



## CONTRIBUTION AGREEMENT



AGREEMENT NUMBER: S263926014  
ORIGINAL

**BETWEEN:** **HIS MAJESTY THE KING IN RIGHT OF CANADA**, as represented by the Minister of Citizenship and Immigration, the "Department".

417 Exeter Road  
London, ON, N6E 2Z3  
Canada

**AND:** The Corporation of the City of London, the "Recipient".  
300 Dufferin Street  
London, ON, N6A 4L9  
Canada

WHEREAS the Recipient wishes to provide services and/or activities to Eligible Clients under the Settlement Program and has applied to the Department for funding under the said Program; and

WHEREAS the Department wishes to provide a Contribution to the Recipient to assist it in carrying out such services and/or activities;

FOR THESE REASONS, the Department and the Recipient undertake and agree as follows:

### 1.0 AGREEMENT

1.1 This Agreement constitutes the entire understanding between the Department and the Recipient related to its subject matter.

- The Contribution Agreement
- Schedule 1, entitled *Statement of Planned Activities and Intended Results*
- Schedule 2, entitled *Description of Eligible Costs*
- Schedule 3, entitled *Terms of Payments and Financial Reporting*
- Schedule 4, entitled *Supplementary Terms and Conditions*

### 2.0 INTERPRETATION

In this Agreement:

- 2.1 "Contribution" means a conditional transfer payment for a specified purpose pursuant to an Agreement that is subject to being accounted for and audited.
- 2.2 "Project" means the services and/or activities described in Schedule 1 which are directly delivered to Eligible Clients or which contribute indirectly to the resettlement, settlement and integration of Eligible Clients.
- 2.3 "Eligible Costs" means the costs described in Schedule 2 required by the Recipient to deliver the Project which are:
- A) incurred by the Recipient in relation to the Project during the Fiscal Year, and paid during the Funding Period;
  - B) incurred by the Recipient in relation to the goods and services purchased during the last two months of the Funding Period and paid within 40 business days of the conclusion of the Funding Period, and whose validity has been substantiated to the satisfaction of the Department by means of Supporting Documentation as described in clause 2.12; or
  - C) incurred based on a negotiated administrative rate as described in clause 2.13.

Restrictions

- i) Costs associated with validation of individuals' professional credentials are not eligible.
  - ii) Costs associated with the payment of termination or severance pay are not eligible.
  - iii) Profit is not an Eligible Cost, as it is neither a "cost" nor an "expense."
- 2.4 "Capital Costs" means costs that the Recipient incurs and pays for capital assets purchased and/or leased (with the option to buy and where there is a reasonable assurance that the lessee will obtain ownership at the end of the lease term), in whole or in part, and costing is in excess of \$1000. Capital assets must be recorded taking into account the quantity of items purchased and according to the "whole



asset" approach which considers an asset to be an assembly of connected parts and where costs of all parts would be capitalized and amortized as one asset.

2.5 "Eligible Clients" means:

- A) For the Settlement Program: persons described in the Terms and Conditions of the Settlement Program, including all notes and restrictions.
- B) For the Resettlement Assistance Program: persons described in the Terms and Conditions of the Resettlement Assistance Program, including all notes and restrictions.

2.6 "Childcare for Newcomer Children" means childcare delivered in the following formats:

- A) care licensed under provincial or territorial legislation and delivered by the Recipient;
- B) purchased seats in provincially or territorially licensed daycares run by other organizations; and
- C) Care for Newcomer Children, which is unlicensed child care services provided by the Recipient to Eligible Clients on the same premises they receive other settlement and resettlement services.

2.7 "Temporary Accommodation" under the Resettlement Assistance Program means any form of accommodation, as deemed suitable by the Department, provided to temporarily house and shelter Eligible Clients following their arrival in Canada.

2.8 "Funding Period" means the period specified in Schedule 2 in the section entitled *Duration of Activity / Funding Period*.

2.9 "Term of the Agreement" means the period during which this Agreement will be effective, which period commences on the date the Agreement is signed by both parties and terminates one year after the end of the Funding Period.

2.10 "Compliance Audit" means an independent assessment done by an accredited auditor in accordance with section 5815 of the *Chartered Professional Accountants Canada Handbook*, to provide assurance of a Recipient's compliance with the Agreement. Audited financial statements do not constitute a compliance audit.

2.11 "Fiscal Year" means the period commencing on April 1 in one calendar year and ending on March 31 in the next calendar year.

2.12 "Supporting Documentation" means but is not limited to original vouchers, invoices, statements of account, receipts, contracts, lease agreements, and timesheets or other data supporting the Recipient's actual costs incurred. The term also includes cancelled cheques, bank drafts and other forms of data supporting costs incurred.

2.13 "Negotiated Administrative Rate" means a percentage measure of the Department's total contribution of Program Delivery costs normally not exceeding 15%, and calculated for each fiscal year of the proposed program delivery budget.

2.14 "Business Day" means Monday through Friday, except statutory holidays.

2.15 "Personal information" means information about an identifiable individual, including the types of information specifically described in the Privacy Act, R.S. 1985, c. P-21.

### **3.0 CONTRIBUTION**

3.1 In order to assist the Recipient in delivering the Project, and subject to the terms of the Agreement, the Department will make a Contribution to the Recipient in respect of the Eligible Costs of the Project of an amount not exceeding the lesser of:

- A) 100% of the Eligible Costs; or
- B) the Total Maximum Contribution specified in Schedule 2.

3.2 Costs are Eligible Costs for the purposes of this Agreement only if they are, in the opinion of the Department:

- A) directly related to and necessary for the delivery of the Project;
- B) reasonable; and
- C) allowable expenditures.



- 3.3
- A) The Recipient may reallocate Eligible Costs from the Capital Cost category to the Program Delivery cost category, without prior written approval, when the cumulative sum of all transfers is less than 5% of the Capital Cost category's original fiscal year budget, to a maximum of \$50,000. In accordance with clause 3.2, Eligible Costs must be, in the opinion of the Department, directly related to and necessary for the delivery of the Project; reasonable; and allowable expenditures. The Recipient must notify the Department in writing promptly following such a reallocation.
  - B) The Recipient may reallocate Eligible Costs between existing line items within the same cost category, without prior written approval, when the cumulative sum of all transfers is less than 5% of the cost category's original fiscal year budget, to a maximum of \$50,000. In accordance with clause 3.2, Eligible Costs must be, in the opinion of the Department, directly related to and necessary for the delivery of the Project; reasonable, and allowable expenditures. The Recipient must notify the Department promptly in writing following such a reallocation.
  - C) With respect to Temporary Accommodation under the Resettlement Assistance Program, food and incidentals per person rates as set out in Schedule 2 cannot be changed without prior written approval of the Department.
  - D) With respect to clauses 3.3 A) and B), the written communication between the Recipient and the Department will constitute part of the Agreement and will supersede the relevant details indicated in the Schedule 2.
  - E) All other modifications to the Agreement are subject to clause 14.5, excluding clause 4.10.
- 3.4 In cases where the Recipient receives more funding than anticipated from any or all sources for the program activities and/or Eligible Costs related to the Agreement as specified under clause 5.1, the Recipient is required to repay an amount of the Contribution equivalent to the increase and adjusted based on the percentage of funding the Department was originally anticipated to provide towards the Project.
- 3.5 Notwithstanding any other provision of this Agreement:
- A) No Contribution is payable by the Department in respect to any portion of the cost of any Eligible Costs for which the Recipient receives a rebate or reimbursement, except in the case of property tax rebate where the procedure is as follows:
    - i) Recipients that receive a property tax rebate from a municipality must notify the Department in writing.
    - ii) Recipients can retain the Department's share of the rebate on condition that they provide a description of how the funds will be used to support activities described in Schedule 1.
    - iii) Should a Recipient wish to use the rebate for other programming, approval must first be obtained by the Department.
    - iv) Recipients must retain records substantiating that the rebate has been reinvested to support activities described in Schedule 1.
  - B) Only the portion of the provincial and/or federal tax (GST/HST) which is not refundable by the Canada Revenue Agency as an input tax credit or as a rebate may be claimed as an Eligible Cost.
  - C) Any interest or any other income earned on advances of the Contribution will be accounted for by the Recipient and considered part of the Contribution, be included in the calculation of claims, and may result in a repayment.
  - D) No Contribution is payable by the Department for child care costs eligible to be covered by provincial subsidies to the child care centre or to the family of the child requiring care.
- 3.6 Notwithstanding clause 3.1:
- A) No Contribution will be paid for costs incurred with respect to a member of staff who is the immediate family of an employee of the Recipient, or, if the Recipient is a corporation or an unincorporated association, who is the immediate family of an officer or a director of the corporation or the unincorporated association, unless the Department is satisfied that the hiring of the staff was not the result of favoritism by reason of the staff's membership in the immediate family of the Recipient or officer or director of the Recipient, as the case may be.
  - B) For the purposes of this section, "immediate family" means father, mother, stepfather, stepmother, foster parent, brother, sister, spouse, common-law partner, child (including child of common-law partner), stepchild, ward, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or relative permanently residing with an employee of the Recipient, or officer or director of the Recipient, as the case may be.

#### **4.0 CONDITIONS GOVERNING PAYMENT OF THE CONTRIBUTION**

- 4.1 Subject to clauses 4.5 and 4.6 and an appropriation by Parliament of required funds, the Department will make payments of the Contribution by reimbursement, upon receipt from the Recipient of claims for



Eligible Costs as identified in clause 2.3.

