



Employment and Immigration Canada
 Emploi et Immigration Canada
Canada Employment Centre
 6325 - 103 Street
 EDMONTON, Alberta
 T6H 5H6

Your file Votre référence

Our file Notre référence

Agreement No.
J185354

Dear Applicant:

On behalf of the Minister of Employment and Immigration, I am pleased to inform you that your application under the Challenge '90 - Summer Employment/Experience Development (SE/ED) program has been approved for funding.

Your project has been approved for the period of weeks shown in Box 25, to operate **between** the dates indicated in Boxes 32 and 33 of the Agreement. A Project Officer has already contacted you to discuss your proposal regarding the following:

- the wage rate, if different from your application;
- the name and contact number for the student's supervisor;
- the name and contact number for the bookkeeper you use;
- any changes in information from your original application.

For your convenience you will find enclosed:

- a copy of the Terms and Conditions of the program and a copy of the Agreement between us
- reporting forms used to claim subsidies under the program, and
- **EMPLOYER/EMPLOYEE Declaration Form(s) which must be completed for each student hired, and returned to our office as soon as it can be completed by the student.**

PLEASE NOTE: THE ABOVE FORMS MUST BE RECEIVED IN OUR OFFICE BEFORE WE CAN PROCESS THE PAYMENT OF PROGRAM FUNDS.

You are encouraged to make use of the Hire-A-Student office at 495-2070 or your Canada Employment Centre on Campus at 492-4291 to aid in the selection of students.

Should you have any questions about the SE/ED program, please contact our office at 438-6610 and ask to speak to a Project Officer about your SE/ED project. Please remember to quote your agreement number.

Sincerely,

Don Tarnowski - 438-6610

Gordon Zawaski

Gordon Zawaski
 A. Supervisor/LMAS

South Side Office

Carol : personnel

Fowlie

492 0808

Jeannette

Canada

CHALLENGE - SUMMER EMPLOYMENT / EXPERIENCE DEVELOPMENT (SEED) APPLICATION / AGREEMENT

Please read the program guidelines and Provincial/Territorial Information Sheet carefully before completing the form. N.B. - Please use a typewriter or print clearly in black ink.

PART A

2 Legal Name of Employer Women's Research Centre		100 FILE NUMBER J18535-14	101 OPTION/S A/S.B.A. 832
3 Mailing Address (Number and Street) 11043 - 90 Ave (U of A Campus)		102 RESP. RC 4820	103 BUDGET RC 4820
4 City, Town, Village Edmonton	5 Province Alta	6 Postal Code T6G2E1	7 Area Code - Telephone No. 403-4928950
8 Name of Contact Person Dr Marilyn Assheton-Smith		9 Tel. No. (if different from above) 403-4372269	10 No. of individuals employed by business or organization one, part-time
11 Location of Activity Edmonton area; University of Alberta; Athabasca University			
12 Employer Type <input type="checkbox"/> Private Sector <input checked="" type="checkbox"/> Public Sector <input type="checkbox"/> Non-profit Sector	13 Which type of student(s) do you intend to hire: <input type="checkbox"/> Secondary <input checked="" type="checkbox"/> Post secondary <input type="checkbox"/> CEGEP (Quebec only)	14 Business/Organization has existed since 04/11/88	15 What is the main product or service of your business organization? Research, Research assistance
16 Has the appropriate union concurred with this application? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable		17 Other Funding - Have you also applied to other government programs to fund any of the jobs proposed in this application? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
18 USING FORM 3946 (JOB TITLES - TASKS & RESPONSIBILITIES), PLEASE: Describe each job title's tasks and responsibilities, in order of priority. Indicate the level of education suitable for each job and, if applicable, summarize the project objectives and activities.		19 W.C.B./CSST (Non-profit sector only) Account No.: Rate:	

20 PART B - CALCULATION OF EMPLOYER'S TOTAL COST INCLUDING CONTRIBUTION REQUESTED

Job Title	No. of Jobs	Start Date	No. of Weeks	Hrs./Week	Total Hours	Wages		Mandatory Employer Costs		Overhead Costs	Total Costs
						Rate per Hour	Total Wages	Other Mandatory	W.C.B./CSST		
I Research Asst	1	April 30	18	40	720	5.00	3600	270			3870
II Conference Organizer	1	April 30	18	40	720	5.00	3600	270			3870
III Community Outreach	1	April 30	18	40	720	5.00	3600	270		250	4120
TOTAL	3		54		2160		10800	710		250	11,760

