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# 1. President's Report

Over the past year, the IIA Ottawa Chapter Board of Governors has continued to seek ways to invest and better serve its membership. Progress made in previous years has been ongoing, such as the continued excellence of our Program Committee, which invests heavily in the provision of high quality professional development and networking events. Indeed, to meet the growing demand of our membership, the Program Committee, led by John Lees and Susan Kenney, expanded on the program again this year, establishing Professional Development weeks and dramatically increasing the professional development offerings to our members. Networking events continued, over course, with notable speakers such as Carman Lapointe, Linda Lister and Linda Duxbury, to name a few.

This year was the second in our Chapter's three-year strategic plan. In keeping with our goals and priorities, we not only continued to expand our relationship with the Office of the Comptroller General (OCG), but we also took great effort to examine the way we do business as a Board. As we committed to you at the beginning of the year, this year was one of investment – owing in large part to the enviable financial position we find ourselves in as a Chapter. As is noted below in the Research Chair's report, plans are underway to collaborate more closely with the IIA's Research Foundation to invest in and provide you with leading edge research and information. Our theme of 'investment' has also included the support we have provided to collaborative efforts of other local Chapters (i.e., Montreal, Quebec City) and the OCG, to fund the translation of the CIA learning system material – an investment we know will greatly support the efforts of our francophone members to pursue CIA certification. Perhaps not always evident to the individual member, but a range of committees exist – and are now working much more closely together – to collectively serve the members, through member-facing communication (e.g., newsletter, marketing, website, etc.). Upgrades to our website, while not yet in place, are being planned. As the year comes to a close, we will continue to seek ways to invest our funds back into the community, respecting both our not-for-profit status, and our commitment to you, the members.

For the past seven years, I have had the pleasure of serving the Ottawa Chapter of the IIA – first as a member of the Program Committee and then through various positions on the Board of Governors. In particular, I have greatly enjoyed my term as President and am excited for the incoming President and Board of Governors, as they continue the evolution and innovation that has been underway for many years.

Warm regards,

Carmen Abela-Reid, CIA, CCSA

## **2. Ottawa Chapter Board of Governors 2008-09**

### **Executive Committee**

President	Carmen Abela-Reid
Vice President-Strategy & HQ reporting	John Gilhooly
Vice President-Operations	Susan Kenney
Secretary	David Rattray
Treasurer	Andrea Suley
Programs	John Lees / Susan Kenney

### **Governors (Committee Chairs)**

Marketing	Nick Christou
Certifications	Mohammed Siddiqui
Volunteer Chair	Robin Sellar
Membership	Julie Champagne
Web Editor:	Peter Cardeneo
Research & Trustee	Nancy Chase
Academic Relations	Michael Leong
Newsletter Editor	Teresa Gannon
IIA Standards & International Committee	Bruce Sloan
TBS Representative (ex officio member)	Monique Clairoux

### **IIA Canadian Council (2008-09)**

Mohammed Siddiqui  
John Lees

### **IIA International Committees (2008-09)**

Brian Aiken  
Elizabeth (Libby) MacRae  
Amipal Manchanda  
Patricia McDonald  
David Rattray  
Mohammed Siddiqui  
Robin Sellar  
Bruce Sloan

### **3. Committee Chair Reports**

#### ***3.a Chapter Achievements Program-CAP Points to May 29, 2009***

The Chapter Achievement Program ( CAP ) is designed to recognize activities that promote the strategic objectives of the IIA. CAP is established on the premise that the primary mission of a Chapter is to serve its members first and then the internal audit profession. Three service categories of a Chapter, and of the achievement program, are highlighted as: Service to Members; Service to the Profession; and Chapter Administration. Thanks to the hard work of all the committees and volunteers, this year we again achieved Platinum status. CAP points to the end of May 2009 were as follows:

- Service to Members: 625
- Service to the Profession: 150
- Chapter Administration: 150

John Gilhooly, CA, MBA, CIA  
Vice President Strategic

#### ***3.b Treasurer's Report***

For the purposes of providing information to all members at the Annual General Meeting, financial statements have been prepared as at May 22, 2009. These statements are unaudited and have been prepared on the following basis:

- Revenues from courses and events are recorded on an accrual basis and are shown net of related expenses in the statements.
- Expenses are recorded on a cash basis as vendor invoices are received. All invoices on hand at May 22, 2009 have been recorded.
- The 2008 comparative figures are presented on a full year basis.