- 4.2 Any payment by the Department under this Agreement is subject to there being an appropriation for the fiscal year in which the payment is to be made and to there being funds available. Should the Department's funds be reduced by Parliament, the Department may reduce or cancel the Contribution.
- 4.3 The Recipient must provide Supporting Documentation with claims for reimbursement of Eligible Costs, if requested by the Department.
- 4.4 The Recipient must submit claims for reimbursement of Eligible Costs in accordance with the requirements specified in Schedule 3.
- 4.5 The Department may make advance payments of a Contribution in approved cases, where the Recipient has requested such payments and the request aligns with conditions specified in Schedule 3.
- 4.6 The Department will not contribute to costs incurred prior to or subsequent to the Funding Period.
- 4.7 Any overpayments, unexpended balances, amounts disallowed on audit, amounts required to be repaid under clause 3.4, and any refunds, rebates, and discounts that have been billed to the Department as part of actual costs, or other amounts owing to the Department by the Recipient will be recognized as debts due to the Crown, and repaid within 20 business days of receipt of notice to do so by the Department, after which time, the *Interest and Administrative Charges Regulations* will apply.
- 4.8 Without restricting any right of set-off given by law, the Department may set-off against any amount payable to the Recipient under the Agreement, any amount payable to the Department by the Recipient under the Agreement or to the Crown under any other agreement or legislation.
- 4.9 The Recipient declares and guarantees that at the time of signing the Agreement, it does not have an amount owing to the Crown. Should this change during the implementation of the Project, the Recipient must promptly inform the Department by submitting a true and accurate list of all amounts owing.
- 4.10 Despite clause 14.5, the Department may make changes to the reporting frequency identified in Schedules 3 and 4, or holdback amount or terms of payment identified in Schedule 3 by written notice to the Recipient. The written notification from the Department will constitute part of the Agreement and supersede the relevant details indicated in Schedule 3 or 4 of the Agreement.
- 4.11 The Department reserves the right not to process or pay Contribution funds in relation to claims for Eligible Costs submitted more than 40 business days after the end of the Funding Period.

## 5.0 RECIPIENT'S OBLIGATIONS

The Recipient agrees to abide by the following obligations during the entire Funding Period and where relevant, during the entire Term of the Agreement:

- 5.1 The Recipient must submit to the Department, prior to the start of the Agreement, a disclosure of all confirmed or potential sources of funding or in-kind contributions for program activities and/or Eligible Costs related to the Agreement. The Recipient must notify the Department of any changes in funding from other sources for activities related to the Agreement set out in Schedule 1, and must do so within 20 business days of their occurrence. The Recipient must submit any changes in the funding level through an updated Forecast of Cash Flow, or as otherwise specified in Schedule 3.
- 5.2 The Recipient must keep all records and provide all services and/or activities during the Funding Period in a sustained, diligent, efficient and cost-effective manner, using qualified personnel.
- 5.3 The Recipient must ensure that all personnel it designates to deliver the Project described in Schedule 1 of this Agreement are authorized to work in Canada, familiar with the community they serve, and sufficiently familiar with Canadian sociocultural, economic and institutional realities to achieve the objectives identified in Schedule 1.
- 5.4 The Recipient must adhere to the following Official Language requirements:
  - A) Inform Eligible Clients of the existence of settlement and resettlement services offered in French and English by other organizations.
  - B) Organize activities, projects, and programs to forge ties between Canada's two official language communities.
  - C) Annually consult with francophone minority communities about settlement and resettlement



programming and francophone immigration outside of Quebec as determined appropriate by the Department.

- D) Communicate and offer services and activities in both official languages based on an assessment of needs by the Department; these will include:
  - i) making the public aware of services through greetings, recorded messages, announcements, broadcasts, signs, documents and other means of communication; and
  - ii) these communications, services and activities being offered in both official languages and being of equal quality.
- E) Identify the Project participants/beneficiaries and take all necessary measures to communicate and provide Project-related services and/or activities to the participants/beneficiaries in English and in French as the case may require.

5.5 The Recipient must deliver the Project in accordance with all applicable laws, by-laws, regulations, guidelines and requirements and, prior to beginning the Project, obtain required permits, licences, consents, authorizations and insurance coverage, including directors' liability insurance, cyber-liability insurance, and replacement insurance for capital assets, as may be required.

5.6 During the entire Funding Period, the Recipient will:

- A) ensure that Project activities are delivered in a safe, secure and respectful environment, and that their staff, management and board members have the tools and training to ensure that this occurs;
- B) not without justification restrict access to programs, or services, or employment, or otherwise discriminate on the basis of personal characteristics including race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered;
- C) not advocate intolerance, discrimination or prejudice;
- D) have in place, or will have in place within six months of the Agreement start date, and maintain in place for the entire Funding Period of the Agreement, policies and procedures to prevent, investigate and respond, as required, to misconduct and wrongdoing, including harassment, abuse and discrimination;
- E) agree to investigate and respond to incidents of misconduct and wrongdoing, including harassment, abuse and discrimination in accordance with its policies and procedures; and
- F) refer to the appropriate authorities and specialists if the Recipient does not have the capacity or training to adequately address an identified incident of misconduct or wrongdoing, including harassment, abuse or discrimination.

5.7 The Recipient must ensure that all members of the Board of Directors:

- A) are chosen in conformity with applicable federal and provincial legislation governing corporations or unincorporated associations;
- B) are fully informed about the management and operations of the Recipient; and
- C) are familiar with the principles of board governance.

5.8 The Recipient must declare in writing to the Department if the Recipient, members of its Board of Directors or any of its officers or employees engaged in this Project:

- A) are convicted or were convicted during a period of three years prior to the Agreement by a court of law in Canada or in any other jurisdiction for an offence involving bribery or corruption; or
- B) are under sanction, for an offence involving bribery or corruption, imposed by a government or a governmental organization.

The Department may terminate the Agreement forthwith for default where it is found that the Recipient has omitted to declare, prior to entering into, or during the Funding Period of the Agreement, such conviction or sanction.

5.9 In the case of an Agreement that includes the provision of funds for Childcare for Newcomer Children, the following requirements must be met:

- A) If delivering unlicensed Care for Newcomer Children, the Recipient must ensure all provisions of the national Care for Newcomer Children Requirements are met and agrees to be subject to monitoring in relation to its conformity with these requirements by an organization approved by the Department.
- B) If delivering licensed child care, the Recipient must ensure that applicable provincial or territorial legislation or regulations are complied with and that any contracted third party is licensed by the



province or territory, where dependent children are placed in facilities either on the same premises or separate from those where their parent(s) / guardian(s) receive services.

5.10 The Recipient must provide the Department with written notice of:

- A) any staff changes that relate to the management of this Agreement within 10 business days of the occurrence;
- B) any changes in the membership of the Board of Directors within 10 business days of the occurrence;
- C) the date, time and location of the Annual General Meeting 10 business days in advance; and
- D) any changes to organizational policies which impact this Agreement. Should any changes to such policies occur during the course of the Agreement, the Recipient must provide the Department with a copy of the amended policy within 10 business days of the change.

5.11 Where special training needs of Eligible Clients with disabilities have been identified, the Recipient must submit to the Department a rationale and a budget for the cost of such enhancements.

5.12 The Recipient agrees:

- A) to implement and maintain policies, rules, procedures, and guidelines required to prevent and to protect itself, its systems, and its funding from fraud, corruption, other crimes and ethics violations. The Recipient also agrees to review and update such policies, rules, procedures and guidelines at least annually. The Recipient will make such documents available to the Department upon request.
- B) to ensure that its employees understand and comply with its policies, rules, procedures, and guidelines.
- C) to notify the Department of any, suspected or actual, fraud, corruption, other crimes or ethics violations that have a nexus with the Recipient's operations or the delivery of the Project, as soon as possible after the Recipient suspects or discovers such activity.

5.13 During the Funding Period, the Recipient must not use the Contribution from the Department to engage in lobbying or advocating against Government of Canada policies or programs. The Recipient may seek guidance or advice from the Department about whether proposed Recipient services or activities may breach this obligation. The Department may identify services, activities or other discrete elements, which, if sufficiently adjusted by the Recipient, may allow the Recipient to proceed, in compliance with this section.

5.14 During the entire Funding Period, the Recipient will:

- A) maintain a commitment to combatting racism and discrimination in its various forms;
- B) promote equity, diversity and inclusion, and address systemic racism by developing an Anti-Racism action plan, which a) acknowledges that systemic racism exists and b) may include commitments to (i) seek to understand how past actions have created current realities; (ii) aim to make fully informed, accountable decisions at individual, institutional and systemic levels, and (iii) address root causes and harms done, while creating barrier-free opportunities for equitable outcomes;
- C) have in place within six months of the Agreement start date, and maintain in place for the entire Funding Period, the Anti-Racism action plan; and
- D) report on the Recipient's Anti-Racism action plan progress in annual reporting, as applicable to the Agreement.

## 6.0 MONITORING AND REPORTING REQUIREMENTS

The Recipient further agrees to abide by the following obligations:

6.1 During the entire Funding Period, the Recipient must:

- A) ensure that authorized representatives of the Department are permitted reasonable access to all premises where the Project is being delivered under this Agreement, or which provide support for this Project, in order to monitor all aspects of the Recipient's compliance with its obligations under this Agreement, including the delivery of services in both official languages where applicable; and
- B) collect protected information about each Eligible Client to whom services are provided, including the details of those services, and report the information in the data collection system provided by the Department.

