



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 = _____ <small>(If applicable)</small>			Invoice Number** EXPJA30-JA31/19
Vendor Name** Ian Brown			Vendor Number** 101163
Division** ED&C	Work Address** 150 Borough Drive	Postal Code** M1P4N7	Invoice Date** (m/d/yyyy) April 9th, 2019
Name and Location of Conference / Seminar / Training / Business Travel** Economic Developers Association of Ontario			Nil +
Start Date** (m/d/yyyy) Wednesday, January 30, 2019		End Date** (m/d/yyyy) Thursday, January 31, 2019	

Description	GL Account	Cost Centre/ WBS Element/ Internal Order	Functional Area	Net Amount	HST	Total Including Taxes
Registration Fees	4256	ED0165	1540100000	785.36 695.00	90.35	785.36
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus						N/A
Baggage Fees / Insurance						N/A
Use of Personal Vehicle Kms X <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km						N/A
Accommodation days @ _____ /day						N/A
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO						N/A
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*						N/A
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*						N/A
Per Diem (See Bus. Expense Policy) _days @ _____ / day						N/A
Other (Please specify)				\$0.00		N/A
Training						
TOTAL EXPENSES						\$785.36

Less: Advances & Prepayments:							
*Mandatory if applicable							
	GL Account	Cost Centre/ WBS Element/ Internal Order	Functional Area	SAP Document Number	Net Amount	HST	Total Including Taxes
Registration Fees	4256	ED0165	1540100000	12-8446	785.36 695.00	90.35	785.36 695.00
Air Travel							
Accommodation							
Grds Transportation (To & Fr. Airport) ON.							
Grds Transportation (To & Fr. Airport) Destination							
Grds Transportation (local-des. taxi, bus, train, etc.)							
Other (Please specify)							
TOTAL ADVANCES & PREPAYMENT AMOUNT**							\$785.36
TOTAL PAYABLE TO INDIVIDUAL							\$0.00

Employee Name: Ian Brown
Title: Economic Development Officer
Date: April 9, 2019
Telephone: [Redacted]
Signature: [Redacted]

Authorized by: J. Aldredice
Title: Bk Mgr Manager
Date: June 4 / 19
Telephone: [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.**

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

Employee Names: Ian Brown and John Alderdice

Division: ED&C
Date Submitted: Feb. 22, 2019 (resubmitted June 11)

Name of Conference: Economic Developers Council of Ontario (EDCO) Annual Conference
Location: Sheraton Centre Hotel, Toronto
Date(s) Attended: Jan. 30, 31, 2019

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

Personal Development:

Here's the link to EDCO conference website. The presentations will be available there shortly. I attended as many presentations as possible, (a number were overlapping), as well as attending to duties as a newly elected member of the EDCO Board.

http://edcoconference.com/wp-content/uploads/2019/01/EDCO_Program_Jan_18.pdf

I attended the following sessions which were interesting and applicable to our work:

4 Key Elements to Improving Your Economic Development Web Presence (Dave Parsell of LocalIntel)

First Nations Presentation (Chief Stacey Laforme of Mississaugas of the New Credit)

Driving Change in a Fluid Environment (Keynote presentation by Eric Canada of Blane, Canada)

Globally Standardized City Data to Drive Economic Development (Keynote by Patricia McCamey, CEO, World Council on City Data)

Highest and Best Land Use Approaches for Economic Development (Christian Perrault, CEO, Explorer Solutions)

Future Ready? An Introspection on our profession (Gareth Polts, IEDC)

I also attended sessions on *partnering with Parks Canada, the role of Empathy in Cannabis Industry Investments, Broadband Gaps, Brand Positioning, all networking sessions and the closing banquet*. The biggest benefit is learning about best practices and trends in the industry, with opportunity for discussion as reflected below.

Networking:

The conference agenda is set up to promote networking, with breaks between sessions. I was able to have useful discussions with representatives of many federal, provincial and municipal organizations including, Ministry of Economic Development Job Creation & Trade, Ministry of Tourism, Culture & Sport, Ministry of Agriculture and Food, Oshawa, Markham, Simcoe County, Springwater Twp., Sault Ste. Marie, Southgate, Woodstock, Hamilton, Brockville, Canada Ontario Export Forum, Prime Real Estate Holdings, York University, Ryerson, and several different economic development consulting firms.

City Benefits (including financial benefits):

This is the largest conference in Canada for economic development professionals. As one of 2 representatives of the City of Toronto at the conference proper, I was able to learn about the newest and best practices in the field, and bring these back to share with my colleagues. There was a focus on collaboration, use of data and manufacturing. While we are in the forefront, many of our colleagues in other municipalities are ramping up their BR&E activities. Various examples and mini case studies were instructive.

I was also able to network on behalf of the City with counterparts from around the province, especially the 905 area. Finally, it was beneficial for Toronto's profile to have a presence at the entire conference including the President's Awards Dinner. This growing conference has returned to Toronto on an annual basis will continue to have a significant financial impact as approximately 800 people, mostly from outside of Toronto, visit and attend for 2 ½ days. Next year it is planned for the Marriott Eaton Centre where it was held for several years.

Employee's signatures: [Redacted]

June 11, 2019

Approved by (please print):

Mike Williams
Division Head or Designate

Signature: [Redacted]

(Michael H. Williams, GM EDC)

Date: JUN 17 2019

June 2, 2019

TO: Mayor, Deputy Mayor & Members of Council
Giuliana Carbone, Deputy City Manager, Community and Social Services

FROM: Mike Williams, General Manager

RE: Out of Office Coverage – June 4 -17, 2019

I will be out of the office June 4-17, 2019.