In accordance with the requirements of The IIA Global Headquarters, the Chapter will prepare a financial report as at May 31, 2009 on a cash basis for submission to Headquarters in September 2009. This statement will be audited.

Andrea Suley, CMA CIA CFE  
Treasurer

**Balance Sheet**  
**(Unaudited)**

<b>As at:</b>	<b>2009</b>	<b>May 22,</b>	<b>31,2008</b>	<b>May</b>
<b>ASSETS</b>				
Cash & term deposits		\$308,964		\$300,392
Accounts receivable		30,283		25,548
<b>Total Assets</b>		<b>\$339,247</b>		<b>\$325,940</b>
<b>LIABILITIES &amp; SURPLUS</b>				
Liabilities - GST		\$6,054		\$2,685
Surplus				
Balance at beginning of year		\$323,255		\$217,740
Current year (deficit) surplus		9,938		105,515
Balance at end of year		333,193		323,255
<b>Total Liabilities &amp; Surplus</b>		<b>\$339,247</b>		<b>\$325,940</b>

**Statement of Chapter Operations**  
**(Unaudited)**

<b>For the period:</b>	<b>June 1, 2008 - May 22, 2009</b>	<b>June 1, 2007 - May 31, 2008</b>
<b>REVENUES</b>		
Courses and events (net)	\$22,265	\$50,147
Orientation Workshops (net)	0	20,799
Regional Conference	0	65,320
Interest	5,544	739
Membership Allotment from International	10,127	10,181
<b>Total Revenues</b>	<b>\$37,936</b>	<b>\$147,186</b>
<b>EXPENSES</b>		
Academic Relations Committee	\$400	\$255
Administration and Board	8,609	13,695
CIA Program	0	4,109
Donations	1,834	0
Leadership Conference Delegates	6,251	1,801
Marketing Committee	1,013	2,330
Volunteer Committee	5,000	0
Newsletter Committee	471	0
Operations	3,346	0
Program Committee	1,074	4,322
Bad Debt	0	15,159
<b>Total Expenses</b>	<b>\$27,998</b>	<b>\$41,671</b>
<b>Net (Deficit) Surplus)</b>	<b>\$9,938</b>	<b>\$105,515</b>

### ***3.c Operations Sub-Committee***

A sub-committee made up of the Marketing Chair, Website Chair, Newsletter Chair and Program Chairs was struck this year. The objective of the group is to create the IIA Ottawa Chapter brand, to have a modern, professional look and feel to all Chapter communications and activities. Our newsletter Chair took on the challenge with the first newsletter that we have sent out in a number of years, and Programs changed the look of our flyers (Spring Study Week).

Our next step is to have automated on-line registration for all of our events starting in June 09. And then it is on to redeveloping the website with a modern design and functionality.

If you are interested in joining this group or if you have ideas or suggestions please contact a member of the committee.

Susan Kenney CIA CCSA  
VP-Operations and Program Co-Chair

### ***3.d Program Committee Report***

Continuing the trend of past years, the Program Committee hosted a very full Calendar of events in 2008-09. The chapter is extremely fortunate to have a number of ambitious and talented volunteers who devote large amounts of time to delivering a program that exceeds that of most Chapters with full time staff. To these volunteers we say "thank you for your devotion to the success of the Chapter and our learning and development initiatives!"

The course calendar for 2008-09 included three week-long "course-weeks", a series of well-attended breakfast sessions sponsored by local professional services firms and a host of other training and networking events. In past annual reports, we have listed all events hosted by the chapter. We have decided to break with tradition because, for this past year, the list of events is longer than this page.

One of the major successes in 2008-09 was the introduction of the Breakfast Series. Led by Program Committee member Colleen Chambers, this series provided a forum for local services firms to speak to the Chapter's members on important local and professional topics. The Chapter is very grateful to Colleen for the immense effort put into making these events an overwhelming success. We are also very appreciative of the firms who sponsored these in the form a financial commitment and the sharing of their ideas and perspectives.