6.2 During the entire Term of the Agreement, the Recipient must:

- A) keep and maintain proper books and records in accordance with generally accepted accounting principles and business practices, of all assets and liabilities held, all revenues from all sources, and all expenses incurred and paid out in connection with this Agreement; and
- B) retain all Supporting Documentation relating to the financial books and records.



- 6.3 During the entire Term of the Agreement and for each reporting period identified in Schedules 3 and 4, the Recipient must submit claims for Eligible Costs with Supporting Documentation if requested by the Department, and complete statistical and narrative reporting against progress towards and achievement of expected results, which are satisfactory to the Department in scope, detail, format and frequency.
- 6.4 During the entire Term of the Agreement, the Recipient must provide all reports that are required by the Agreement and any other information that the Department may reasonably require from time to time, including:
- A) financial reporting, including claims for Eligible Costs, annual financial statements, and Forecasts of Cashflow in accordance with the requirements specified in clause 4.4, 6.3, and Schedule 3;
  - B) interim reporting, including narrative reporting and performance measurement and evaluation activities, in accordance with the requirements specified in clause 6.3 and Schedule 4;
  - C) activity and output reporting, including Annual Reporting, and where direct services are provided, monthly data entry into the data collection system provided by the Department of the information described in subclause 6.1 B), in accordance with the requirements specified in Schedule 4;
  - D) final progress reporting, in accordance with the requirements specified in clause 6.3, 6.8 and Schedule 4.
- 6.5 During the entire Term of the Agreement, and for seven years afterwards, the Recipient agrees to:
- A) make such information as described in clauses 6.1, 6.2, 6.3 and 6.4, regardless of format, available for inspection, audit and monitoring by representatives of the Department, who may make copies thereof and take extracts therefrom, ensuring that all protected information is protected as per departmental policies;
  - B) make available facilities for any such inspection, audit and monitoring by representatives of the Department;
  - C) show evidence of a documented disposition procedure and provide any other information that may be required with respect to the books and records described in clauses 6.1, 6.2, 6.3 and 6.4; and
  - D) send copies of any information to the Department, which has been collected on its behalf, at such intervals, in such format and by such means as the Department may specify, for use in monitoring and evaluating the Project.
- 6.6 During the entire Term of the Agreement, and for greater certainty further to subclause 6.1 B), the Recipient must comply with instructions by the Department relating to performance measurement, research, evaluation, monitoring and policy analysis of the program under which it is receiving funding.
- 6.7 The Recipient agrees:
- A) to use the system(s) provided by the Department and maintain a comprehensive security awareness training program available to all staff; or
  - B) that additional requirements under this section as identified by the Department, are not applicable.
- 6.8 The Recipient must submit to the Department, within 40 business days of the end of the Funding Period or as otherwise specified in Schedule 3 or 4:
- A) a final claim for Eligible Costs with Supporting Documentation if requested by the Department;
  - B) a final financial report detailing actual expenditures incurred and paid as well as a declaration of revenues received, including in-kind contributions, for the Project; and
  - C) a Final Progress Report as detailed in Schedule 4.
- 6.9 The Recipient agrees to be subject to monitoring by the Department, as set out in clauses 6.1 to 6.8, in relation to their planned activities and deliverables. The Department will assess whether satisfactory outcomes have been achieved; whether demand for a particular service still exists; and whether administrative documents, reports, financial records and statements, and any other required documentation, are in order.
- 6.10 The Department may request a Compliance Audit of the Project to ensure compliance with the terms of the Agreement. The scope and timing of such an audit is at the sole discretion of the Department. The Recipient agrees to fully cooperate and participate as required by the Department.

## 7.0 PRIVACY AND SECURITY OBLIGATIONS

- 7.1 The Recipient will ensure that it conforms with any obligations applicable to it under Personal Information



Protection and Electronic Documents Act, S.C. 2000, c. 5, or similar legislation in effect from time to time in any province or territory of Canada, where it collects personal information in the course of carrying out the Project. If the Recipient believes that any obligations in the Agreement prevent it from meeting its obligations under any of these laws, the Recipient must immediately notify the Department of the specific provision of the Agreement and the specific obligation under the law with which the Recipient believes it conflicts.

Recipients delivering a Project overseas will:

- A) comply with the current national or domestic laws of the countries where services are being provided, including any laws that may be enacted after the beginning of the Agreement; and
  - B) acknowledge that nothing in the applicable laws derogates from, prevents compliance with or conflicts with the requirements of this Agreement. The Recipient must notify the Department immediately, and where possible in advance, of a change to applicable laws that derogates from, prevent compliance or conflict with the requirements of this Agreement.
- 7.2 Where the Recipient provides direct services to Eligible Clients under the Project, it will provide information to the Department on the use of these services by Eligible Clients through the data collection system provided by the Department. This information will be used by the Department in support of evaluation and planning for the Resettlement Assistance Program and the Settlement Program and select information may also be disclosed to other funding recipients providing direct services to the same Eligible Clients as the Recipient to facilitate service delivery to these Eligible Clients. The Recipient acknowledges that the Department is required to handle personal information in accordance with the Privacy Act, R.S. 1985, c. P-21 and agrees to comply with any additional requirement established by the Department that is reasonably required to ensure that the Department meets its obligations under this Act.
- 7.3 In carrying out the Project, the Recipient will limit their collection of personal information to only that which is necessary for them to perform the services or activities described in Schedule 1.
- 7.4 The Recipient must:
- A) treat all personal information collected in carrying out the Project as confidential and not disclose it to any person, other than the Eligible Client to whom it relates, except in accordance with applicable law. The Recipient may share client personal information with third parties for the purposes of delivering the Project under this Agreement only with the client's prior consent provided in writing, where a formal information sharing agreement is in place, and in accordance with relevant privacy legislation. When requested, the Recipient must provide Eligible Clients with reasonable access to view their information that was collected for purposes of programming funded by the Department.
  - B) safeguard appropriately for its level of classification or designation, collected protected information. Protected information must be retained only for as long as the Eligible Client continues to receive services, after which all copies of the record must be immediately destroyed. The manner of destruction must be appropriate to the level of classification or designation and the storage media in which it has been retained. If the Recipient is required to maintain the record for uses outside of the Agreement, all identifying information specific to the Department must be removed.
- 7.5 The Recipient must take all security measures reasonably necessary to protect any personal information collected in carrying out the Project using methods that are generally used by prudent public and private sector organizations. These measures must meet the requirements, standards or guidelines found in applicable policy, directives or protocols of the Government of Canada, including those set out in any instructions issued by the Department for the protection of personal information against unauthorized use or disclosure.

Recipients delivering a Project outside Canada will ensure cross-border transmission of personal information between its offices in countries where the Recipient is delivering the Project and fulfilling its obligations pursuant to this Agreement must only be done when necessary or required for the performance of the Project and must be in compliance with all sections of this Agreement. If requested by the Department, the Recipient must provide a description of cross-border transmission of information that is necessary for the Project.

- 7.6 Where the Recipient has reasonable grounds to believe that there has been loss, theft, unauthorized access, disclosure, copying, use, modification, disposal, or destruction of personal information, or any incident that may jeopardize the security or integrity of personal information, it will immediately notify the Department of the full details of the privacy breach. The Recipient will also immediately take all reasonable steps to stop and contain the impact of the breach, assess and resolve the problem, and prevent its recurrence.





- 7.7 Despite the provisions of this Agreement, in the event that the Recipient is compelled to produce any personal information collected in carrying out the Project pursuant to any applicable legislation, regulation, or any order of any court, tribunal, administrative body or other authority with jurisdiction, whether in or outside of Canada, the Recipient must notify the Department and the affected Eligible Client immediately, and where possible, in advance.
- 7.8 Where the Recipient collects personal information that is required to provide to the Department under clause 7.2, the Recipient agrees:
- A) i) to provide to Eligible Clients the "Gathering Information" pamphlet that explains the purpose and privacy implications of collecting an Eligible Client's information for the purposes of the Project;  
ii) if the Eligible Client is illiterate, to verbally transmit the contents of the pamphlet; and  
iii) to comply with the data collection systems' related privacy and security manual.
  - B) that additional requirements under this clause as identified by the Department, are not applicable.
- 7.9 The Recipient is responsible for the physical safekeeping and the protection of confidentiality of documents in the possession or control, or under the responsibility of the Recipient including but not limited to responsibility for documents that are in the process of being transferred or transmitted to the Department.
- 7.10 The Recipient agrees that the Department may share information related to this Agreement and the Project with other federal departments and Governments who may provide funding to the Recipient, for purposes including auditing, assessment, and evaluation of the Recipient.
- 7.11 The Recipient acknowledges that the Department is subject to the Access to Information Act, RSC 1985, Chapter A-1, and information obtained by the Department pertaining to this Agreement may be disclosed to the public upon request under the aforementioned act.
- 7.12 Further to clause 7.4 of the Agreement, the Recipient must implement administrative, physical and technical security and safeguarding measures and solutions to preserve the confidentiality, security and integrity of premises, personal information and systems. These measures and solutions must also comply with industry standards and/or industry best practice, whichever offers greater protection.