During my absence Cheryl Blackman will be Acting General Manager and will have full signing authority. Listed below are Cheryl's coordinates.

Cheryl Blackman, Director, Museums & Heritage Services

Phone: [REDACTED]

Email: [REDACTED]

Any requests or concerns which may arise during my absence should continue to be processed through my office and will be directed to the Acting General Manager, as required.

Thank you,

[REDACTED]

Mike Williams
General Manager

Copy to: EDC SMT and AAs
Chris Murray, City Manager
Tracey Cook, Deputy City Manager, Infrastructure & Development Services
Josie Scioli, Deputy City Manager, Corporate Services
Heather Taylor, CFO & Treasurer, Finance & Treasury Services



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:	Ian Brown		
Division:	ED&C-Business Growth Services (BR&E)		
Work Address:	Scarborough Civic Centre, 150 Borough Dr, Main Floor		
Name of Conference/Seminar/Training:	EDCO Annual Conference & Showcase (Economic Developers Council)		
	Within GTA <input checked="" type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>
Destination:	Toronto, Sheraton Centre Hotel		
Start Date:	Jan. 29, 2019	End Date:	Jan. 31, 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. Breakfast and lunch on Day 1 and all 3 meals on Day 2.			
Purpose: Use space provided below for full description			
The annual EDCO Conference brings members together to exchange information & learn from presentations on industry best practices. The event includes a showcase of services useful in assisting operations/funding for companies & ecdev projects. EDCO is an independent, non profit association of those engaged in the economic development of Ontario and its municipalities, embracing a broad spectrum of economic development practitioners across professions & all levels of public & private sectors, each adding specialized knowledge to EDCO members. This event provides an excellent opportunity to meet with key ON contacts in a concentrated format, as well as hearing informative keynotes, participating in breakout sessions, and other learning opportunities providing the latest industry knowledge, trends, ways to improve productivity and competitiveness. I provide in my report a summary of key themes, concerns, ideas, and practices discussed; session highlights, networking event contacts, intelligence, follow up plans; information about new products/services gathered from the Showcase; ideas or recommendations arising from sessions/networking. http://edcoconference.com/			
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
Use Exchange rate(s):	1 unit local currency = \$ _____ CAD	Foreign Currency	Canadian\$ (incl.tax)
	1 unit local currency = \$ _____		
	1 unit local currency = \$ _____		
Registration Fees: (Conference/Seminar/Training)			\$785.36
Accommodation: (Standard Single Room)			
Number of Days: _____ X \$ _____ /day incl. taxes			n/a
Travel Method:			
Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/>			
Personal Vehicle: _____ km X \$0.____ 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 \$.00 CAD or USD			n/a
Sub-Total Estimated Costs:			\$785.36
- Other Business Meeting expenses outside of Conference costs, please specify:			
Parking only, which will be City Hall. The distance from home is less than my normal commute to work, therefore no mileage will be charged.			
TOTAL ESTIMATED COST:			\$785.36

Cost Centre/ WBS Element to be charged:	EDO165
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: _____ (signature) | _____ (date) Dec. 17, 2018

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

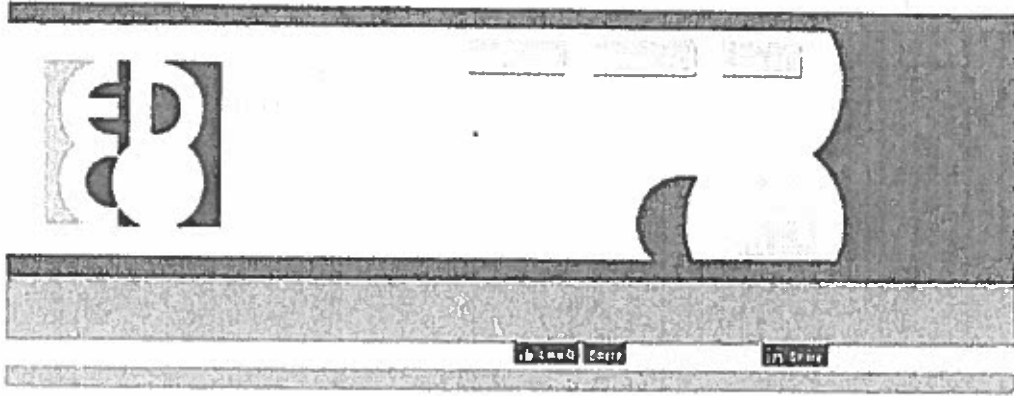
Approval for Proposed Expense

Division Head or Mike Williams (print name) | _____ (signature) | _____ (date) JAN 21 2019

Deputy City Manager: _____ (print name) | _____ (signature) | _____ (date)

City Manager/Mayor: _____ (signature) | _____ (date)

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



Print

Payment

Details

Available balance \$0.00
Amount \$785.35
Date 21 Jan 2019
Tender Online payment (Moneris Credit Card)
Received from Ian Brown, Toronto, City of

Payment for

Invoice #03240 \$785.35
11 Jan 2019 Event registration (EDCO 2019 Conference: Powershifting Economic Development (29 Jan 2019 - 31 Jan 2019 (EST), Sheraton Centre, 123 Queen Street West, Toronto, ON))

Q Enter search string [View our latest Newsletter](#) [Follow Us - Stay Connected](#)

[Sign up for our mailing list](#)    