



OUR SERVICES

Health & Wellness
Children's Services
Youth Services
Adult Programming
Deployments, Departures & Reunions
Volunteer & Community Leadership

NOS SERVICES

Santé et bien-être
Services aux enfants
Services aux jeunes
Programmes pour adultes
Déploiements, départs et réunions
Bénévolat et leadership dans la collectivité

Community Strength Through Family Strength | La force de la collectivité grâce à la force de la famille

Supplemental Arrangement 2019-2020 Between



**4 WING
4e ESCADRE
Cold Lake**



and



**4 Wing Military Family
Resource Centre Society**

**Société du Centre de ressources
pour les familles des militaires
de la 4e Escadre**

Supplemental Arrangement

1. Introduction

This Agreement is supplemental to the Memorandum of Understanding (MOU) between Chief Military Personnel (CMP) and 4 Wing Military Family Resource Centre Society (MFRCS). The Memorandum of Understanding is in effect for the period of 1 April 2019 to 31 March 2020.

This Agreement provides 4 Wing MFRCS and the Wing Commander of 4 Wing Cold Lake (hereafter referred to as the Wing Commander) the Participants to this Agreement, with supplemental items of understanding and commitment for the operation of the 4 Wing MFRCS.

This Agreement, in conjunction with the MOU, will provide each Participant with assurance that local military families will receive an agreed upon level of service to be provided by 4 Wing MFRCS. This Agreement provides an accountability framework for the 4 Wing MFRCS and the Wing Commander to outline mutual commitments and provide verification of services or expenditures as required.

Mandated services provided under the Military Family Services Program (MFSP) are determined and funded by Director Military Family Services (DMFS). At the local level, the Wing Commander provides facilities; services and material in support of MFSP mandated services as documented in this Supplemental Agreement. The Policy Governing Morale and Welfare Programs in the Canadian Forces (A-PS-110-001/AG-002) govern the nature and extent of the public support required of the Wing Commander.

The Wing Commander may also choose to support site-specific services and/or an enhanced level of mandated services offered by the 4 Wing MFRCS. The resources provided by the Wing Commander to support these MFRCS services are also documented in this Agreement.

2. Glossary and References

2.1 Glossary

MFSP mandated services	As established in <i>MFSP: Parameters for Practice</i> and referred to in the MOU, mandated services are services determined by DND/CF to respond to essential needs of CF families that arise from their unique lifestyle and/or to support personal, family and community development. These services will be offered by MFRCSs where demonstrated need exists, and in accordance with the policies outlined in <i>MFSP: Parameters for Practice</i> published by DMFS. Mandated services are publicly funded by Chief of Military Personnel (CMP) through DMFS.
MFSP site-specific services	As established in <i>MFSP: Parameters for Practice</i> and referred to in the MOU, site-specific services are locally-funded family services, consistent with the goals of the MFSP, offered at individual MFRCSs in response to identified and documented community needs that are agreed to by the MFRCS Board of Directors and the local Commanding Officer. Site-specific services offered by MFRCSs may be supported through public and non-public funds provided through the local Commanding Officer to the MFRCS or through fund raising, donations, grants, fees for services, or other revenue generating avenues available to not-for-profit organizations.
Material	Support includes but is not limited to items such as office furnishings, operating and safety equipment, activity equipment, supplies in support of mandated and/or site-specific activities.
Services	Services include but are not limited to maintenance and utilities, basic services, cleaning services, translation services, transportation services, communications services in support of mandated and/or site-specific activities.

2.2 References

Financial Administration Act (FAA)

A-PS-110-001/AG-002 Policy Governing Morale and Welfare Programs in the Canadian Forces - Public Support to Morale and Welfare Programs and Non Public Property, Volume 1.

Public Support of Personnel Support Programs Book 2, or subsequent authority

A-FN-105-001/AG-001 Policy and Procedure for Non-Public Funds Accounting

Human Resources Policy for Staff of the Non-Public Funds, Canadian Forces Manual

B-GS-055-000/AG-001 Provision of Services Manual

CDS Guidance Canadian Forces Morale and Welfare Programs (incorporated in A-PS-110-001/AG-002)

Financial Administration Manual

Military Family Services Program: Parameters for Practice

Memorandum of Understanding (MOU) between CMP and 4 Wing Cold Lake.

DND Transportation Manual – A-LM-158-005/AG-001

3. Facilities

This section details the facilities provided by the Wing Commander to 4 Wing MFRCS. (This section is not intended to replace any local lease/license agreement as required by B-GS-055-000/AG-001.)

Support for Mandated and Site Specific Services:

- a. The Wing Commander agrees to provide the following facilities in support of MFRCS mandated services at no cost in accordance with A-PS-110-001/AG-002:
 - (i) Military Family Resource Centre, Bldg. 674 (840 m²)
 - (ii) Youth Centre, Bldg. 781 (278 m²)
 - (ii) MFRCS Annex (Bldg. 576 (160 m²))

4. Material and Services

This section details the material and services provided by The Wing Commander to 4 Wing MFRCS.

