



3889 Rideau Valley Drive  
PO Box 599, Manotick ON K4M 1A5  
T 613-692-3571 | 1-800-267-3504  
F 613-692-0831 | www.rvca.ca

## Audit Committee Meeting

Monday, April 8, 2024  
11:00 am

*Members and the public are welcome to join via Zoom*

Please contact Marissa Grondin at [marissa.grondin@rvca.ca](mailto:marissa.grondin@rvca.ca) or 1-800-267-3504 ext. 1177 in advance of the meeting if you wish to receive instructions to join.

### AGENDA

<b>Meeting 1/24</b>	<b>Page #</b>
<b>1.0 Roll Call</b>	
<b>2.0 Agenda Review</b>	
<b>3.0 Adoption of Agenda</b>	
<b>4.0 Declaration of Interest</b>	
<b>5.0 Approval of Minutes from April 19, 2023</b>	
<b>6.0 Business Arising from Minutes</b>	
<b>7.0 Draft Audited Financial Statements and Audit Findings Report for 2023</b> Audit Documents attached (Ian Murphy, MNP LLP) .....	1
<b>7.0 In-Camera Session (if required)</b> A closed session will only be held if the draft audit findings necessitates a need for the Committee to discuss personal matters about an identifiable individual as allowed for under Section C.13(b) of RVCA's Administrative By-law	
<b>8.0 Member Inquiries</b>	
<b>9.0 New Business</b>	
<b>10.0 Adjournment</b>	

**Proudly working in partnership  
with our 18 watershed municipalities**

Athens, Augusta, Beckwith, Central Frontenac, Clarence-Rockland,  
Drummond/North Elmsley, Elizabethtown-Kitley, Merrickville-Wolford, Montague,  
North Dundas, North Grenville, Ottawa, Perth, Rideau Lakes, Smiths Falls, South Frontenac, Tay Valley, Westport

*Draft for management only*

**RIDEAU VALLEY CONSERVATION AUTHORITY**

**FINANCIAL STATEMENTS**

**December 31, 2023**

# RIDEAU VALLEY CONSERVATION AUTHORITY

December 31, 2023

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# **RIDEAU VALLEY CONSERVATION AUTHORITY**

## **MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS**

The accompanying financial statements of the Rideau Valley Conservation Authority are the responsibility of the Authority's management and have been prepared in compliance with legislation, and in accordance with Canadian Public Sector Accounting Standards. A summary of significant accounting policies are described in note 2 to the financial statements. The preparation of financial statements necessarily involved the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Authority's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of financial statements. These systems are monitored and evaluated by management.

The Audit Committee and management meet with the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters. The Board of Directors meets with management subsequently to review these same matters prior to the Board's approval of the financial statements.

The financial statements have been audited by MNP LLP, independent external auditors appointed by the Authority. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Authority's financial statements.

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Sommer Casgrain-Robertson, General Manager / Secretary-Treasurer

To the Board members of Rideau Valley Conservation Authority:

## Opinion

We have audited the financial statements of Rideau Valley Conservation Authority (the "Organization"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, accumulated operating surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2023, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

## Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Cornwall, Ontario  
April 25, 2024

*MNP LLP*

Chartered Professional Accountants  
Licensed Public Accountants

# RIDEAU VALLEY CONSERVATION AUTHORITY

## STATEMENT OF FINANCIAL POSITION

As at December 31, 2023

	2023	2022
<b>NET FINANCIAL ASSETS</b>		
<b>Assets</b>		
Cash	\$ 8,791,194	\$ 8,714,813
Short-term investments (Note 3)	300,000	400,000
Accounts receivable (Note 4)	1,508,248	862,712
Long-term investments (Note 3)	1,450,913	1,350,913
	<b>12,050,355</b>	11,328,438
<b>Liabilities</b>		
Accounts payable and accrued liabilities	1,674,009	2,048,454
Vacation pay and other leave entitlements	171,436	198,325
Deferred revenue (Note 6)	2,453,244	2,152,424
Non pension post-retirement benefits obligation (Note 7)	464,614	458,347
Obligation under capital lease (Note 9)	1,702,319	1,905,023
	<b>6,465,622</b>	6,762,573
<b>Net Financial Assets</b>	<b>5,584,733</b>	4,565,865
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 10)	11,883,967	10,674,723
Prepaid expenses	156,908	179,816
<b>Non-Financial Assets</b>	<b>12,040,875</b>	10,854,539
Contingent Liabilities (Note 11)		
<b>ACCUMULATED SURPLUS</b>		
<b>Accumulated Surplus</b>	<b>\$ 17,625,608</b>	\$ 15,420,404

