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

Members and the public are welcome to join via Zoom

APPROVED MINUTES

Audit Committee Meeting		April 19, 2023	5:00 p.m.	#1/23	
Present:	Barry Card Steve Fournier Anne Robinson		Charlene Godfrey Kristin Strackerjan		
Staff:	Kathy Dallaire	Sommer Cas	grain-Robertson		
Guests:	Ian Murphy, MNP LLP (Auditor)				
Regrets:	None				

Chair Strackerjan called the meeting to order at 5:00 p.m.

A roll call was taken to confirm attendance.

1.0 <u>Agenda Review</u>

Chair Strackerjan reviewed the Agenda.

2.0 Adoption of Agenda

Motion 1-230419	Moved by:	Steve Fournier
	Seconded by:	Charlene Godfrey

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 March 11, 2022

Motion 2-230419

Moved by: Seconded by:

Barry Card Anne Robinson THAT the Audit Committee of the Rideau Valley Conservation Authority approves the Minutes of the Audit Committee Meeting #01/22, March 11, 2022 as circulated.

Motion Carried

5.0 **Business Arising from the Minutes**

None

6.0 Draft Audited Financial Statements and Audit Report for 2022

Ian Murphy of MNP LLP presented draft versions of the Audited Financial Statements, Audit Findings Report and Management Letter for the year ending December 31, 2022. Mr. Murphy highlighted that it was a clean audit opinion, that they did not come across any incidents of fraud and that they did not have any significant concerns with internal controls.

Mr. Murphy and staff responded to questions from members by expanding on materiality, confirming that RVCA does not handle much cash, explaining how the office land lease works with the city of the Ottawa, outlining what makes up RVCA's prepaid expenses and clarifying what the post-retiree benefits are.

In response to the questions from members, Staff committed to follow up with information regarding the following:

- If post-retiree benefits are subject to a minimum years of service
- If other conservation authorities provide post-retiree benefits
- What wording is in RVCA's agreement with the City of Ottawa regarding land use in Beryl Gaffney once the office debenture is paid off.

Motion 3-230419	Moved by:	Anne Robinson
	Seconded by:	Charlene Godfrey

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, 2022 and recommend that it be presented to the Board of Directors at their meeting on April 27, 2023.

Motion Carried

7.0 <u>In-Camera Session</u>

There was no request from the Auditor or any Member to go in-camera to discuss personal matters about an identifiable individual.

8.0 <u>Member Inquiries</u>

None

9.0 <u>New Business</u>

None

10.0 Adjournment

The Chair adjourned the meeting at 5:45 p.m. on a motion by Steve Fournier which was seconded by Barry Card.

Kristin Strackerjan Chair Sommer Casgrain-Robertson General Manager / Recording Secretary