Material

- a. The Wing Commander agrees to provide the following material in support of 4 Wing MFRCS mandated and site specific services at no cost in accordance with A-PS-110-001/AG-002:
 - (i) Office furnishings
 - (ii) TIS equipment (i.e. telephone, fax, photo copier, computer & peripherals)

Services

- b. The Wing Commander agrees to provide the following services in support of 4 Wing MFRCS mandated and site specific services at no cost in accordance with A-PS-110-001/AG-002:
 - (i) translation services
 - (ii) maintenance & utilities
 - (iii) administration support
 - (iv) TIS support and service
 - (v) transportation services
 - (vi) cleaning and snow clearing service

5. Funding

This section details the funding provided by the Wing Commander to 4 Wing MFRCS in support of site-specific services and/or an enhanced level of mandated services.

- a. The Wing Commander agrees to provide public funds in the amount of \$ 201,226. The MFRCS will provide a breakdown/budget as to how this funding is to be used no later than 20 May 19.
- b. The Wing Commander agrees to provide up to an additional \$25,000 to fund required additional staff for facilitating the new services as per para 6a. (8) This funding will be provided only if there is a requirement for additional staff to facilitate these services. This funding will be provided on a one year trial to be re-evaluated if a permanent funding source is received.

- c. The Wing Commander agrees to provide payment semi-annually which is to be invoiced by the MFRCS every six months. The due dates will be September 30, 2019 and March 31, 2020.
- d. It is acknowledged and understood that at any time this Agreement is in effect, 4 Wing MFRCS may approach the Wing Commander, or a designated representative, with a Business Case Proposal for additional funding. The approval of such request is at the sole discretion of the Wing Commander.
- d. It is acknowledged and understood that at any time this Agreement is in effect, the Wing Commander, or a designated representative may subject the 4 Wing MFRCS to the same financial restraints that would be imposed on the Wing at that particular time. The annual inflation calculation applied to 4 Wing will also be included in the annual funding agreement.
- e. These funds are not to be used for MFRCS Day Care.

6. Statement of Work/Deliverables

The MOU between CMP and 4 Wing MFRCS outlines the mandated services to be provided by the MFRCS. This section of the Supplemental Agreement details the site-specific services that the 4 Wing MFRCS will provide to the local Canadian Forces community for the duration of the Agreement:

4 Wing MFRCS agrees to provide the following site-specific and/or enhanced level of mandated services to the CF family members at 4 Wing Cold Lake, with the support of the Facilities, Material and Services, and/or Funding Support provided by the Wing Commander, as described in paragraphs 3, 4, and 5 of this Agreement.

- a. Personal Development and Community Integration Services:
 - (1) Employment workshops; (mandated)
 - (2) Interagency partnership; (mandated)
 - (3) Conversation ensemble; (mandated)
 - (4) Family wellness community projects; (mandated)
 - (5) MFRCS newsletter; (mandated)
 - (6) Second language training courses; (mandated)
 - (7) Facilitate RCAF Family Sponsor Program; (mandated)
 - (8) Community access computer; (site-specific)

b. Child/Youth Development and Parenting Support Services:

- (1) Parent Advisory Groups; (mandated)
- (2) Pre-teen activities and special events; (mandated)
- (3) Busy Little Hands Play Group; (mandated)
- (4) Babysitters courses; (mandated)
- (5) Provincial training requirements; (site-specific)
- (6) Out of School Child Care programs; (site-specific)
- (7) 4 Wing MFRCS Day Care; (site-specific)
- (8) Casual Care/Evening Care; (site-specific)
- (9) Mary Poppins Pre School; (site-specific)
- (10) Youth Centre staffing; (site-specific)
- (11) Youth Centre activities and special events; (site-specific)
- (12) Site specific volunteer management program; (site-specific)
- (13) Morale Booster Events. (site-specific)
- (14) Summer Child Programming for Graduating Day Care and Kindergarten children

c. Family Separation and Reunion Services:

- (1) CF morale and family appreciation packages; (mandated)
- (2) Coordinate child care in support of deployment/casualty support/special events; (mandated)
- (3) Liaison support to area schools; (mandated)
- (4) Support to Reservists and families; (mandated)
- (5) Provide resource materials for children, spouses and extended family; (mandated)
- (6) Special events for families; (mandated) and
- (7) Day to day operation of the Deployment Support Centre. (mandated)

d. Prevention, Support and Intervention Services:

- (1) Social work service to PSP, Public Service employees, Military members and family members; (mandated)
- (2) Group facilitation, parenting through Deployment Workshops for parents and caregivers, providing psychoeducation on parenting through military related separation (deployment, TD, IR, etc.); (mandated)
- (3) Liaison and consultation with Child Welfare and Children's Advocate; (mandated)
- (4) Family advocacy; (mandated)
- (5) In conjunction with Wing personnel, provide Social Work Services when requested to Military members; (mandated)

