and undertakings.

This year I will receive my 10 years with CSC and have spent 7 years on the CSC Toronto Executive Committee in various roles as Treasurer, Chair and now as Chapter Director. I was encouraged by several Fellows as it was described as a rewarding journey in helping to shape CSC and network with the other Chapter Directors. It is, without a doubt, a fantastic opportunity and I am honoured to be your CSC Toronto Director. I continue to carry my passion for the ongoings of the Toronto Chapter and have been hard at work with our Executive Committee to help bring a better future.

MEMBERSHIP

CSC currently has approximately 1550 members nationally with approximately 400 of those in the Toronto Chapter. We are challenged with bringing membership back to pre-pandemic levels and saw a near 8% drop in membership from this time 2022. The Association sent out over 1500 renewal notices nationwide and our Toronto Chapter was delegated to call on 150 non-renewed members this past Winter. Our efforts were tepid in success, however, success nevertheless in that several members called on did in fact renew bringing our membership closer to our March 2022 numbers.

EDUCATION CERTIFICATION

Education is a pillar of CSC and Toronto Chapter delivered. The Chapter and its instructors ran:

- Principles of Construction Documentation (PCD) in both the Fall and Winter with a total of 36 students
- Construction Contract Administration (CCA) in the Winter with 19 students
- Specifier Course in the Winter with 3 students

The PCD course is offered in four (4) colleges as part of their curriculum: Humber College, George Brown College, Red River College (Winnipeg), and Saskatchewan Polytechnic.

Iain Stuart
Director



The Principles of Construction Documentation is an important beginning to the pathway towards CSC Certifications and it was decided that members seeking to forego taking the PCD course in an opportunity to challenge is not an option. A seasoned professional seeking to forego their need to take the PCD course is not possible. This strengthens the overall importance of PCD and the Education that CSC provides to the industry.

CONFERENCES/LEGISLATION/AWARDS

The annual CSC Conference held in late May of every year is an incredible opportunity to earn CE Credits through the various technical program offerings over the course of the conference, opportunity to network at the Connections Café or just over a coffee break, plenty of opportunity to have fun at the Fun Night, and to celebrate our achievements over the last year in the Awards Luncheon. Toronto Chapter members often put up a good showing in numbers and we hope this year is no different. The Conference schedule is as follows:
Conference 2023 – Calgary, Alberta

Conference 2024 – Montreal, Quebec

Conference 2025 – St. John's, Newfoundland

Conference 2026 – Winnipeg, Manitoba

Conference 2026 – Several Chapters stepped forward at the last Board of Directors meeting and all made exceptional presentations but, in the end, the Winnipeg Chapter was the favourite to host in 2026. Congratulations to the members of the Winnipeg Executive Committee.

TECHNICAL STUDIES

Little in the way of update to present at this time, however, in October 2022 the last set of updates to the NMS were made.

NOMINATIONS

A call for nominations to our Toronto membership went out late March and the new 2023/24 Executive Committee will be announced at the time of the Annual Chapter Meeting held, Tuesday, May 2, 2023 at the Toronto Cricket, Curling, and Skating Club. Furthermore, the entire CSC membership had the opportunity to judge and select their choice for the position of 4th Vice President with several persons in the running. Congratulations to the 4th Vice-President elect, M. Yvon Lacahncce, FCSC, CCCA of the Montreal Chapter. The Association was pleased by the high level of interest of members running for this position as it is a sign of a healthy organization with so many wanting to be so deeply involved.

Although his nomination was several years ago, I'd like to mention that our very own Toronto Chapter member Mr. Kazim Kanani, FCSC, CCCA, CSP, CDT and current President will be shortly moving into Past-President at Conference 2023 in Calgary, AB after a heavy workload moving along several key initiatives. Thank you, Kaz for your hard work, dedication, and continuous improvement.

