



Accounting Services Division
Corporate Accounts Payable

Corporate Business Expense Claim

Attendance at Conference/ Seminars/ Training, and Business Travel

Conference Seminar Training Business Travel

This form should be submitted within 10 business days of return from the conference/seminar.

Attach original approved "Request for Authorization Form" and all original receipts.

Foreign Currency Exchange Rate** Exchange Rate applied to convert from local currency to CAD = _____ (if applicable)			Invoice Number** JA21-JA23/19 EXP Feb. 15
Vendor Name** Michael Wolfson			Vendor Number** 814258
Division** EDC	Work Address** 5100 Yonge St., Main Floor	Postal Code** M2N5V7	Invoice Date** (m/d/yyyy) February 15, 2019
Name and Location of Conference / Seminar / Training / Business Travel** NSERC Review Panel for TAC Application Red River College, Winnipeg, Manitoba			Payment Amount** ALL EXPENSES COVERED BY NSERC
Start Date** (m/d/yyyy) Monday January 21, 2019		End Date** (m/d/yyyy) Wednesday January 23, 2019	

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256					0
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4215					0
Baggage Fees / Insurance						0
Use of Personal Vehicle <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.55/km	4205					0
Accommodation	4210					0
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO						0
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION	4220					0
<i>*Foreign Transactions- NO TAX*</i>						
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental Park n Fly Toronto	4220					0
Per Diem (See Bus. Expense Policy)						0
Other (Please specify) Business Meeting	4230					
Training						0

TOTAL EXPENSES

Less: Advances & Prepayments:							
<i>*Mandatory if applicable</i>							
	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	SAP Document Number	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256						
Air Travel	4215						
Accommodation	4210						
Grds Transportation (To & Fr. Airport) ON.							
Grds Transportation (To & Fr. Airport) U.S.							
Grds Transportation (local-des. taxi, bus, train, etc.)							
Other (Please specify)							

TOTAL ADVANCES & PREPAYMENT AMOUNT** _____

TOTAL PAYABLE TO INDIVIDUAL / CITY \$0.00

Employee Name: <u>MICHAEL WOLFSON</u>	Authorized by: <u>Mike Williams</u>
Title: <u>FOOD + BEVERAGE SECTOR OFFICER</u>	Title: <u>G.M. EDC</u>
Date: <u>FEB 15, 2019</u>	Date: <u>FEB 26, 2019</u>
Telephone: [REDACTED]	Telephone: [REDACTED]
Signature: [REDACTED]	Signature: [REDACTED]

****This form may not be altered in any manner. All mandatory fields must be completed and filled in electronically. Incomplete forms will be returned to the originator for corrections prior to being processed for payment. Hand written forms will not be accepted and will be returned to the division.**

RECEIVED
FEB 26 2019

Important note: Employees seeking reimbursement and program administration staff are responsible for blacking out or severing the full credit card numbers and/or non-business phone numbers that may appear on original receipts before sending to Accounts Payable for processing.

REPORT ON CONFERENCE

Michael Wolfson

Employee Name: _____

Division: Economic Development & Culture

Date Submitted: February 15, 2019, 2018

Name of Conference: Red River College TAC Site Visit Committee

Location: Winnipeg, Manitoba and Portage Manitoba.

Date(s) Attended: Monday January 21, 2019 to Wednesday January 23 2019

Describe the benefits from attending the Conference (including any benefits to you and to the City):

Personal Development: : This was the second time I sat on an NSERC Review panel because of my industry expertise and work with other Technical Advisory Centres (TAC) across the country. I participated in the writing of the report, interview process of the applicants, and was able to understand how a collaborative, regional effort between education, industry, and government can come together to achieve the desired goals. As we transition the Food Starter facility and look to assist District Ventures to build out a national food incubator and commercialization network this work will become very valuable. It will assist me to better prepare any future applications for funding that I will be involved in for the Toronto food sector in the future.