23 PART C - CALCULATION OF APPROVED CONTRIBUTION - OFFICIAL USE

Job Title	No. of Jobs	Start Date	No. of Weeks	Hrs./Week	Total Hours	Wages		Mandatory Employer Costs		Overhead Costs	Total Contribution
						Contribution per Hour	Total Wage Contribution	Other Mandatory	W.C.B./CSST		
I Research Asst	1	April 30/90	16	40	640	4.25	2720	-	-	-	2720
II Conference Organizer	1	April 30/90	16	40	640	4.25	2720	-	-	-	2720
TOTAL	2		32		1280		5440				5440

"Subject to the attached Terms and Conditions, the Commission and the Employer agree that, upon approval of the Employer's application, the Employer will provide the jobs, at the hourly wage rates, for the number of hours per week and for the number of weeks, all as described above in Part B, and the Commission agrees to pay to the Employer in respect of the wages, mandatory employer costs and overhead costs related to such jobs, a contribution not exceeding the amounts shown in Part C in the totals for boxes (l), (u), (v) and (w)."

The employer certifies that the proposed jobs would not be created without the contribution requested.

31 Signature of Employer <i>Marilyn Assheton-Smith</i>	Title Director	Date 09/03/90	Duration of activity From 30/04/90	To 07/09/90
Signature of Employer	Title	Date		
Signature for Commission <i>[Signature]</i>	Title A/Sup	Date 30/04/90		



Maximum Program Contribution (t + u + v + w = x)
5440.00

OFFICIAL USE CJS - MIS

35 F.S. Code	36 Funding Amount F	37 F.S. Code	38 Funding Amount P
75	5440.00	CP	

OFFICIAL USE - EIS

140 Financial Code	Current Year Amount	CR	EIS Type	Constit. Code
75832	52000			

141 Verified by <i>[Signature]</i>	Signature <i>[Signature]</i>	Date 23/04/90	Pre-Audit	Data Capture	Approval on Systems <i>[Signature]</i>
142 Certified that funds are available in accordance with Section 32(1) of the F.A.A.	Signature <i>[Signature]</i>	Date 26/04/90			

OFFICIAL USE CJS - MIS

150 Org. Type	151 Empl. Lang	152 Train. Lang	153 Comm. Futures	154 Prov. Riding	155 Proj. Officer	156 Const. tit.	157 CCDO	158 S.I.C.	159 Activity	160 Yr of Operation	161 Specif. Int. Gr.
32	E						4159918108	9861	202R		

162 National Spares	163 Regional Spares	164 CEC Spares
A B C D	A B C D E F	A B C

29/03/90

CHALLENGE - SUMMER EMPLOYMENT / EXPERIENCE DEVELOPMENT (SEED)

Agreement Terms and Conditions

1. In this agreement, "COMMISSION" means the Canada Employment and Immigration COMMISSION;

"employees" means the employees hired by the EMPLOYER for the jobs, unless the context indicates otherwise;

"EMPLOYER" means the EMPLOYER referred to on the reverse side of this document;

"jobs" means the jobs referred to on the reverse side of this document;

"mandatory employer costs" means unemployment insurance premiums, Canada pension plan contributions, worker's compensation assessment, vacation pay and health and insurance premiums which the EMPLOYER is required to pay in respect of the employees;