MARKETING

The Association and the Executive Council moved forward this year to beef up the social media efforts and retained Clavus to help curate, develop and analysis the Association's social media.

campaign efforts and engagement with the Twitter-verse and Meta-verse. The Association Twitter



account has over 1100 followers and that number is growing. All Chapters should have Twitter.

accounts of their own to post events for their own chapters. The Association LinkedIn has over 2000 followers and growing. The association is using Instagram with close to 1000 followers. Clavus continues to work closely with our Executive Council and new ways the algorithms push content to the top of users feeds and how we can best create content to take advantage of such information.

At the Chapter level, our Marketing officer has been hard at work this year and you will find his activity and report within.

The Website is always undergoing continuous improvement and successes were made to have IP addresses in Quebec directed to a French landing page rather than needing to change from English once arriving to our site. Marketing materials and swag could be available to the greater masses in the future as we look at ways to do so. All the above-mentioned efforts help to strengthen our brand in the community.

Thank you to our sponsors this year. Your efforts help our Chapter to bring you some of the best Technical Presentations, Instructors, and Building Expo in the Toronto market.

The Toronto Chapter retains the largest membership of all Chapters helping to deliver our message to a greater audience of collaboration, education, and communication towards the best technical writing practices and more. We are a strong and solvent chapter and have much work ahead of us to keep our mission present and in the forefront of the Architect and Design community. We will not rest. And because of this nascent effort of our volunteers I wish to say thank them and to say job well done in our first, dare I say, post-pandemic year to our 2022/23 Executive Committee and Sub-Committee members.

Chair's Report

2022-2023 was the first full year that we were able to be in person. The in-person dinner meetings have resumed at the Toronto Cricket Skating and Curling Club, along with the Golf Tournament, and the Building Expo. Nevertheless, the evolution that happened during the pandemic has continued this year. We held a hybrid executive meeting and the courses continued to be virtual, which allowed for remote participation. It is said that the pandemic accelerated existing trends. That the CSC Toronto Chapter was able to weather the challenges brought on by the pandemic, is a testament to all the hard work and resiliency of all the past Executive Committees. More than ever, I wanted to help continue the push forward as your Chair this year.

This year's annual Golf Tournament was able to be held without restrictions at the Richmond Hill Golf and Country Club, including dinner. Thank you to all the event sponsors and a special thank you to Kaz Kanani who somehow finds the time to organize the Golf Tournament each year.

Thank you to all our 14 Chapter Sponsors this year. We appreciate the support and faith you have put in our organization.

This was our Administrator's first full year on the job. Thank you to Melissa Abbey, who took on the task of learning how things worked in the CSC Toronto Chapter and was a great help in relieving the pressure on the executive committee throughout the year.

We had a strong course offering this year. We had 2 companies that put their employees through the PCD course, and 1 company that did the CCA course. Throughout the year, we had 58 students in the 5 courses that were offered. There have been further discussions with additional companies to take CSC courses, which is a testament to the relevance and worth of the courses. I would like to thank Ted Katsoris, Shamanna Kelamangalam and Tim Lee, who taught courses this year.

The Building Expo this year was a resounding success. We had a full house for the luncheon, 84 exhibitors and over 1200 attendees. It was great to walk the aisles, talk with the exhibitors, see old friends, and meet new people. There was a steady stream of foot traffic throughout the afternoon. Thank you to all the presenters.

At the time of writing my report, the Chapter's finances are still being finalized and awaiting approval by the Executive Committee. Given the success of the Golf Tournament, Building Expo, and the courses, I am confident that we are in a good position financially.

Programs Committee members, Charles Bosworth, and Kevin Becassar have brought us a number of very interesting technical seminars as well as a

Kiyoshi Kuroiwa

Chapter Chair



great tour of the Ontario Tech University Automotive Centre of Excellence. While we didn't see the facility in action, we were able to walk through the main wind tunnel and see some of the backstage (underbelly) of the wind tunnels.

We discussed the possibility of having a fun night, but we are still navigating the remnants of the pandemic, including the fact that people are more spread out. We will be looking at more events to bring people together. We also discussed the possibility of hosting the CSC Conference in 2026, but ultimately decided to hold off bidding on the conference.