# RIDEAU VALLEY CONSERVATION AUTHORITY

## STATEMENT OF OPERATIONS

For the year ended December 31, 2023

	(Note 17) BUDGET 2023	ACTUAL 2023	ACTUAL 2022
<b>REVENUE</b>			
Municipal levies	\$ 6,719,746	\$ 6,719,748	\$ 6,461,296
Special municipal levies			
Rideau River Ice Management	987,648	486,540	894,774
Water Control infrastructure			
Reserve	10,000	10,000	10,000
Operation and maintenance	40,000	40,000	40,000
Water Quality Monitoring	158,696	158,696	158,696
Britannia Water Control Structure	21,500	21,500	21,500
Provincial Funding			
Ministry of Natural Resources			
Operating grant	107,422	125,286	125,286
Drinking Water Source Protection (Note 14)	248,440	273,215	218,572
Program revenues (Schedule 2)			
Watershed Sciences and Engineering Services	101,292	275,120	291,845
Planning Advisory and Regulatory Services	1,629,203	1,455,835	1,620,644
Stewardship Services	1,070,817	1,099,585	1,155,963
Conservation Land Management Services	421,598	2,007,392	436,221
Corporation Services	80,000	413,487	239,201
Other Income			
Capital projects	80,000	-	-
<b>Total Revenues</b>	<b>11,676,362</b>	<b>13,086,404</b>	<b>11,673,998</b>
<b>EXPENDITURES</b>			
Program expenditures (Schedule 3)			
Watershed Sciences and Engineering Services	3,447,076	3,046,334	3,267,327
Planning Advisory and Regulatory Services	2,872,527	2,463,406	2,644,676
Stewardship Services	1,796,746	1,664,819	1,639,509
Conservation Land Management Services	1,535,688	1,610,355	1,352,279
Corporate Services	1,664,185	2,062,879	1,784,715
Non Pension Post Retirement Benefit Obligation	27,647	33,407	33,188
<b>Total Expenditures</b>	<b>11,343,869</b>	<b>10,881,200</b>	<b>10,721,694</b>
<b>NET SURPLUS FOR THE YEAR</b>	<b>332,493</b>	<b>2,205,204</b>	<b>952,304</b>
<b>ACCUMULATED SURPLUS, beginning of year</b>	<b>15,420,404</b>	<b>15,420,404</b>	<b>14,468,100</b>
<b>ACCUMULATED SURPLUS, end of year</b>	<b>\$ 15,752,897</b>	<b>\$ 17,625,608</b>	<b>\$ 15,420,404</b>



**RIDEAU VALLEY CONSERVATION AUTHORITY**  
**STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**

For the year ended December 31, 2023

	(Note 17) BUDGET 2023	ACTUAL 2023	ACTUAL 2022
Net surplus for the year	\$ 332,493	\$ 2,205,204	\$ 952,304
Amortization of tangible capital assets	302,087	321,556	302,015
Amortization of buildings under capital lease	146,313	146,313	146,313
Acquisition of tangible capital assets	(160,000)	(1,680,113)	(497,261)
Change in prepaid expenses	-	22,908	(102,151)
(Gain) loss on disposal of tangible capital assets	-	(3,150)	19,224
Proceeds on disposal of tangible capital assets	-	6,150	-
Increase in net financial assets	620,893	1,018,868	820,444
Net financial assets, beginning of year	4,565,865	4,565,865	3,745,421
Net financial assets, end of year	5,186,758	\$ 5,584,733	\$ 4,565,865

# RIDEAU VALLEY CONSERVATION AUTHORITY

## STATEMENT OF CASH FLOWS

For the year ended December 31, 2023

	2023	2022
<b>CASH (USED IN) FROM OPERATING ACTIVITIES</b>		
Net surplus for the year	\$ 2,205,204	\$ 952,304
Items not affecting cash or equivalent		
Amortization of tangible capital assets	321,556	302,015
Amortization of buildings under capital lease	146,313	146,313
(Gain) loss on disposal of tangible capital assets	(3,150)	19,224
Changes in non-cash working capital balances		
Accounts receivable	(645,536)	(53,697)
Accounts payable and accrued liabilities	(374,445)	49,366
Vacation pay and other leave entitlements	(26,889)	(38,676)
Deferred revenue	300,820	153,993
Non pension post retirement benefit obligation	6,267	3,986
Prepaid expenses	22,908	(102,151)
	<b>1,953,048</b>	<b>1,432,677</b>
<b>CASH USED IN CAPITAL ACTIVITIES</b>		
Proceeds on disposal of tangible capital assets	6,150	-
Acquisition of tangible capital assets	(1,680,113)	(497,261)
	<b>(1,673,963)</b>	<b>(497,261)</b>
<b>CASH FROM INVESTING ACTIVITIES</b>		
(Purchase) redemption of short-term investments	100,000	-
Redemption (purchase) of long-term investments	(100,000)	7
	-	7
<b>CASH USED IN FINANCING ACTIVITIES</b>		
Capital lease payments	(202,704)	(202,704)
<b>INCREASE IN CASH</b>	<b>76,381</b>	<b>732,719</b>
<b>CASH, beginning of year</b>	<b>8,714,813</b>	<b>7,982,094</b>
<b>CASH, end of year</b>	<b>\$ 8,791,194</b>	<b>\$ 8,714,813</b>

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

### 1. STATUS OF THE AUTHORITY

The Rideau Valley Conservation Authority (the 'Authority') is established under the Conservation Authorities Act of Ontario to maintain and improve the quality of the valley environment through watershed planning, cooperative resource management and conservation awareness. The Authority is exempt from income taxes.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Rideau Valley Conservation Authority are the representations of management and have been prepared in accordance with Canadian Public Sector Accounting Standards. The financial statements include the following significant accounting policies:

#### **Basis of Accounting**

The financial statements reflect financial assets, liabilities, operating revenues and expenditures, reserves, reserve funds and changes in investment in tangible capital assets of the Authority.

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenditures are recognized as they are incurred and measurable based on receipt of goods and services and/or the creation of a legal obligation to pay.

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

#### **Revenue Recognition**

Municipal levies are recognized in the financial statements as revenues in the period in which they are levied.

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

The Authority defers recognition of user charges and fees which have been collected but for which the related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed.

#### **Cash and Cash Equivalents**

The Authority considers cash and cash equivalents to be highly liquid investments with original maturities of three months or less.

#### **Investments**

Short-term and long-term investments are recorded at cost plus accrued interest. If the market value of investments become lower than cost and the decline in value is considered to be other than temporary, the investments are written down to market value.

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### Tangible Capital Assets

Tangible capital assets are recorded at cost, which include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

	<b>Estimated Useful Life</b>
Buildings	20 - 50 years
Building under Capital Lease	50 years
Infrastructure < Dams / Berms / Dykes	20 - 25 years
< Bridges / Boardwalks	20 - 30 years
< Vehicles	7 years
< Machinery and Equipment	5 - 15 years
< Computer and IT Equipment	5 - 20 years
< Office and Audio Equipment	5 - 20 years

Amortization is charged from the date of acquisition. Assets under construction are not amortized until the asset is available for productive use.

