



# REPORT TO COUNCIL

To: **Mayor Schaffer and Councillors**

Subject **Out of Province Training Request for Building Maintenance Supervisor**

Report #: 18-06

From: Kim Hilton  
Director of Recreation, Culture and Community Services

File #: 7710.00  
Doc #:

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## RECOMMENDATION:

1. THAT the Building Maintenance Supervisor be authorized to attend the Pacific Northwest Resource Management School, Year Two to be held February 26 – March 2, 2018 in Port Townsend, Washington.
2. THAT all expenses be paid in accordance with the City's Travel and Expense Policy.

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## PURPOSE:

The purpose of this report is to seek approval for the Building Maintenance Supervisor to attend an out-of-province training session.

## POLICY:

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

**COMMENTS/ANALYSIS:**

The training is the second of three sessions. Year two builds on the first year materials with a focus on budget management, capital project planning, contract management and employee recognition and performance management.

**BUDGET IMPLICATIONS:**

The cost of the training is covered under the recreation training budget.

**ALTERNATIVES:**

1. Deny the request to attend year two of the Pacific Northwest Resource management School training.

Respectfully Submitted,



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Kim Hilton  
Director of Recreation, Culture and Community Services

Attachment: Pacific Northwest Resource Management School Year Two Overview and Schedule

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

I support the recommendation.



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Francis Cheung, P. Eng.  
Chief Administrative Officer