Demand for local training and development events continues to grow in light of the increasing membership that has resulted from the Government of Canada's decision to register its Internal Auditors as IIA members. The Chapter has

managed to meet some of this increased demand in past years but continues to readjust its program delivery model and infrastructure in order to meet member needs. In 2009-10 the Chapter plans to engage an event planner on a part-time basis to allow it to be more responsive and organized in the way that course and event offerings are marketed. Although a definitive strategy has not yet been established for the roll out of an on-line registration and payment system, this functionality will soon be available to members.

The final program for 2009-10 has been finalized and the Program Committee is reserving instructors and event sites. One major change to this year's program is that the Chapter will accept all event registrations centrally and immediately. Where registration was done on an event-by-event basis in past years, members now will be able to guarantee their spot in any of our events from the first day the annual calendar is published.

If you have any courses, seminars, areas of interest that you would like to see included in the program, please contact John Lees or Susan Kenney. We want to ensure that the programs we bring to our members are relevant, so your input is important.

Without the support of our membership, we would not be able to provide this program, and we are grateful for this support. Our thanks go to Michael Retallick, Christian Asselin, Marianne Avarello, Darren Budd, Colleen Chambers, Julie Champagne, Jim Chelich, Annam Ganesan, Michelle Langlois, Jolene Lawson, Alessandra Ranalli, Brenda Rupert, Supriya Rao, Janet Jensen, Jay Davidson, Isabella Franche, Claire Costa, and Michael Snook.

Thanks to all for a successful 2008-09 and looking forward to the new challenges that 2009-10 will bring.

Susan Kenney  
Program Committee - Co-Chair

John Lees  
Program Committee - Co-Chair

### ***3.e Membership Report***

Over the past year, membership has remained stable with 1095 members compared to 1100 last year, which is in line with expectations given the current economic environment and continued high levels of unfilled positions within the federal government (our main source of membership). That being said, we did attract 153 new members between May and December of 2008.

To note, in 2007, the Office of the Comptroller General initiated a government-wide initiative registering all internal audit staff as IIA members. Hence, our Chapter membership experienced significant growth due to this initiative; up from 720 members at the beginning of 2007 and 491 in 2004. As vacant federal government positions are filled, our membership is expected to continue to increase accordingly.

Approximately 239 members or 22% of Chapter members are Certified Internal Auditors. Chapter has members who are certified in other specialties. Chapter certification statistics breakdown as follows:

Certified Internal Auditor: 239 members

Certification in Control Self Assessment: 41 members

Certified Government Auditing Professional: 29 members

Certified Financial Services Auditor: 4 members

Membership is divided roughly 75% - 25% between all government (federal, provincial and municipal governments combined, including crown corporations) and non-government employers. However, a number of the non-government employers are in industries which provide services to the federal government.

Approximately 63% of Chapters members are employed in the federal government.

Please note that the Chapter communicates with members through email notices. All members are requested to visit the IIA website and ensure that their current email addresses are on file there. As well, membership for federal government employees is updated on an annual basis by the federal government.

Julie Champagne

Chair Membership

### ***3.f Certifications Report***

Computer Based Testing (CBT) was introduced in 2008 across several countries. Ottawa was among the first sites to hold the CBT.

During 2008, 57 members received their certificates for Certified Internal Auditor® (CIA®), Certification in Control Self-Assessment® (CCSA®), or Certified Government Auditing Professional™ (CGAP™) as indicated below:

CIA – 46

CGAP – 6

CCSA- 5

The Ottawa Chapter and IIA Canada are proud to announce that one of its members, Mr. William (Bill) Kessels, CIA, Principal, Centre for Public Management Inc, received the William S. Smith Certificate of Honour Award for outstanding performance on the November 2007 CIA examination. Bill submitted one of the 30 best CIA exam papers worldwide.

The Ottawa Chapter celebrated the successful completion of the various certifications of the IIA , at a luncheon event on September 25th at the Sheraton Hotel, Ottawa. The luncheon was attended by 21 graduates and more than 40 members, Chapter Board members, and guests. The Ottawa Chapter President, Carmen Abela-Reid, welcomed the speakers, graduates and guests. Carman Lapointe, Auditor General, The World Bank, and a well known internal audit professional from Ottawa, delivered the keynote address and presented the certificates to the graduates.