When tangible capital assets are disposed of, either by way of a sale, destruction or loss, or abandonment of the asset, the asset's net book value, historical cost less accumulated amortization, is written off. Any resulting gain or loss, equal to the proceeds on disposal less the asset's net book value, is reported on the statement of operations in the year of disposal. Transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

When conditions indicate that a tangible capital asset no longer contributes to the Authority's ability to provide services or the value of the future economic benefits associated with the tangible capital asset are less than its net book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the statement of operations.

The Authority has a capitalization threshold of \$5,000 so that individual capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operating reasons.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the assets as of the date of transfer.

#### Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### Pension and Employee Benefits

The Authority participates in the Ontario Municipal Employees Benefit Retirement System ("OMERS"), a multi-employer public sector pension fund, which is a defined benefit plan. As sufficient information is not available to apply defined benefit plan accounting, the Authority accounts for the plan as a defined contribution plan. The OMERS plan specifies the retirement benefits to be received by employees based on length of service and pay rates.

Employee benefits include vacation entitlement which are accrued as entitlements are they are earned in accordance with the Authority's policy.

The Authority provides Post-Retirement Benefits in the form of employer paid group insurance premiums commencing on retirement and payable until the attainment of age 65. The annual cost of the benefit obligation will be charged as a program expenditure.

#### Deferred Revenues

The Authority receives restricted contributions under the authority of Federal and Provincial legislation and Authority by-laws. These funds by their nature are restricted in their use and until applied to applicable costs are recorded as deferred revenue. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended.

Deferred revenue represents certain user charges and fees which have been collected but for which the related services have yet to be performed. These amounts are recognized as revenue in the fiscal year the services are performed or related expenses incurred.

#### Reserves

Reserves for future expenditures and contingencies are established as required at the discretion of the Board members of the Authority. Increases or decreases in these reserves are made by appropriations to or from operations.

#### Financial Instruments

The Authority recognizes its financial instruments when the authority becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

All financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs are added to the carrying amount for those financial instruments subsequently measured at amortized cost.

All financial assets are tested annually for impairment. Management considers recent collection experience for the financial assets, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. Any impairment which is not considered temporary is recorded in the statement of operations. Write-downs of financial assets at amortized costs to reflect losses in value are not reversed for subsequent increases in value.

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### Measurement Uncertainty

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Actual results could differ from these estimates. These estimates are reviewed periodically and as adjustments become necessary, they are recorded in the financial statements in the period in which they become known. Significant estimates include estimated useful life of tangible capital assets, the valuation of allowances for doubtful accounts receivable, and future employment benefits.

#### Contributed services

Volunteers contribute significant time to the delivery of the Authority's programs. Due to the difficulty in determining the fair value of these contributions, contributed services are not recognized in the financial statements

#### Corporate Services Program Revenues and Expenditures

Internal charges are made to allocate common overhead expenses, payroll burden and vehicle charges to all program areas. Actual expenditures are applied to these recovery revenues at year end which results in a net surplus or expenditure each year. These net amounts are included in Corporate Services - Administration and Finance - Program Expenditures.

#### Contaminated Sites

Contaminated sites are the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceed an environmental standard. A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met: a) an environmental standard exists; b) contamination exceeds the environmental standard; c) the organization is directly responsible or accepts responsibility for the liability; d) future economic benefits will be given up; and e) a reasonable estimate of the liability can be made.

### 3. INVESTMENTS

Short-term investments consist of GIC's with interest rates of 2.47% (2022 - 2.60% - 3.20%) maturing in June 2024. Long-term investments consist of GIC's with interest rates between 1.11% - 4.93% (2022 - 1.11% - 4.60%) maturing between July 2025 and June 2028.

### 4. ACCOUNTS RECEIVABLE

	2023	2022
Trade and other	\$ 558,360	\$ 638,859
Rideau Valley Conservation Foundation (Note 15)	849,488	155,643
City of Ottawa	100,400	68,210
	<b>\$ 1,508,248</b>	<b>\$ 862,712</b>

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

### 5. CREDIT FACILITY

The Authority maintains an operating line facility with the Bank of Montreal of \$750,000 which bears interest at prime + 0.25% and is due on demand. As of December 31, 2023, no balance (2022 - \$Nil) was payable under the facility.

### 6. DEFERRED REVENUES

	<b>2023</b>	<b>2022</b>
Conservation Land Management Services	\$ 119,484	\$ 31,105
Watershed Sciences and Engineering Services	66,927	93,941
Planning Advisory & Regulatory Services	282,882	169,145
Stewardship Services	1,231,602	1,179,499
Ottawa Rideau River Ice Management	752,349	251,241
Municipal levies - City of Ottawa	-	427,493
	<b>\$ 2,453,244</b>	<b>\$ 2,152,424</b>

### 7. NON PENSION POST RETIREMENT BENEFIT OBLIGATION

The Authority's employee benefits plan consists of employer-paid group insurance premiums for extended health care and dental care, as well as life insurance coverage. Benefits commence on retirement and are payable for five years, or until the employee reaches the age of sixty-five, if earlier.

The valuation was based on a number of assumptions about future events such as inflation rates, interest rates, medical and dental inflation rates, wage and salary increases, and employee turnover and mortality.

An actuarial valuation was performed for accounting purposes on February 3, 2023.

The accrued benefit obligation as at December 31, 2023 consists of the following components:

	<b>2023</b>	<b>2022</b>
Accrued benefit obligation, beginning of year	\$ 458,347	\$ 454,361
Current service cost	21,191	23,661
Benefits paid during the year	(23,100)	(35,000)
Interest accrued	16,706	17,578
Unamortized Gain/(Loss)	(8,530)	(2,253)
	<b>\$ 464,614</b>	<b>\$ 458,347</b>

### 8. PENSION CONTRIBUTIONS

The Authority is a member of the Ontario Municipal Employees Retirement System ('OMERS'), which is a multi-employer plan. The plan is a contributory defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employers and employees contribute to the plan. Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Authority does not recognize any share of the OMERS pension surplus or deficit in these financial statements.

