RIDEAU VALLEY CONSERVATION AUTHORITY Box 599, 3889 Rideau Valley Drive Manotick, Ontario, K4M 1A5 (613) 692-3571, 1-800-267-3504

Meeting Held Electronically (Via Zoom) due to the COVID-19

APPROVED MINUTES

Audit Committee Meeting March 11, 2022 10:00 AM #1/22

Present: Judy Brown Pieter Leenhouts Anne Robinson

Dale McLenaghan

Rob Rothgeb

Staff: Sommer Casgrain-Robertson

Marissa Grondin

Kathy Dallaire

Guests: Ian Murphy, MNP LLP (Auditor)

Chair Leenhouts called the meeting to order at 10:02 a.m.

A roll call was taken to confirm attendance.

1.0 Agenda Review

Chair Leenhouts reviewed the Agenda.

2.0 **Adoption of Agenda**

Motion 1-220311 Moved by: Rob Rothgeb

Seconded by: Jamie Crawford

THAT the Audit Committee of the Rideau Valley Conservation Authority adopts the Agenda as circulated.

Motion Carried

3.0 **Declaration of Interest**

No declarations of interest were identified.

4.0 Approval of Minutes of April 16, 2021

Motion 2-220311 Moved by: Judy Brown

Seconded by: Rob Rothgeb

THAT the Audit Committee of the Rideau Valley Conservation Authority approves the Minutes of the Audit Committee Meeting #01/21, April 16, 2021 as circulated.

Motion Carried

5.0 Business Arising from the Minutes

None.

6.0 <u>Draft Audited Financial Statements and Audit Report for 2021</u>

Ian Murphy, Partner and Business Advisor at MNP LLP presented draft Audited Financial Statements, Audit Findings Report and Management Letter for the year ending December 31, 2021.

Mr. Murphy and staff responded to questions from members.

Motion 3-220311 Moved by: Dale McLenaghan

Seconded by: Judy Brown

THAT the Audit Committee of the Rideau Valley Conservation Authority receive the draft Audited Financial Statements, Audit Findings Report and Management Letter for the year ending December 31, 2021 and recommend that it be presented to the Board of Directors at their meeting on March 24, 2022.

Motion carried

7.0 In-Camera Session

Each year, the Audit Committee goes in-camera with the Auditor to provide an opportunity for Members or the Auditor to raise any concerns they may have regarding staff in relation to the audit (closed session to discuss personal matters about an identifiable individual).

Motion 4-220311 Moved by: Rob Rothgeb Seconded by: Jamie Crawford

THAT the Audit Committee of the Rideau Valley Conservation Authority move in-camera with Ian Murphy to discuss any concerns regarding staff in relation to the audit (personal matters about an identifiable individual).

Motion Carried

Motion 5-220311 Moved by: Judy Brown Jamie Crawford Seconded by: THAT the Audit Committee of the Rideau Valley Conservation Authority move out of camera. **Motion Carried** Staff returned to the room and the Chair reported that no concerns were raised during the closed session. The Auditor was excused from the meeting following the completion of his presentation. **Member Inquiries** None. **New Business** None. 10.0 Adjournment The Chair adjourned the meeting at 10:41 a.m. on a motion by Judy Brown which was seconded by Dale McLenaghan. **Pieter Leenhouts** Sommer Casgrain-Robertson Chair **General Manager / Secretary-Treasurer**

8.0

9.0

Marissa Grondin **Recording Secretary**