

**THIS AGREEMENT** is effective this 1<sup>st</sup> day of April, 2019.

**BETWEEN:**

**HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA**  
as represented by the Minister of Children's Services (the "Minister")

~ and ~

**City of Cold Lake  
Municipality**  
created pursuant to the laws of Alberta  
(the "Grant Recipient")

**WHEREAS** the Grant Recipient has applied for Funding to be used for the operation of a Parent Link Centre;

**WHEREAS** the Grant Recipient provides early childhood development, parenting and play programs to meet the unique needs of the families in the communities it serves. The Grant Recipient also provides information, family support resources, and parent education programs to support and strengthen parenting skills. The Grant Recipient provides opportunities for parents to connect with other parents and caregivers in the community, get answers to parenting questions, and learn more about their child's growth through developmental screening. The Grant Recipient agrees to meet the requirements set out in the Parent Link Centre Standards and Guidelines as published and updated from time to time by the Minister;

**WHEREAS** the Minister has agreed to provide Funding for that purpose subject to the terms and conditions of this Agreement;

**WHEREAS** the Grants Regulation authorizes such a grant being made; and

**WHEREAS** the Grant Recipient is prepared to perform and enter into certain undertakings relative to the payment of the grant.

**NOW THEREFORE** the parties agree as follows:

**1. DEFINITIONS:**

- (a) "Agreement" means this document and Schedules A, B, C, D, E and F to be attached and includes any amendments made in writing by the parties.
- (b) "Budget" means the budget in Schedule B.
- (c) "Business Day" means 8:15 a.m. to 4:30 pm Mountain Standard Time in Alberta from Monday through Friday, excluding holidays observed by the Minister.

- (d) "Effective Date" means the date first noted above.
- (e) "Funding" means the grant monies to be contributed by the Minister and any interest earned thereon.
- (f) "Grants Regulation" means the Human Services Grants Regulation, AR 25/2016.
- (g) "Parent Link Centre" means a network of resource centres and services for parents, caregivers and young children in Alberta in accordance with provincial Standards and Guidelines.
- (h) "Program" means the activities to be performed by the Grant Recipient, as described in Schedule A.
- (i) "Term" means the period set out in Clause 3.

**2. RESPONSIBILITIES OF THE GRANT RECIPIENT:**

- (a) The Grant Recipient shall conduct the Program as described in Schedule A.
- (b) The Grant Recipient shall comply with all applicable laws in its performance of the Program.
- (c) The Grant Recipient shall not make any public announcement or issue any press release regarding the entering into this Agreement or the Minister's provision of the Funding except in consultation with and the approval of the Minister's Representative as to the contents of the announcement or press release, which approval shall not be unreasonably withheld.

**3. TERM:**

This Agreement shall be effective from April 1, 2019 to March 31, 2020.

**4. REPRESENTATIVES:**

- (a) The Minister designates the Regional Director or Designate to be the Minister's representative to maintain a continuing liaison with the Grant Recipient in matters relating to this Agreement.
- (b) The Grant Recipient designates the Regional Director or Designate to be the Grant Recipient's representative to maintain a continuing liaison with the Minister in matters relating to this Agreement.



5. FUNDING:

- (a) Unless this Agreement is terminated, the Minister will provide Funding to the Grant Recipient in accordance with the Budget subject to:
- (i) the appropriation of funds by the Legislature sufficient to provide the Funding under this Agreement, the sufficiency of which shall be determined in the sole discretion of the Minister; and
  - (ii) early termination of this Agreement.
- (b) The Grant Recipient acknowledges that, subject to Article 5(a), the maximum Funding that will be provided under this Agreement is \$555,046.00 and that there will be no additional funding from the Minister in the case of cost overruns.
- (c) The Grant Recipient shall immediately notify the Minister of any overpayment of the Funding and shall repay the amount of any overpayment, unless directed otherwise in writing by the Minister. Any amount of overpayment not repaid to the Minister shall be considered a debt due to the Minister. The Minister may in its sole discretion cease to make payments under this Agreement or any other agreement made between the Grant Recipient and the Minister if an overpayment is not repaid forthwith.
- (d) The Funding shall be released to the Grant Recipient in accordance with the following schedule:

