

All Saints Community Meal Program Memorandum of Understanding

Memorandum of Understanding to support the delivery of a Community Meal Program by All Saints' Anglican Church, Peterborough

Whereas the City of Peterborough (the City) has charged All Saints' Anglican Church (All Saints') with the duty of operating a daily evening Community Meal program between February 29 2016 and July 29 2016 within this church's Parish Hall and kitchen at 235 Rubidge St.;

And

Whereas All Saints' Anglican Church has accepted the amount of \$20,000 from the City to cover some limited costs of operating such a program (see Letter of Agreement [the Agreement] between the City and All Saints' dated ____ Jan. 2016)

The following terms and conditions are agreed, between the signatories of this MOU, to govern the delivery of this evening meal program:

1. The meals delivered will adhere to the limitations of the kitchen for fire, ventilation and grease/vapour cooking standards and laws.
2. Christian Harvey has agreed to fundraise to obtain all funds required, beyond the \$20,000 held by All Saints', to ensure a safe, healthy delivery of the meal program.
3. Donations for the meal program will be made to All Saints', and the accounting will be done under All Saints' books but will be kept separate from the general operating funds. All Saints' will issue gift receipts to those who donate to the program
4. The meal program will provide All Saints' with \$4,000 for rent. This will cover electrical, heating and maintenance costs.
5. Any changes to the building required by the meal program will go through the corporation and will be paid for by the program.
6. For the period of the agreement the program will have use of the hall from 2pm-6pm Monday-Friday. The hall will be open to diners between 3:30 and 5:30 with the meal being served between 4:30 and 5:30 every Monday to Friday, including statutory holidays. All members of the public will have left the hall by 5:30pm to allow adequate time for post-meal clean up.
7. Staff of this program will maintain a strict "no access" policy to the kitchen for anyone other than designated program cooks or servers/floor staff and volunteers.
8. The kitchen facility where meals are prepared and the hall where meals are served will be maintained by the program staff and volunteers, to standards required by the local Health Unit and as required by the Food Premises Act.
9. All Saints' will make sure that the premises is up to date with inspections by The Peterborough Health Unit and Peterborough Fire Department.
10. One person in the kitchen at all times will be certified under the Food Handler Course delivered by the local Health Unit.
11. All staff and volunteers of the program will have training to prepare them to deal with people who may exhibit challenging behaviours. Volunteers in positions deemed "high risk" will present to All Saints' current Police Checks for dealing with vulnerable individuals.
12. Any staff hired to deliver this program will be employees of All Saints' church and must comply with all parish and Diocesan policies of employment. Staff will be hired by Christian Harvey in consultation with the corporation of All Saints'. These staff will be supervised by, and report to Christian Harvey. Concerns regarding staff will go through Christian Harvey.

13. All volunteers under this program will be required to sign a volunteer agreement with All Saints'.
14. The Community meal will operate at no additional cost to All Saints' regular operating budget.
15. The program will provide All Saints' \$1000 for janitorial services that will clean the floors and washrooms after each meal.
16. The program will pay for, or seek out donations for all food and drink products required to prepare the program's meals.
17. All Saints' will agree to absorb the extra costs of payroll management for the meal program staff and will monitor use of its ascribed funds to ensure that no overruns in employment payroll responsibilities occur.
18. During the time that the meal program is open to the public a minimum of 2 paid staff will be on duty in the hall/kitchen- one cook to supervise the kitchen operation and serving of foods; one person to supervise the dining floor area and washrooms/access etc. During this time a minimum of 3 trained volunteers will be required to assist the staff.
19. All tables and chairs must be removed from storage and folded/stacked returned to storage after each meal. All tables and chairs must be stored away after the meal program.
20. The meal program will be given exclusive use of Pete's Place (room) to store food supplies, kitchen equipment, cooking utensils, cleaning products, etc.
21. The meal program will not use the refrigerators marked "All Saints' only" or items kept in locked cupboards in the kitchen.
22. The meal program may use All Saints' utensils, plates, bowls, mugs, jugs, glasses and cooking equipment not kept in locked cupboards.
23. The meal program will replace equipment that disappears or is broken during the program.
24. All counter tops to be used for cutting/slicing/dicing food products must be covered by protective cutting boards.
25. The dishwasher may be used by staff and volunteers trained by All Saints' representatives (ie, no double stacking of wash trays; all plates to be fully scraped before washing; etc.).
26. Cooking pans, warming dishes, serving dishes will be purchased by the program.
27. Dogs will not be permitted in the kitchen or dining area. (Guide or assistance dogs may be permitted in the dining area if deemed necessary for the safety of the guest.)
28. Wheeled garbage bins will be purchased for outside the hall.
29. Staff will make sure that bins are curb side on the night before garbage collection.
30. Sharps bins will be placed in washrooms and then removed at closing of the day.

Warden

Warden

Rector

Rev. Christian Harvey