



REPORT TO COUNCIL

To: **Mayor Schaffer and Councillors**

Subject **Out of Province Training Request**

Report #: 17-023

File #: 1610.00

From: Darrin Leite, CPA, CA
Director of Corporate Services

Doc #: 147299

Date: May 3, 2017

RECOMMENDATION:

THAT Graham Flack, the Deputy Director of Corporate Services be authorized to attend the Unit4 Connect (Agresso) Conference to be held June 6 - 9, 2017 in Palm Springs, California.

PURPOSE:

The purpose of this report is to seek approval for the Deputy Director of Corporate Services to attend an out of Province training session.

POLICY:

The City's Travel and Expense Policy GE-10 requires City employees to receive Council's approval to attend events outside of the Province of British Columbia.

COMMENTS/ANALYSIS:

This training is timely given the City is planning to upgrade the Agresso financial software application to the latest version. The conference includes intensive training in Workflow functionality to facilitate enhanced control over the City's financial



processes. The conference will provide access to product experts and staff will receive hands-on training to learn new strategies for improving business processes.

In order to get the most out of the City's investment in Agresso, it is beneficial to expand upon our staff training and knowledge base.

BUDGET IMPLICATIONS:

Hotel	\$ 567
Flight	\$ 480
Conference	\$1,624

The total cost to the City will be \$2,671 which is provided for in the Corporate Services travel budget.

ALTERNATIVES:

Deny the request for a staff member to attend the Unit4 Connect (Agresso) Conference.

Respectfully Submitted,



Darrin Leite, CPA, CA
Director of Corporate Services

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I support the recommendation.



Francis Cheung, P. Eng.
Chief Administrative Officer