## 8.0 DEFAULT

- 8.1 The following constitute events of default:
- A) The Recipient becomes bankrupt or insolvent, is placed in receivership, or takes the benefit of any statute relating to bankrupt or insolvent debtors.
  - B) An order is made or a resolution is passed for the winding up of the Recipient, or the Recipient is dissolved.
  - C) At the sole discretion of the Department, the Recipient is in breach of the performance of, or compliance with, any term, condition or obligation on its part to be observed or performed.
  - D) The Recipient has submitted false, misleading, or inaccurate information to the Department.
  - E) The activities or anticipated activities of the Recipient are contrary to Canadian law.
- 8.2 In the event of default, the Department may avail itself of either or both of the following remedies, in addition to any other remedies available at law, in equity, or otherwise:
- A) by written notice to the Recipient, immediately suspend any obligation by the Department to contribute or continue to contribute to the Eligible Costs of the Project as per clauses 3.1 and 3.2 of this Agreement, including any obligation to pay an amount owing prior to the date of such notice, until such default is corrected to the Department's satisfaction; and/or
  - B) by written notice to the Recipient, immediately terminate any obligation to contribute or continue to contribute to the Eligible Costs of the Project as per clauses 3.1 and 3.2 of this Agreement, including any obligation to pay an amount owing prior to the date of such notice, where the Department is of the opinion that the needs of Eligible Clients would be better met by such termination or has determined that it would not otherwise be in the Department's interest to continue with its obligation to contribute.
- 8.3 In the event of default and termination of the Agreement by the Department:
- A) the Recipient must dispose of capital assets acquired with the Contribution as outlined in section 13.0 of this Agreement; and
  - B) the Department will recover any amount remaining from any advance payment, as described in Schedule 3, as well as any debts due to the Crown as referred to in clause 4.7.



8.4 All rights and remedies provided in this Agreement are cumulative and not exclusive, and are in addition to and without prejudice to any other rights or remedies available to the Department at law, in equity, or otherwise. The exercise by the Department of any right or remedy does not preclude the exercise of any other rights or remedies that may now or subsequently be available at law, in equity, or otherwise.

## 9.0 INDEMNIFICATION

9.1 The Recipient will indemnify and save harmless the Department, its employees and agents from and against all losses, damages, liabilities, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs or expenses (including legal fees), of whatever kind, related to or in connection with (i) the performance or non-performance by the Recipient of its obligations under this Agreement, or (ii) negligence, wilful misconduct or other culpable acts, or omissions, of the Recipient, its employees, agents or contractors, and including, but not limited to, any third party claims alleging the following:

- A) non-payment by the Recipient of debts, loans, capital leases or other obligations to third parties, including but not limited to the case that the Recipient becomes bankrupt or insolvent or is placed in receivership;
- B) any injury or death of a person;
- C) any loss or damage to property;
- D) wrongful dismissal;
- E) breach of the warranty under section 12.5 A) of this Agreement;
- F) breach of privacy and confidentiality;
- G) infringement of a third party's Intellectual Property Rights, including claims that stem from the use of hardware or software provided to the Recipient by the Department or acquired by the Recipient with funds pursuant to this Agreement.

## 10.0 LIMITATION OF LIABILITY

10.1 The Recipient agrees that the Department, and its employees, and agents will not be held liable to the Recipient, or any third party, for any injury, including death, to any person; any loss or damage to property of any person; infringement of Intellectual Property Rights; or any obligation of the Recipient or anyone else; arising from, or in connection with, the Agreement.

## 11.0 CONTRACTING WITH THIRD PARTIES

11.1 When the Recipient contracts for products or services which are the subject of this Agreement, the Recipient must:

- A) use a fair process in obtaining price quotes from prospective contractors;
- B) ensure value for money;
- C) retain, and readily provide to the Department on request, copies of all contracts with third parties;
- D) maintain accurate records of all transactions with third parties, and provide the Department with reasonable access to these records:
  - i) during the entire Term of the Agreement; and
  - ii) for seven years afterwards.

11.2 The Recipient must ensure that any contract entered into with third parties is consistent with this Agreement, including the following terms and conditions:

- A) nothing in this contract or in work done pursuant to it is to be construed as creating a contractual relationship of any kind between the Department and the third party.
- B) the third party must make available Supporting Documentation, and books and records to the Department's representatives for inspection and audit.
- C) the third party must be bound to the same privacy and security obligations that apply to the Recipient under section 7.0 of the Agreement.

## 12.0 INTELLECTUAL PROPERTY

12.1 "Intellectual Property Right" means any Intellectual Property Right recognized by law, including any protected through legislation or arising from protection of information as a trade secret or as confidential information.

12.2 Where in the course of carrying out the Project, the Recipient produces any work subject to Intellectual Property Rights, these rights will vest in the Recipient or in a third party as set out in an agreement between the Recipient and such third party.

12.3 The Recipient is responsible for obtaining any necessary third party authorizations, as required to carry



out its obligations under this Agreement, from third parties who have Intellectual Property Rights or other rights affected by this Agreement.

- 12.4 Where the production of the work has been funded, in whole or in part, by the Contribution made by the Department under this Agreement, the Recipient hereby grants to the Department a non-exclusive, royalty-free, perpetual, worldwide and irrevocable licence to exercise any Intellectual Property Rights in the work for government purposes, including carrying out the Department's program objectives.
- 12.5 With respect to any work licensed under this section, the Recipient:
- A) warrants that the work will not infringe on the copyrights, trademarks or proprietary rights of others;
  - B) must include an acknowledgment, in a form satisfactory to the Department, on any work which is produced by it with funds contributed by the Department under this Agreement, acknowledging that the work was produced with funds contributed by the Department and identifying the Recipient as being solely responsible for the content of such work.
- 12.6 If the Recipient is involved, either in or out of court, in a claim by a third party relating to the infringement of its Intellectual Property Rights, the Recipient must inform the Department immediately in writing of the claim.
- 12.7 The Recipient grants to the Department a non-exclusive, royalty-free, world-wide licence to reproduce and otherwise use the Recipient's trademarks, signs, and symbols for the purpose of the advertisement and promotion of its funding programs. This licence is irrevocable for the duration of this Agreement and will terminate on the expiry or termination of this Agreement, unless otherwise agreed to by the Parties.
- 12.8 Materials copyrighted to the Department and the Crown in right of Canada, remain the property of these institutions.

### **13.0 CAPITAL ASSETS**

With regard to capital assets purchased in whole or in part with Contribution funds, the Recipient and the Department agree that ownership of such assets rests with the Recipient, subject to the following:

- 13.1 That such assets be insured for replacement costs.
- 13.2 That an inventory of capital assets purchased with Department funds (or purchased with insurance funds, when insurance costs have been paid with funds from the Department) be kept by the Recipient. The inventory should include sufficient information such as the purchase date, purchase price, make, model and serial number for easy identification of the assets.
- 13.3 That the Recipient neither sell, transfer, mortgage, lease nor otherwise dispose of any capital assets purchased with such funds without the prior written consent of the Department.
- 13.4 That at the expiration or earlier termination of the Agreement and ending of the funding relationship between the Department and the Recipient, the latter will ensure that any capital assets which have been purchased with Department funds (or purchased with insurance funds, when insurance costs have been paid with funds from the Department) but which have not been physically incorporated into the premises of the Recipient, at the discretion of the Department:
- A) be sold, at fair market value, and that the revenue be applied to eligible Project costs, which may no longer be claimed for reimbursement;
  - B) be turned over to a registered charitable organization;
  - C) assigned to another recipient funded by the Department; or
  - D) be retained by the Recipient.

### **14.0 GENERAL**

- 14.1 The Recipient cannot assign this Agreement or any right or obligation under it without the prior written consent of the Department, and any assignment made without that consent is void and of no effect.
- 14.2 This Agreement may be signed in counterparts, each of which when taken together, will constitute an original Agreement.
- 14.3 The terms of this Agreement take effect as of the date the Agreement is signed by the last of the two parties to do so.
- 14.4 This Agreement is binding on the parties and their successors and permitted assigns.



- 14.5 Amendments and adjustments to this Agreement must be in writing, and in compliance with the form and authority specified in the Recipient Guide, which may be updated by the Department from time to time.
- 14.6 The Department may, by notice to the Recipient, suspend or terminate this Agreement, in whole or in part, at any time without cause upon not less than three months written notice of intention to terminate. The Department may also, by notice to the Recipient, suspend or terminate this Agreement, in whole or in part, at any time upon an event of default as set out in clause 8.1. In the event of a suspension, the Department will notify the Recipient of the obligations to be met. In the event of a termination notice being given by the Department under this section:
- A) the Recipient must make no further commitments in relation to the Agreement and must cancel or otherwise reduce, to the extent possible, the amount of any outstanding commitments in relation thereto;
  - B) all Eligible Costs incurred by the Recipient up to the date of termination, not exceeding the maximum amount of the Department's Contribution payable under this Agreement, will be paid by the Department, provided that payment and reimbursement under this paragraph will only be made to the extent that it is established to the satisfaction of the Department that the costs mentioned herein were actually and reasonably incurred by the Recipient for the purposes of the Project up until the end of the notice period; and
  - C) the amount of any Contribution funds which remain unspent must be promptly repaid to the Department, and such amounts will be a debt due to the Crown.
- 14.7 Upon expiration or earlier termination of this Agreement, the obligations, which explicitly, or by their nature are intended to survive expiration or termination of the Agreement, will survive, and this will include but not be limited to clauses 6.8, 6.10, 13.4 and sections 7 (Privacy and Security Obligations), 9 (Indemnification), and 12 (Intellectual Property).
- 14.8 All required notices must be in writing and will be deemed received when delivered (1) personally, (2) on the date an email is sent, or (3) five business days after being sent by ordinary mail; addressed as follows:
- A) in the case of the Department, to:  
Director, Settlement Network  
417 Exeter Road  
London, ON, N6E 2Z3  
Canada
  - B) in the case of the Recipient, to:  
Jill Tansley  
The Corporation of the City of London  
300 Dufferin Street  
London, ON, N6A 4L9  
Canada
- 14.9 The Recipient represents and warrants that its signatories to this Agreement have been duly authorized to execute and deliver this Agreement on its behalf.
- 14.10 The Recipient represents and warrants that the execution, delivery and performance of this Agreement have been duly and validly authorized and when executed and delivered will constitute a legal, valid and binding obligation of the Recipient enforceable with its terms.
- 14.11 The Recipient represents and warrants that it is under no obligation, prohibition or other disability, nor is it subject to or threatened by any actions, suits or proceedings which could or would prevent compliance with this Agreement and undertakes to advise the Department forthwith of any such occurrence during the Term of the Agreement.
- 14.12 No provision of this Agreement and no action by the Parties will establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between the Department and the Recipient. The Recipient will not represent itself, including in any agreement with a third party, as a partner, agent, or employee of the Department or in a manner that could lead a member of the public to believe that the Recipient is a partner, agent, or employee of the Department.
- 14.13 Where the Recipient is an unincorporated association, it is understood and agreed by the persons signing this Agreement on behalf of the Recipient, that they commit also to be personally, jointly and severally liable for any and all obligations of the Recipient under this Agreement, and for any debt that may become due to the Department hereunder.



