



Canadian Association of Government Finance Officers
Formerly GFOA of Western Canada

Preconference Professional Development Sessions 2018

What:

We will be offering 3 separate sessions the day prior to our annual conference

- **Long-Range Financial Planning**
- **Internal Controls to Help Manage Risks**
- **Capital Budgeting and Planning**

Detailed outlines below

When:

September 11th 2018 from 8:30am to 4:30pm

Where:

The Fairmont Hotel, Winnipeg, Manitoba

Why:

Participants can save money on travel by combining their professional development with our annual conference for up to 24 verifiable hours.

How to register:

Each of the sessions costs \$360 plus gst

[Register](#) for a session and/or the conference

There are minimum and maximum numbers for each course. Please register early to avoid disappointment.

Long-Range Financial Planning

How Leadership + Appropriate Financial Policies bring success

Course Objectives:

Learn about the successful proven best practices in municipal finance that have been implemented in local governments, so you can use them to help your organization be successful in the long run.

Topics Include:

- How you can provide the leadership needed to be successful in implementing long range financial planning.
- Learn to determine what best practices to start with in your organization and how to implement them.
- Learn how effective strategic long range financial planning can stabilize your organization.

Who Should Attend:

This workshop is designed to benefit finance officers who could be asked to lead the long range financial planning process in their organization. Whether you have been in government for a short or long time, the topics covered will be relevant to your work.

Benefits of Attending:

It is easier to lead during the good times. Are you ready for the times when it is more challenging fiscally? Will all employees in your organization be pulling in the same direction when times are tough? This workshop will address these challenges.

Learn how to implement or improve the right financial tools that can lead to successful long range financial planning that will benefit your organization in the short and long term.

Heavy emphasis will be on how your leadership and the use of best financial practices can benefit you, your organization and your community, no matter how difficult your financial challenges may be.

About the Instructor:

Bob Eichem is the Chief Financial Advisor for the City of Boulder, Colorado. He was the CFO of the City for 11 years before moving into the City Manager's office in 2016. He is a past president of GFOA and has been an instructor, presenter, and panel member at national, provincial and state GFOA conferences and classes. His work in the areas of leadership, financial policies, long range fiscal planning, financial resilience and sustainability is ongoing and a passion he continues to pursue and enjoys sharing with his peers.

Internal Controls to Manage Risks

Course Objectives:

Using a combination of presentation material and hands-on exercises, the workshop presents real-world examples of risks, controls and controls monitoring.

Who Should Attend:

This workshop is for the finance practitioner who is responsible for the internal controls and the accounts payable function/process, as well as Finance Managers or Project Managers who have budget authority for local government spending.”

Benefits of Attending:

Participants will discuss and gain an understanding of the following:

- Review of internal control definition and framework
- Risk assessment of the procurement function, including purchasing cards
 - Objectives
 - Risks
 - Controls
 - Tests of controls
- Ways to perform tests of controls
 - Manual
 - Automated
- Best practices in documentation
 - Why documentation is key
 - Tools & Techniques

About the Instructor:

For the last 20 years, **Jamie Black** has aided governments throughout Canada and the U.S. in assessing, improving and automating their business processes. With specific expertise in Financial Reporting and Internal Control, he has been a regular speaker and contributing author for all the Canadian Government Finance Officer Associations and numerous other finance & accounting associations.

Capital Budgeting and Planning

Course Objectives:

Capital planning is a critical factor in every municipality's long term sustainability and an integral part of the strategic planning process. Guiding decision making and the achievement of community goals and objectives, careful planning enables service delivery and investment in the future of municipalities-a crucial step for survival and success, to sustain the health of financial and infrastructure assets, advance priorities and drive local and regional economies.

This comprehensive capital planning course will provide value for urban and rural municipalities of all sizes and student levels.

Who should attend:

This course is intended for beginner, intermediate, and advanced financial officers. Concepts will span from easy to advanced levels to build understanding and hone progressive tools and methods, offering value for each student in attendance regardless of their level of education.

Benefits of Attending:

Students will gain and learn:

1. A strong understanding of capital in the context of the business of municipal government.
2. How to integrate asset management into the capital budget process.
3. How to integrate priority based budgeting into capital planning for evidence based decision making.
4. An understanding of how to develop a strategic funding plan for capital.
5. A review of the opportunities and risks associated with all funding sources.
6. The keys to developing a long term capital plan.
7. Effective techniques to communicate a capital plan administratively, with Council and the public.

About the Instructor:

Tim Duhamel, the course instructor, has personally applied the theories and developed many of the practical tools that make up the course curriculum. He has utilized the course material firsthand in towns, cities and large specialized municipalities with populations ranging from 1,200 to 100,000 and annual capital budgets from \$2 million to \$150 million. Duhamel is experienced in developing 5, 10 and 30 year capital plans in excess of 1 billion dollars. His expertise spans budget development, funding and financing, planning, justification and approval, purchasing, construction, operation and maintenance.