



**Schedule A
As Pertains to Memorandum of Understanding (MOU)
January 2020**

Between

ALUS Canada Inc.
555-2938 Dundas St. W
Toronto, Ontario M6P 4E7

and

Lacombe County
40403 Range Road 274 RR #3
Lacombe County, AB T4L 2N3

Budget

The funds allocated via ALUS Canada for the Program described above, unless amended and agreed to in writing between ALUS Canada and Lacombe County, are estimated to be as follows:

ALUS Canada will contribute funding to Lacombe County for the Program, to support expenditures such as materials/labour, annual payments to farmers, communications, Program salary, office support, transportation, outreach, evaluation, monitoring and verification, administration support, and any other relevant expenditures for the Program (restrictions may apply as per Funding Guidelines below) as outlined in Table A. ALUS Canada will ask Lacombe County to provide target projections for acres and funding each November for the following fiscal year (April 1 to March 31). Funding allocations from ALUS Canada to Lacombe County will be based upon targets and deliverables that have been mutually agreed upon, with ALUS Canada issuing preliminary allocations in February before each fiscal year (beginning April 1). Funding allocations may be updated as additional funds are secured or if changes to Lacombe County's acre projections are warranted. Schedule A may be amended annually, or as required. Lacombe County is responsible for fundraising to meet the full demand of the Program budget, including meeting or exceeding any requirements for matching funds, as outlined in the Funding Guidelines below.

Lacombe County's total acre targets (amount of land that must be modified/improved by Lacombe County for the Program) will be outlined in Table A, to be updated annually, or as needed. Furthermore, acre targets for individual funders are subject to applicable Funding Guidelines outlined below.

If the total acre targets are not met by Lacombe County, ALUS Canada reserves the right to withhold or recall a proportionate amount of funds. If Lacombe County anticipates that acre targets will not be met, Lacombe County is encouraged to communicate in writing with the Regional Hub Manager as early as

possible to provide opportunity for funds to be reallocated to meet ALUS Canada's acre targets to funders. Failure to do so may impact opportunity for future funding.

Financials and Expected Deliverables (based on Funder Requirements):

1. **ADMIN FEES:** Lacombe County agrees to pay ALUS Canada \$5,000/year for ALUS Canada support services.

2. **TABLE A – ANTICIPATED CONTRIBUTIONS and DELIVERABLES to date – 29/04/2020:**

Year	Funder Name	Amount Provided to Support Program	Acre Target to be delivered	Funding Specifics	Funding Guidelines
Funds Allocated to the Program by Lacombe County or Fundraised by Lacombe County					
Fiscal Year 1 April 1, 2020 to March 31, 2021	Lacombe County	\$59,500	0 acres	Estimated from 2019 Year-End Report: Insurance- \$1,500 Office & Supplies- \$5,000 Staff- \$40,000 Meals & Wheels- \$5,000 Communications- \$5,000 Professional Development- \$3,000	For Management
Funds Allocated to Lacombe County by ALUS Canada**					
Fiscal Year 1 April 1, 2020 to March 31, 2021	Weston	\$19,325	<ul style="list-style-type: none"> • 48 <i>new</i> acres <ul style="list-style-type: none"> - LAC-DF-19 Friesen for 11 acres and \$275/year - LAC-GC-19 McPherson for 37 acres and \$925/year - All project acreage should be GPS-verified before the next payment. • 55 acres <i>renewed</i> for a period of one-year. <ul style="list-style-type: none"> - LAB-00616M-C0003 Marcil for 14+8 acres, \$700/year - LAB-00614N-C0001 Nelson for 25 acres, \$625/year - LAB000617E-C0005 Evernden for 8 acres, \$500/year - All project acreage should be GPS-verified before contract renewal. • To be delivered by December 31, 2020. 	May be used for any ecotype Suggestion: <ul style="list-style-type: none"> • Up to \$6000 for 2020 Projects (annual payments for 5 years plus establishment costs) • Up to \$7,100 for PAC per diems • Up to \$5,000 for ALUS Canada program support fee • Up to \$1,925 for 1-year renewals of 2017 projects. 	See below
	RBC	\$1,700	0 acres	\$1000 for outreach Suggestion: <ul style="list-style-type: none"> • Use for community mail out, radio ads, etc. \$700 for unrestricted admin Suggestion: <ul style="list-style-type: none"> • Use unrestricted admin towards PAC per diem or ALUS Canada program support fee 	See below MUST BE SPENT BY OCTOBER 31, 2020
Fiscal Year 2 April 1, 2021 to March 31, 2022	To be confirmed February 2021	To be confirmed February 2021	To be confirmed February 2021. To be delivered by December 31, 2021.	To be confirmed February 2021	To be confirmed February 2021
Fiscal Year 3 April 1, 2022 to March 31, 2023	To be confirmed February 2022	To be confirmed February 2022	To be confirmed February 2022 To be delivered by December 31, 2022.	To be confirmed February 2022	To be confirmed February 2022