- (6) Group psycho-education workshops aimed at providing general preventative and reactive strategies for areas such as stress, anxiety and emotion regulation, specifically within a military context. This could be delivered to child, youth and adult populations and programming would provide information in a developmentally appropriate way. (mandated)
- (7) Member of Family Violence Prevention Team. (mandated)
- (8) Delivery of Road to Mental Readiness (R2MR) (mandated)
- (9) Joint program delivery with PSP (Inter-Comm) (mandated),
- (10) Long term counselling (over 8 sessions). (site-specific)

e. Community Support:

- (1) Military Family Resource Centre booking and maintenance administration;
- (2) Wing Theatre booking and maintenance administration;
- (3) Buy and Sell Lot administration; and
- (4) Volunteer co-ordination for community events.

7. Financial Reporting

4 Wing MFRCS will provide copies of the following to the Wing Administration Officer no later than one week after they are presented to the MFRCS Board of Directors:

- a. annual audits;
- b. monthly financial reports;
- c. Department of Internal Revenue and Audit
- d. Registered Charities Information Return;
- e. 4 Wing MFRCS Bylaws;
- f. Annual Returns for Society;
- g. non-profit proof of filing; and
- h. Any Alberta Societies Act Certificates of Amendment.

8. Liability

4 Wing MFRCS will obtain property, liability, errors and omissions and directors' and officers' liability insurance coverage for site-specific activities that are not already included in the minimum coverage required in the Memorandum of Understanding. Proof of such coverage will be submitted to the Wing Commander via WAdminO.

D/WCmd

9. Settlement of Disputes

Any disputes arising from the interpretation or implementation of this Agreement will be resolved through consultation between the 4 Wing MFRCS and the Wing Commander. Participants may request that Director Military Family Services (DMFS) provide professional and technical advice as required. DMFS will bring unresolved disputes to the attention of the Chief of Military Program (CMP).

10. Amendment

- a. In cases where the Wing Commander determines that an adjustment to the level of support provided in this Agreement is necessary, he/she agrees to provide a minimum of 60 days notice in writing to the 4 Wing MFRCS Board of Directors. As soon as possible after notification, the Participants agree to meet to discuss the impact of the adjustment.
- b. In cases where the 4 Wing MFRCS Board of Directors determines that an adjustment to the level of services provided in this Agreement is necessary, the Board Chairperson agrees to provide a minimum of 60 days notice in writing to the Wing Commander and DMFS. As soon as possible after notification, the Participants agree to meet to discuss the impact of the adjustment.
- c. If the adjustment to the level of support provided by the Wing Commander impacts the provision of mandated services, the Wing Commander will notify DMFS, at the outset of the same 60 day period referred to in paragraph 10a.
- d. Should there be changes to this Agreement; the Wing Commander shall advise DMFS of such changes for purposes of MOU verification and compliance. MFRCS 4 Wing Cold Lake will provide DMFS with a signed copy of the updated Agreement within 30 days of the date of the last signature of the amended Agreement.

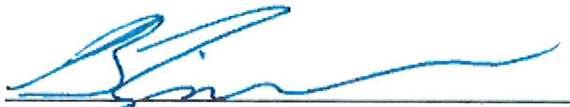
- e. In the event that an amended Agreement results in an associated reduction in the level of support, the 4 Wing MFRCS will return unspent public funds, non-public funds and/or unused material, as required by the Wing Commander.

11. Duration and Termination

- a. This Agreement will remain in effect for a period of one year from the effective date.
- b. This Agreement may be terminated:
 - (i) with the mutual consent of the Participants; or
 - (ii) upon termination of the Memorandum of Understanding to which this Agreement is supplemental; or
 - (iii) upon DMFS receiving notification of dissolution or insolvency of the MFRCS.
- c. Upon termination the MFRCS will return any unspent public funds, non-public funds, and unused material provided by this Agreement to the Wing Commander.

12. Effective Date and Signatures

This Agreement, which is concluded in duplicate, in the English and French languages, each version being equally valid, will enter into effect on 1 April 2019.

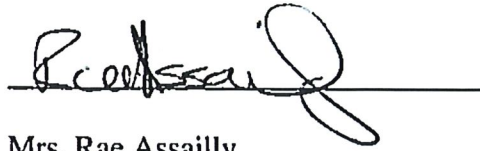


For

~~P. Doyle, Col~~ **B.J. Zimmerman, LCol, D/WComd, 8101**
Wing Commander
4 Wing Cold Lake

7/6 May 19

Date



Mrs. Rae Assailly
Chairperson
4 Wing Military Family
Resource Centre Society

Apr 11, 2019

Date



~~A. Wallsworth, Maj~~
OC RP Operation
4 Wing Cold Lake

2 May 19.

Date