Networking: Aside from the list of over 20 presenters from the Manitoba and the Prairie Provinces including Red River College Staff, Agriculture and Food Manitoba, Manitoba Food Development Centre and numerous other supporting bodies I was able to meet with and network with fellow review panel members listed below;

- Phillip Lee Wing, President of The Food Development Group,
- Tara Black, CEO Origin Gluten Free Bakery Ltd.
- Tammy Wall, General Manager Canada's Smartest Kitchen
- Jan Langton, BC IRAP-ITA Rep
- Dawn Davidson, Consultant Food Science and Innovation
- Jack Deyirmendjian, Deputy Director NSERC
- Michael Wolfson, Food and Beverage Sector Specialist at City of Toronto

City Benefits (including financial benefits): All costs for the trip to Winnipeg were covered by NSERC and at the same time that I attended the TAC Review at Red River College, I also arranged for a colleague from the Ministry of Agriculture and Food Manitoba to meet me at the airport and take me out to Portage to tour and meet with the staff at the Manitoba Food Development Centre. A 40,000 sq. ft. research and commercialization centre that gets funding from the Provincial Government and is run by Ministry Staff. It made me understand what financial support is required to move our food commercialization centre (Food Starter) forward. I was also able to understand how collaboration with municipal, academia and senior levels of government can work in a smaller food and beverage processing cluster.

Employee's signature: _____ **Date:** Feb 15/2019

Approved by (please print): Michael H. Williams
Division Head or Designate

Signature: _____ **Date:** Feb 26/19
(Michael H. Williams, GM EDC)

Note: Please complete this form within 10 days after attending the conference.

RECEIVED
FEB 26 2019

Request for Authorization

Attendance at Conferences/Seminars, Training and Business Travel

This form should be completed and the necessary approvals obtained at least 10 business days in advance of undertaking any training, business travel, and/or attending any conference/seminar.
The \$3,500 limit does not apply to training. Please refer to the completion guidelines of this form and all related policies.

Conference Seminar Training Business Travel

Name:	Michael Wolfson		
Division:	Economic Development and Culture		
Work Address:	North York Civic Centre, 5100 Yonge St., Main Floor, Toronto, Ontario		
Name of Conference/Seminar/Training:	NSERC TAC REVIEW PANEL COMMITTEE FOR MANITOBA		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>
Destination:	Red River College, Winnipeg Manitoba		
Start Date:	Tuesday January 22, 2019	End Date:	Wednesday January 23, 2019
Are breakfast, lunch and/or dinner meals provided by the Sponsor? Please specify: (Meals will be deducted from per Diem as stated in Business Exp Policy)			
Yes			
Purpose: Use space provided below for full description			
The Natural Science and Engineering Research Council of Canada (NSERC) would like my participation to review a grant application and accept to be a site visit committee member on a CCI program Technology Access Centre (TAC) Grant application submitted by Red River College, Winnipeg, Manitoba. I have been requested to attend this site visit as one of five industry experts from across Canada with the knowledge base and relevant experience to review this application and tour the site. My continued work on the start-up food processing scene in Toronto, Ontario and across Canada has positioned Toronto as a leader in this field with the establishment of the Food Starter facility. My hope is to secure additional federal funding for Food Starter and other pieces of infrastructure for the food and beverage processing sector. All expenses for this travel and accommodation and per diem will be funded by NSERC.			
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
*Use Exchange rate(s):	1 unit local currency =	\$ _____ CAD	
	1 unit local currency =	\$ _____	Foreign Currency*
	1 unit local currency =	\$ _____	Canadian\$ (incl. tax)
• Registration Fees: (Conference/Seminar/Training)			
			n/a
• Accommodation: (Standard Single Room)			
Number of Days:	X	/day incl. taxes	n/a
• Travel Method:			
	<input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/>		
Personal Vehicle:	X	CAD/km	n/a
• Ground transportation: (including car rental, to/from airports) Specify estimates:			
			n/a
• Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days:	X	CAD or USD	n/a
Sub-Total Estimated Costs:			n/a
- Other Business Meeting expenses outside of Conference costs, please specify:			
			n/a
TOTAL ESTIMATED COST:			0

Cost Centre/ WBS Element to be charged:	EDO0127
Functional Area to be charged:	1540100000

I certify that all estimated costs relating to this travel have been included in this form.

