

Minutes of the Finance, Audit, and Risk (FAR) Committee Meeting

October 21, 2022 11:30 am – 1:00 pm (ET) | Virtual

Committee members in attendance	
Arjan Arenja (Chair) Maxime Belletête	Victor Benz Steve Vieweg
Regrets	
Dawn Nedohin-Macek	
Staff and support	
Juliet Chou, Governance Coordinator Christina Mash, Interim Manager, Governance and Board Services	Gerard McDonald, Chief Executive Officer Derek Menard, Director, Finance

1. Call to order and approval of agenda

A. Arenja, FAR Committee Chair, opened the meeting at 11:32am (ET) and welcomed the committee members.

Moved

THAT the agenda be approved, and the chair be authorized to modify the order of discussion.

Carried

2. Last meeting review

2.1 Approval of minutes (August 10, 2022)

It was noted that N. Turgeon's name was included on the attendance list of the pre-circulated minutes in error, which will be amended prior to posting the document to the website.

Moved

THAT the minutes from August 10, 2022, be approved as amended.

Carried

2.2 Review of action table

The action table was reviewed, with a verbal update provided by D. Menard. The committee members noted satisfaction with the detailed email regarding cybersecurity risk management at Engineers Canada. No other comments or questions were raised regarding the action table.

3. Review of final 2023 budget and Per Capita fee (PCAF) recommendation

D. Menard, Director, Finance, presented the final budget for 2023 and the 2025 PCAF being maintained at \$8. Aside from updates made by staff (as indicated in the portfolio detail analysis sheets), no amendments were requested following the Board's review of the budget at their meeting in September. The following discussion was captured:

- D. Menard confirmed that while 3% is used to project future-year inflation (referencing the Bank of Canada's projections), this year, the cost-of-living increase provided to staff will be 6.9% to meet the current consumer price index. Should the rate of inflation remain at a similar level in the coming years, the impact on the budget would not be material; D. Menard estimated that an additional 3% would result in a \$300K increase.
- G. McDonald reported that the Board is in favour of the PCAF recommendation and has discussed continuing to recommend it be maintained at \$8 until the end of the current Strategic Plan in 2024. He further noted that the organization is currently forecasting a surplus for 2022, which would increase the reserves.

Moved

THAT the FAR Committee recommends the following decision for Board consideration:

- 1. THAT the Board, on recommendation of the FAR Committee, approve the 2023 budget, including an operational budget of \$12.3M, and a project budget of \$4.5M.**
- 2. THAT the Board, on recommendation of the FAR Committee, recommend to the Members that the 2025 Per Capita Assessment Fee be maintained at \$8 per registrant.**

Carried

4. Work plan review

No comments were received on the update to the work plan for 2022-2023. The plan was commended as being clear and easy to follow.

5. Other business

No other business was brought forward.

6. Next committee meetings

The December 14 meeting will focus on Q3 reporting and the risk register, and committee members were reminded to expect to use the full meeting time as booked. The next committee meetings are as follows:

- December 14, 2022 (virtual)
- February 27, 2023 (virtual)
- March 10, 2023 (virtual)
- May 11, 2023 (virtual)

7. Meeting evaluation

All meeting participants felt the meeting was effective and successful. Staff were commended for their efforts to ensure supporting documents are concise with clear objectives. A. Arenja noted that his location during the call was not ideal due to conflicting background noise.

8. Closing

With no further business, the meeting was closed at 11:50 am (ET).