

Upper Thames River Conservation Authority Board of Directors'  
Finance and Audit Committee Agenda  
Tuesday September 26, 2023 at 12:30 A.M

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**1. Modifications to the Agenda**

**2. Declarations of Pecuniary Interest**

**3. Administrative Business**

3.1. Approval of Minutes of Previous Meeting: April 25, 2023

3.2. Business Arising from Minutes

**4. Reports – In Camera**

4.1. Financial Information that Belongs to the Authority and has Potential Monetary Value – 2023 Audit Plan

4.2. Financial Information that Belongs to the Authority and has Potential Monetary Value – Investment Policy Statement Review  
FAC-09-23-02

**5. Reports – For Consideration**

5.1. 2024 Finance and Audit Committee Meeting Schedule  
FAC-09-23-03

**6. Adjournment**



Tracy Annett, General Manager

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**To: UTRCA Finance and Audit Committee**  
**From: Michelle Vigilanti, Administrative Assistant**  
**Date: September 12, 2023**  
**File Number: FAC-09-23-03**  
**Agenda #: 5.1**  
**Subject: 2024 Finance and Audit Committee Meeting Dates**

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## **Recommendation**

THAT the Finance and Audit Committee schedule two meetings in 2024, to be held after the April and September Board of Directors meetings,

AND, if further meetings are required, they be scheduled at the call of the Finance and Audit Committee Chair following the policy set out in the Finance and Audit Committee Terms of Reference and the UTRCA Administrative By-Laws.

## **Background**

In June 2023 the Hearing Committee passed a motion to pre-schedule four Committee meetings a year following Board meetings. Given the consistent nature of the Audit process, staff are recommending the Finance and Audit Committee schedule two meetings a year, one in April to review the Audit and Audited Financial Statements, and one in September to review the Audit Plan. Although specifically scheduled around the Audit, any other Finance and Audit Committee business may be included on the agendas.

This recommendation is not being made to restrict the number of meetings a year, but is meant to serve as a minimum required number of meetings to fulfill one of the main functions of the Committee. The Committee may schedule more meetings at the call of the Committee Chair as the year progresses if more meetings are required.

## **Prepared and Recommended by:**

Michelle Vigilanti, Administrative Assistant