The amount contributed to OMERS was \$418,350 (2022 - \$393,795) for current services and is included as an expenditure on the Statement of Operations classified under the appropriate functional expenditure.

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

### 9. OBLIGATION UNDER CAPITAL LEASE

The Rideau Valley Conservation Authority is committed to total annual payments including interest under capital lease as follows:

2024	\$ 322,793
2025	322,793
2026	322,793
2027	322,793
2028	322,793
and thereafter	\$ 645,586

The Authority has entered into a twenty year lease agreement with the City of Ottawa for the new office building located in Beryl Gaffney Park which expires August 2030. Minimum annual payments are based on the annual debt charges that the City will incur on a twenty year debenture of \$4,735,000. The effective interest rate as of December 31, 2023 was 5.97% (2022 - 5.97%). In addition, an annual park development fee of \$32,000 will be paid to the City for the term of the lease. Rent and park development fees (excluding HST) in the amount of \$354,793 were paid for 2023 (2022 - \$354,793). Interest on the obligation was paid in the amount of \$120,089 (2022 - \$120,089).

In accordance with Article 2.04 of the building lease, monthly payments are based on estimated debt charges and will be amended to reflect actual debt charges.

The present value of the obligation at December 31, 2023, under the terms of the capital lease, is \$1,702,319 (2022 - \$1,905,023).

At the end of the term, the Authority shall have the option to purchase the building for \$1. In no event shall acquisition of the building include the demised lands.



# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

### 10. TANGIBLE CAPITAL ASSETS

<b>Cost</b>	<b>Opening</b>	<b>Additions</b>	<b>Transfers</b>	<b>Disposals</b>	<b>Closing</b>
Land	\$ 1,977,823	\$ 872,413	\$ -	\$ -	\$ 2,850,236
Buildings	1,876,142	10,000			1,886,142
Building Under Capital Lease	7,315,669	-	-	-	7,315,669
Infrastructure					
Dams/Berms/Dykes	9,399,096	-	-	-	9,399,096
Bridges/Boardwalks	484,342	-	148,769	-	633,111
Vehicles	832,934	180,701	-	(71,236)	942,399
Machinery and Equipment	716,009	169,034	-	-	885,043
Computers and IT equipment	493,149	40,645	-	-	533,794
Office and Audio Visual					
Equipment	159,739	7,634	-	-	167,373
Assets Under Construction	393,699	399,686	(148,769)	-	644,616
	<b>\$ 23,648,602</b>	<b>\$ 1,680,113</b>	<b>\$ -</b>	<b>\$ (71,236)</b>	<b>\$ 25,257,479</b>

<b>Accumulated Amortization</b>	<b>Opening</b>	<b>Additions</b>	<b>Disposals</b>	<b>Closing</b>
Buildings	\$ 1,252,217	\$ 32,053	\$ -	\$ 1,284,270
Building Under Capital Lease	2,206,892	146,313	-	2,353,205
Infrastructure				
Dams/Berms/Dykes	7,660,886	103,177	-	7,764,063
Bridges/Boardwalks	355,585	18,893	-	374,478
Vehicles	674,493	58,996	(68,236)	665,253
Machinery and Equipment	357,990	56,803	-	414,793
Computers and IT equipment	371,852	39,493	-	411,345
Office and Audio Visual				
Equipment	93,964	12,141	-	106,105
	<b>\$ 12,973,879</b>	<b>\$ 467,869</b>	<b>\$ (68,236)</b>	<b>\$ 13,373,512</b>

<b>Net Book Value</b>	<b>2023</b>	<b>2022</b>
Land	\$ 2,850,236	\$ 1,977,823
Buildings	601,872	623,925
Buildings Under Capital Lease	4,962,464	5,108,777
Infrastructure		
Dams/Berms/Dykes	1,635,033	1,738,210
Bridges/Boardwalks	258,633	128,757
Vehicles	277,146	158,441
Machinery and Equipment	470,250	358,019
Computers and IT equipment	122,449	121,297
Office and Audio Visual		
Equipment	61,268	65,775
Assets Under Construction	644,616	393,699
	<b>\$ 11,883,967</b>	<b>\$ 10,674,723</b>

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

### 11. CONTINGENT LIABILITIES

The nature of conservation authority activities is such that there may be litigation pending or in prospect at any time. With respect to claims as at December 31, 2023 management believes that the Authority has valid defenses and appropriate insurance coverages in place. In the event any claims are successful, the amount of any potential liability is not determinable, therefore, no amount has been accrued in the financial statements.

### 12. ACCUMULATED SURPLUS

Accumulated surplus consists of individual fund surplus and reserves as follows:

	2023	2022
<b>Unrestricted Surplus</b>	<b>224,000</b>	217,851
<b>Invested in Tangible Capital Assets</b>		
Tangible capital assets	\$ 11,883,967	\$ 10,674,723
Obligation under capital lease	(1,702,319)	(1,905,023)
	<b>10,181,648</b>	8,769,700
<b>Reserves</b>		
Capital Reserves	1,866,065	1,906,394
Building Life Cycle Reserve	923,550	853,550
Working Fund Reserve	1,728,456	1,212,616
Program Reserves		
Stewardship	468,423	338,537
Part VIII Program	480,820	639,691
LRC Production Centre	100,800	100,800
ORWC	248,848	232,892
Conservation Lands	214,495	214,495
Planning and Regulations	699,999	540,992
Watershed Science and Engineering	256,623	256,623
Corporate Communications	119,227	90,491
Part IV	524	524
Septic Reinspection	12,130	45,248
Outdoor Education	100,000	-
<b>Total reserves</b>	<b>7,219,960</b>	6,432,853
<b>Accumulated Surplus</b>	<b>\$ 17,625,608</b>	\$ 15,420,404

### 13. SPECIAL LEVY ON MEMBER MUNICIPALITIES

The Authority's share of the cost of the Rideau River Ice Management - City of Ottawa was funded by a special levy on the benefiting municipality for 2023 of \$486,540 (2022 - \$894,774). Other special levies in 2023 from the City of Ottawa include Water Control Infrastructure \$10,000 (2022 - \$10,000), Water Control Infrastructure Operation and Maintenance \$40,000 (2022 - \$40,000), Water Quality Monitoring \$158,696 (2022 - \$158,696), and Britannia Water Control Structure Reserve \$21,500 (2022 - \$21,500).