The guest speaker, Ms Sharon Grant, Managing Director of Corporate Audits at Continental Airlines, shared her vast experience in performing value added audits.

The demand for obtaining certification continues to be very strong among our members. The IIA Head Quarters Certification team is constantly reviewing the certifications programs and its administration to ensure that all major issues relating to the CBT are resolved in a timely manner. The IIA is committed to facilitating the certification program to enable our members to obtain their professional certifications in an efficient and convenient manner.

IIA Ottawa is working with the Montreal and Quebec chapters as well as the French IIA Institute and TBS to have “The CIA Learning” material translated to French. We are hoping to see this project completed by early 2010. This will give all of our members an opportunity to study for the CIA in the language of their choice using the material created by the IIA and Holmes. We will be having a web based presentation in June for all of our members to learn about the materials. You can take a look now by going to <http://www.theiia.org/iia-training/cia-prep/> .

Mohammed Siddiqui, CIA, ACA  
Chair of the Certifications Committee  
Chair of the National Education Committee of the Canadian Council

### ***3. g Research Report***

The Committee’s efforts over the last year have been focused on re-visiting the role and function of the Research Committee for the Ottawa chapter, with a specific emphasis on identifying opportunities for partnerships and collaborations with other IIA bodies and chapters. In recognition of the fact that the IIA Research Foundation and the Research Committee pursue a number of common goals and objectives, one of our key strategies over the past year has been to strengthen our liaison with the IIA Research Foundation to identify opportunities that may be of mutual benefit to both the Foundation and our Chapter. The Research Foundation aims to expand the knowledge and understanding of internal auditing by providing relevant research and educational products to advance the profession. In this regard, we are currently consulting with other chapters in eastern Canada to identify opportunities to jointly fund Research Foundation projects that are of interest to our collective chapters.

We are also working with the Foundation to develop a flash survey that is expected to be delivered in June 2009. The survey is intended to gather input from our membership at large on research topics of interest, preferred types of research activities, and other information. The survey results will be used to inform the role and future direction of the Research Committee as well as the type of Foundation projects that we may wish to support as a Chapter.

Moving forward, the Committee will expand its work in identifying opportunities to partner and collaborate with universities and the Office of the Comptroller General in areas of interest to our local membership.

Nancy Chase, CA, CIA, CGAP  
Research Committee Chair

### ***3. h Academic Relations Report***

During the past year, the chapter awarded its 2nd annual scholarship with the University of Ottawa under its renewed three year agreement. Under this scholarship, applicants in good academic standing submit a short essay about the internal auditing profession with the winning essay to be selected by The IIA Ottawa Chapter representative from the Academic Relations Committee. The scholarship is advertised at the University Of Ottawa School Of Management. This generated publicity for the IIA and, in particular, the local chapter.

Members of the academic relations committee attended functions hosted by the local universities to support the promotion of the IIA. Meetings have also begun with local partners to further strengthen the visibility of the institute and the local chapter. This past year saw the chapter focus its efforts to promoting the profession to future generations of auditors. This will continue to be a focus of the chapter in the coming years.

Moving forward, the chapter is working to further expand its network and revitalizing historical links with other local universities in the area, partnering with other local Canadian chapters and partners to promote the profession of internal audit to future generations.

Michael Leong, CMA  
Academic Relations Chair

### ***3. I Marketing Report***

The objective of the Marketing Committee this year was to promote the internal audit profession and provide opportunities for members and non-members to

network and to continue to increase efforts to diversify and broaden membership of the Ottawa Chapter through communications to all members.

This year the Marketing Committee took part in the development of a new communications strategy to enhance the effectiveness of the Chapter's website to enable more efficiency for the organization and more functionality for the members.

Nick Christou, MBA, CRM  
Marketing Chair

### ***3. j Volunteer Report***

During the 2008/09 year, over 60 members volunteered their time to support the Chapter and its activities. Volunteerism was celebrated at the December 6, 2008 wine and cheese event, which was attended by over 130 IIA Ottawa members and an additional 30 non-members. Carmen Abela-Reid thanked all volunteers and Robin Sellar organized the volunteer recognition awards and made presentations.