Signature of Employee:

[Redacted Signature]

(signature)

(date)

Oct. 25/18

I have confirmed that approved funds are available for this purpose:

Approval for Proposed Expense

Division Head or Mike Williams (print name) [Redacted Signature] [Redacted Signature]

Deputy City Manager: Giuliana Carbone (print name) [Redacted Signature] [Redacted Signature] NOV 16 2018 (date)

City Manager/Mayor: Chris Murray (signature)

Committee & Report No. (if applicable) _____ (date)

RECEIVED
NOV 23 2018
EDC FINANCE

RECEIVED
NOV 13 2018

October 15, 2018

To: George Spezza

From: Michael Wolfson

Subject: Request for Authorization to Travel to Red River College in Winnipeg, Manitoba

The Natural Science and Engineering Research Council of Canada (NSERC) would like my participation to review a grant application and accept to be a site visit committee member on a CCI program Technology Access Centre (TAC) Grant application submitted by Red River College, Winnipeg, Manitoba. I have been requested to attend this site visit as one of five industry experts from across Canada with the knowledge base and relevant experience to review this application and tour the site. My continued work on the start-up food processing scene in Toronto, Ontario and across Canada has positioned Toronto as a leader in this field with the establishment of the Food Starter facility. My long term hope is to secure additional federal funding for Food Starter and other pieces of infrastructure for the food and beverage processing sector. All expenses for this travel and accommodation and per diem will be funded by NSERC. The site visit will take place on Tuesday January 22nd, 2019. I will be expected to arrive in Winnipeg the evening of Monday January 21st, 2019 and depart the afternoon of Wednesday January 22nd, 2019. I am requesting that I be away from my duties in Toronto on Tuesday January 22nd and Wednesday January 23rd.



Red River College TAC Site Visit Committee

<p>Ms. Dawn Davidson Consultant 451 Concord Ave. Toronto, Ontario M6H 2P9</p> <p>████████████████████</p>	<p>Dr. Phillip Lee Wing President The Food Development Group Unit 1-1250B Reid St. Richmond Hill, ON L4B 1G3</p> <p>████████████████████</p>
<p>Ms. Tara Black CEO Origin Gluten-Free Bakery Ltd. 1525 Pandora Ave Victoria, BC V8R 6P9</p> <p>████████████████████</p>	<p>Mr. Michael Wolfson Economic Development and Culture Division Food and Beverage Sector Specialist 5100 Yonge St., Main Floor Toronto, Ontario M2N5V7</p> <p>████████████████████</p>
<p>Ms. Jan Langton BC IRAP- ITA, retired 5275 Greata Rd. Peachland, BC V0H 1X2</p> <p>████████████████████</p>	<p>Ms. Tammy Wall Operations Manager Canada's Smartest Kitchen 4 Sydney Street Charlottetown, PEI C1A 2E9</p> <p>████████████████████</p>
<p>Mr. Jack Deyirmendjian Deputy Director, NSERC College & Community Innovation Program 350 Albert Street Ottawa ON K1A 1H5 Telephone ██████████</p> <p>████████████████████</p>	

Ana Zotovic

From: Deyirmendjian,Jack <[REDACTED]>
Sent: September 19, 2018 4:49 PM
To: Michael Wolfson
Subject: NSERC - College and Community Innovation (CCI) Program - Technology Access Centre Grant
Attachments: Summary - Western Centre for Culinary Research.docx

Dear Michael:

I am writing to you from the Natural Sciences and Engineering Research Council of Canada (NSERC). I am contacting you to investigate whether you would be interested and available to review a grant application and accept to be a site visit committee member or an external reviewer on a CCI program Technology Access Centre (TAC) Grant application submitted by Red River College. The application is entitled "Western Centre for Culinary Research".