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

### 14. SOURCE WATER PROTECTIONS

The Authority is receiving funding support for the Drinking Water Source Protection Program. Funds are to be used to lead and deliver the local source protection program for the Mississippi-Rideau Source Protection Region. This project will be delivered with the collaboration of the Mississippi Valley Conservation Authority. Any unspent funds are repayable to the Province.

### 15. RELATED PARTY

The Authority has an economic interest in the Rideau Valley Conservation Foundation. During the year, the Rideau Valley Conservation Foundation transferred donations of \$72,785 (2022 - \$48,830), grant revenue of \$668,575 (2022 - \$Nil), Species at Risk program revenue of \$81,521 (2022 - \$96,773) and Partnership Agreement revenue of \$21,943 (2022 - \$Nil) in addition, expense reimbursements of \$8,750 (2022 - \$44,856) to the Authority. Of these transfers, \$849,488 (2022 - \$155,643) is outstanding at year end. Amounts owing are due on demand, non-interest-bearing and have no specific terms of repayment but are expected to be paid after the Foundation's Annual General Meeting, held annually in June.

The Foundation funds are used to support the conservation programs of the Authority to protect and conserve the lands and waters of the valley of the Rideau River in Eastern Ontario. All transactions between the Authority and the Foundation are recorded at fair market value.

### 16. LIABILITIES FOR CONTAMINATED SITES

The Authority reports environmental liabilities related to the management and remediation of contaminated sites where the Authority is obligated or likely obligated to incur such costs. A contaminated site liability of \$Nil (2022 - \$Nil) has been recorded based on environmental assessments or estimations for those sites where an assessment has not been conducted. The Authority's ongoing efforts to assess contaminated sites may result in additional environmental remediation liabilities related to newly identified sites, or changes in the assessments or intended use of existing sites. Any changes to the Authority's liabilities for contaminated sites will be accrued in the year in which they are assessed as likely and reasonably estimable.

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

### 17. BUDGET AMOUNTS

The 2023 budget amounts that were approved on February 23, 2023 were not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget included capital items such as infrastructure replacements and estimated costs for constructed assets, as program expenses, but the actual expenses have been removed in the Statement of Operations. The revenues attributable to these items continue to be included in the Statement of Operations, resulting in a significant positive variance.

The following analysis is provided to assist readers in their understanding of differences between the approved budget and the audited financial statements:

	Approved Budget	Actual
<b>Surplus for the year per Statement of Operations</b>	\$ 332,493	\$ 2,205,204
Assets capitalized as tangible capital assets	(160,000)	(1,680,113)
Gain on disposal of tangible capital assets	-	(3,150)
Amortization	-	467,870
Proceeds on disposal of tangible capital assets	-	6,150
Repayment of obligation under capital lease	(202,704)	(202,704)
Transfers from reserves	160,000	487,473
Transfers to reserves	(129,789)	(1,274,580)
Adjusted surplus for the year	\$ -	\$ 6,150

### 18. SEGMENTED INFORMATION

Certain allocation methodologies are employed in the preparation of segmented financial information. Government grants, user charges, transfers from other funds, and other revenues are allocated to the specific program or service they relate to. Expense allocations are both internal and external. The basis of accounting for inter-segment transfers is at cost using activity based costing for the allocation of internal support costs to departments. These costs include the net expenditures for departments, such as human resources, information systems, finance and others, commonly referred to as overhead.

Rideau Valley Conservation Authority segments its activities into five main program areas which are reported in the accompanying supplementary schedules to the financial statements.

#### **Watershed Sciences and Engineering Services**

Watershed management and health monitoring program costs and revenues are those required to develop the framework and management strategy to provide a rational approach to natural systems protection, restoration and use. The main activities included in this segment are watershed and sub watershed plans, resource inventory and environmental monitoring, flood protection services and source water protection.

#### **Planning Advisory and Regulatory Services**

Planning advisory and regulatory services include costs and revenues associated with the approval of development applications or rendering of opinions on the impact of development applications on natural hazards, natural heritage resources and water resources as provided under provincial legislation which includes the Planning Act, Conservation Authorities Act and the Environmental Assessment Act.

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

### 18. SEGMENTED INFORMATION (Continued)

#### Stewardship Services

The stewardship services costs and revenues are those associated with providing service and assistance to private and public landowners on sound environmental practices that will enhance, restore or protect lands and natural features. This category includes activities such as fisheries rehabilitation, tree planting and reforestation, wildlife habitat improvements, management plans, agricultural best practices and erosion control services.

#### Conservation Land Management Services

The conservation land management services includes all expenses and revenues associated with lands, improvements, buildings and structures owned by Rideau Valley Conservation Authority. It also includes active programming on some Authority lands.

#### Corporate Services

Corporate services includes management and non-program specific costs and revenues. These include internal support service costs such as senior management costs, board costs, office services, financial services, human resources, information technology and corporate communications.