* **CASH contribution:** Anything *provided by Lacombe County* should be reported as a cash contribution including office space, heat/hydro, meals and wheels and wages.

** In light of unprecedented circumstances due to COVID-19, ALUS Canada and legal entities will need to work closely together. Funding levels and restrictions are subject to change as the situation unfolds, funders adjust their responses, and information about projects becomes available. It is more important than ever to stay in touch with your Hub Manager and be ready to adapt as needed. ALUS Canada will inform your legal entity as soon as possible of any changing conditions and request that your legal entity do the same. Our collaborative and nimble nature will help us all respond to these challenging times.

2020 Project Renewal Protocol:

At this point, ALUS Canada has allocated to your community enough funding to guarantee one year of project renewals. We anticipate that additional funds may come in later in the year through a mix of grant funders at which time we hope to increase your allocation for project renewals as funding becomes available. This approach allows us to guarantee that your projects remain in your inventory and that participants continue to actively manage their projects, but also allows you to prioritize new projects at the start of the year which will be limited by seasonal establishment.

With this approach, you will not miss the critical spring and summer seasons for new project establishment, but can also rest easy that your renewals are managed for 2020.

With the anticipation that additional project funds may come into play later in the year, ALUS Canada strongly recommends that you wait to renew Conservation Agreements with participants until November 2020. This will avoid unnecessary administration should additional funding become available later in the season.

As always, if you have any questions about project renewals or how to administer them, please contact your Hub Manager.

Initial: _____

Funding Guidelines for Weston:

- Funds can be used for establishment, management and maintenance costs (annual payments) of **NEW ACRES or RENEWALS** of conservation projects on farmed/ranched land, as well as administration costs.
- Funding should be matched 1:1
- Funds must be used by DECEMBER 31, 2020.
- Record project expenses in the database using the following classification:
Source: ALUS Canada
Funding Organization: The W. Garfield Weston Foundation
Funding Program: BLANK
Funding Year: 2020

Initial: _____

Funding Guidelines for RBC

Funding start date: January 1st, 2020

Funding end date: October 31st, 2020

Unrestricted Administrative Funding - \$700

Outreach Funding - \$1,000

No Project Funding

Funding Parameters:

- Funds must be spent by October 31st, 2020
- Coordinator participation in webinar tablet training facilitated by ALUS Canada (if applicable).
- Coordinator attendance at ALUS Canada hosted field conference

No matching funds required

Outreach deliverable:

- Outreach funding will support ALUS program outreach, including tours, workshops, tradeshow booths and advertisements

Reporting

- Completion of ALUS Canada Interim (JUN/JUL) projecting full allocation of funds to October 31st 2020
- Completion of ALUS Canada Year End Report (DEC/JAN)
- Record project expenses in the database using the following classification:

Source: ALUS Canada

Funding Organization: RBC

Funding Program: RBC 2020

Funding Year: 2020

Initial: _____

TABLE B — Deliverables, Payment and Reporting Schedule:

ALUS has firm reporting requirements to ensure we meet our own obligations, please have your reports to us on time.

