TO: CITY MANAGER   2005 April 27

FROM: DIRECTOR FINANCE

SUBJECT: EXTERNAL TRAINING AND CONFERENCE AUTHORIZATION

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

RECOMMENDATION:

1. **THAT** Council approve training and conference expenditures for City staff to attend a comprehensive Business and Technology Forum at a cost per staff not to exceed $4,900 CDN.

The Business and Technology Forum 2005 is a three day event directed at providing learning experiences across the broad spectrum of topics and responsibilities that fall under the implementation and management of Enterprise Resource Planning Systems. Experts from both leading consultant organizations and highly experienced customers provide practical advice on the best ways to use, implement, leverage, and manage these very large organizational systems. Networking opportunities with other Cities for the purpose of discovering approaches that have worked well will be provided. The City of Ottawa will be presenting at this conference discussing their recent and very successful implementation of mySAP ERP. Attendees will also receive helpful tools and reference material from the sessions attended that will be useful to their organization in the future for in-house staff training.

The recommended staff attendees are as follows: Director Engineering, ERP Project Manager, and the Director Human Resources. The registration fee is $2,200 US and with airfare and accommodation costs it is estimated that the total for the three day event will not exceed $4,900 CDN per person. Council approval is required for any staff training and conference expenditures that are estimated to be in excess of $2,500 CDN.

It is recommended that these three staff be authorized to attend the Business and Technology Forum 2005 training conference from May 17 – May 19, 2005.

Rick Earle
DIRECTOR FINANCE

138