

**... it all begins at the Portage College  
Food Sciences Training Centre**



**FOOD SCIENCES TRAINING CENTRE  
&**

**BUSINESS INCUBATOR**

**Contact: Food Sciences Training Centre at 780-645-5223  
or visit our website at: [www.portagecollege.ca](http://www.portagecollege.ca)**

**The Portage College Offering:**

Portage College Food Sciences Training Centre (FSTC) will be offering traditional Academic Training where learners will achieve certificates or diplomas that they can use to find work in their field of choice.

*Examples of Academic Training are;*

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| Culinary Arts Certificate and Diploma | Retail Meat Processing Certificate    |
| Culinary Arts Diploma                 | Baker Certificate                     |
| Institutional Cook                    | Artisan Baking (post certificate)     |
| Food Processing Certificate           | Food and Nutrition Management Diploma |

Another offering will be aimed at existing home based entrepreneurs or new start-up companies that only require mentoring and coaching as they build their companies. The Business Incubator will offer rental suites for companies to use as head office space for the first few years of their start-up phase. Food related companies that want to use the processing suites as they grow their markets will be assisted and supervised by a team of Scientists dedicated to the education and growth of the regional food industry.

Non-food companies will receive the same coaching and mentoring that food companies will get however they will not have access to the processing rooms.

Coaching and training will be available in the following areas:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Market Research</li> <li>• Marketing Plan</li> <li>• Internet Marketing</li> <li>• Search Engine Optimization</li> <li>• Business Plan</li> <li>• Interpreting Financial Statements</li> </ul> | <ul style="list-style-type: none"> <li>• Bookkeeping Basics</li> <li>• Cost Accounting</li> <li>• Payroll Accounting</li> <li>• Human Resource Management</li> <li>• Family Business Succession Planning</li> <li>• Foreign Worker Recruitment</li> </ul> |
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**Other Course Offerings being considered:**

Course	Delivery method	Duration	Cost
National Food Safety Training Program	Online	30 days maximum	\$39.95 + exam cost \$25.00
National Food Safety Training Program	Classroom	TBD	TBD
Hazard Analysis Critical Control Point (HACCP)	Online 20 modules three stages	12 months	\$1,595 + taxes
Good Manufacturing Practices	Online 8 Modules 8 - 14 minutes each	TBD Flash or PDF	TBD

Food companies wanting to utilize the processing suites will have to meet a set of minimum requirements in order for them to operate the equipment and produce food products independently from the College. Therefore each independent processor utilizing the processing suites must have and agree to the following;

1. Possess a valid Food Safety Handling Certificate
2. Possess a Valid Alberta Food Handling Permit from Health and Wellness
3. A minimum of two million dollars of liability insurance.
4. Agree to be supervised for a minimum period before operating equipment alone.
5. Be responsible for acceptable cleaning of equipment after usage.

Portage College FSTC is geared to food related businesses but we also recognize the need for traditional business incubation. Therefore we have developed two intake streams that we will be using for potential clients. Because of the nature of the FSTC we will work to ensure there is minimal disturbance within the incubator. For example, we could not have a welding shop establish on the premises where food is being processed.

### **Office Services**

The Portage College Business Incubator will provide a wide range of services that will enable clients to run their business smoothly and economically. FSTC will provide them with an educational option as required.

The Food Sciences Training Centre team will assess individual needs and recommend training that will be appropriate for the stage of business development. Not all incubator clients will need the same level of training but efforts will be made to ensure we have adequate numbers participating in order to maximize the use of class time and teaching resources.

### **Food Product Development Process:**

#### **Food Sciences Training Centre Product Development**

Product Development is one of the most rewarding aspects of the food processing business. The development of new products is an integral part of the manufacturing and commercial process and can take a great deal of company resources. Therefore, the most important part of the process is planning.

The recipe for your product gives you only a start on the product that is to eventually reach the marketplace. Product development is a logical process and requires financial, marketing, management and production considerations.

*(Source: Alberta Agriculture and Rural Development Business Basics series)*

## **Capital and Set Up Requirements**

### ***EQUIPMENT:***

Meat Processing Room .....	176,900
Packaging Room .....	41,000
Commercial Kitchen/ Kettle Line .....	211,100
Bakery Room .....	100,000
Incubator Equipment .....	250,000
Facility Equipment.....	1,015,000
Classroom Equipment .....	<u>250,000</u>
<b>Total Equipment .....</b>	<b>\$ 2,044,000</b>

### **BUILDING RETROFITS:**

Classrooms into incubator bays .....	350,000
Re- Roofing of Gymnasium and other areas .....	500,000
Meat Processing and Kettle Line Labs .....	100,000
Receiving/Shipping Dock .....	500,000
Installation of a freight elevator .....	250,000
Modernization of HVAC system, generator installation .....	518,000
<b>Total Retrofits .....</b>	<b>\$ 2,218,000</b>

### **ARCHITECT FEES:**

Architect fees .....	100,000
<b>Total Fees .....</b>	<b>100,000</b>

### **STAFFING COSTS:**

Plant Manager .....	147,000
Scientists/Technicians .....	195,650
Lab Technician .....	51,000
Lab Admin Support .....	27,500
Curriculum Designers .....	<u>528,000</u>
<b>Total Staffing Costs .....</b>	<b>\$ 949,150</b>

### **RECRUITMENT COSTS:**

Advertising .....	2,000
Marketing Costs .....	5,000
Printing & Office Supplies .....	<u>10,850</u>
<b>Total Recruitment Costs .....</b>	<b>\$17,850</b>

OPENING INVENTORIES:

Meat Processing .....	15,000
Kettle Processing .....	15,000
Bakery Processing .....	<u>8,000</u>
<b>Total Inventory .....</b>	<b>\$ 38,000</b>

<b>Total Project Costs: .....</b>	<b>\$5,367,000</b>
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Anticipated Inputs:

RADF (confirmed)	\$ 950,000
Portage College (confirmed)	\$ 502,000
Equipment Vendors & industry Partners	\$ 400,000
Community Partners	\$ 50,000
Municipal Government	\$ 100,000
Western Economic Diversification Canada	\$ 2,580,000
Government of Alberta (AET)	\$ 785,000
<b>Total</b>	<b><u>\$ 5,367,000</u></b>
Portage College In-Kind	\$ 183,000
<u>Total with in-kind</u>	<u>\$ 5,550,000</u>

St. Paul Campus 2012-13