We continue to have conversations with other industry organizations, and I hope to strengthen the links that we have in the coming year. There are Memorandums of Understandings that we are working on to formalize the relationships with different organizations.

A couple of Executive Committee Members will be stepping down after many years of committing their time to the furthering.

CSC's goals through the Executive Committee. I would like to thank Russell Ibbotson and Terry Klingspohn for their contributions as Professional Development Officer and Manufacturer/Supply Officer respectively and wish them well in their endeavours.

Due to not having a vice-chair this year, I have agreed to stay on as your CSC Toronto Chapter Chair for the 2023/2024 year. Thank you to the membership, sponsors, all the volunteers, and Executive Committee Members. This year couldn't have happened without each and every one of you.

We are CSC!

Sincerely,

Kiyoshi Kuroiwa.

Treasurer's Report

In compliance with the CSC Association requirements and the Income Tax Act, we have engaged HFPC Chartered Accountants to prepare the CSC Toronto Chapters unaudited Financial Statements for the fiscal year ending 2023. We have received a clean bill of health in the way our financial accounts were managed and reflected in our journals, to provide an honest and clear financial view of the fiscal year.

At the start of the Toronto Chapter's fiscal year, the Executive Committee voted on and approved an operating budget for the 2022-2023 fiscal year. I am pleased to advise that we have completed the fiscal year slightly below our operating budget by approximately 4%.

The three main reports provided within the full Financial Statements package, dated March 31, 2023, included Statements of: 1) Financial Position, 2) Operations and 3) Cash Flow.

Beginning with the Statement of Financial Position, there were no major significant changes in our balance sheet when compared to our last statement. Apart from an increase in cash and an outstanding list of accounts receivables which our Chapter Administrator along with the Executive will finalize within the next few weeks.

During this fiscal year, the Toronto Chapter's carefully managed short-term reserves reached maturity and were reinvested with an increased rate of return from 1.5 to 5.20% at the start of this year, which will be reflected as interest income in next year's statement.

The Statement of Operations highlights both revenue and expenditures and includes a comparison to the 2022 statement. All 2023 revenue streams including the golf tournament, professional development program, sponsorship, dinner meetings and the Building Expo show grew by a combined 68% over the previous fiscal year.

Given the rise in inflation and the overall increase in the cost of goods and services this past fiscal year, the expenditures for our revenue streams also grew by a combined 69%. However, when you factor in all revenue streams including two Building Expo trade shows held in the same fiscal year, we achieved 66% in excess of revenue over expenditures as outlined in our Statement of Operations over last fiscal year.

The Statement of Cash Flow for fiscal year ending 2023, accounts for the Inflow and outflow of cash during our fiscal year period. There were two significant changes in

Roger Ali
Treasurer



cash flow this fiscal year. The first as mentioned earlier was a spike in accounts receivable and the second was a partial reimbursement of a short-term investment, necessary to ensure proper coverage of expenditures incurred just prior to the start of the 2023 Building Expo trade Show.

With the steps we have taken this year the CSC Toronto Chapter remains in a financially sound position. On behalf of all the CSC Toronto Chapter members I would like to thank all the volunteers on the Executive and Sub-Committees for their efforts in making our Chapter financially stronger. I personally look forward to working with the Executive Committee again this fiscal year.

Respectfully submitted,

Roger Ali, CTR
Toronto Chapter Executive Committee Treasurer

Marketing Officer's Report

**Shamanna
Kelamangalam**

Marketing Officer

The year 2022 started with the engine knocking and back firing as would happen if it has been idle for a while. But by mid-year it was firing on all cylinders and we were almost back to normal.

The goal for the year in marketing was clear. To improve our chapter's visibility both in print and in social media. Promote all our events, increase visibility, create interest thereby increase attendance at our events.