Release Date	Funding Amount
As soon as reasonably possible after full execution of this Agreement and after receipt by the Minister of a completed Compliance Certificate as set out in Schedule E.	\$138,761.50 after receipt and approval of the Budget.
As soon as reasonably possible after June 30 <sup>th</sup> .	\$138,761.50 the exact amount to be released to be determined in the sole discretion of the Minister after receipt and review of the reporting to be submitted pursuant to Clause 8.
As soon as reasonably possible after September 30 <sup>th</sup> .	\$138,761.50 the exact amount to be released to be determined in the sole discretion of the Minister after receipt and review of the reporting to be submitted pursuant to Clause 8.
As soon as reasonably possible after December 30 <sup>th</sup> .	\$138,761.50 the exact amount to be released to be determined in the sole discretion of the Minister after receipt and

	review of the reporting to be submitted pursuant to Clause 8.
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- (e) The Grant Recipient shall provide the Minister with access to the Grant Recipient's premises and facilities for the purpose of an onsite visit, as set out in Schedules A and F. The Minister reserves the right to withhold Funding after an onsite visit is requested and until such time as the onsite visit is completed.

6. USE OF GRANT FUNDING:

- (a) The Grant Recipient covenants and agrees that it is and will be, in relation to the Funding, bound by the provisions of this Agreement and the Grants Regulation.
- (b) The Grant Recipient agrees that the Funding shall be used only for the purposes and expenditures described in Schedule A and Schedule B and the Grant Recipient shall not use the Funding for any other purpose without the prior written consent of the Minister.
- (c) With the exception of line items contained in the Salaries and Benefits section, the Grant Recipient may reallocate up to twenty percent (20%) of the Funding assigned to each line item in the Budget to other line items that are within the same expenditure category without prior written permission from the Minister. In the event of any reallocation, the Grant Recipient agrees to provide the Minister with an updated Budget.
- (d) With the exception the permissible reallocation set out in Article 6(c), the Grant Recipient shall not vary the distribution of the Funding nor vary the expenditures in the Budget without the prior written consent of the Minister.
- (e) The Minister reserves the right to disallow and recover from the Grant Recipient the amount of any expenditure of the Funding that is contrary to the terms and conditions of this Agreement.

7. PUBLICATION, DISSEMINATION AND RELEASE OF INFORMATION:

- (a) The Grant Recipient acknowledges that this Agreement and all reports and other records submitted to the Minister will be subject to the access and disclosure provisions of the *Freedom of Information and Protection of Privacy Act*.
- (b) Subject to any applicable laws, the Grant Recipient shall allow the Minister access to or provide copies to the Minister of any data or information acquired, collected or produced under this Agreement.



## 8. PLANNING AND REPORTING:

### 8.1 Financial Reporting

The Grant Recipient will be responsible for providing the following:

- (a) By no later than October 31<sup>st</sup> provide a report to the Minister, prepared in accordance with Canadian generally accepted accounting principles, of all revenues and expenditures of the Funding related to the Program as set out in Schedule B. This report should be certified correct by a senior financial officer of the Grant Recipient; and
- (b) Within 90 days of the expiry or termination of this Agreement, provide the Minister with financial reporting, prepared in accordance with Canadian generally accepted accounting principles, of all revenues and expenditures of the Funding for the entire Term certified correct by a senior financial officer of the Grant Recipient, unless otherwise required below:

