

**TO: CITY MANAGER**

**2003 September 08**

**FROM: DIRECTOR FINANCE**

**File: H90-1-3**

**SUBJECT: EXTERNAL TRAINING AND CONFERENCE AUTHORIZATION**

**PURPOSE:** To request Council approval for training and conference expenditures.

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**RECOMMENDATION:**

1. THAT Council approve expenditures not to exceed \$4,000 CDN for the Deputy treasurer and Human Resources Director to attend a business conference on current human resources/payroll technology for organizations.

**REPORT**

City staff are currently preparing a business case for the replacement of the City's legacy Human Resource/Payroll Management System (HRMS). The City's current system is now outdated technology that was originally implemented in 1986. The complexity and change in technology requires staff to update their knowledge and understanding of what is now available and being used effectively.

This conference is an annual event that brings together experts and senior executives from major organizations all over North America to discuss current human resource/payroll systems. In-depth tutorials covering the fundamentals of a successful HRMS implementation are provided by managers who have recently implemented HRMS systems.

The conference is held in Philadelphia, U.S.A. October 8, 9 and 10. Registration fees are \$995 US. With airfare and accommodation costs, it is estimated that the total cost will not exceed \$4,000 CDN per person. Council approval is required for staff training and conference expenditures that are estimated to be in excess of \$2,500.



Rick Earle  
DIRECTOR FINANCE