A media calendar was designed detailing the various posts that would go out on social media on a monthly basis and circulated to the executive. This helped us to be consistent on the social media platform. Posting on Twitter and LinkedIn on a regular basis increased our visibility and informed the visitors on our chapter's achievement activities and future events. Dinner meetings, student competition, factory visits to name a few events have all been marketed well on the social media. We have gained 30% additional followers in the last year.

The new Chapter Annual Sponsorship Package 2022/2023 was launched with some changes in September. It was well received. Some its highlights are:

Business Card- Advertising in e-specifier only- \$ 150/- (for 4 issues. Limited to 10 companies).

Signature (earlier Pinnacle)- \$ 3300/- (1 wall table with electricity at the Building Expo).

Pinnacle (new highest level)- \$4900/- (2 wall table with electricity at the Building Expo).

The Building Expo- 2023

The Building EXPO Trade Show of 2023 was promoted well both in print and social media. The promotion assets like flyers, mailers, LinkedIn posts, Twitter posts were all designed and made available to be promoted in various channels. Consistent posting and high visibility on social media helped us increase the visitors to the substantially.

My first year as the Marketing officer has been a pleasant experience to work with the Toronto chapter executive team and the Building Expo subcommittee.

Thank You,
Shamanna Kelamangalam.

Past-Chair's Report

As Past-Chair, I have the distinct honour of chairing the election for the next CSC Toronto Chapter Executive, chairing the Awards Committee, and supporting the Director, Chair and Vice-Chair in their roles.

This year, we did not proceed with an election as each role was filled with one nominee. The nomination period was opened for four weeks and announced to the CSC Membership via the CSC Toronto Chapter e-newsletter to garner nominations.

The chapter submitted 4 nominees for the Chapter Merit Award.

I would like to take this opportunity to thank everyone on the Executive Committee and the entire CSC membership for their unwavering support. Serving as Past-Chair has been a rewarding experience in furthering my commitment and support of the CSC Toronto Chapter.

I will return to the Executive as Contractor and Tarde Officer for 2022-2023.

Sincerely,

Bob Hartogsveld.

**Robert
Hartogsveld
Past-Chair**

Administrative Officer's Report

**Stacey
Bogdanow**

**Administrative
Officer**

**Additional
Responsibilities:**
Specifications Officer.

As the Administrative Officer, I oversee two subcommittees:

- Membership
- e-Specifier

In 2022/2023, the administrative group consisted of Stacey as the Membership Officer and the e-specifier was produced/formatted/created by Laura. We managed to put out 4 e-specifiers, grow membership in hard times and market sponsorship packages!

MEMBERSHIP

The Toronto Chapter continues to maintain membership by communicating with its members through E-Blasts, offering professional development through on-line courses and providing informative topics presented by knowledgeable speakers, at the now, in-person meetings. The Chapter has been able to offer numerous networking opportunities in person, such as the plant tour, dinner meetings and the Building Expo Trade Show. The peer discussion groups will be back September 2023. The dinner meetings and the Building Expo Trade Show where a huge success and fun was had by all.

We are looking forward to continuing to promote membership growth by attending job fairs at universities and colleges, when we can, and attending other association events. At the present time, all board members and CSC Toronto Chapter members are encouraged and do a great job, at promoting the association "by word of mouth".

Membership Numbers:

Jan 2020:	439	Jan 2021:	473	Jan 2022:	462
Apr 2020:	452	Apr 2021:	483	Apr 2022:	461
Sep 2020:	463	Sep 2021:	440	Sep 2022:	400
Dec 2020:	466	Dec 2021:	442	Dec 2022:	406

January, 2023: 410

April 18, 2023: 429 (92 members still to hopefully renew their memberships)

In conclusion, the membership is climbing back up to the pre-COVID numbers!

Stacey Bogdanow, Administrative Officer

e-SPECIFIER (Newsletter)

For the 2022-2023 year, the e-Specifier Subcommittee was chaired by Stacey Bogdanow and included Kiyoshi Kuroiwa. Laura Herbert assumed the role of Editor. Stacey was responsible for the schedule and collecting the articles, Kiyoshi assisted with review of the articles, and Laura compiled, edited, and formatted the documents to produce the final issue.