Total Amount of Funding	Minimum Reporting Requirements (as applicable)
Not greater than \$250,000	<input type="checkbox"/> A certificate signed by appropriate officers (for an agency, the president and treasurer / VP finance, for a corporation, the CEO and Manager of Finance) confirming the Funding was only used in accordance with the purpose of the Agreement. <input type="checkbox"/> A financial report detailing the actual amount of Funding spent and the return of any unused Funding in accordance with this Agreement.
Not greater than \$500,000	<input type="checkbox"/> A Review Engagement Report accompanying financial statements showing the income and expenditures (either as a separate statement or as a schedule attached to the Grant Recipient's overall unaudited financial statement) and the return of any unused Funding in accordance with this Agreement. This statement is to confirm the Funding was only used in accordance with the purpose of the Agreement
\$500,000 and over	<input type="checkbox"/> An audited financial statement showing the income and expenditures (either as a separate statement or as a schedule attached to the Grant Recipient's overall audited financial statement) and the return of any unused Funding in accordance with this Agreement. This statement is to confirm the Funding was only used in accordance with the purpose of the Agreement.

- (c) In the event the total amount of Funding is increased either during the Term or by any amendment to this Agreement, any reporting, financial or otherwise may change accordingly.

## **8.2 Program Reporting**

The Grant Recipient shall:

- (a) By no later than April 30<sup>th</sup>, provide the Minister with a Community Profile as set out in Schedule C, Section C;
- (b) By no later than May 31<sup>s</sup> provide the Minister with an Activities Report to the Minister as set out in Schedule C, Section A;
- (c) By no later than January 30<sup>th</sup>, provide the Minister with the results of the Outcome Measures Survey as set out in Schedule C, Section B; and
- (d) Within the Term, complete and provide the Minister with the PLC Standards Review Template as set out in Schedule F.

## **8.3 Ad Hoc Reporting**

- (a) Grant Recipient shall provide the Minister with any additional reporting as set out in Schedule C, Section E.
- (b) The Minister shall have the right and ability to use, publish, or distribute reporting as the Minister determines appropriate, subject to any applicable laws.

## **9. ACCOUNTING:**

The Grant Recipient shall:

- (a) Deposit and maintain the Funding in an interest bearing account;
- (b) Maintain adequate financial records relating to the Funding. It shall keep proper books, accounts and records of the cost of the materials, services or resources funded under this Agreement, in accordance with Canadian generally accepted accounting principles, and have them available at all times during the Term of this Agreement and for a period of six (6) years after the termination or expiry of this Agreement; and
- (c) During the Term and for six (6) years after the termination or expiry of this Agreement, produce on demand to any representative of the Minister or the Auditor General of Alberta any of the financial records referred to in Article 9(b) and shall permit such representative to examine and audit these books, accounts and records and take copies and extracts of them.



#### 10. SURPLUS ON EXPIRY OR TERMINATION:

(a) Unexpended Funding:

Unless the Grant Recipient submits a request to retain unexpended Funding that is approved pursuant to Article 10(b), the Grant Recipient shall, within 90 days of the expiry or termination of this Agreement, repay the Government of Alberta any Funding not actually expended for the purposes of this Agreement as at the termination or expiry date of this Agreement.

(b) Retention of Unexpended Funding:

The Grant Recipient may request approval of the Minister for retention of unexpended Funding. Such a request must be submitted to the Minister's Representative. The request should identify the amount of the unexpended Funding, the proposed budget allocation and the time frame in which the unexpended Funding will be used. The request must be submitted prior to the expiry or termination of the Agreement and approved within ninety (90) days of the expiry or termination date of this Agreement. The Minister may approve retention of unexpended Funding and such approval, if granted, may be subject to any further conditions prescribed by the Minister including, but not limited to, submission of a further supplementary report.

(c) If the Minister approves retention of unexpended Funding after expiry or termination of this Agreement, the parties must enter into a new grant agreement for the unexpended Funding.

#### 11. GENERAL PROVISIONS:

- (a) The parties agree that Schedules A, B, C, D, E and F form part of the Agreement, but in the event of a conflict between a provision in the schedules and a provision in the body of the Agreement, the provision in the body of the Agreement shall govern.
- (b) The Grant Recipient shall indemnify and hold harmless the Minister, the Minister's employees, contractors, agents or volunteers from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Grant Recipient or its employees contractors, agents or volunteers with respect to carrying out the purposes of this Agreement. Such indemnification shall survive the termination of this Agreement.

