

# DECISION/DIRECTION NOTE

---

**Title:** Travel Authorization – IIA Canada National Conference

**Date Prepared:** February 14, 2020

**Report To:** Audit Committee

**Councillor and Role:** N/A

**Ward:** N/A

---

**Decision/Direction Required:** Seeking approval for the City Internal Auditor to attend the Institute of Internal Auditors of Canada National Conference in Calgary, Alberta on September 13-16, 2020. The cost of attendance is estimated at \$3,500.

## **Discussion – Background and Current Status:**

The City Internal Auditor is a member of the Institute of Internal Auditors and as a Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), and Chartered Public Accountant (CPA) requires 40 hours of verifiable professional development each year. The IIA Canada National Conference provides auditors an opportunity to develop and further their skillset, keep up to date with best practices and network with other internal auditors across North America.

## **Key Considerations/Implications:**

1. Budget/Financial Implications:
  - The cost to attend this conference has been budgeted for.
2. Partners or Other Stakeholders:
  - N/A
3. Alignment with Strategic Directions/Adopted Plans:
  - N/A
4. Legal or Policy Implications:
  - N/A



5. Privacy Implications:

- N/A

6. Engagement and Communications Considerations:

- N/A

7. Human Resource Implications:

- N/A

8. Procurement Implications:

- N/A

9. Information Technology Implications:

- N/A

10. Other Implications:

- N/A

**Recommendation:**

That the committee approve the travel request for the City Internal Auditor to attend the IIA Canada National Conference in Calgary, Alberta from September 13-16, 2020.

**Prepared and Approved by/Signature:** Sean Janes, City Internal Auditor

**Reviewed by:** Sean McGrath, Senior Internal Auditor

**Attachments:** None

**ST. JOHN'S**