In general, articles were submitted by contributors on schedule and issues were subsequently produced in August 2022, November 2022, January 2023, and April 2023.

This year saw an overhaul of the e-Specifier format and graphics that was well received by membership. Collaboration with other Chapters allowed us to advertise events between Chapters. Several other Chapters have since adapted their newsletters to the new Toronto format. Overall, the production of the e-Specifier has been a success and continues to be an effective way to communicate information and status updates to the membership.

Laura Herbert, CSC Toronto Chapter *e-Specifier* Editor.

Manufacturer & Supply Officer's Report

September will mark 6-years since I began serving on the Toronto Chapter Executive Committee. Every year, I'm further impressed by our ongoing membership and by the dedicated volunteers I've had the privilege of working with.

This year, my main contributions have been in the monthly Executive Committee meetings and the Building Expo Committee.

Thank you, once again, to all the manufacturer/supplier members who supported our 2023 Building Expo and helped to make it such a great success. My third year on this committee showed that, even though each year provides its own set of challenges, we have the membership and the volunteers to make every Building Expo a winner. This little show gives maximum bang for one's proverbial buck.

I have thoroughly enjoyed my time as Manufacturer/Supplier Officer but all good things eventually come to an end. For various reasons, I don't feel I'm able to continue giving the position the amount of time and dedication it deserves so I'm stepping down to make room for another volunteer who can.

I would encourage all members to work with my replacement and provide insight, suggestions, and volunteer hours, when possible, that will help make this Chapter even stronger in the years ahead.

I look forward to seeing you all at our dinner meetings.

Thank you,

Terry Klingspohn.

**Terry
Klingspohn**

**Manufacturer
& Supply
Officer**

Architectural Officer's Report

Well, at this time last year I wrote that we could see light at the end of the tunnel, and now I am pleased to report that the prediction has, to all intent and purpose, come to an end. This opening up has meant that in-person events have become the norm once again.

Although I attended the Ontario Association of Architects hybrid Conference virtually at the beginning of May, I guess you could say it really all started later in May with the CSC's first in-person Conference, since the pandemic started in 2020, and was held at the Sheraton on the Falls Hotel in Niagara Falls. This was a very successful conference with plenty of very good technical sessions and a trade show, an amazing connections café and a fun night at a dinner theatre. The AGM was held on Saturday morning with the President's Ball that evening. It was also great to witness our own Kaz Kanani and Steve Gusterson inducted into the College of Fellows and Kaz becoming our 2022 / 2023 President. Well done, you two!

Not long after the conference we were able to hold our first in-person 'turn-over meeting' in three years, that was held at Jack Astor's at Sherway Gardens. For those that don't know what a turn-over meeting is, it is an informal get together to thank outgoing and welcome incoming members to and from the executive committee. This is generally held at the end of June preceding the summer break.

During the summer break, I did manage to attend the Facades Symposium, put on by the Architect's Newspaper on July 21, 2022, that I thought was extremely interesting and informative, so much so, that I have already registered for this year's event that will be held on Friday, June 16, 2023, at the Hyatt Regency at 370 King Street West. I would encourage anyone interested in Building Science to attend the event.

Our first Executive Dinner meeting of the new 2022 / 2023 term at the Toronto Cricket, Skating and Curling Club was held on Tuesday, September 15, 2022, and we were able to welcome six students from George Brown College, as the professor was unable to attend, and I had a spare dinner ticket for the sixth student to attend the dinner and presentation. The next dinner meeting was held on Tuesday, October 04, 2022, and on this occasion, we were pleased to welcome the professor and four of his students from Centennial college.