### 19. SEGMENTED DISCLOSURES

	Watershed Sciences & Engineering Services	Planning Advisory & Regulatory Services	Stewardship Services	Conservation Land Management Services	Corporate Services & Internal Recoveries	2023	2022
<b>Revenues</b>							
Levies	\$ 2,464,813	\$ 1,232,324	\$ 725,928	\$ 1,114,089	\$ 1,899,330	\$ 7,436,484	\$ 7,586,266
User fees, program revenues & other	659,201	1,470,257	936,737	1,069,477	106,898	4,242,570	3,810,658
Interest revenue	-	-	-	-	306,589	306,589	154,893
Donations	-	-	162,848	937,913	-	1,100,761	122,180
	3,124,014	2,702,581	1,825,513	3,121,479	2,312,817	13,086,404	11,673,997
<b>Expenses</b>							
Amortization	134,841	5,486	3,781	44,503	279,258	467,869	448,328
Charge - common cost	229,073	324,518	97,716	141,975	234,684	1,027,966	1,013,508
Charge - vehicle & equipment	5,040	45,491	20,160	63,809	13,030	147,530	147,798
Operating expenses	1,393,195	216,627	935,819	523,111	1,156,549	4,225,301	3,885,979
Interest on capital lease	-	-	-	-	157,771	157,771	157,771
Recovery - common costs	-	-	-	-	(1,036,222)	(1,036,222)	(1,016,749)
Recovery - LRC	-	-	-	-	(2,400)	(2,400)	(17,851)
Recovery - vehicle & equipment	-	-	-	-	(178,910)	(178,910)	(153,648)
Salaries, wages & benefits	1,284,185	1,871,284	607,343	836,957	1,439,119	6,038,888	6,223,370
	3,046,334	2,463,406	1,664,819	1,610,355	2,062,879	10,847,793	10,688,506
Non Pension Retirement Benefits	-	-	-	-	33,407	33,407	33,188
Net Surplus	\$ 77,680	\$ 239,175	\$ 160,694	\$ 1,511,124	\$ 216,531	\$ 2,205,204	\$ 952,303

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

### 20. RISK MANAGEMENT

In the normal course of operations, the Authority is exposed to a variety of financial risks which are actively managed by the Authority.

The Authority's financial instruments consist of cash, investments, accounts receivable, accounts payable and accrual liability, accrued vacation and other leave entitlements.

The Authority's exposure to and management of risk has not changed materially from December 31, 2022.

#### **Credit Risk**

Credit Risk arises from the possibility that the entities to which the Authority provides services to may experience difficulty and be unable to fulfil their obligations. The Authority is exposed to financial risk that arises from the credit quality of the entities to which it provides services. The Authority has the largest concentration of credit with Rideau Valley Conservation Foundation that totals 49% (2022 - South Nation Conservation Authority, 28%) of the Authority's entire receivable balance. As a result, the requirement for credit risk related reserves for accounts receivable is minimal.

#### **Interest Rate Risk**

Interest rate risk arises from the possibility that the value of, or cash flows related to, a financial instrument will fluctuate as a result of changes in market interest rates. The Authority is exposed to financial risk that arises from the interest rate differentials between the market interest rate and the rates on its cash, investments and operating loan. Changes in variable interest rates could cause unanticipated fluctuations in the Authority's operating results.

#### **Liquidity Risk**

Liquidity risk is the risk that the Authority will not be able to meet its obligations as they fall due. The Authority requires working capital to meet day-to-day operating activities. Management expects that the Authority's cash flows from operating activities will be sufficient to meet these requirements.

### 21. COMPARATIVE FIGURES

Certain comparative figures have been restated to conform with the current year's presentation.

# RIDEAU VALLEY CONSERVATION AUTHORITY

## RESERVES

### Schedule 1

For the year ended December 31, 2023

### CONTINUITY OF RESERVES

	2023	2022
<b>Reserves and reserve fund balances, beginning of year</b>	<b>\$ 6,432,853</b>	\$ 5,685,194
Net transfers from operations approved by board	<b>787,107</b>	747,659
<b>Reserves and reserves fund balances, end of year</b>	<b>\$ 7,219,960</b>	\$ 6,432,853

### COMPOSITION OF RESERVES

	2023	2022
Capital Reserves	<b>\$ 1,866,065</b>	\$ 1,906,394
Building Life Cycle Reserve	<b>923,550</b>	853,550
Working Fund Reserve	<b>1,728,456</b>	1,212,616
Program Reserves	<b>468,423</b>	338,537
Stewardship	<b>480,820</b>	639,691
Part VIII Program	<b>100,800</b>	100,800
LRC Production Centre	<b>248,848</b>	232,892
ORWC	<b>214,495</b>	214,495
Conservation Lands	<b>699,999</b>	540,992
Planning and Regulations	<b>256,623</b>	256,623
Watershed Science and Engineering	<b>119,227</b>	90,491
Corporate Communications	<b>524</b>	524
Part IV	<b>12,130</b>	45,248
Septic Reinspection	<b>100,000</b>	-
Outdoor Education	<b>100,000</b>	-
<b>Total</b>	<b>\$ 7,219,960</b>	\$ 6,432,853