- 14.14 When direct services or activities are provided to Eligible Clients, the Recipient will erect at a suitable location on its premises a sign in both of Canada's official languages, which the Department considers appropriate, indicating that the Recipient's Project is funded by the Government of Canada. The Department may, at its discretion, withdraw this requirement for recognition of federal funding.
- 14.15 The Recipient must ensure visibility and provide public recognition of the Government of Canada's support to the Project in publications, speeches, press releases, websites, social media or other communication material. The Recipient must obtain the pre-approval of the Department of such material to ensure this is done in a manner compliant with Canada's Federal Identity Program using a visual identifier and/or wording satisfactory to the Department, for example: "This project is funded [in part] by the Government of Canada / Ce projet est financé [en partie] par le gouvernement du Canada". The Department may, at its discretion, withdraw this requirement for recognition of federal funding.
- 14.16 The Recipient must provide notice to the Department 20 business days in advance of any special event the Recipient proposes to organize in connection with the Agreement. The Recipient consents to having the Department or its designates participate in any such event. In the event that the Department confirms that it will participate in the event, the Recipient must schedule the event on a date approved by the Department.
- 14.17 Where in the opinion of the Department there is a demand, the Recipient will ensure that services and documentation intended for public use be available in both official languages.
- 14.18 The Recipient warrants that no bribe, gift or other inducement has been or will be paid, given, promised or offered directly or indirectly to any federal government official or employee or to a member of the family of such person, with a view to influencing the entry into this Agreement or the administration of this Agreement.
- 14.19 No member of the Senate or the House of Commons may be admitted to any share or part of this Agreement or to any benefit arising from it that is not otherwise available to the public.
- 14.20 No current or former public servant or public office holder to whom the *Conflict of Interest Act*, the *Conflict of Interest and Post-Employment Code for Public Office Holders*, the *Directive on Conflict of Interest* and the *Policy on People Management* applies can derive direct benefit from this Agreement unless the provision or receipt of such benefits is in compliance with such legislation and codes.
- 14.21 Any person lobbying on behalf of the Recipient must be registered pursuant to the *Lobbying Act*, as amended from time to time.
- 14.22 The parties agree that unless otherwise specified in writing in this Agreement, the law of the province or territory where the Recipient's head office is located will be the applicable provincial or territorial law.
- 14.23 Should any term or provision of the Agreement be determined to be invalid or unenforceable, such invalidity or unenforceability will apply to that term or provision only to the extent of that invalidity or unenforceability, and the remaining terms or provisions of the Agreement will continue to be valid and enforceable.
- 14.24 No waiver by the Department under this Agreement is effective unless it is in writing, identified as a waiver to this Agreement, and signed by an authorized representative of the Department. Any waiver authorized on one occasion is effective only in that instance and only for the purpose stated and does not operate as a waiver for any future occasion. No failure or delay by the Department in exercising any right, remedy, power or privilege, or in enforcing any condition under this Agreement, will constitute a waiver or estoppel of any right, remedy, power, privilege or condition arising from this Agreement.
- 14.25 The Recipient acknowledges that the name of the Recipient, the amount of the Contribution and the general nature of the Project funded may be made publicly available by the Department in accordance with the Government of Canada's commitment to proactively disclose the awarding of grants and contributions.

The Recipient acknowledges having read and understood the Agreement in its entirety and agrees with its contents. The parties hereto have signed this Agreement through duly authorized representatives:



**Recipient**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Position (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (YYYY-MM-DD)

**Department**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Position (Print)

**Recipient**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Position (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (YYYY-MM-DD)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (YYYY-MM-DD)



**Settlement Program – Schedule 1  
Statement of Planned Activities and Intended Results**

Recipient Name: <b>The Corporation of the City of London</b>	Agreement Number: <b>S263926014</b>
Agreement Title: <b>London &amp; Middlesex Local Immigration Partnership: Towards a Wider Community Outreach and Enhanced Partner Support, 2025 to 2030</b>	Amendment Number:

**PROJECT DESCRIPTION AND OBJECTIVE(S):**

The Corporation of the City of London will facilitate a Local Immigration Partnership in London & Middlesex in Ontario. The LIP is a community-based partnership that will focus on:

- Systematizing local engagement of service providers and other institutions in newcomers' integration process;
- Supporting community-level research and strategic community planning; and,
- Improving coordination of effective services that facilitate immigration settlement and integration.

Through this agreement, the project will:

- Enhance collaboration, coordination and strategic planning at the community level in order to foster welcoming communities; and,
- Increase the community's capacity to create more inclusive and equitable services for diverse newcomers and advance IRCC priorities in Gender Equality, Anti-Racism, and Truth & Reconciliation.

**PLANNED ACTIVITIES:**

**Activity:** 01 - Indirect Services - Non-settlement Community Partner Engagement

**Activity Narrative:** The Recipient will maintain an inclusive partnership council that is broad based and representative of the community it represents. Members of the partnership council should include key settlement and non-settlement partners who can contribute and engage in locally-driven strategic solutions to improve newcomer outcomes (i.e. Central Council meetings).

**Targeted Client Population(s):**

- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- Online/Digital (High-Tech) Service Delivery - Staff-led Online
- In-person Service Delivery

**Quantity:**

- 2025-2026 - 5
- 2026-2027 - 5
- 2027-2028 - 5

**Target Number of Clients:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Specific Outcome:**

- Community partners (local, provincial) are aware of needs of newcomers' in local community and



collaborate on developing community plans and other solutions to address existing service gaps and leverage available community resources to support newcomer outcomes

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers across all sectors, in large, medium and small communities, including francophone minority communities

**Activity:** 02 - Indirect Services - Non-settlement Community Partner Engagement

**Activity Narrative:** The Recipient will maintain an inclusive partnership sub-council that is broad based and representative of the community it represents. Members of the partnership sub-council should include key settlement and non-settlement partners who can contribute and engage in locally-driven strategic solutions to improve newcomer outcomes. The 5 sub-council's include the Settlement, Education, Employment, Health & Well-being and lastly, Inclusion and Civic Engagement Sub-Council group.

**Targeted Client Population(s):**

- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- Online/Digital (High-Tech) Service Delivery - Staff-led Online
- In-person Service Delivery

**Quantity:**

- 2025-2026 - 25
- 2026-2027 - 25
- 2027-2028 - 25

**Target Number of Clients:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Specific Outcome:**

- Community partners (local, provincial) are aware of needs of newcomers' in local community and collaborate on developing community plans and other solutions to address existing service gaps and leverage available community resources to support newcomer outcomes

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers across all sectors, in large, medium and small communities, including francophone minority communities

**Activity:** 03 - Indirect Services - Non-settlement Community Partner Engagement

**Activity Narrative:** The Recipient will maintain an inclusive partnership council that is broad based and representative of the community it represents. Members of the partnership council should include key settlement and non-settlement partners who can contribute and engage in locally-driven strategic solutions to improve newcomer outcomes. The 6 working groups include the following:

- Governance Work Group;
- Welcoming Communities Work Group;





- Fact Sharing Work Group;
- Faith and Seniors Work Group;
- Ready to Volunteer Work Group; and
- Leadership Work Group.

**Targeted Client Population(s):**

- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- Online/Digital (High-Tech) Service Delivery - Staff-led Online
- In-person Service Delivery

**Quantity:**

- 2025-2026 - 26
- 2026-2027 - 26
- 2027-2028 - 24

**Target Number of Clients:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Specific Outcome:**

- Community partners (local, provincial) are aware of needs of newcomers' in local community and collaborate on developing community plans and other solutions to address existing service gaps and leverage available community resources to support newcomer outcomes

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers across all sectors, in large, medium and small communities, including francophone minority communities

**Activity:** 04 - Indirect Services - Non-settlement Community Partner Engagement

**Activity Narrative:** The Recipient, in collaboration with the council, will continue to develop/strengthen their Community Plan for newcomer settlement and integration in the community reflecting strengths and challenges identified through the partnership's understanding of newcomers' needs and community assets and gaps mapping. The plan should include key priorities for action that would strengthen the ability of the community to be more welcoming and inclusive of newcomers.