Unfortunately, due to sickness, I was unable to attend the dinner meeting on November 22, 2022, however I had prearranged for a professor and four of his students from Sheridan College to attend and I believe that it went very well. At the January 10, 2023, dinner meeting, at short notice, we had three students from George Brown College attend. On February 07, 2023, Centennial college was once again invited, and four students and their

Brian Abbey

**Architectural
Officer**

**Additional
Responsibilities:**
Student Liaison Officer.



professor attended the dinner meeting and presentation. An invitation has been sent out to Sheridan College for a professor and four students to attend our final Annual Chapter Meeting (ACM), dinner and presentation that will be held on Tuesday, May 02, 2023.

I was a privilege to be invited to represent CSC Toronto Chapter as a proud donor to attend on Tuesday, March 21, 2021, Centennial Student Awards Night at their Progress Campus to present the Fred Clarke Memorial Scholarship Awards and Certificate of Excellence to the recipient, Ms. Mary Wenzell, that was accepted by the faculty on her behalf as she was unable to attend the ceremony because she lives in Thunder Bay.

BRIAN L. ABBEY Lic. Tech. OAA. Int'l. Assoc. AIA. PPM.A.A.T.O. BSSO. A. Sc.T. CIAT. BCQ.

Architectural Officer and Student Liaison.

Engineering Officer's Report

As previously mentioned, the primary role of Engineering Officer is to create awareness about CSC and what all it does, in our surrounding engineering community. CSC has continued its relationship with the Ontario Society of Professional Engineers (OSPE) and this year CSC started a new relationship with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT). CSC currently has a draft MOU in the works that has been circulated with surrounding Chapter Chairs for feedback and approval to forward to OACETT.

The Toronto chapter was lucky to have both OSPE and OACETT exhibit at our Building Expo this year in March. CSC will have a display table at the OSPE conference on November 3, 2023 and at OACETT conference June 2, 2023.

One commonality between OSPE, OACETT, and CSC is that each association requires its members and professionals to maintain their knowledge and keep skills current no matter the discipline.

Beginning January 1, 2023, Professional Engineers Ontario (PEO) issued a new mandate for their professional engineers and limited license holders to participate in continuing professional development (CPD) to maintain their license every calendar year. This new requirement does not apply to provisional and temporary license holders or engineering interns (EITs).

OACETT's program requires members to complete a minimum amount of professional development over a three-year cycle to maintain their membership and designations.

Participating in CSC activities can be used for the respective CPD requirements, including the technical presentations, courses, Building Expo and the annual Conference.

In closing, it has been a big learning curve in learning the ins and outs of this role this year after taking over from Rajiv Rattan's 15-year run. It's been a pleasure serving as Engineering officer and am looking forward to what's to come for CSC Toronto Chapter and in our surrounding engineering community.

Sincerely,

Patricia Espinola.

**Patricia
Espinola**

**Engineering
Officer**

Contract & Trade Officer's Report

In 2023, the Canadian construction industry will face headwinds due to higher energy prices, increasing construction costs and an ongoing skilled labour shortage. The Canadian labour shortage will continue to challenge the industry as not enough people are joining construction. According to the Canadian Construction Association, 22% of the Canadian construction workforce will be retiring by 2028 resulting in a loss of experience and knowledge.

In addition to attracting more young people to the industry, Crane & Hoist Canada predicts that labour technology is going to have a big impact in 2023; in particular, scheduling tools designed to help get the right people out in the field focused on the right work, reducing the time spent on non-productive tasks.

There is an opportunity to establish and build relationships with post-secondary institutions and the construction labour unions to encourage younger professionals to become members of CSC emphasizing education and networking opportunities.

In closing, it's been my pleasure serving as the CSC Toronto Chapter Contractor/Trade Officer.

Sincerely,

Bob Hartogsveld.

Robert Hartogsveld

**Contractor
& Trade Officer**

Program Committee Officer's Report

Phew! The 2022-2023 season was a blast. We had a nice mix of technical presentations, covering various aspects of construction building materials.