- (c) The Minister shall not be liable for any personal or bodily injury or property damage that may be suffered or sustained by the Grant Recipient, its employees, contractors, agents or volunteers in carrying out this Agreement.
- (d) The Grant Recipient shall, at its own expense and without limiting its liabilities herein, insure its operations under a contract of general liability insurance, in accordance with Alberta's *Insurance Act*, in an amount not less than \$2,000,000.00 inclusive per occurrence, insuring against bodily injury, personal injury and property damage, including loss of use thereof.
- (e) This Agreement may be amended when such amendments are reduced to writing and signed by each of the parties hereto, but not otherwise.
- (f) The Grant Recipient is an independent entity and any persons engaged by the Grant Recipient to provide goods and services in carrying out this Agreement are employees, agents, or contractors of the Grant Recipient and not of the Minister.
- (g) The Grant Recipient may not assign this Agreement or any part of it, unless otherwise approved by the Minister's Representative.
- (h) Despite any other provision of this Agreement, those clauses which by their nature continue after the conclusion or termination of this Agreement shall continue after such conclusion or termination.
- (i) This Agreement is binding upon the parties and their successors.
- (j) This Agreement shall be governed by and interpreted in accordance with the laws in force in Alberta, and the parties irrevocably attorn to the exclusive jurisdiction of courts in Alberta.
- (k) This Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement and (ii) communication of execution by fax transmission or e-mailed in PDF shall constitute good delivery.

## 12. BREACH OF AGREEMENT:

If the Grant Recipient does not meet all of its obligations under this Agreement, or uses the Funding for any unauthorized purpose, the Minister will notify the Grant Recipient of such breach in writing and the Grant Recipient will have 15 days to remedy such breach. If, in the opinion of the Minister, the Grant Recipient does not remedy the breach, the Minister may terminate the Agreement without further notice to the Grant Recipient and demand the immediate refund of the Funding, or such lesser amount as the Minister may determine, to the Government of Alberta.



### 13. TERMINATION OF AGREEMENT:

This Agreement may be terminated at any time by either party without cause or reason with thirty (30) days written notice to the other party. Upon the Grant Recipient's receipt of a notice of termination from the Minister, the Grant Recipient shall not make or commit any further expenditure of the Funding without the prior written consent of the Minister.

### 14. NOTICES:

All notices required or permitted to be given or submitted by one party to the other under this Agreement shall be deemed given or submitted to the other party if in writing and either personally delivered to the office of the addressee or sent by registered mail, postage prepaid, or sent by facsimile transmission to the office of the addressee provided below:

For the Minister:

Lee Deren  
Contract Resource Specialist  
Box 4742, 2<sup>nd</sup> Floor Admin Building,  
5143 – 50<sup>th</sup> Street  
Barrhead, Alberta T7N 1A6  
Fax 780-305-2444

For the Grant Recipient:

Kim Schmidt  
FCSS Manager, City of Cold Lake  
5515 – 48<sup>th</sup> Avenue  
Cold Lake, Alberta T9M 1W2  
Fax 780-594-3480

The address of either party may be changed by notice in writing to the other party. Notice personally served or sent by facsimile transmission shall be deemed received when actually delivered or transmitted if delivery or transmission is between 8:15 am to 4:30 pm in Alberta from Monday through Friday excluding holidays observed by the Minister (a "business day") or if not delivered on a business day on the next following business day. All notices sent by prepaid registered mail shall be deemed to be received on the fourth business day following mailing in any post office in Canada, except in the case of postal disruption, then any notice shall be given by facsimile transmission or personally served.


**IN WITNESS WHEREOF**, notwithstanding the dates of signature below, the parties have made this Agreement to be effective as of the day, month and year first above written.

