



# Amended Minutes

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## Finance Committee Meeting on January 29, 2019

### 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 January 29, 2019 commencing and 5:00 p.m.

### In attendance:

**Chair:** Michael Chan, P.Eng., FEC, Lieutenant Governor-in-Council Appointee and Member of the Executive

**Vice-Chair:** Kelly Reid, P.Eng., IACCM CCMP); Vice President (appointed) and Councillor-at-Large (via conference)  
President David Brown, P.Eng., BDS, C.E.T., IntPE, MCSCE (via conference)  
Colin Chan, P.Eng.  
Linda Drisdelle, P.Eng.  
Tim Kirkby, B.Eng., P.Eng., Lieutenant Governor-in-Council Appointee  
Roberto Martini, P.Eng. CPA, CMA

**Staff:** Johnny Zuccon, P.Eng., Interim Registrar  
Chetan Mehta, MS, MBA, Director, Finance  
Peter Cowherd, CPA, CMA, Manager, Financial Services & Procurement  
Lucy Capriotti, Administrative Assistant

**Guests:** None

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

### 1.0 Call to order and welcome

The meeting was called to order at 5:00 p.m. by the Chair of the FIC Michael Chan and the draft agenda was presented to the committee members for their review and approval.

### 2.0 Approval of the meeting Agenda

The committee members agreed to proceed with the agenda as presented

### MOTION

That the FIC agenda be approved as presented.



Moved by L. Drisdelle and seconded by R. Martini

**CARRIED**

T. Kirkby wished to discuss the travel policy claims. M. Chan advised that if we didn't have time at this meeting we would discuss this at our next joint FIC/AUC meeting.

**3.0 Approval of Minutes from October 16, 2018**

It was agreed that the Minutes from October 16, 2018 be approved as presented.

**MOTION**

That the Minutes from the FIC October 16, 2018 meeting be approved as presented.

Moved by R. Martini and seconded by C. Chan

**CARRIED**

**4.0 Business arising from the Minutes**

T. Kirkby discussed the meeting we arranged with PIPS and C. Mehta advised that all arrangements have been made for their presentation to take place on March 12, 2019 prior to the joint FIC/AUC meeting. They would also be discussing how to manage expense claim.

**5.0 Review of the project deliverables by the FIC members**

**- Review of Briefing Note by Councillor Kelly Reid on recommendation on improving effectiveness of the Finance Committee.**

K. Reid discussed her Briefing Note on recommendations on improving effectiveness of the FIC. The FIC members agreed with the recommendations on the briefing note.

**- Review of presentation summary on Membership Fee Increase by Colin Chan/Lorne Cutler.**

C. Chan walked the members through the presentation on the rationale for membership fee increases.



**- Review of Briefing Note by Councillor Iretomiwa Olukiyesi on by-law change.**

Councillor Olukiyesi was supposed to be on the conference call to discuss her briefing note but she never called in. J. Max discussed the briefing note in detail. J. Zuccon read and discussed the Briefing Note By-Law Change – Additional Fee Increases with two motions which were prepared by J. Max and moved by Councillor T. Olukiyesi.

**MOTION**

That the FIC has reviewed the briefing note and has not proposed any changes and supports both Motion 1 and 2. All were in favor with the briefing note except for K. Reid.

Moved by C. Chan and seconded by R. Martini

**CARRIED**

**- Review of presentation on PEO Budget Planning by Roberto Martini/Linda Drisdelle.**

R. Martini and L. Drisdelle discussed PEO's financial situation with samples of charts showing detail.

**6.0 Other Business**

There was no other business discussed.

**7.0 Date of Next Meeting**

The next meeting date is scheduled for March 12, 2019, this will be a joint FIC/AUC meeting.

**8.0 Adjournment**

The meeting adjourned at 8:00 p.m.

**MOTION**

That the meeting be adjourned.

Moved by R. Martini and seconded by T. Kirkby

**CARRIED**



**Professional Engineers  
Ontario**

S. No	Action items identified at FIC meeting on June 5, 2018	Responsible Staff	Status update
<b>Action Items identified at FIC meeting on Jan 29, 2019</b>			
1	Job posting for new non-Councillor FIC members	Staff	To be started
2	Revision of the FIC terms of reference for protocol / guidelines to ensure continuity of members in the FIC (copy attached). Change the Terms of Reference - rolling three-year schedule	K. Reid	Work-in-progress
3	Work on rental Income for 40 Sheppard Ave. – provide possible scenarios of the building	C. Chan	Work-in-progress
<b>Status of Action Items reviewed at FIC meeting on Oct 16, 2018</b>			
4	Cost saving initiatives / info on Eng. Canada Affinity program	C. Mehta	Completed
5	Past 5 year spend data on all committees and task forces	C. Mehta	Completed
<b>Action items identified at FIC on July 24, 2018</b>			
6	FIC members to email a list of proposed changes to the Terms of Reference to staff.	FIC	Completed
7	Centralizing Chapter Bank accounts - T. Kirkby to get information from the Professional Institute of Public Servants of Canada (PIPSC) on how they went about centralizing bank Chapter accounts.	T. Kirkby	Work-in-progress
8	The draft Expense Reimbursement Policy be amended to incorporate the grammatical changes proposed at the FIC meeting.	C. Mehta	Completed
<b>Action items identified at FIC on Sept 6, 2018</b>			
9	Request Engineers Canada to explore the possibility for creating a business case for the alignment / standardization of licensing processes across all provinces to reduce IT costs.	?	Work-in-progress
10	Check to see if credit card fees can be passed on to those members who choose to pay their dues via credit card.	C. Mehta	Completed
11	Check about potential liability issues for PEO arising from serving alcohol at various committee meetings/events.	S. Clark	Completed