# RIDEAU VALLEY CONSERVATION AUTHORITY

## PROGRAM REVENUES

### Schedule 2

For the year ended December 31, 2023

	(Note 17) Budget	2023	2022
<b>Watershed Sciences and Engineering Services</b>			
Surface Water Quality Monitoring	\$ -	\$ 34,004	\$ 70,774
Hydrometric Monitoring and Forecasting	2,974	190,257	36,113
Flood Erosion and Drought Studies	92,048	11,871	149,651
Ground Water Monitoring	10,075	3,982	1,204
Aquatic and Terrestrial Habitat Monitoring	26,195	35,006	34,103
Water Control Structures/Engineering	(30,000)	-	-
	101,292	275,120	291,845
<b>Planning Advisory and Regulatory Services</b>			
Plan Review	400,000	393,061	406,829
Section 28 Conservation Authorities Act	311,401	303,100	293,190
Septic Re-Inspection Program	85,475	54,671	121,138
Part VIII Building Code Act	785,324	701,380	797,943
Part IV Clean Water Act	47,003	3,623	1,544
	1,629,203	1,455,835	1,620,644
<b>Stewardship Services</b>			
Private Land Forestry	720,000	715,965	662,799
Clean Water Program	206,000	254,562	354,537
Other	144,817	129,058	138,627
	1,070,817	1,099,585	1,155,963
<b>Conservation Land Management Services</b>			
Program Management and Land Donations	15,000	872,587	30,950
Baxter	213,328	614,266	184,996
Foley Mountain	106,461	160,540	125,466
Other Developed Conservation Areas	32,000	307,820	41,929
Other Conservation Areas	22,809	17,084	18,987
Lease and Management Agreements	32,000	35,095	33,893
	421,598	2,007,392	436,221
<b>Corporate Services</b>			
Administration and Finance	65,000	315,514	159,236
Communications	15,000	40,302	7,873
Watershed Information Management System	-	57,671	72,092
	80,000	413,487	239,201
<b>Total Program Revenues</b>	<b>\$ 3,302,910</b>	<b>\$ 5,251,419</b>	<b>\$ 3,743,874</b>



# RIDEAU VALLEY CONSERVATION AUTHORITY

## PROGRAM EXPENDITURES

### Schedule 3

For the year ended December 31, 2023

	(Note 17) Budget	2023	2022
<b>Watershed Sciences and Engineering Services</b>			
Program Management	\$ 74,994	\$ 90,173	\$ 101,139
Watershed Report Cards	164,469	194,624	228,856
Drinking Water Source Protection (Note 13)	248,440	273,215	218,572
Surface Water Quality Monitoring	465,780	476,814	440,554
Hydrometric Monitoring and Forecasting	294,907	432,985	273,438
Flood, Erosion and Drought Studies	482,745	439,052	558,881
Ground Water Monitoring	174,897	100,261	161,746
Aquatic and Terrestrial Habitat Monitoring	380,607	298,203	184,022
Water Control Infrastructure			
Operations	122,589	69,626	26,381
Capital Maintenance	50,000	-	(113)
Rideau River Ice Management	987,648	536,540	944,774
Amortization	-	134,841	129,077
	3,447,076	3,046,334	3,267,327
<b>Planning Advisory and Regulatory Services</b>			
Program Management	143,037	124,717	118,758
Plan Review	904,434	595,004	843,991
Section 28 Conservation Authorities Act	907,254	833,668	889,846
Part IV Clean Water Act	47,003	3,632	1,544
Part VIII Building Code Act	785,324	813,110	711,911
Septic Re-Inspection Program	85,475	87,789	75,890
Amortization	-	5,486	2,736
	2,872,527	2,463,406	2,644,676
<b>Stewardship Services</b>			
Program Management	167,360	166,089	166,277
Private Land Forestry	841,660	753,575	711,045
Clean Water Program	466,718	491,671	488,721
Shoreline Stewardship Program	242,610	179,468	192,133
Other	78,398	70,235	78,666
Amortization	-	3,781	2,667
	1,796,746	1,664,819	1,639,509
<b>Conservation Land Management Services</b>			
Program Management and Land Donations	104,240	77,799	96,059
Baxter Conservation Area	423,133	368,184	336,375
Foley Mountain Conservation Area	349,257	404,279	309,062
Other Developed Conservation Areas	350,868	478,720	291,895
Other Conservation Areas	276,190	203,008	239,405
Lease and Management Agreements	32,000	33,862	33,893
Amortization	-	44,503	45,590
	1,535,688	1,610,355	1,352,279

# RIDEAU VALLEY CONSERVATION AUTHORITY

## PROGRAM EXPENDITURES

Schedule 3 continued

For the year ended December 31, 2023

	(Note 17) Budget	2023	2022
<b>Corporate Services</b>			
Management and Members	\$ 330,278	\$ 335,030	\$ 301,438
Finance and Administration	553,443	534,587	485,426
Communications	269,055	265,621	247,867
Foundation	101,618	109,655	102,703
Headquarter Lease and Maintenance	157,771	190,041	157,771
Watershed Information Management System	275,681	364,723	253,137
	1,687,846	1,799,657	1,548,342
<b>Internal Cost - Expenditures (Recoveries)</b>			
Gain on Disposal	-	(3,150)	19,225
Common Cost	(23,661)	(18,217)	(28,052)
Vehicles and Equipment	-	5,331	(23,058)
Amortization	-	279,258	268,258
	(23,661)	263,222	236,373
<b>Total Corporate Services</b>	1,664,185	2,062,879	1,784,715
<b>Total Program Expenditures</b>	\$ 11,316,222	\$ 10,847,793	\$ 10,688,506

# Rideau Valley Conservation Authority

2023 Audit Findings

Report to the Audit Committee

December 31, 2023

Ian Murphy, CPA, CA  
T: 613.209.8252  
E: [ian.murphy@mnp.ca](mailto:ian.murphy@mnp.ca)

# Overview

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We are pleased to submit to you this Audit Findings Report (the "Report") for discussion of our audit of the financial statements of Rideau Valley Conservation Authority (the "Organization") as at December 31, 2023 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of the Audit Committee.

As auditors, we report to the members on the results of our examination of the financial statements of the Organization as at and for the year ended December 31, 2023. The purpose of this Report is to assist you, as members of the Audit Committee, in your review of the results of our audit.

This Report is intended solely for the information and use of the Audit Committee and management and should not be distributed to or used by any other parties than these specified parties.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

## Engagement Status

We have substantially completed our audit of the financial statements of the Organization which has been carried out in accordance with Canadian generally accepted auditing standards and are prepared to sign our Independent Auditor's Report subsequent to completion of the following procedures:

- Receipt of the remaining outstanding legal confirmations;
- Receipt of the signed management representation letter;
- Discussion of subsequent events with the Audit Committee;
- The Audit Committee's review and approval of the financial statements.