Reporting Due Date	Anticipated Disbursement Date	Disbursement Amount	Disbursement Contingent Upon/Expected Deliverables
June 2020	July 2020	\$15,187.50 50% of Year 1 (2020-2021) contribution	<ul style="list-style-type: none">• Upon receipt of a satisfactory semi-annual Financial & Narrative Report for the period from January to June, 2020• Acre targets and deliverables have been met• A map, photo, and detailed project description for one project has been provided.
December 2020	January 2021	\$15,187.50 Remainder of Year 1 (2020-2021) contribution	<ul style="list-style-type: none">• Upon receipt of a satisfactory Final Financial & Narrative Report for the period from January to December, 2020• Acre targets and deliverables have been met• Minimum of 3 PAC meetings per year have been held.• A map, photo, and detailed project description for one project has been provided.
June 2021	July 2021	50% of Year 2 (2021-2022) contribution	<ul style="list-style-type: none">• Upon receipt of a satisfactory semi-annual Financial & Narrative Report for the period from January to June, 2021• Acre targets and deliverables have been met• A map, photo, and detailed project description for one project has been provided.
December 2021	January 2022	Remainder of Year 2 (2021-2022) contribution	<ul style="list-style-type: none">• Upon receipt of a satisfactory Final Financial & Narrative Report for the period from January to December, 2021• Acre targets and deliverables have been met• Minimum of 4 PAC meetings per year have been held.• A map, photo, and detailed project description for one project has been provided.
June 2022	July 2022	50% of Year 3 (2022-2023) contribution	<ul style="list-style-type: none">• Upon receipt of a satisfactory semi-annual Financial & Narrative Report for the period from January to June, 2022• Acre targets and deliverables have been met• A map, photo, and detailed project description for one project has been provided.
December 2022	January 2023	Remainder of Year 3 (2022-2023) contribution	<ul style="list-style-type: none">• Upon receipt of a satisfactory Final Financial & Narrative Report for the period from January to December, 2022• Acre targets and deliverables have been met• Minimum of 4 PAC meetings per year have been held.• A map, photo, and detailed project description for one project has been provided.

Reporting

In accordance with the table above, Lacombe County will be responsible for providing both a semi-annual and final Financial and Narrative Report to ALUS Canada during the Term of the Agreement, as well as quarterly operational reports and other project- or program-related information when requested. A reporting template will be provided to Lacombe County by ALUS Canada that focuses on the deliverables outlined in the table above. Reports must be received by the due date indicated by the Regional Hub Manager. Funds will not be released until the Regional Hub Manager has indicated in writing that ALUS Canada is satisfied with the report received by Lacombe County.

Payments

Payments to Lacombe County from ALUS Canada must be kept segregated and a full accounting of these funds will be required in Lacombe County’s Final Report. The payments provided shall only include any GST/HST that is not reimbursable by the Canada Revenue Agency and any PST not reimbursable by the Provinces. Any unused ALUS Canada Project funds (resulting from missing targets) or surplus funding from reversed Projects will be returned to ALUS Canada.

Receipt and contents acknowledged by:

Lacombe County staff member:

Signature

Date

Printed Name

Position

ALUS Canada staff member:



Bryan Gilvesy, Executive Director
ALUS Canada Inc.

April 28, 2020

Date

Appendix A –Workplan

Reporting Year	Verification Required	Interim Report Deadline	Interim Report Revision Deadline	YER Report Deadline	YER Report Revision Deadline	Financial Confirmation Deadline	Total Acre target	Minimum # PAC Meetings	Conference Attendance	Special deliverable
Jan-Dec	No	Jul-20	8 weeks	Jun-21	8 weeks	01-Mar-21	149	3	Yes	RBC \$1000-outreach \$700-unrestricted admin

Initial: _____