As usual, the members, students, and guests in attendance we're very engaging, allowing for some great discussions. Let's recap:

September, we kicked off the Season with Collette Hard @ Allied Technical Sales discussing how to Design a Cost Effective Rainscreen Façade with HPL. Always important to learn new materials for the Building Envelope and Collet had a great ice-breaker quiz game.

October, Bernie Doyle @ Inpro shared how to Design an ADA compliant Commercial Shower and Bathrooms. Barrier-Free discussions are always topics that get people excited to share their opinions. Bernie had some great hands-on aids too.

December, Chris Maskell @ the National Floor Covering Association educated us on Preventing and Understanding Floor Covering Failures.

Apparently, we all need to rethink how we install modern-day flooring materials. Great questions from the attendees this dinner. We appreciate Chris traveling from out-of-town to educate our Chapter.

January, Luana Buratynski and Emma Donnelly @ Canadian Association of Women in Construction were our non-technical topic for the Season. We all learned more about how CAWIC's Mission to facilitate the success of women in the Canadian construction industry by uniting their voices, knowledge, and resources through the passion of their members and the women they inspire. This Dinner also doubled as our Celebration of Lifetime Members and Fellows. To all the Fellows and Lifetime Members in attendance, we thank you from some of the framework you've laid down for current CSC Chapter Executive Committee volunteers.

February, Ted Katsoris @ Morrison Hershfield shared The Challenges of Winter Roofing. Perfect time of the year explain best practices for replacing an existing roof, or the construction of a new one. We always appreciate Ted's involvement at dinners and as expected great discussions were had.

April, your Program Officers Charles and Kevin, organized an exciting plant tour @ the ACE Climatic Wind Tunnel. A world-class research and development facility we enjoyed learning about from Mark Klintworth and then the experience of a walking tour. And a hearty lunch afterwards supplied by CSC Toronto to recharge all the attendees.

May, our last Dinner we're excited to have Ian Arthur @ nidus3D present to us how they're helping to grow 3D Printed Construction in the Canadian

**Kevin
Becessar &**

**Charles
Bosworth**

**Programs
Committee
Officers**



Industry, including a case study of one of the first projects built in Canada. Should be an amazing turn out for our last Dinner of the Season and our Annual Chapter Meeting.

Lastly, Charles and Kevin would like to personally thank all the presenters listed above for taking the time out of their schedule to network and educate us. We cannot have Dinners without the Presenters to educate us, and the Members, Students, or Guests to listen, learn, and engage with discussion.

Thank you,

Charles Bosworth and Kevin Becessar,
CSC Toronto Executive Committee Program Officers.

CSC Building Expo Steering Committee Chair's Report

Wednesday, March 1, 2023, marked the 45th annual CSC Building Expo held at the Metro Toronto Convention Centre.

The theme “**Pathways to Net Zero: Innovative Building Products**” was the focus of this year’s keynote luncheon address and seminar sessions. Naama Blonder, Principal of Smart Density delivered the keynote address at the Building Expo Luncheon, followed by session speakers: Blake Jackson with NORR Architects, Jelena Madzarevic and Yannick Choquet from EllisDon and Capucine Lardinois at ArcelorMittal.

Through our association partnerships, e-newsletters, and social media posts, we were able to promote the Expo to a wide audience, attracting the largest number of attendees in years walking the Trade Show floor reviewing the latest products on display from our manufacturer exhibitors and sponsors.

Thanks to the support of our Sponsors and Exhibitors we were able to bring the Building Expo to members of the construction and design community free of charge.

This would not be possible without the participation of the following Chapter members who have gave many hours of their time. I would like to thank Ken Tam, Charles Bosworth, Terry Klingspohn, Josh Trevisan, Shamanna Kelamangalam, Karthick Kanagalingam, Alex Moroz, Annette Lindy, and Joanna Tiffin.

The Building Expo Committee steadfastly believes that attending the Expo is **simply the most efficient and effective way to stay on top of the industry and an industry must attend event!**

The 46th Building Expo is scheduled for Wednesday March 12, 2024, at the Metro Toronto Convention Centre South Building. Mark your calendars!