No significant limitations were placed on the scope or timing of our audit.

## Independent Auditor's Report








We expect to have the above procedures completed and to release our Independent Auditor's Report on April 8, 2024.



Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the members of the Organization. A draft copy of our proposed Independent Auditor's Report has been included with this report. The matters disclosed in the Independent Auditor's Report are discussed further in the relevant sections of the Report.

# Audit Reporting Matters

Our audit was carried out in accordance with Canadian generally accepted auditing standards, and included a review of all significant accounting and management reporting systems, with each material year end balance, key transaction and other events considered significant to the financial statements considered separately.

## Significant Audit, Accounting and Reporting Matters

Area		Comments
	<b>Changes from Audit Service Plan</b>	There were no deviations from the Audit Service Plan previously presented to you.
	<b>Final Materiality</b>	Final materiality used for our audit was \$520,000 for December 31, 2023, and \$420,000 for December 31, 2022.
	<b>Identified or Suspected Fraud</b>	While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.
	<b>Identified or Suspected Non-Compliance with Laws and Regulations</b>	Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the financial statements.
	<b>Matters Arising in Connection with Related Parties</b>	No significant matters arose during the course of our audit in connection with related parties of the Organization.
	<b>Going Concern</b>	No events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern.
	<b>Auditor's Views of Significant Accounting Practices, Accounting Policies and Accounting Estimates</b>	<p>The application of Canadian public sector accounting standards allows and requires the Organization to make accounting estimates and judgments regarding accounting policies and financial statement disclosures.</p> <p>As auditors, we are uniquely positioned to provide open and objective feedback regarding your</p>

Area		Comments
		<p>Organization's accounting practices, and have noted the following items during the course of our audit that we wish to bring to your attention.</p> <p>The accounting policies used by the Organization are appropriate and have been consistently applied.</p>
	<b>Financial Statement Disclosures</b>	The disclosures made in the notes to the financial statements appear clear, neutral and consistent with our understanding of the entity and the amounts presented in the financial statements.
	<b>Significant Deficiencies in Internal Control</b>	While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency we have not detected any significant deficiencies in internal controls.

## Significant Risk Areas and Responses

Significant Risk Area	Response and Conclusion
<p><b>Program revenue</b></p> <p>Risk that revenue is not complete due to management bias to defer revenue</p>	Fraud risk in completeness of program revenue is addressed through work performed in deferred revenue section.
<p><b>Expenses</b></p> <p>Risk in existence of payables due to management bias to reduce surplus</p>	Fraud risk on existence of expenses surrounding year end cut off is addressed through work performed in accounts payable section.
<p><b>Accounts payable and accrued liabilities</b></p> <p>Risk of overstating payables to reduce surplus due to management bias</p>	Assign more experienced staff to this section of the file and increase sample size for testing existence of payables.
<p><b>Accounts receivable</b></p> <p>Risk of understating receivables to decrease surplus due to bias</p>	Plan additional supervision from manager on this section, increase subsequent receipt testing by using a higher risk factor.

## Other Areas

Area	Comments
<b>Auditor Independence</b>	We confirm to the Audit Committee that we are independent of the Organization. Our letter to the Audit Committee discussing our independence is included as part of the additional materials attached to this report.
<b>Management Representations</b>	We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit. This letter, provided by management, has been included as additional material to this report.
<b>Summary of Significant Differences</b>	A few significant differences were proposed to management with respect to the December 31, 2023 financial statements.

We appreciate having the opportunity to meet with you and respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,

*MNP LLP*

Chartered Professional Accountants  
Licensed Public Accountants

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# Appendix A - Summary of Significant Differences

Description of Differences	Proposed Adjustments Dr (Cr)				
	Earnings		Balance Sheet		
	Identified	Likely Aggregate (Net of Tax)	Assets	Liabilities	Equity
To record donated portion of property	\$ (250,000)	\$ (250,000)	\$ 250,000	\$ -	\$ (250,000)
To record ARO liability for house to demolish.	\$ -	\$ -	\$ 37,290	\$ (37,290)	\$ -
Total	\$ (250,000)	\$ (250,000)	\$ 287,290	\$ (37,290)	\$ (250,000)
Differences corrected by management	\$ (250,000)	\$ (250,000)	\$ 250,000	\$ -	\$ (250,000)
Total differences net of corrections	\$ -	\$ -	\$ 37,290	\$ (37,290)	\$ -
Uncorrected opening differences	\$ 50,995	\$ 50,995	\$ -	\$ -	\$ -
Current period differences	\$ 50,995	\$ 50,995	\$ 37,290	\$ (37,290)	\$ -
Final overall materiality	\$ 520,000	\$ 520,000	\$ 520,000	\$ 520,000	\$ 520,000
<b>Excess (shortfall)</b>	<b>\$ 469,005</b>	<b>\$ 469,005</b>	<b>\$ 482,710</b>	<b>\$ 482,710</b>	<b>\$ 520,000</b>



# MADE <sup>IN</sup> CANADA

And proud of it!

At MNP we're proud to be the national accounting, consulting and tax firm that is 100% Made in Canada.

Our history defines who we are and our approach to business. Being a Canadian firm has helped shape our values, our collaborative approach, and the way we work with our clients, engaging them every step of the way.

We have a unique perspective. Our decisions are made here – decisions that drive Canadian business and help us all achieve success — and we know the impact that our choices have on the cities and towns we call home.

Throughout our six decades of work, we've seen our communities are more than just a place we do business in. They're a place where our families live, play, and thrive, and we work to make them the best places they can be.

Being 100% Canadian is something we wear proudly. This country provides us with great opportunities, and we're here to help our clients seize the opportunities so we can create a brighter future for the generations to come.



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