



City of
Peterborough

January 21, 2016

Rev. Geoff Howson
All Saints' Anglican Church
235 Rubidge St.
Peterborough ON

Dear Rev. Howson:

RE: Letter of Agreement between the City of Peterborough and All Saints' Anglican Church to support the delivery of a Community Meal Program.

This Letter of Agreement is for the operation of a daily Community Meal Program as outlined below. The agreement will be for the period from January 21, 2016 to September 2, 2016. Financial support for this program from the City of Peterborough will be \$20,000. These funds will be administered through a single invoice from All Saints'.

It is understood that the City funding will not cover the full cost of the program and that The Warming Room through All Saints' will apply for and fundraise for additional resources.

Program Outline

The Community Meal Program will provide the following:

- Operate from February 29, 2016 to September 2, 2016.
- Hours of operation at minimum from 4:00 pm to 6:00 pm, Monday to Friday.
- Meals provided on all Statutory Holidays.
- Program is run from All Saints' Anglican Church, 235 Rubidge Street.
- Client levels can be expected to be over 100 people per meal.
- A plan will be in place to accommodate situations where regular operations are compromised, i.e. staff shortages.
- The kitchen facility where meals are prepared will be maintained to the appropriate standard set out by the Health Unit for preparing and delivering public meals.
- At least one staff and/or volunteer will be certified under the Food Handler Course delivered by the Health Unit.
- After 3 months of operation, All Saints' can unilaterally terminate the delivery of meals on two weeks' notice to the City if donation support is not adequate. However, All Saints will provide the City an additional one week notice if there are concerns in this regard before invoking any notice of termination.
- Financial support will be refunded to the City on a prorated basis from any termination date.
- This program will be under the direction of Rev. Christian Harvey.

Reporting Requirements


All Saints' Anglican Church through The Warming Room will submit an evaluation report no later than June 15, 2016 for the first 3 months of operations that includes:

- Number of users of the meal program on a daily basis.
- Summary of serious incidents.
- Detailed budget of actual revenues and expenditures.
- Decision on future operation of the program past the term of this agreement.

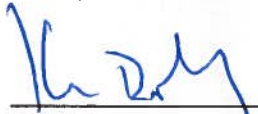
Through discussions leading up to this agreement, the City is encouraged by your intentions to engage with other community organizations and food security advocates to deliver this community meal program.

The City is enclosing two copies of this letter agreement for execution by All Saints' Anglican Church. Please sign both copies and return those originals to my attention at the address shown below. By signing this agreement you agree that All Saints' will provide the services outlined in its letter and complete the reporting requirements to the satisfaction of the City. The City will then execute the letter of agreement and return one original to All Saints' Anglican Church.


If you require any further information or clarification, please contact Chris Kawalec.



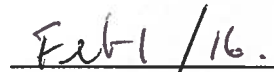
 Rev. Geoff Howson
 All Saints'




 Ken Doherty
 Director of Community Services
 City of Peterborough



 Sylvia Sutherland
 Warden (print and sign)
 All Saints'



 Date of Signature



 Sarah Cook
 Warden (print and sign)
 All Saints'



 Rev. Christian Harvey
 The Warming Room



 Date of Signatures

Contact Information:

Chris Kawalec
 Community Social Plan Coordinator
 P.O Box 4138, 178 Charlotte Street, Peterborough, ON K9J 8S1
 705-748-8830 Ext 3834, ckawalec@peterborough.ca