Sincerely,

Bob Hartogsveld.

**Robert
Hartogsveld**

**CSC Building
Expo Steering
Committee
Chair**

Professional Development Officer's Report

The Professional Development Officer's role is to manage and oversee education certification process as well as promote course and designations across the membership and outside organizations. My name is Alex Moroz. I took on the Professional Development Officer role on an interim basis in March due to the position being vacant since January 2023.

In the Fall of 2022, 2 PCD courses were taught by Ted Katsoris, both of which were put on for specific companies. There were 30 students in total. In December 2022, a course and designation information session was put on by Russell Ibbotson, Kiyoshi Kuroiwa, and Nick Franjic. About 30 people attended and stirred up interest in the Winter 2023 courses. We will be looking to put on similar information sessions throughout the year.

In the Winter 2023, Ted Katsoris taught the CCA course for 19 students. Tim Lee taught the Specifier course for 3 students. We are thankful to Shamanna Kelamnagalam, who shadowed Ted Katsoris in the PCD course in the Fall and taught the PCD course for the first time for another 6 students in the Winter 2023. We were unfortunately unable to offer the Technical Representative course due to low enrollment numbers.

There have also been several discussions with various companies to have their employees take the PCD, CCA and Specifier courses. It is great to see companies willing to invest in their employee's continuing education. I will be continuing to talk with the companies to encourage them to pursue CSC courses and to foster greater engagement with the CSC Toronto Chapter. I look forward to continuing this role in the 2023/2023 year. Please feel free to reach out to me if you have an education, course, or designations questions.

Thank you,

Alex Moroz.

Alex Moroz

**Professional
Development
Officer**



Interior Design Officer Report

I joined the CSC just at the right time! While the last two years have been challenging due to little in-person contact and living in the virtual world of Covid-19, as Interior Design Officer, it has been great to finally get out to events, trade shows and association meetings with our colleagues from the design and architectural community. With the restrictions of pandemic mostly behind us, the new challenge is adapting to hybrid work models and meeting up with our design colleagues.

I've been lucky to have been able to consistently attend emerging design and architectural events giving me the opportunity to introduce CSC through networking and meet-up events. 2023 has opened doors and presents us with an opportunity to re-introduce the benefits of CSC to designers and architects who may have little to no knowledge of CSC. 2024 will allow us to capitalize on these new relationships and possibly develop a MOU for organizations like Arido or IDS.

I look forward to what 2024 has in store as I better familiarize myself with CSC as an organization and how we can partner with the design community more consistently. If you have any suggestions or comments on how we can better partner within this space, please don't hesitate to contact me on my cell at 437-777-3495 or by email at sarah.lake@rockfon.com

Kindest regards,

Sarah Lake.

Sarah Lake
Interior Design
Officer

Specifications Officer Report

Balance seems to be what everyone is trying to juggle these days. With working from home and at the office, we all seem to be in a hybrid situation trying to balance work life and personal life. It is nice to see opportunities for current members, new members, and prospective members to gather, like at the Building Expo. The Expo has always been a great event and it continues to be one.

With trying to find a balance between events. With Dinner Meetings, Building Expo, and our Chapter Annual Golf Tournament event, we have decided to postpone the Peer Discussion Group for another year.

Kenny Tam
Specifications
Officer



Looking Ahead

Industry and social events at CSC bring everyone together. As we all try to find balance between work life and personal life, I am looking forward to being active with all the CSC events that we have coming. The Peer Discussion Group will re-ignite in September. The event has always been engaging with various members in different positions attending that can bring different viewpoints to spark discussion. There is much more we can explore and expand upon. Hoping everyone can bring some of the lessons learned and success stories during this period to share.

Closing Remarks

I am very content to be actively engaged in my role as specification officer, to take part in organizing and developing chapter events and revitalizing those strong connections that links us all together at CSC.

Sincerely,

Kenneth Tam.