**Targeted Client Population(s):**

- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- Online/Digital (High-Tech) Service Delivery - Staff-led Online
- In-person Service Delivery



**Quantity:**

- 2025-2026 - 1
- 2026-2027 - 0
- 2027-2028 - 0

**Target Number of Clients:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Specific Outcome:**

- Community partners (local, provincial) are aware of needs of newcomers' in local community and collaborate on developing community plans and other solutions to address existing service gaps and leverage available community resources to support newcomer outcomes

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers across all sectors, in large, medium and small communities, including francophone minority communities

**Activity:** 05 - Indirect Services - Non-settlement Community Partner Engagement

**Activity Narrative:** The Recipient, in collaboration with the council, will continue to develop/strengthen and support the implementation of a targeted action plan, with measurable outcomes, monitoring and evaluation of the community impact. The evaluation should include an assessment of local partner uptake/adherence to the community plan. The LIP will host a Ready to Volunteer event to encourage newcomers to learn more about volunteering in London and explore where their skills might be needed.

**Targeted Client Population(s):**

- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- Online/Digital (High-Tech) Service Delivery - Staff-led Online
- In-person Service Delivery

**Quantity:**

- 2025-2026 - 1
- 2026-2027 - 1
- 2027-2028 - 0

**Target Number of Clients:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Specific Outcome:**

- Community partners (local, provincial) are aware of needs of newcomers' in local community and



collaborate on developing community plans and other solutions to address existing service gaps and leverage available community resources to support newcomer outcomes

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers across all sectors, in large, medium and small communities, including francophone minority communities

**Activity:** 06 - Indirect Services - Non-settlement Community Partner Engagement

**Activity Narrative:** The Recipient, in collaboration with the council will establish ad-hoc working groups comprised of key partners and community representatives that will address community gaps and challenges to better support and address newcomer needs (e.g., collaboration with an Immigration-Indigenous Relations Committee to support the Truth and Reconciliation Call to Action).

**Targeted Client Population(s):**

- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- Not Applicable

**Quantity:**

- 2025-2026 - 1
- 2026-2027 - 1
- 2027-2028 - 1

**Target Number of Clients:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Specific Outcome:**

- Community partners (local, provincial) are aware of needs of newcomers' in local community and collaborate on developing community plans and other solutions to address existing service gaps and leverage available community resources to support newcomer outcomes

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers across all sectors, in large, medium and small communities, including francophone minority communities

**Activity:** 07 - Indirect Services - Non-settlement Community Partner Engagement

**Activity Narrative:** The Recipient, in collaboration with the council, will continue to develop/strengthen and support the implementation of a targeted action plan, with measurable outcomes, monitoring and evaluation of the community impact. The evaluation should include an assessment of local partner uptake/adherence to the community plan. The LMLIP will continue to educate the receiving community on barriers related to equity-denied groups including women, racialized newcomers, refugees, people with disabilities, and the 2SLGBTQI+ community. Knowledge will be shared through a GBA Plus Workshop, Bi-weekly Round Up emails and other activities that promote inclusivity and acceptance of individuals from different backgrounds, religions, genders and all other identities.



**Targeted Client Population(s):**

- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- Online/Digital (High-Tech) Service Delivery - Staff-led Online
- In-person Service Delivery

**Quantity:**

- 2025-2026 - 0
- 2026-2027 - 1
- 2027-2028 - 0
  
- 2025-2026 -
- 2026-2027 -
- 2027-2028 -

**Specific Outcome:**

- Community partners (local, provincial) are aware of needs of newcomers' in local community and collaborate on developing community plans and other solutions to address existing service gaps and leverage available community resources to support newcomer outcomes

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers across all sectors, in large, medium and small communities, including francophone minority communities

**Activity:** 08 - Indirect Services - Non-settlement Community Partner Capacity Building

**Activity Narrative:** The Recipient will conduct research, as needed, to understand the newcomers' needs and the community's assets and gaps, to assess, identify and leverage existing community strengths, address challenges, and improve welcoming community characteristics. This can include, but is not limited to understanding demographics and trends in the community; existing services and supports for immigrants; and barriers to integration in a number of domains including employment, housing, education, health care, mapping of local housing resources. For example, LMLIP Volunteers will provide data on trends and emerging needs that impact the successful integration of immigrants. Information and findings will be shared through Matter of Facts series, through the LMLIP website, through bi-weekly round up newsletters and through social media platforms.

**Targeted Client Population(s):**

- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- Telephone/Email/Text (Low-Tech) Service Delivery

**Quantity:**



- 2025-2026 - 25
- 2026-2027 - 25
- 2027-2028 - 25

**Target Number of Clients:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Specific Outcome:**

- Community partners (local, provincial) have the knowledge and tools to improve welcoming and inclusive services and other conditions in the community in support of newcomer outcomes and retention

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers across all sectors, in large, medium and small communities, including francophone minority communities

**Activity:** 09 - Indirect Services - Non-settlement Community Partner Engagement

**Activity Narrative:** The Recipient, in collaboration with the council, will continue to develop/strengthen and support the implementation of a targeted action plan, with measurable outcomes, monitoring and evaluation of the community impact. The evaluation should include an assessment of local partner uptake/adherence to the community plan. LMLIP will organize an annual Setting Up Immigrants for Success event that will provide information and assistance to Faith groups on settlement and non-settlement services including resources on issues such as Gender-Based Violence, educational opportunities, and sponsorship.

**Targeted Client Population(s):**

- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- Online/Digital (High-Tech) Service Delivery - Staff-led Online
- In-person Service Delivery

**Quantity:**

- 2025-2026 - 10
- 2026-2027 - 11
- 2027-2028 - 10

**Target Number of Clients:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Specific Outcome:**

- Community partners (local, provincial) are aware of needs of newcomers' in local community and



collaborate on developing community plans and other solutions to address existing service gaps and leverage available community resources to support newcomer outcomes

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers across all sectors, in large, medium and small communities, including francophone minority communities

**Activity:** 10 - Indirect Services - Non-settlement Community Partner Engagement

**Activity Narrative:** The Recipient, in collaboration with the council, will continue to develop/strengthen and support the implementation of a targeted action plan, with measurable outcomes, and monitoring and evaluation of the community impact. LMLIP will conduct an annual I am London event to celebrate successful immigrants and showcase the value of diversity to the community. The selected faces of London and Middlesex will be honoured with an annual event where they have the opportunity to share their experiences and to connect with other newcomers.

**Targeted Client Population(s):**

- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- In-person Service Delivery

**Quantity:**

- 2025-2026 - 1
- 2026-2027 - 1
- 2027-2028 - 1

**Target Number of Clients:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Specific Outcome:**

- Community partners (local, provincial) are aware of needs of newcomers' in local community and collaborate on developing community plans and other solutions to address existing service gaps and leverage available community resources to support newcomer outcomes

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers across all sectors, in large, medium and small communities, including francophone minority communities

**Activity:** 11 - Indirect Services - Non-settlement Community Partner Engagement

**Activity Narrative:** The Recipient, in collaboration with the council, will continue to develop/strengthen and support the implementation of a targeted action plan, with measurable outcomes, and monitoring and evaluation of the community impact. The LMLIP Project Manager will participate in the Pathways to Prosperity event and share the work of the LMLIP and learn about best practices of other LIP's for possible integration into the work of the LMLIP.



**Targeted Client Population(s):**

- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- In-person Service Delivery

**Quantity:**

- 2025-2026 - 1
- 2026-2027 - 1
- 2027-2028 - 1

**Target Number of Clients:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Specific Outcome:**

- Community partners (local, provincial) are aware of needs of newcomers' in local community and collaborate on developing community plans and other solutions to address existing service gaps and leverage available community resources to support newcomer outcomes

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers across all sectors, in large, medium and small communities, including francophone minority communities

**Activity:** 12 - Indirect Services - Non-settlement Community Partner Engagement

**Activity Narrative:** The Recipient, in collaboration with the council, will continue to develop/strengthen and support the implementation of a targeted action plan, with measurable outcomes, and monitoring and evaluation of the community impact. LMLIP will host the annual commemoration and educational session that focuses on bringing the community together to learn about the harms of Islamophobia and other forms of racism. The event is a result of a loss of a newcomer family in London, Ontario due to an act of hate crime.

**Targeted Client Population(s):**

- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- In-person Service Delivery

**Quantity:**

- 2025-2026 - 1
- 2026-2027 - 1
- 2027-2028 - 1



**Target Number of Clients:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Specific Outcome:**

- Community partners (local, provincial) are aware of needs of newcomers' in local community and collaborate on developing community plans and other solutions to address existing service gaps and leverage available community resources to support newcomer outcomes

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers across all sectors, in large, medium and small communities, including francophone minority communities

**Activity:** 13 - Indirect Services - Non-settlement Community Partner Engagement

**Activity Narrative:** The Recipient, in collaboration with the council, will continue to develop/strengthen and support the implementation of a targeted action plan, with measurable outcomes, and monitoring and evaluation of the community impact. Through the annual All are Welcome Here event, LMLIP will host activities to promote inclusion and welcome-ability in the region. This event marks the United Nations Day for the Elimination of Racial Discrimination and the goal is to educate the public on different forms of discrimination, conscious and unconscious biases and the implications for immigrants. The event will hopes to engage the community in the conversation to make the region a more welcoming community.