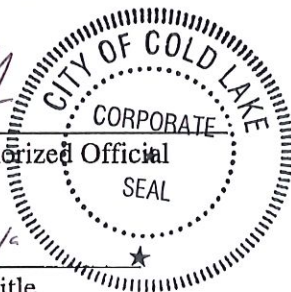
**HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA**  
as represented by the Minister of Children's Services


\_\_\_\_\_  
Michelle Basarab/Regional Director

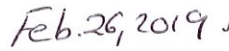
\_\_\_\_\_  
Date

**CITY OF COLD LAKE**

  
\_\_\_\_\_  
Signature of Authorized Official



  
\_\_\_\_\_  
Print Name and Title

  
\_\_\_\_\_  
Date



## Schedule A

### Parent Link Centre (PLC) Program

**Term of Agreement:** From April 1, 2019 to March 31, 2020

Grant Recipient Information	
Agency name:	City of Cold Lake
Agency Mission Statement:	In partnership with the community, FCSS provides locally driven preventative social initiatives, based on current issues, which aim to improve the quality of life of individuals and families
Parent Link Centre Name:	Lakeland Parent Link Network
Address:	5513 – 48 <sup>th</sup> Avenue Cold Lake, Alberta T9M 1A1
Phone number:	780 826-3496
Fax:	780-594-3480
Email:	kschmidtz@coldlake.com
Person with financial signing authority and position:	Kevin Nagoya
Program Director/Supervisor:	Kim Schmidt

#### I. Services

##### A. Core Services

**The Agency agrees to deliver the following five core services, in accordance with priorities identified by the community and the Service Delivery Region as outlined in the PLC Standards and Guidelines.**

1. Early Childhood Development: Providing children and their parents/caregivers with a range of interactive, play-based problem-solving experiences and programs

2. Parent Education: Formal and informal workshops and seminars on issues related to parenting and early childhood development for parents and caregivers

Grant Recipient must provide the Triple P- Positive Parenting Program as part of Parent Education and must offer the Triple P Minimum Targets. The yearly Triple P Minimum Targets are:

Level	Minimum Targets for PLCs
<b>Level 2-</b> Selected Seminars (0-12 years) - The Power of Positive Parenting - Raising Confident, Competent Children - Raising Resilient Children	Offers two series of seminars (a total of six seminars)
<b>Level 3-</b> Primary Care	20 families
<b>Level 3-</b> Discussion Group -disobedience, -fighting and aggression, and -managing situations such as shopping with children and bedtime.	1 series of discussion groups
<b>Level 4-</b> Group	Two Level 4 Groups

Triple P Programs must be advertised on the Alberta Stay Positive Website:  
<http://www.triplep-parenting.ca/>

3. Family Support: Provide preventive services and programs designed to help parents identify and develop their strengths based on community needs. These may include a range of preventative, formal and unstructured social, educational, and recreational programs and activities for parents.
4. Information and Referral: Provide an information portal that connects parents with programs, tools and resources.
5. Developmental Screening: Provide the Ages and Stages Questionnaire (ASQ) and the ASQ-Social Emotional Questionnaire to parents.



**Other Requirements of Grant Recipient:**

1. Hours of Operation: Must demonstrate that the scheduling of Parent Link programs meets the needs of working parents as well as those who stay at home with their children. Services are consistently available in the evenings and weekends as well as during the day. To demonstrate this requirement, the following schedule must be filled out:

Proposed hours of operation (inclusive of programming in all communities)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day 9-5 p.m.	9-12	9-5	9-5	9-5	9-5	9-3	9-12
Eve after 5 p.m.		5-6	5-6	5-6	5-6		

2. Partnerships: To coordinate service delivery, communities develop agreements between Parent Link Centres and agencies that provide family support and early childhood development services that outlines the services each organization will provide, reporting requirements, how participant information will be managed, etc.
3. Communication: The Parent Link Centre builds positive public awareness about the importance of giving children a good start in life. This includes:
  - marketing and promoting the programs and services they offer to parents and children;
  - maintaining regular communication with current and future participants;
  - maintaining communication between program staff, between staff and participants and between Parent Link and the community at large; and
  - fostering inter-centre and inter-region communication.
4. Outreach: Parent Link Centre develop specialized outreach strategies to engage parents and children whose circumstances create barriers to their participation in centre programs and activities.
5. Staff Professional Development: Parent Link Centre directors and delegated staff must attend Parent Link Centre Network and learning events, including regional training opportunities, and accessing the Triple P Coaches and Parent Link Centre liaisons.