"overhead costs" means such costs, other than the cost of wages and mandatory employer costs, incurred by the EMPLOYER as the COMMISSION, in its absolute discretion, considers to be directly related to the provision of the jobs.
2. The EMPLOYER represents and warrants that
 - (a) the employees do not displace or replace existing employees or volunteers, employees on layoff, employees absent due to a labour management dispute or employees on vacation;
 - (b) the jobs will provide a minimum of 30 hours of work per week but will not normally exceed 40 hours of work per week, and will last between 6 and 18 consecutive weeks, except that where the employee is disabled, part-time employment is permissible;
 - (c) the jobs are not jobs for which another contribution will be received or claimed from any other government source, except where such contribution is provided pursuant to a federal/provincial agreement designed to harmonize federal and provincial job creation programs;
 - (d) the jobs would not be created without the financial assistance provided under this agreement; and
 - (e) the jobs will be carried out in accordance with all applicable federal and provincial laws.
3. The EMPLOYER shall
 - (a) provide the employees with necessary supervision, learning and work experience;
 - (b) keep proper accounts and records including invoices, receipts, vouchers, bank statements and cheques of all financial transactions relating to this Agreement;
 - (c) allow representatives of the COMMISSION to enter the EMPLOYER'S premises at all reasonable times for purposes of inspection and audit of the books and records referred to in paragraph b);
 - (d) submit such reports concerning the progress of the employees and particulars of the employees as may be requested by the COMMISSION.
4. Unless otherwise approved by the COMMISSION, the employees shall be employed during the period shown on the reverse side of this document, it being understood that the COMMISSION shall have no obligation to pay any contribution to the EMPLOYER in respect of costs incurred by the EMPLOYER outside such period.
5. The amount of the COMMISSION'S contribution in respect of mandatory employer costs incurred in respect of each employee shall not exceed the amount that would be payable if the employee's wages were paid at the provincial or territorial adult minimum wage rate. It is also understood that the COMMISSION'S contribution to the EMPLOYER in respect of wages or mandatory employer costs is based upon costs actually incurred by the EMPLOYER. In addition, in the event that the hourly wage rate actually paid by the EMPLOYER is less than the hourly wage rate shown on the reverse side of this document, the COMMISSION may, in its discretion, reduce the amount of its contribution in respect of those costs by a proportionate amount, as determined by the COMMISSION.
6. It is further understood by the EMPLOYER that the amount of the COMMISSION'S contribution for overhead costs in respect of each job is calculated on the basis of the number of weeks actually worked by the employee and that in the event that the number of weeks actually worked by an employee is less than the number of weeks shown on the reverse side of this document, the amount of the COMMISSION'S contribution in respect of overhead costs for that job shall be subject to a proportionate reduction, as determined by the COMMISSION.
7. (1) Subject to subsection (2), the COMMISSION'S contribution shall be payable upon receipt of a claim made by the EMPLOYER in a form prescribed by the COMMISSION, such claim to be submitted by the EMPLOYER within 30 days following the termination of the employment covered by the agreement.

(2) Where the EMPLOYER is a non-profit organization, payment of the COMMISSION'S contribution may be made as follows:
 - (i) an initial advance payment not exceeding 90% of the estimated total contribution payable under the agreement;
 - (ii) upon receipt of an accounting for the contribution covering the first month of operation and a forecast of expenditures for the remainder of duration of activity, a further advance in such amount as may be approved by the COMMISSION; and
 - (iii) upon receipt of a claim made in a form prescribed by the COMMISSION and submitted within 30 days from the termination of the employment covered by the agreement, the balance, if any, of the contribution owing to the EMPLOYER.
8. (1) Unless otherwise agreed to in writing by the COMMISSION, no contribution shall be paid by the COMMISSION in respect of the wages, mandatory employer costs and overhead costs of an employee who
 - (a) was not referred to the EMPLOYER by a Canada Employment Centre **before** being hired by the EMPLOYER, or
 - (b) is a member of the immediate family of
 - (i) the EMPLOYER, where the EMPLOYER is an individual,
 - (ii) a senior officer or director of the corporation or association, where the EMPLOYER is a corporation or an unincorporated association, or
 - (iii) an elected or senior official of a municipality, where the EMPLOYER is a municipality.
- (2) For purposes of paragraph (1) (b), the immediate family of a person referred therein includes the person's father, mother, step-father, step-mother, foster parent, brother, sister, spouse (including common law spouse), child (including child of common law spouse), step-child, ward, father-in-law, mother-in-law, and any relative permanently residing in the person's household or with whom the person permanently resides.
9. (1) This agreement may be terminated by either party on 15 days written notice. Notwithstanding the foregoing, the COMMISSION may terminate the agreement immediately by notice in writing.
 - (a) if the EMPLOYER is in breach of any of its obligations under the agreement,
 - (b) if any representation or warranty made by the EMPLOYER is materially false or misleading, or
 - (c) if any change occurs in the tasks and responsibilities of the employees, as described on Form 3946 submitted by the EMPLOYER with the Employer's application, without the COMMISSION'S prior approval.
- (2) Upon termination of the agreement, the COMMISSION shall cease to have any obligation to make any further contribution to the EMPLOYER in respect of the costs incurred by the EMPLOYER after the date of termination, and the amount of any unexpended advance shall be repaid forthwith to the COMMISSION upon receipt of notice thereof and such amount shall be recognized as being a debt due to the COMMISSION.
10. In the event payments made to the EMPLOYER exceed the amount to which the EMPLOYER is properly entitled pursuant to the agreement, the amount of such excess shall be payable forthwith to the COMMISSION upon receipt of notice thereof and such amount shall be recognized as being a debt due to the COMMISSION.
11. Nothing in this agreement shall be deemed to authorize the EMPLOYER to contract for or incur any obligation on behalf of the COMMISSION.
12. Any payment due hereunder is subject to there being an appropriation by Parliament for the fiscal year in which the payment is to be made.
13. This agreement may not be assigned in whole or in part without the written consent of the COMMISSION and any assignment made without that consent shall be void and of no effect.
14. No amendment to this agreement shall be valid unless made in writing between the parties.
15. No member of the House of Commons shall be admitted to any share or part of this agreement or to any benefit arising therefrom.
16. Where funding that has been provided by the COMMISSION has been used by the EMPLOYER to purchase assets that have not been physically incorporated into the final product of the activity, the COMMISSION, in its absolute discretion, may direct that the assets so purchased be:
 - (a) sold at a fair market value and the proceeds applied to total agreement costs, or
 - (b) turned over the registered charitable organizations, or
 - (c) retained by the EMPLOYER where the EMPLOYER satisfies the COMMISSION that the activity will continue in the future and that the assets in question are required for the viability of the activity, or
 - (d) turned over to the Commission for transfer to the Crown Assets Disposal Corporation.