**Targeted Client Population(s):**

- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- In-person Service Delivery

**Quantity:**

- 2025-2026 - 1
- 2026-2027 - 1
- 2027-2028 - 1

**Target Number of Clients:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Specific Outcome:**

- Community partners (local, provincial) are aware of needs of newcomers' in local community and collaborate on developing community plans and other solutions to address existing service gaps and leverage available community resources to support newcomer outcomes

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers





across all sectors, in large, medium and small communities, including francophone minority communities

**Activity: 14 - Indirect Services - Non-settlement Community Partner Capacity Building**

**Activity Narrative:** The Recipient will conduct research, as needed, to understand the newcomers' needs and the community's assets and gaps, to assess, identify and leverage existing community strengths, address challenges, and improve welcoming community characteristics. This can include, but is not limited to understanding demographics and trends in the community; existing services and supports for immigrants; and barriers to integration in a number of domains including employment, housing, education, health care, mapping of local housing resources. Efforts should be made to include the specific needs of newcomers who are lacking supports. In FY3, LMLIP's Community Capacity and Perceptions survey will be conducted to measure the coordination and collaboration among LMLIP and their partners, and to identify areas for improvement to better service newcomers in the community.

**Targeted Client Population(s):**

- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- Not Applicable

**Quantity:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 1

**Target Number of Clients:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Specific Outcome:**

- Community partners (local, provincial) have the knowledge and tools to improve welcoming and inclusive services and other conditions in the community in support of newcomer outcomes and retention

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers across all sectors, in large, medium and small communities, including francophone minority communities

**Activity: 15 - Indirect Services - Non-settlement Community Partner Engagement**

**Activity Narrative:** The Recipient, in collaboration with the council, will continue to develop/strengthen and support the implementation of a targeted action plan, with measurable outcomes, monitoring and evaluation of the community impact. The evaluation should include an assessment of local partner uptake/adherence to the community plan. Through the London Newcomer Strategy Meetings, LMLIP will develop aligned planning activities with networks, with the goal of advancing ongoing inclusive, accessible engagement practices for elderly newcomers and vulnerable immigrant families, children and youth.

**Targeted Client Population(s):**



- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- In-person Service Delivery

**Quantity:**

- 2025-2026 - 4
- 2026-2027 - 4
- 2027-2028 - 4

**Target Number of Clients:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Specific Outcome:**

- Community partners (local, provincial) are aware of needs of newcomers' in local community and collaborate on developing community plans and other solutions to address existing service gaps and leverage available community resources to support newcomer outcomes

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers across all sectors, in large, medium and small communities, including francophone minority communities

**Activity:** 16 - Indirect Services - Non-settlement Community Partner Capacity Building

**Activity Narrative:** The Recipient will support the development of community capacity to deliver a tailored response to emerging needs by facilitating the alignment of local-level actors, fostering local coordination of direct settlement services providers, and participating on existing community tables with a view of promoting cross-sector partnerships in housing, health/mental health to develop community surge capacity to respond to large-scale humanitarian arrivals. LMLIP will have a booth at the annual London Newcomer Day and will work with local settlement service providers to provide resources to assist newcomers with their settlement and job search.

**Targeted Client Population(s):**

- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- In-person Service Delivery

**Quantity:**

- 2025-2026 - 1
- 2026-2027 - 1
- 2027-2028 - 1



**Target Number of Clients:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Specific Outcome:**

- Community partners (local, provincial) have the knowledge and tools to improve welcoming and inclusive services and other conditions in the community in support of newcomer outcomes and retention

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers across all sectors, in large, medium and small communities, including francophone minority communities

**Activity:** 17 - Indirect Services - Non-settlement Community Partner Engagement

**Activity Narrative:** The Recipient, in collaboration with the council, will continue to develop/strengthen and support the implementation of a targeted action plan, with measurable outcomes, monitoring and evaluation of the community impact. The evaluation should include an assessment of local partner uptake/adherence to the community plan.

**Targeted Client Population(s):**

- Not Applicable

**Audience:**

- Not Applicable

**Mode of Delivery:**

- Not Applicable

**Quantity:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Target Number of Clients:**

- 2025-2026 - 0
- 2026-2027 - 0
- 2027-2028 - 0

**Specific Outcome:**

- Community partners (local, provincial) are aware of needs of newcomers' in local community and collaborate on developing community plans and other solutions to address existing service gaps and leverage available community resources to support newcomer outcomes

**IRCC Expected Outcome:**

- Non-settlement partners improve capacity to provide support to diverse groups of newcomers across all sectors, in large, medium and small communities, including francophone minority communities





**Settlement Program – Schedule 2  
Description of Eligible Costs**

Recipient Name: <b>The Corporation of the City of London</b>		Agreement Number: <b>S263926014</b>
Address: <b>300 Dufferin Street London, ON, Canada N6A 4L9</b>		
Telephone Number:	Facsimile Number:	Amendment Number:
Agreement Title: <b>London &amp; Middlesex Local Immigration Partnership: Towards a Wider Community Outreach and Enhanced Partner Support, 2025 to 2030</b>		

Duration of Activity / Funding Period	From:	<b>2025-04-01</b> YYYY-MM-DD	To:	<b>2028-03-31</b> YYYY-MM-DD	Fiscal Years:	<b>3</b>
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**DEPARTMENTAL CONTRIBUTION – SEE ATTACHED SHEET FOR COST CATEGORY DETAILS**

<b>FISCAL YEAR</b>	<b>PROGRAM DELIVERY</b>	<b>ADMINISTRATIVE</b>	<b>CAPITAL</b>	<b>TOTAL CONTRIBUTION</b>
2025-2026	\$336,415	\$20,185	\$1,979	\$358,579
2026-2027	\$313,974	\$18,838	\$2,281	\$335,093
2027-2028	\$314,750	\$18,885	\$1,505	\$335,140
<b>TOTAL COST CATEGORY</b>	<b>\$965,139</b>	<b>\$57,908</b>	<b>\$5,765</b>	<b>\$1,028,812</b>



Recipient Name: <b>The Corporation of the City of London</b>	Agreement Number: <b>\$263926014</b>
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**Fiscal Year: 2025-2026**

**PROGRAM DELIVERY**

**All line items/Tous les éléments**

Qty	Line Item	Description/Details	Amount for Fiscal Year
	Conferences and workshops	Venue/Logistics; Honoraria - External Event Guest Speakers; Food/Refreshments; and Eligible portion GST/HST	\$14,722
	Delivery assistance	Printing/Photocopying and Eligible portion GST/HST	\$2,051
	Professional and consultant fees	External Professional(s) and/or Consultant(s); and Eligible portion GST/HST	\$7,722
	Overhead	Security for Events; and Eligible portion GST/HST	\$1,244
<b>Total All line items/Tous les éléments:</b>			<b>\$25,739</b>

**Further Distribution of Funds**

Qty	Line Item	Description/Details	Amount for Fiscal Year
	Professional and consultant fees	1 Ultimate Recipient	\$310,676
<b>Total Further Distribution of Funds:</b>			<b>\$310,676</b>

**Total - Program Delivery:** \$336,415

**ADMINISTRATIVE**

Line Item	Description/Details	Amount for Fiscal Year
Negotiated Administrative Rate	6%	\$20,185

**Total - Administrative:** \$20,185

**CAPITAL**

**Further Distribution of Funds**

Qty	Line Item	Description/Details	Amount for Fiscal Year
	Capital expenditures	Laptop Replacement and Eligible portion GST/HST	\$1,979
<b>Total Further Distribution of Funds:</b>			<b>\$1,979</b>

**Total - Capital:** \$1,979

**Total Maximum Contribution for Fiscal Year:** \$358,579



Recipient Name: <b>The Corporation of the City of London</b>	Agreement Number: <b>\$263926014</b>
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**Fiscal Year: 2026-2027**

**PROGRAM DELIVERY**

**All line items/Tous les éléments**

Qty	Line Item	Description/Details	Amount for Fiscal Year
	Delivery assistance	Printing/Photocopying; and Eligible portion GST/HST	\$2,092
	Conferences and workshops	Venue/Logistics; Honoraria - External Guest Speakers; Food/Refreshments; and Eligible portion GST/HST	\$13,156
	Professional and consultant fees	External Professional(s) and/or Consultant(s); and Eligible portion GST/HST	\$3,841
	Overhead	Security for Events; and Eligible portion GST/HST	\$1,012
<b>Total All line items/Tous les éléments:</b>			<b>\$20,101</b>

**Further Distribution of Funds**

Qty	Line Item	Description/Details	Amount for Fiscal Year
	Professional and consultant fees	1 Ultimate Recipient	\$293,873
<b>Total Further Distribution of Funds:</b>			<b>\$293,873</b>

**Total - Program Delivery:** **\$313,974**

**ADMINISTRATIVE**

Line Item	Description/Details	Amount for Fiscal Year
Negotiated Administrative Rate	6%	\$18,838

**Total - Administrative:** **\$18,838**

**CAPITAL**

**Further Distribution of Funds**

Qty	Line Item	Description/Details	Amount for Fiscal Year
	Capital expenditures	Laptop Replacement and Eligible portion GST/HST	\$2,281
<b>Total Further Distribution of Funds:</b>			<b>\$2,281</b>

**Total - Capital:** **\$2,281**

**Total Maximum Contribution for Fiscal Year:** **\$335,093**



Recipient Name: <b>The Corporation of the City of London</b>	Agreement Number: <b>\$263926014</b>
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**Fiscal Year: 2027-2028**