**On-Site Visit:** Upon request, the Parent Link Centre will provide the Minister with access to its premises and facilities such that Ministry staff may view those Program activities supported by this Agreement and assess compliance with the PLC Standards

and Guidelines and complete a Standards Review template as set out in Schedule F. At least one on-site visit will be completed during the term of this Agreement and further visits may be requested at the Minister's discretion.



**SCHEDULE B**  
**INCOME and EXPENDITURES**

Parent Link Centre Grant Agreement

Agency Name: City of Cold Lake

PLC Name: Lakeland Parent Link Network

Term of Grant: From: April 1, 2019 To: March 31, 2020

Grant Amount: \$555,046.00 CMAS Grant #: ACS250543

1. INCOME	TOTAL BUDGET
Operating - Ministry	\$ 555,046.00
Interest	
Other Government Funding	
Other Sources of Income	
Specify <u>Memberships</u>	
<u>Registration Fees</u>	
<b>TOTAL INCOME</b>	<b>\$ 555,046.00</b>

2. EXPENDITURES				
<b>CATEGORY (A): STAFFING COSTS</b>	<b>TOTAL BUDGET</b>	<b>Mid-Year Expenditures</b>	<b>Full-Year Expenditures</b>	<b>Variance</b>
<i>Salaries &amp; Benefits</i>				
Program Delivery (per Appendix 1)	\$ 423,761.00			
Administration (per Appendix 1)	\$ 23,307.00			
<b>TOTAL STAFFING COSTS (A)</b>	<b>\$ 447,068.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>CATEGORY (B): DIRECT PROGRAM COSTS</b>	<b>TOTAL BUDGET</b>	<b>Mid-Year Expenditures</b>	<b>Full-Year Expenditures</b>	<b>Variance</b>
<i>Direct Program costs</i>				
Bd/Working Groups				
Website/Webboard/technical support	\$ -			
Program Materials and Supplies	\$ 42,809.00			
Travel	\$ 1,000.00			
Education, Conferences and Workshops	\$ -			
Other - Specify				
<u>Contracted Services</u>	<u>\$ 19,432.00</u>			
<u>Direct Client Delivery</u>	<u>\$ 10,883.00</u>			
<b>TOTAL PROGRAM COSTS (B.)</b>	<b>\$ 74,124.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>CATEGORY (C): OTHER EXPENDITURES/COSTS</b>	<b>TOTAL BUDGET</b>	<b>Mid-Year Expenditures</b>	<b>Full-Year Expenditures</b>	<b>Variance</b>
<i>Staff Support</i>				
Staff Recruitment				
Staff Training	\$ 5,700.00			
Staff Travel and Subsistence	\$ 4,700.00			

Updated: February 14, 2019  
Grant Number: ACS250543

**SCHEDULE B**  
**INCOME and EXPENDITURES**

Parent Link Centre Grant Agreement

Agency Name: City of Cold Lake  
 PLC Name: Lakeland Parent Link Network  
 Term of Grant: From: April 1, 2019 To: March 31, 2020  
 Grant Amount: \$555,046.00 CMAS Grant #: ACS250543

WCB/Employee Insurance	\$ -			
<b>Total Staff Support</b>	<b>\$ 10,400.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Vehicle Costs</b>				
Maintenance/Repairs				
Lease/Rental of Vehicles				
Other - Specify				
Insurance				
<b>Total Vehicle Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Facility Costs</b>				
Rental of Space				
Maintenance/Repairs/Utilities	\$ 3,200.00			
Facility Supplies	\$ 3,000.00			
Other - Specify				
<b>Total Facility Costs</b>	<b>\$ 6,200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Office Expenditures</b>				
Office Supplies and Postage	\$ 1,000.00			
Telecommunications	\$ 1,000.00			
IT/Support				
Other Office Equipment (specify)	\$ -			
<b>Total Office Expenditures</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**SCHEDULE B**  
**INCOME and EXPENDITURES**