This year, a special effort was made to recognize past presidents. All were invited and many were able to attend. The past-presidents were presented with engraved trophies to celebrate their valuable contributions to the Ottawa Chapter in the past.

Volunteers for both 2007/08 and 2008/09 were individually recognized and were presented with leather embossed portfolios, bearing an "IIA Ottawa" logo and IIA Ottawa Volunteer pins. All attendees at the Wine and Cheese event received IIA Ottawa Chapter pins.

A call was made, at that venue, for members who would be interested in getting involved with the IIA Chapter going forward. We are hoping to develop a team of volunteers to support each IIA Ottawa Board member, to enhance the delivery of each role, provide opportunity for new volunteers to become involved and to support succession planning going forward.

We have many interesting projects where we could use volunteers going into 2009/10. Please contact the Volunteer Chair, Robin Sellar, 613 355 0250, [rsellar@sympatico.ca](mailto:rsellar@sympatico.ca), if you are interested in exploring opportunities.

*Robin Sellar, CIA*  
*Volunteer Chair*

### ***3.k Newsletter Report***

After a hiatus, the IIA Ottawa Chapter Newsletter was re-launched in January 2009. At present the newsletter is planned for release to Chapter members three

times annually in January, May, and September. A communications sub-committee has been formed to explore how to best deliver Chapter news to members, including the possibility of building on synergies between the newsletter and the Chapter website.

Newsletter Editor: Teresa K. Gannon, CIA

### ***3. l Website Report***

The Chapter's website is a key point of reference for many of its members. The site is updated on a regular basis, often several times a week, to ensure that the most current event information and news is available to our members. Program flyers are routinely accessed by members and the Members' Library also serves as a great tool for sharing reference documents and presentation materials from our events and also serves as a bulletin board for job postings and volunteer opportunities. The website is also used to solicit interest from members who may wish to volunteer with the Chapter.

The website can be found at the following address:

<http://www.theiia.org/chapters/index.cfm/home.page/cid/94>

Peter Cardeneo, CIA

Website Chair

### ***3. m International Committees Report***

The Ottawa Chapter is proud to have so many of its distinguished members serving on IIA international committees. Their continued participation helps to improve the quality of the profession, standards and practices of the internal auditing profession, such as practice advisories, guiding principles, and exposure drafts. Members of the Ottawa Chapter serve on a number of committees including the Government Relations Committee, Professional Issues committee, Standards Board and International Relations.

Members of these committees work on a variety of projects to help internal auditors implement the IIA's Professional Practices Framework. Examples of projects completed in the last year include a practice guide on Expressing an Opinion on Internal Controls, Internal Auditing – Capability Maturity Model, and an analysis of how internal audit groups are responding to the global economic crisis set out in a discussion paper – A World in Economic Crisis: Key Themes for Refocusing Internal Audit Strategy. These, and the results of many other projects, are available on the IIA website.

On behalf of the Board, our thanks go to all our Chapter members who serve on the various International Committees.

Bruce C. Sloan, CA

## 4. Slate of Executive Committee and Board of Governors for 2009-10

By Order of the Nominations Committee and subject to ratification at the AGM  
May 29, 2009:

### *Executive Committee*

<b>Position</b>	<b>Name</b>
President	John Gilhooly
Vice President – Operations	Susan Kenney
Vice President – Strategic	Julie Champagne
Secretary & HQ Reporting	David Rattray
Treasurer	Andrea Suley
Program - Continuing Ed	John Lees / Susan Kenney

### *Governors (Committee Chairs)*

Marketing	Nick Christou
Certifications	Siddiqui Mohammed
Membership	Darren Budd
Research & Associate Trustee	Nancy Chase
Academic Relations Chair	Michael Leong
Volunteer Chair	Robin Sellar
Newsletter	Teresa Gannon
Web Editor	Peter Cardenero
IIA Standards & International Committee	Bruce Sloan
TBS Representative (ex officio)	Monique Clairoux
Past President and Chair of the Nomination Committee	Carmen Abela-Reid

Note: Nominations, with a seconder, from members in good standing, are open from the floor, until the Chair closes the nominations.