**PROGRAM DELIVERY**

**All line items/Tous les éléments**

Qty	Line Item	Description/Details	Amount for Fiscal Year
	Delivery assistance	Printing/Photocopying; and Eligible portion GST/HST	\$1,424
	Conferences and workshops	Venue/Logistics; Honoraria - External Guest Speakers; Food/Refreshments; and Eligible portion GST/HST	\$14,919
	Professional and consultant fees	External Professional(s) and/or Consultant(s); and Eligible portion GST/HST	\$9,060
	Overhead	Security for events; and Eligible portion GST/HST	\$1,032
<b>Total All line items/Tous les éléments:</b>			<b>\$26,435</b>

**Further Distribution of Funds**

Qty	Line Item	Description/Details	Amount for Fiscal Year
	Professional and consultant fees	1 Ultimate Recipient	\$288,315
<b>Total Further Distribution of Funds:</b>			<b>\$288,315</b>

**Total - Program Delivery:** **\$314,750**

**ADMINISTRATIVE**

Line Item	Description/Details	Amount for Fiscal Year
Negotiated Administrative Rate	6%	\$18,885

**Total - Administrative:** **\$18,885**

**CAPITAL**

**Further Distribution of Funds**

Qty	Line Item	Description/Details	Amount for Fiscal Year
	Capital expenditures	Laptop Replacement and Eligible portion GST/HST	\$1,505
<b>Total Further Distribution of Funds:</b>			<b>\$1,505</b>

**Total - Capital:** **\$1,505**

**Total Maximum Contribution for Fiscal Year:** **\$335,140**





**Settlement Program – Schedule 3  
Terms of Payments and Financial Reporting**

Recipient Name: <b>The Corporation of the City of London</b>	Agreement Number: <b>S263926014</b>
Agreement Title: <b>London &amp; Middlesex Local Immigration Partnership: Towards a Wider Community Outreach and Enhanced Partner Support, 2025 to 2030</b>	Amendment Number:

**TERMS OF PAYMENTS**

**Reimbursements**

- 1.0 Subject to clause 1.1.0 of this Schedule, the Department will make payments of the Contribution amount by reimbursements, upon receipt from the Recipient of claims for Eligible Costs, with Supporting Documentation if requested by the Department, in accordance with clause 4.1 of the Agreement.
- 1.1.0 Upon request of the Recipient, the Department may, at its discretion, make advance payments of the Contribution. A request for advance payments by the Recipient must be made in a form satisfactory to the Department and demonstrate:
- that the Recipient's other sources of funds that are not externally restricted for other projects are not sufficient to deliver the Project in advance of reimbursement of Eligible Costs;
  - that the Recipient's current quick ratio (i.e. the measurement to compare an organization's quick assets against its current liabilities) is not sufficient to deliver the Project in advance of reimbursement of Eligible Costs; and
  - that advance payments are essential to the achievement of Project objectives.

The request must be accompanied by any documentation requested by the Department.

Where advance payments are approved by the Department, the Department will make payments of the Contribution amount by advances in an amount determined by the Department based on the Recipient's cash flow requirements.

Where advance payments are approved by the Department, the written communication from the Department shall constitute part of the Agreement and will supersede clause 1.0, as per clause 4.10 of this Agreement.

- 1.1.1 Where advance payments are approved by the Department, the Recipient must submit claims of Eligible costs, with Supporting Documentation if requested by the Department, based on the frequency specified under clause 3.1 of this Schedule, to demonstrate that any advance payment made was applied to the payment of Eligible costs.
- 1.1.2 Where advance payments are approved by the Department, the Department may withhold an advance payment pending a review of the requirements under clause 1.1.1 of this Schedule and section 6.0 of this Agreement.
- 1.1.3 Notwithstanding approval of a request for further advance payments, the Department retains the right to make payments by reimbursement, should it determine that the Recipient no longer meets the conditions set out under clause 1.1.0 of this Schedule or should the Recipient fail to meet the requirements under this Agreement.

**HOLDBACK**

- 2.0 The Department may withhold a holdback of up to **5%** of the **total Agreement value**. Any amount withheld by the Department will be released as a final payment when the final claim for Eligible Costs and reports have been submitted by the Recipient in accordance with clause 6.8 of this Agreement and the Recipient has fulfilled all its obligations under this Agreement. Material submitted to the Department to support release of the holdback must be certified by a duly authorized representative of the Recipient.



## **FINANCIAL REPORTING**

### **Forecast of Cash Flow**

- 3.0 The Recipient must submit to the Department an initial Forecast of Cash Flow prior to the beginning of each Fiscal Year, and a revised Forecast of Cash Flow accompanying the February claim and following any adjustment or amendment to Schedule 2. The Department may request submission of a revised Forecast of Cash Flow should significant variances from projected spending occur.

### **Quarterly Claims (Four plus year-end)**

- 3.1 Quarterly claims (four plus year-end) of Eligible Costs must be submitted by the Recipient to the Department, for each Fiscal Year of the Agreement, as follows:

1. April to July – due August **15**
2. August to September – due October **15**
3. October to November – due December **15**
4. December to February – due March **15**
5. March – due April **15**

Claim 4 (December to February) must be accompanied by a revised Forecast of Cash Flow that includes an estimate of anticipated costs for March.

### **Annual Financial Statements**

- 3.2 The Recipient must submit to the Department the organizational annual financial statements (audited if available) within six months of the Recipient's fiscal year end date.



## Settlement Program – Schedule 4 Supplementary Terms and Conditions

Recipient Name: <b>The Corporation of the City of London</b>	Agreement Number: <b>S263926014</b>
Agreement Title: <b>London &amp; Middlesex Local Immigration Partnership: Towards a Wider Community Outreach and Enhanced Partner Support, 2025 to 2030</b>	Amendment Number:

The provisions of this Schedule must be interpreted in conformity with those of the Agreement concluded by the Department with the Recipient.

### Requirements in Support of the Francophone Integration Pathway:

In addition to the Official Language Requirements specified in sections 5.4 and 14.17 of the Agreement:

1. The Recipient must inform all Eligible Clients of the availability of settlement services in French, must inform them of the ability to settle in French in Canada, and include this information prominently on their website.
2. The Recipient must enquire as to the Official Language preference of all Eligible Clients.
3. If the Recipient is not a designated Francophone Organization, they must refer Eligible Clients seeking service in French to a Francophone Recipient.
4. The Recipient must develop and maintain partnerships with Francophone Recipients and Francophone community organizations in order to meet the service requirements above.

### Performance Measurement and Outcome Reporting:

1. Further to section 6.0 of the Agreement, the Department may request that the Recipient carry-out project-level performance measurement and analysis activities to inform project-level outcome reporting. This may include, but is not limited to, Recipient-run surveys to measure project-level immediate and intermediate outcomes of Eligible Clients in priority areas determined by the Department. Outcomes information may be requested in outcome focused reports, including project evaluations, in accordance with requirements to be set out by the Department.

### Narrative Reporting:

A narrative report must be submitted by the Recipient to the Department for each Fiscal Year of the Agreement, as follows:

1. April to July - due August 15.

### Final Progress Report:

Following completion of the Project, the Recipient must submit a Final Progress Report detailing the actual results of the Project against the Project objective(s), planned activities, and expected results identified in Schedule 1. This report is to be submitted to the Department within 40 business days of the end of the Funding Period.

### Activity and Output Reporting:

1. The Recipient must submit complete and accurate data on a timely basis.
  - A) If the project includes direct activities, monthly information on Eligible Clients served, services delivered and support services provided must be input into the data collection system provided by the Department by the fifth business day of the following month.
  - B) For projects that require Annual Reports, the reports must be submitted to the Department at the end of the Agreement for single-year agreements (or less), or at the end of each fiscal year for multi-year agreements, no later than May 31, using the format provided by the Department.
  - C) The Department may withhold payment of claims submitted by the Recipient if, in the opinion of the Department, the Recipient is not compliant with these data entry or reporting obligations.
2. The Recipient must maintain a minimum level of computer environment, with the specifications as follows:



- A high-speed internet connection, or where not available, a 56kbs modem.
- A web browser that supports the latest version of Transport Layer Security.
- Security protection software which contains full version reliable and an updated virus scan and firewall.
- Work stations include password protection on computers that will engage after a maximum of 15 minutes of non-usage to safeguard against unauthorized access.

Any hardware or software provided by the Department is to be used in accordance with the Agreement and any stipulations provided by the Department.

3. Further to clause 7.4 of the Agreement, the Recipient must meet the privacy and security requirements as identified by the Department in order to obtain access to the Department's data collection system.
4. The Recipient must ensure that its designated employees (system users) obtain a police records check to obtain access to the Department's data collection system. The Recipient must have a procedure in place for the prompt removal of network access from the Department's data collection system upon employee termination.
5. The Recipient must provide updates to the Department of any changes in the contact information of signatories to the Agreement. All signing authorities must always have an active account in the Department's data collection system.
6. The Recipient must ensure that staff have the required knowledge and training to comply with the Department's data entry requirements. Training, user support materials, and helpdesk support will be made available by the Department related to complying with the Department's requirements.
7. The Recipient's access to the Department's data collection system will cease once it no longer receives funding from the Department.
8. The Department will not be held liable for actions arising out of the Recipient not taking appropriate security measures as required in this Agreement. Security requirements will be outlined in the data collection systems related security manual and Minimum Security Requirements list provided by the Department.

**Other:**

1. International travel is not an eligible cost and will not be reimbursed by the Department under this Agreement.
2. The provision of immigration and/or citizenship advice and representation is an ineligible activity under IRCC's Settlement and Resettlement programs.