



# Minutes

## **Finance Committee Meeting December 10, 2019**

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### **Meeting Minutes issued:**

Minutes of a meeting of the Finance Committee (FIC) held in the PEO offices at 40 Sheppard Avenue West, North York, Ontario, on December 10, 2019 commencing and 5:00 p.m.

### **In attendance:**

**Chair:** Lorne Cutler, P.Eng., MBA; Lieutenant Governor-in-Council Appointee

**Vice-Chair:** Randy Walker, P.Eng.

Colin Chan, P.Eng.  
Sandra Ausma, P.Eng., PhD.  
Linda Drisdelle, P.Eng.  
Roberto Martini, P.Eng. CPA, CMA (via conference)  
Arjan Arenja, P.Eng., MBA

**Staff:** Chetan Mehta, MS, MBA, Director, Finance  
Peter Cowherd, CPA, CMA, Manager, Financial Services & Procurement  
Lucy Capriotti, Administrative Assistant

**Guests:** Nancy Hill, P.Eng., LLB, FEC, FCAE, President

**Regrets:** Johnny Zuccon, P.Eng., CEO/Registrar

### **1.0 Call to order and welcome**

The meeting was called to order at 5:06 p.m. by L. Cutler and the draft agenda was presented to the committee members for their review and approval.

## **2.0 Approval of the meeting Agenda**

S. Ausma requested an amendment on item 5. Other Business to include a discussion on the regulatory processes at PEO.

### **MOTION**

That the FIC draft agenda be approved as amended.

Moved by R. Martini and seconded by C. Chan.

**CARRIED**

## **3.0 Approval of Draft Minutes from October 16, 2019**

The committee members recommended that the draft Minutes from October 16, 2019 be amended to replace the minutes on Page 2, Agenda item 4.0, with the following:

“The committee members unanimously agreed to appoint L. Cutler to the position of Chair and R. Walker to the position of Vice-Chair. A motion was passed to that effect.”

### **MOTION**

That the revised draft Minutes from the FIC on October 16, 2019 be approved with the changes noted above.

Moved by C. Chan and seconded by S. Ausma

**CARRIED**

## **4.0 Business arising from the Minutes**

It was noted that the fee changes went forward to Council.

## **5.0 Discussion topics:**

### **Update on rental situation and negotiations with the Ontario Film Board re: lease cancellation:**

C. Mehta reported that the province of Ontario withdrew recognition from the OFA (Ontario Film Institute), a tenant on the 4<sup>th</sup> floor sometime in October 2019. As a result, OFA would be terminating its lease and wrapping up operations by the end of December 2019. Staff

have been in active negotiations with them to get the lease assigned along with the adjacent vacant space and that there may be developments by end of the year.

C. Mehta also clarified that PEO will not be incurring any leasing commissions for leasing the vacant space as there was no agent involved in the negotiations.

C. Chan requested that C. Mehta provide a detailed Tenancy Map in future meetings. L. Cutler request that the building rental situation be discussed on a regular basis at all future FIC meetings.

**Update on centralization of chapter banking, including roll out to chapters:**

C. Mehta reported that planning was under way and staff will work collaboratively with the Chapters to try and make the transition to centralized banking as smooth as possible.

**Budget information presentation** – N. Hills expressed concern that the current presentation of the budget was not tied to strategic objectives. L. Cutler responded by saying that it is important to ensure that strategic objectives are funded but it is up to staff to make sure these objectives are implemented. C. Mehta clarified that once a decision to go ahead on a specific project is taken, staff can work on producing relevant reports.

N. Hill suggested that a discussion on budget information presentation be held before the Multi-year budgeting as this could have an impact on how we look at the Multi-year budgeting.

**Multi-year budgeting – could we be approaching this better?** This topic was related to the above item and was not addressed at this time.

**Demographic impacts on budget going forward? How an aging membership will impact on full membership versus retired membership income, etc.**

L. Cutler stated that this topic is likely to mainly impact the revenue side. C. Mehta clarified that there had been a fairly high predictability in P.Eng. projections in the past and that staff arrived at these projections based on a 10-year actual regression model and get inputs from our Licensing staff.

L. Cutler inquired if it would be possible to get statistics of demographics on the current membership and how this was expected to impact our revenues. C. Mehta responded that

he did not have this information, to which the committee members requested that staff look into providing demographic data including current capture rates and enhanced capture rates at both ends. (What percentage of people coming out of engineering school or immigrating to Canada with an engineering background are becoming P. Eng's.)

#### **Regulatory processes at PEO and what PEO is likely to look like in the future**

This item is to be discussed at a later meeting due to a paucity of time.

#### **6.0 Other Business**

Expense Policy – C. Mehta clarified that work was still underway on this item and that he will try to have a draft policy presented to the committee for feedback by early next year.

#### **7.0 Date of Next Meeting**

It was agreed that the next meeting would be a joint meeting which will be held on March 3, 2020.

#### **8.0 Adjournment**

The meeting adjourned at 7:05 p.m.



**Status of Action items as of Feb 24, 2020**

<b>S. No</b>	<b>Action items identified during FIC on June 5, 2019</b>	<b>Responsible Staff</b>	<b>Status update</b>
1	Decision on Centralization of Chapters bank accounts project	C. Mehta	Complete
2	Seek feed back from auditor on the FIC ToR and Workplan	C. Mehta	Update will be provided at the meeting
<b>S. No</b>	<b>Action items identified during FIC on October 16, 2019</b>	<b>Responsible Staff</b>	<b>Status update</b>
3	5-year chart to be provided to committee members	M. Wehrle	Work in progress
<b>S. No</b>	<b>Action items identified during FIC on December 10, 2019</b>	<b>Responsible Staff</b>	<b>Status update</b>
4	Send out tenancy map to committee members	C. Mehta	Complete
5	Revisions to Expense Reimbursement Policy	C. Mehta	Work in progress
6	Demographic data on members	IT staff	Work in progress