Supply and Services
Canada

Approvisionnement et Services
Canada

752-8342742

BATCH/LOT-0986

DAO/BCM-4659

23-AUG/AOUT-1990 Stub No. - Talon N°

EMPLOYMENT AND IMMIGRATION CAN. * EMPLOI ET IMMIGRATION CAN. 036

Particulars - Détails	Amount - Montant
CLAIM #3	J18535
JUNE 25-JULY 21/90	1360.00
J18535-4	
BATCH/LOT-0986(0986) REQ-0078500	TOTAL
	1360.00

received 28 August

SEE REVERSE

AU VERSO

Correspondence concerning this
remittance should be directed to:

Supply & Services Canada

Edmonton District Office,
Edmonton, Alta.
T5K 1E9

Please quote cheque stub number.

Adresser correspondance concernant
la présente remise à:

Approvisionnement et
Services Canada

Bureau du District d'Edmonton
Edmonton, (Alb.)
T5K 1E9

Prière de citer le numéro du talon
du chèque.



Supply and Services
Canada

Approvisionnement et Services
Canada

752-7718956

BATCH/LOT-0521

DAO/BCM-4659

28-JUN/JUIN-1990

Stub No. - Talon N°

EMPLOYMENT AND IMMIGRATION CAN.

* EMPLOI ET IMMIGRATION CAN. 036

Particulars - Détails

Amount - Montant

SE/ED CLAIM

J18535

1360.00

APR 30 - MAY 27/90

J185354

BATCH/LOT-0521(0521) REQ-0075300

TOTAL

1360.00

received 11 July '90

SEE REVERSE

AU VERSO

Correspondence concerning this remittance should be directed to:

Supply & Services Canada

Edmonton District Office,
Edmonton, Alta.
T5K 1E9

Please quote cheque stub number.

Adresser correspondance concernant la présente remise à:

Approvisionnement et
Services Canada
Bureau du District d'Edmonton
Edmonton, (Alb.)
T5K 1E9

Prière de citer le numéro du talon du chèque.



to: Marilyn

date:

2 July 1971

from: Carol

Revenue Canada called while you were away and said they need these forms filled out for Eileen and Caroline.

I'm sure you had a wonderful time in Nepal and I'm looking forward to hearing of your adventures!



OTTAWA OFFICE
House of Commons
Ottawa, Canada
K1A 0A6
(613) 995-5711
Fax (613) 996-9857

HOUSE OF COMMONS
CANADA

ACTION CENTRE
8016 - 105th St.
Edmonton, Alberta
T6E 4Z4
(403) 439-8900
Fax (403) 439-3410

SCOTT THORKELSON
Member of Parliament
Edmonton Strathcona

EDMONTON
April 30, 1990

Dr. Marilyn Assheton-Smith
Women's Research Centre
11043-90 Ave.
Edmonton, Ab.
T6G 2E1

Dear Dr. Assheton-Smith,

Earlier this month I had the pleasure of signing final approval on your 1990 application for \$5440.00 in Summer Employment/Experience Development funding.

Through the Southside Canada Employment Centre and with your cooperation, the Department of Youth has been able to subsidize wages for more than 300 student jobs in the federal riding of Edmonton Strathcona.

Thank you for helping to provide job opportunities for our youth who have the goal of continuing their education for the benefit of our country.

With kindest regards, I remain,

Yours sincerely,

Scott Thorkelson
Member of Parliament
Edmonton Strathcona