



## NOTE DE SERVICE / MEMO

To / Destinataire	Members of the Audit Committee and City Council	File/N° de fichier: G00-11
From / Expéditeur	Wendy Stephanson Chief Financial Officer	
Subject / Objet	Letter of Representation, Audit of the 2021 Year-End Consolidated Financial Statements	Date: May 31, 2022

As part of the financial reporting and auditing process, management is required to prepare a letter for the City's auditors, Ernst & Young, confirming the accuracy of our financial records and the appropriateness of the disclosures contained in our financial statements. Canadian Auditing Standards require that the Audit Committee be provided with a copy of this letter.

Attached is the draft letter of representation for the 2021 year-end consolidated financial statements, which will be signed and dated by management on June 22, 2022. Please contact Isabelle Jasmin by end of day June 21, 2022 if you are aware of any events, which would impact Council's decision to approve the financial statements as of June 22, 2022.

Should you require further information, or wish to discuss the letter with management, please feel free to contact myself or Isabelle Jasmin. If you would like to discuss the letter with the auditors, you may contact the audit partner, Mita Meyers as follows:

### **Ernst & Young LLP**

**99 Bank Street, Suite 1200, Ottawa, Ontario K1A 6B9**

**Office: +1 613 598 4307 | [Mita.Meyers@ca.ey.com](mailto:Mita.Meyers@ca.ey.com)**

Wendy Stephanson

Attach. 1

cc: Steve Kanellakos, City Manager  
Isabelle Jasmin, Deputy City Treasurer Corporate Finance  
Mita Meyers, Ernst & Young