

Community Action Program for Children

CONTRIBUTION AGREEMENT

(Standard)

Made in duplicate

BETWEEN: **HER MAJESTY THE QUEEN IN RIGHT OF CANADA**, as represented by the Minister of Health, through the Public Health Agency of Canada (hereinafter referred to as "Canada")

AND: **The Corporation of the City of London** (hereinafter referred to as the "Recipient")

Canada and the Recipient are also referred to individually as a "Party", or collectively as the "Parties".

CONTRIBUTION AGREEMENT

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PREAMBLE:

WHEREAS Canada is responsible for the Program/Initiative entitled **Community Action Program for Children**;

WHEREAS the Recipient has submitted to Canada a proposal for the funding of a Project called **Families First - CAPC, City of London** under **Community Action Program for Children**;

WHEREAS Canada wishes to provide financial assistance to support the Project;

THEREFORE, the Parties agree as follows:

1. DEFINITIONS

In this Agreement,

- 1.1 "Agreement" means this contribution agreement and includes all Appendices, and any amendments made to this Agreement in accordance with section 27;
- 1.2 "Appropriation" means any authority of Parliament to pay money out of the Consolidated Revenue Fund;
- 1.3 "Asset" means any asset(s) acquired by the Recipient with contribution funds provided under this Agreement or under a previous agreement funded by the same Program;
- 1.4 "Budget" means the total forecasted expenditures for the Project, as well as the total amount of funding to be received from all sources for the Project, as set out in Appendix B;
- 1.5 "Eligible Expenditures" means the costs that are eligible for reimbursement as described in Appendix E to this Agreement and that are incurred by the Recipient in carrying out the Project;
- 1.6 "Evaluation" means the systematic collection and analysis of evidence on the outcomes of projects and programs used to make judgements about their relevance, results and cost effectiveness, as well as find alternative ways to deliver them or to achieve the same results;
- 1.7 "Fiscal Year" means the twelve-month period beginning April 1 of any year, and ending March 31 of the following year;
- 1.8 "Material" means anything that is created or developed by the Recipient with funding under this Agreement including designs, reports, photographs, drawings, plans, specifications, documents, tools, resources, computer software, surveys, databases and Web sites;
- 1.9 "Performance Measurement" means the ongoing, systematic process of collecting, analysing and using performance information to assess and report on an organization's progress towards meeting expected results and, if necessary, make adjustments to ensure that these results are achieved;
- 1.10 "Program/Initiative" means **Community Action Program for Children** ; and
- 1.11 "Project" means the activities described in Appendix A to this Agreement.

2. PURPOSE

The Recipient shall use the funding provided under this Agreement solely to carry out the Project in a diligent and professional manner, in accordance with the terms of this Agreement and applicable laws.

3. TERM

3.1 This Agreement will commence on **April 1st, 2017** and will end on **March 31st, 2020** unless terminated earlier.

3.2 The funding provided under this Contribution Agreement may be used for Eligible Expenditures incurred by the Recipient in carrying out project activities from **April 1st, 2017 to March 31st, 2020** in accordance with the approved Budget (Appendix "B").

4. FINANCIAL CONTRIBUTION AND OBLIGATIONS

4.1 Subject to the terms of this Agreement, Canada will make a contribution to the Recipient of up to **SEVEN HUNDRED FIFTY-THREE THOUSAND dollars (\$753,000.00)**. Canada's contribution shall be for Eligible Expenditures incurred by the Recipient in carrying out the Project in accordance with the Budget (Appendix B).

4.2 Reimbursement

Payments shall be made in the form of reimbursement to the Recipient within thirty (30) calendar days of receipt and acceptance by Canada of the Cashflow Record of Expenditures Form - Reimbursement Payments, Appendix D to this Agreement (hereinafter called the "Cashflow"), submitted by the Recipient in accordance with the Reporting Plan (Appendix C).

4.3 Cashflow Forecast and Record of Expenditures

The Cashflow (Appendix D) shall be certified by the Recipient's authorized representative(s) and contain the following information:

- a) a projection of expenditures to be incurred during the Fiscal Year, by category of Eligible Expenditures; and
- b) the actual expenditures incurred during the last reporting period.

4.4 Proceeds or Income

In accordance with the Reporting Plan (Appendix C), the Recipient shall report to Canada all proceeds or any income derived from contribution funding under this Agreement (e.g., interest). Such proceeds or income may be applied to reduce amounts otherwise payable under this Agreement. Where Canada determines that no such reduction is possible, or that any such reduction would only cover part of the proceeds or income derived from the use of the contribution funds, the remainder of the proceeds or income shall constitute an overpayment and be repayable in accordance with section 4.8 or, with the prior written approval from Canada, may be used by the Recipient to enhance the Project.

4.5 Adjustment

Notwithstanding any other provisions of this Agreement, Canada may withhold or reduce any payments to be made to the Recipient pursuant to this Agreement in the event that

- a) any report has not been submitted by the Recipient in accordance with the requirements of Appendix C; or
- b) any such report or any audit conducted under this Agreement indicates that actual expenditures incurred by the Recipient for the Project have been lower than the amount disbursed to the Recipient up to the time of such report or audit.

