



ALBERTA
AGRICULTURE AND RURAL DEVELOPMENT

*Office of the Minister
MLA, Wetaskiwin-Camrose*

March 14, 2015

To members of Alberta's 4-H community:

Alberta's 4-H program has had a valued and integral role in our province's communities since 1917, helping raise awareness of agriculture, while also developing important leadership and lifeskills in our youth. The program's success has been the result of strong community partnerships, as well as the hard work and dedication of our many leaders and volunteers.

As we begin preparations for the centennial celebration of our organization, we continue to build on the 4-H program's legacy. The 4-H Council of Alberta, the 4-H Foundation of Alberta, and the Government of Alberta have worked closely to support the 4-H program in our province for decades. In recognition of our continuing partnership and collaboration, we have signed an interim letter of intent outlining our commitment to the ongoing successful delivery of the program.

As we move forward, we will work together with our membership to ensure 4-H continues to evolve to meet the needs of our communities, providing innovative and relevant programs that support the positive growth and development of our youth.

Sincerely,

Andy Pittman
President
4-H Council of Alberta

Verlyn Olson, Q.C.
Minister of Agriculture
and Rural Development

Shirley McClellan
Chair
4-H Foundation of Alberta

4-H Program Letter of Intent dated to be effective March 27, 2015 ("Effective Date") made among:

4-H Council of Alberta ("Council")
Alberta Agriculture and Rural Development ("ARD")
4-H Foundation of Alberta ("Foundation")

- This Letter of Intent ("LOI") is to establish an interim means to collaborate for the delivery of the 4H Alberta Program ("Program").
- The parties agree to collaborate to ensure 4-H members are served and supported to develop and deliver relevant and effective 4-H programs to grow rural youth leaders and contributing citizens.
- The parties acknowledge the policies and procedures of their respective organizations.

CONTRIBUTIONS

4-H Council of Alberta's Contribution

- 4-H Council shall contribute strategic and operational guidance as the elected voice of volunteer leaders and of members, as well as direct staff support as required for the successful development and execution of the *annual 4-H Alberta Work Plan*. Level of support subject to available appropriations.

Government of Alberta's Contribution

- Alberta Agriculture and Rural Development shall contribute professional, technical and support staff as well as associated supplies and services as required for the successful development and execution of the *annual 4-H Alberta Work Plan*. Level of support subject to available appropriations.

4-H Foundation of Alberta's Contribution

- 4-H Foundation shall contribute direct funding for programs and scholarships, as well as facilities and resources at the 4-H Centre; as required for the successful development and execution of the *annual 4-H Alberta Work Plan*. Level of support subject to available appropriations.

TERM and TERMINATION

- 1) Term: This LOI shall be effective from the Effective Date and, unless terminated earlier, will remain in effect until March 31, 2016 (Termination Date).
- 2) Early Termination: Any party may withdraw from this LOI by providing 30 days written notice of that party's intention to withdraw from the LOI to the other parties. One party's withdrawal from the LOI will effectively terminate this LOI.

AMENDMENT AND RENEWAL

- 1) Amendments: The parties may unanimously agree in writing to amend the terms of this LOI.
- 2) Renewal: The parties may renew this LOI for a further period, determined by the parties, upon the mutual written consent of all parties.

LOI GOVERNANCE

Management Committee

- 1) The parties shall each appoint one representative (Council President, ARD ED Rural Development, Foundation Chair) to a 4-H Alberta Management Committee ("the Management Committee").
- 2) Members of the Management Committee will choose from among them the first Chairperson of the Management Committee. The term of the Chairperson shall be one year. The Chair shall rotate between the parties in subsequent terms.
- 3) The Management Committee shall meet at least once a year, and more frequently if required. Meetings shall be at a mutually agreed location and/or method. Observers may attend meetings only with the consent of all members of the Management Committee.
- 4) All decisions of the Management Committee must be unanimous.
- 5) The Management Committee shall manage all aspects of this LOI and any work arising from it. The Management Committee may establish its own operating guidelines. Responsibilities shall include, but not be limited to:
 - a) appointing sub-committees;
 - b) promoting good communication between the parties at the management and working level;
 - c) encouraging collaborative activities;
 - d) engaging in strategic thinking that extends to a three-to-five-year horizon;
 - e) ensuring priorities of the Program are consistent with and aligned with;
 - #1) member priorities;
 - #2) community needs; and
 - #3) government priorities;
 - f) reviewing and approving the various sub-committee work plans with budgets ("Work Plans") annually or more frequently at its discretion;
 - g) reviewing and approving the **annual 4-H Alberta Work Plan**
 - h) receiving reports related to the Program and the various sub-committee Work Plans;
 - i) making recommendations for changes to this LOI;
 - j) being the first point of resolution of any dispute arising between the parties for disputes, if any;
 - k) determining how projects and programs will be developed and managed for the purposes of a Work Plan in the context of this LOI;
 - l) consider all possible agreements that could supersede this LOI;
 - m) ensure the parties agree on mechanisms to co-ordinate ongoing responsibilities set out in this LOI before the expiration date or termination of this LOI; and
 - n) ensure that each party is accountable to the other parties for the direction set out by this Management Committee.
- 6) The Management Committee may undertake reviews and evaluations of the Program to ensure cost effective, superior quality programs. The Management Committee may perform the reviews itself, or it may request another party to do it. The Management Committee must agree in advance on how to share costs of any such review.
- 7) Each party shall bear all expenses of its representatives on the Management Committee related to participation on and attendance at Management Committee meetings.
- 8) In the immediate term the Management Committee will:
 - a) establish policies to inform appropriate use of sponsors' funds, member and program fees in program development and delivery;
 - b) give direction for the development of an **annual 4-H Alberta Work Plan**, and
 - c) review and amend the May 4, 2010 Alberta 4-H Partners Roles and Responsibilities document.


SUB-COMMITTEES

- 1) The Management Committee shall appoint sub-committees, comprised of representatives from each of the signatories or other parties as the Management Committee may consider appropriate. At minimum the Management Committee will appoint a Program Committee, Facilities and Finances Committee and a Policy Committee.
 - a) Members of Program Committee — Council Executive Director, ARD Director of 4-H Branch (Committee Chair), Foundation CEO
 - b) Members of Facilities and Finances Committee – Council Rep, ARD 4-H staff, Foundation CEO (Committee Chair)
 - c) Members of Policy Committee – Council rep (Committee Chair), ARD Director of 4-H Branch, Foundation rep.
- 2) The Sub-committees shall report to the Management Committee. Each will develop and submit to Management Committee annual Work Plans for the year upcoming and annual results reports for the year past (due on or before March 31).


The parties further confirm their mutual understanding that this LOI is not intended to be a legally binding agreement between the parties.

Signed by the parties:


4-H Council of Alberta


Print name: Andy Pittman
Date: March 23, 2015

**Alberta Agriculture and
Rural Development**


Print name: JASON KRIPS
Date: March 26/15

4-H Foundation of Alberta


Print name: Shirley McClellan
Date: March 27/2015