



Minutes

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Finance Committee September 4, 2013

Finance Committee

Minutes of a meeting of the Finance Committee (FIC) held in the offices of the association, 40 Sheppard Avenue West, North York, Ontario, on September 4, 2013 commencing at 4:00 pm.

In attendance:

Finance Committee Members:

Robert Willson, P.Eng.
Michael Wesa, P.Eng.,(via conference)
Jason Green, CMA, MBA, P.Eng.,(via conference)
Roger Jones, P.Eng.
Denis Dixon, P.Eng.
Annette Marie Bergeron, P.Eng., President, (Ex-officio)
Dave Adams, P.Eng., (Ex-officio), (via conference)

Staff: Michael Price, MBA, P.Eng., FEC, Acting CEO/Registrar
Johnny Zuccon, P.Eng. Deputy Registrar, Tribunals and Regulatory Affairs
Linda Latham, P.Eng. Deputy Registrar, Regulatory Compliance
Fern Goncalves, Director, People Development
Chetan Mehta, Manager, Financial Services & Business Planning
Peter Cowherd, Manager, Financial Services & Procurement
Lucy Capriotti, Administrative Assistant

Regrets: Maria Cellucci, CA, Controller (Maternity Leave)
Scott Clark, Chief Administrative Officer

1. Approval of Agenda

R. Willson, Chair of the Finance Committee called the meeting to order and initiated discussion on item 1 of the Agenda – Approval of the Agenda.

D. Dixon requested that a discussion on the pension sub-committee be included as an agenda item under Other Business.

J. Green requested that a discussion on the year to date financials be included in the agenda.

A. Bergeron agreed and R. Willson suggested that the above item be included for discussion as agenda item 3a.

R. Willson also requested that a discussion on the fees paid to Engineers Canada be included in the agenda item Business Arising from the Minutes.

MOTION

That the revised agenda be accepted.

Moved by R. Jones and seconded by A. Bergeron.

MOTION CARRIED

2. Approval of Minutes from May 22, 2013

A. Bergeron reported that a Councilor had questioned information on the \$100,000 per annum spend on the blinds and asked if it would be possible to get a high level break-down.

D. Dixon stated that this project had been tendered based on a competitive bidding process and that a copy of tender could be provided to the Councilor.

MOTION

That the minutes of the May 22, 2013 meeting as presented be approved.

Moved by D. Dixon and seconded by A. Bergeron.

MOTION CARRIED

3. Business Arising from the Minutes

1) Fee Changes

D. Dixon stated that the committee should consider recommending to Council to have the current rules governing Fee Changes be moved out of the by-laws and into the regulations.

J. Zuccon proceeded to provide the committee members with background information on the current rules governing fee changes and the new protocol (if approved by Council) for initiating and approving membership fee changes discussed in detail.

MOTION

That a recommendation be made to Council that it authorize Council to move the setting of membership fee changes through from regulation into the bylaws instead of regulations.

Moved by D. Dixon and seconded by A. Bergeron.

MOTION CARRIED

2) Year to Date Financials

The Year to Date Financials (as of June 2013) was discussed and staff answered various questions by the committee members.

3) Payment of the fees to Engineers Canada

The committee discussed the fees of (\$10.21 per member) that are paid to Engineers Canada and agreed that the notice of fee payment members receive be modified to show this portion of their fee that goes to Engineers Canada.

MOTION

A motion was made by A. Bergeron to unbundling Engineers Canada fees with no increase. Engineers Canada fee is to be shown as a separate item on January 1, 2014.

Moved by A. Bergeron and seconded by D. Dixon

MOTION CARRIED

4. Review Budget

M. Price provided an overview of the 2014 Draft Operating and Capital Budgets in detail.

After this, each of the following senior managers proceeded to provide additional details on their departmental budgets and answered questions put forward by the committee members.

F. Goncalves for Corporate Services; L. Latham for Regulatory Compliance; M. Price for Licensing and Finance and the Executive Office; J. Zuccon for Tribunals & Regulatory Affairs.

F. Goncalves discussed that the AGM will be held out of Toronto and that there will be an increase.

Executive Office – discussed by M. Price

Licensing and Finance - discussed by M. Price in detail.

Regulatory Compliance - discussed by L. Latham.

Tribunals and Regulatory Affairs - discussed by J. Zuccon in detail.

MOTION

That the 2014 operating and capital budgets be presented to Council for their review and consideration.

Moved by R. Jones and seconded by D. Dixon

MOTION CARRIED

5. Other Business

D. Dixon had questions that he sent to C. Mehta and requested additional information on the following items:

- a) A breakdown by department of the monies allocated to Engineers Canada
- b) \$25k spent for a scanner for the Aptify project in the 2014 capital budget
- c) Confirmation on whether the old heat pumps require replacement

The committee then proceeded to have a discussion on the draft Terms of Reference for the pension sub-committee (a copy of which was included as part of the package).

- After some discussion the Terms of Reference were discussed with M. Cellucci's comments and F. Goncalves' comments. R. Willson suggested that the committee members take some more time to review the Terms of Reference and send in their comments to staff so that all these comments could be compiled into one document.

6. Date of Next Meeting

The next meeting date was scheduled for October 22, 2013.

Meeting to commence at 1:00 p.m. with lunch from 12:00 – 1:00 p.m.

7. Adjournment

Meeting adjourned at 7:00 p.m.