Parent Link Centre Grant Agreement

Agency Name: City of Cold Lake  
 PLC Name: Lakeland Parent Link Network  
 Term of Grant: From: April 1, 2019 To: March 31, 2020  
 Grant Amount: \$555,046.00 CMAS Grant #: ACS250543

	<b>TOTAL BUDGET</b>	<b>Mid-Year Expenditures</b>	<b>Full-Year Expenditures</b>	<b>Variance</b>
<b>Other Administration</b>				
Program Advertising	\$ 10,204.00			
Accounting / Audit Fees	\$ 5,000.00			
General Liability Insurance	\$ 50.00			
Organizational Memberships				
Other - Specify				
<b>Total Other Administration</b>	<b>\$ 15,254.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL OTHER EXPENDITURES/ COSTS (C.)</b>	<b>\$ 33,854.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES (A.) + (B.) + (C.)</b>	<b>\$ 555,046.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL REVENUE LESS TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 277,523.00</b>	<b>\$ 555,046.00</b>	<b>\$ -</b>

**Signatures are required only when submitting Mid-Year Expenditure and Full-Year Expenditure reports**

*I certify the information provided to be true and accurate.*

Grant Provider authorized signing officers

\_\_\_\_\_  
Signature  
 \_\_\_\_\_  
Printed Name  
 \_\_\_\_\_  
Title  
 \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
 \_\_\_\_\_  
Printed Name  
 \_\_\_\_\_  
Title  
 \_\_\_\_\_  
Date

**Ministry Representative:**

**Ministry Program Manager:**

\_\_\_\_\_  
Signature  
 \_\_\_\_\_  
Printed Name  
 \_\_\_\_\_  
Title  
 \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
 \_\_\_\_\_  
Printed Name  
 \_\_\_\_\_  
Title  
 \_\_\_\_\_  
Date

Parent Link Centre Grant Agreement

**SCHEDULE B**  
**APPENDIX 1 - Staffing Details**

Agency Name: City of Cold Lake

Initiative Name: Lakeland Parent Link Network

Term of Grant: From April 1, 2019 March 31, 2020

CMAS Grant #: ACS250543

<b>Staffing COSTS</b>			
<b>FTEs *</b>	<b>Annual Salary per FTE</b>	<b>Position Title</b>	<b>Year 1 Budget</b>
<b>Program Staff</b>			
1.0	82,000	Program Delivery - (1 Full Time, 1 PT, 1 Casua	82,000
1.0	85,174	Program Delivery - (1 Full Time, 2 P/T)	85,174
1.0	73,440	Program Delivery - (2 Full Time, 2 PT)	73,440
1.0	82,500	Program Delivery - (1 F/T, 1 Casual)	82,500
0.6	48,155	Regional Administrator (Programming)	28,893
	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
4.6		<b>Total Program Staff Salaries</b>	<b>352,007</b>
		<b>Benefits</b>	<b>71,754</b>
		<b>TOTAL Program Staff costs</b>	<b>423,761</b>
<b>FTEs *</b>	<b>Annual Salary per FTE</b>	<b>Position Title</b>	<b>Agency Budget</b>
<b>Administration Staff</b>			
0.4	48,155	Regional Administrator (Administrative Support)	19,262
	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
0.4		<b>Total Administration Salaries</b>	<b>19,262</b>
		<b>Benefits</b>	<b>4,045</b>
		<b>TOTAL Administration costs</b>	<b>23,307</b>
<b>5.0</b>		<b>TOTAL MANPOWER COSTS</b>	<b>447,068</b>
* FTE - Full-time Equivalent - one person working full-time for one year.			