Your expert opinion on this proposal would be greatly appreciated. Please take a few minutes to read the attached summary of the TAC application.

For more information on the TAC grants program, please visit the following website: http://www.nserc-crsng.gc.ca/Professors-Professeurs/RPP-PP/TAC-ECAT_eng.asp

Do you have the expertise to review this application? I would like to remind you that you may be in a conflict of interest if you have collaborated on an applied research project with Red River College in the last six years. Additional guidelines for potential conflict of interest issues are listed at the end of this email. The review of this application will involve a committee site visit that will be held at Red River College in Winnipeg, Manitoba. I plan to hold the two-day site visit on one of the following dates:

Jan. 16-17, 2019
Jan. 17-18, 2019
Jan. 18-19, 2019
Jan. 21-22, 2019
Jan. 22-23, 2019

If you would like to take part in this site visit, you would need to be available on one of these dates (an exact date amenable to the majority of members will be chosen). If you are interested, please let me know if there are any dates for which you are unavailable. Should you accept to be a site visit committee member, your travel expenses will be covered by NSERC.

If you cannot act as a site visit committee member, would you be willing to be an external reviewer of this application (i.e. submit a review using NSERC's online system)? The application will be available electronically on November 5, 2018 and your review will be due by December 3, 2018.

I thank you in advance for your time. If you need any additional information, please let me know and I will be happy to contact you.

Best regards,

Jack Deyirmendjian
Deputy Director | Directeur adjoint
Research Partnerships Programs | Programmes de partenariats de recherche
Natural Sciences and Engineering Research Council of Canada | Conseil de recherches en sciences naturelles et en génie du Canada

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██
350 Albert Street, Ottawa ON K1A 1H5 | 350, rue Albert, Ottawa ON K1A 1H5
Telephone | Téléphone | ██
Facsimile | Télécopieur | ██
www.nserc-crsng.gc.ca | www.crsng-nserc.gc.ca

Conflict of Interest Guidelines for TAC Grants

Reviewers who are directly or indirectly associated with the application must disclose their interest and follow guidelines regarding conflicts of interest. These guidelines cannot foresee all possible situations and it is the responsibility of potential reviewers to declare any conflict of interest.

Reviewers of TAC should not:

- be from the same college;
- have an administrative or family link with the applicant or any of major application participants (e.g., head of the department, dean of the faculty, etc.);
- be an industrial, government or other organization representative that is involved or has written a letter of support for the TAC proposal;
- have collaborated or published with the applicant or any of the major application participants within the past six years;
- be uncomfortable with reviewing an application due to previous conflicts or any other reason (e.g., personal conflict or issues); or
- stand to benefit in any way (personally or financially) as a result of the award of the grant (e.g. by consultancy or contract).

Western Centre for Culinary Research

Summary of the Proposal

Creating innovative food products and incorporating new food ingredients uses a blend of creativity and science. The **Western Centre for Culinary Research**, located at Red River College in Winnipeg, Manitoba, provides culinary focused food research to food manufacturing and foodservices businesses. Our team of chefs and food scientists work with industry partners, as well as the School of Hospitality and Culinary Arts instructors and students, to provide unique chef-created product prototypes ready for scale-up and commercialization.

Food product development is progressively changing to integrate chefs into the food development process from the beginning through to final application. This brings new skills to the research process - one that has not been readily available to Western Canadian food companies in the past. This change will encourage more product innovation and enhance commercialization into retail and food service outlets. Small and medium sized enterprises (SMEs) often do not have a fully developed research and development team to provide expertise in product creation and process improvement required to grow the business.

Proposed services to the agri-food and food service industry include: Recipe creation and development; Clinical Trial Sample Formulation and Production; Food service applications research; Consumer research in food service; Development of new food service technologies; Food styling and photography.