

TO: CITY MANAGER

DATE: 2004 07 29

FROM: DIRECTOR ENGINEERING

FILE: 8900-01

SUBJECT: EXTERNAL TRAINING AND CONFERENCE AUTHORIZATION

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

RECOMMENDATION:


1. **THAT** Council approve expenditures not to exceed \$2,900 Cdn for the Infrastructure Management System Specialist to attend the 2004 Hansen Information Technologies User Group Conference.

REPORT

The suppliers of the City's Infrastructure Management System software (IMS), Hansen Information Technologies, hosts an annual conference for system users. The conference sessions include presentations by users and Hansen staff on both innovative current uses of the system and ways to enhance it. Also included are potential expansion and integration with Hansen business mobile work management and asset management. Attendance at this conference allows us to network with other users of the product, Hansen staff and their business partners and ensures we take maximum advantage of functionality within the product.

The City, through attendance by our IMS Specialist, would accrue significant benefit from the knowledge gained at the conference. The registration fee is \$550.00 U.S. and with airfare and accommodation costs, it is estimated that the total for the three day conference will not exceed \$2,900 Cdn. Council approval is required for staff training and conference expenditures that are estimated to be in excess of \$2,500.

It is recommended that the City's IMS Specialist be authorized to attend the 2004 Hansen Information Technologies User Group Conference from August 29 - September 2, 2004.


W.C. Sinclair, P. Eng.
DIRECTOR ENGINEERING

BCD:dh
cc: Director Finance