## Schedule C Program Reporting

### A. Activities Report

Report Name	Due Date	Description of Content
Activities Report	By no later than May 31.	Report program activities for the Term in the format provided by the Ministry.

Grant Recipient shall provide the Province with an Activities Report using the Parent Link Minimum Data Set as amended from time to time at the discretion of the Minister. A sample Minimum Data Set for information purposes is available at <ftp://ftp.gov.ab.ca/css/PLC/Parent-Link-Centre-Minimum-Data-Set-and-Definitions.pdf>



## **B. Outcome Measures Survey**

Grant Recipient will distribute an Outcome Measures Survey to parents annually, upon the Minister's request, in order to evaluate the Program. Results from the Outcome Measures Survey will be provided to the Minister within the timeframe specified by the Minister. The Outcome Measures Survey may be updated from time to time at the discretion of the Minister.

A sample survey for information purposes is available at <ftp://ftp.gov.ab.ca/css/PLC/Parent-Link-Centre-Participant-Survey.pdf>

## **C. Community Profile**

Grant Recipient must provide the Minister with a Community Profile by no later than April 30<sup>th</sup>, maintain it on file, and provide information with final reporting as requested.

The Community Profile should describe:

- The community demographics that you serve (examples include but are not limited to; overall population, population of children, newcomers to Canada, Indigenous population, demographics of outreach communities, etc.);
- How you build relationships with Indigenous families;
- How you enhance awareness of Indigenous culture with all participants.

**D. Financial Reporting**

The Grant Recipient shall provide:

- a) pro forma mid-year financial reporting against Schedule B; and
- b) full financial reporting of all revenues and expenditures of the Funding for the Term as set out in Article 8.1 of the Agreement.

Report Name	Due Date	Description of Content
Mid-Year Financial Report	By no later than October 31 <sup>st</sup>	Provide details on expenditures as outlined in the Schedule B.
Year-End Financial Report	Within 90 days of the expiry or termination of this Agreement	As set out in Article 8.1 of the Agreement.

**E. Other Reporting**

- **Interim Program Activity Report due Oct 30 for April 01 – Sept 30**
- **Annual Program Activity Report due May 30**

## **Schedule D**

### **PLC Standards and Guidelines**

#### **A. Parent Link Guidelines**

The Parent Link Centre Guidelines may be updated and amended from time to time by the Ministry and are available at <ftp://ftp.gov.ab.ca/css/PLC/Parent-Links-Guidelines.pdf>. The Minister will provide the Grant Recipient with any revised guidelines.

#### **B. PLC Branding Guidelines**

The Parent Link Centre Branding Guidelines may be updated and amended from time to time by the Ministry and are available at <ftp://ftp.gov.ab.ca/css/PLC/Parent-Link-Centre-Branding-Guidelines.pdf>. The Minister will provide the Grant Recipient with any revised guidelines.



## **Schedule E Compliance Certificate**

### **A. Compliance Certificate**

A Compliance Certificate, which must be completed by the Grant Recipient and returned to the Minister before Funding will be released, is available at <ftp://ftp.gov.ab.ca/css/PLC/Parent-Link-Compliance-Certificate.pdf>

The Compliance Certificate is to be completed as soon as reasonably possible after full execution of this Agreement.

## **Schedule F**

### **PLC Standards Review Template**

#### **A. PLC Standards Review Template**

The PLC Standards Review Template as may be updated and amended from time to time by the Ministry is available at <ftp://ftp.gov.ab.ca/css/PLC/Parent-Link-Centre-Standards-Review-Template.pdf> . The Minister will provide the Grant Recipient with any revised template.

The PLC Standards Review Template will be completed by the Parent Link Centre and reviewed with Ministry staff during an on-site visit in order to assess the Grant Recipient's compliance with the PLC Standards and Guidelines. The Minister, at its discretion, may elect to collaboratively work with the Parent Link Centre to finalize the PLC Standards Review Template.

The PLC Standards Review Template is to be completed within the Term.