4.6 Repealed

4.7 Eligible Expenditures after termination or expiration

Canada shall not be obliged to contribute to any Eligible Expenditures claimed by the Recipient more than thirty (30) calendar days after the termination or expiration of this Agreement.

4.8 Overpayments

Any overpayment, unspent advance, or disallowed expenditure shall be repayable to Canada, and until repaid, constitutes a debt due to Canada. Canada may deduct the said amount from any subsequent payments under this Agreement, or if no further payments remain to be made, or the said amount is determined after the termination or expiration of this Agreement, the Recipient shall, unless otherwise agreed, repay the amount within thirty (30) calendar days of written notification from Canada. The

repayment shall be by cheque(s) payable to the Receiver General for Canada and shall be sent to Canada's representative identified in section 30. Interest shall be charged on any overdue amounts in accordance with the *Interest and Administrative Charges Regulations*.

4.9 Underspending

The Recipient shall inform Canada in writing of any potential underspending for any given Fiscal Year, on or before **January 31st**.

4.10 Set-off of debts owed to Canada

The Recipient must declare any amounts owed to Canada under legislation or agreement. The Recipient acknowledges that Canada may deduct these amounts from any amounts payable to the Recipient under this Agreement.

4.11 Funding subject to Appropriation and Program funding authorities

4.11.1 Notwithstanding any other provision of this Agreement, the amount of funding to be provided to the Recipient pursuant to this Agreement is subject to there being an Appropriation of funds by the Parliament of Canada for the Fiscal Year in which any commitment would come due for payment.

4.11.2 In the event that authorities for the Program/Initiative are amended or terminated or if funding levels are reduced or cancelled for any Fiscal Year in which a payment is to be made under this Agreement, Canada may reduce or terminate further payments to be made under this Agreement.

4.11.3 Where funding under this Agreement is to be reduced or terminated under section 4.11.1 or 4.11.2, Canada shall provide the Recipient with sixty (60) calendar days written notice of the reduction or termination and shall reimburse the Recipient for any Eligible Expenditures incurred up to the date upon which the reduction/termination is to take effect.

4.12 Other sources of funds

4.12.1 The Recipient acknowledges having disclosed to Canada, as part of its application for funding under the Program/Initiative, all actual or anticipated sources of funding for carrying out the Project, including cash and/or in-kind contributions from all levels of government or private sources. These actual sources of funding are set out in the Budget (Appendix B). The Recipient further acknowledges that Canada's approval of the funding for this Project was based on the approved Budget.

4.12.2 The Recipient shall

provide to Canada a declaration signed by its authorized representative(s) confirming the total amount of funding it has received for the Project from all other sources in accordance with the Reporting Plan (Appendix C).

4.12.3 If the total amount of funding from all sources (including federal, provincial/territorial and municipal governments, private sector, etc.) exceeds one hundred per cent (100%) of the total cost of carrying out the Project, Canada may, in its discretion and having regard to Canada's proportionate share of the total cost of the Project as set out in the Budget (Appendix B),

4.12.3.1 reduce Canada's contribution by such amount as Canada considers appropriate, up to the amount of the additional assistance received; or

4.12.3.2 if the full amount of Canada's contribution has already been paid, require the Recipient to repay such amount as Canada considers appropriate. Until repaid, the excess amount constitutes an overpayment within the meaning of section 4.8.

5. RECORDS AND AUDIT

5.1 Canada reserves the right to audit or cause to have audited the accounts and records of the Recipient to ensure compliance with the terms of this Agreement. The scope, coverage and timing of such an audit shall be determined by Canada, and may be carried out by employees or agents of Canada at Canada's

expense.

5.2 The Recipient

- 5.2.1 acknowledges that Canada may audit any or all records, including financial records of the Recipient or its agents, whether directly or indirectly related to this Agreement as is necessary to satisfy Canada that the objectives and activities of the Project have been carried out and that the funds have been spent in accordance with the terms of this Agreement;
- 5.2.2 shall keep accounts and records of all financial transactions in accordance with this Agreement and generally accepted accounting principles and practices;
- 5.2.3 shall make such records available for audit by Canada upon reasonable notice, and permit Canada to inspect the records and make extracts from and/or make copies of the records; and
- 5.2.4 shall provide reasonable facilities to Canada for such audits and inspections and provide Canada with all information necessary to understand the records.

6. AUDITOR GENERAL OF CANADA

The Recipient acknowledges that the Auditor General of Canada may, at his/her own cost, under the authority of subsection 7.1 of the *Auditor General Act*, conduct an inquiry into the use of funds. The Recipient shall cooperate with the Auditor General and his/her representatives or agents in connection with such inquiry, and shall grant access to the Recipient's documents, records and premises as required by the Auditor General or his/her representatives or agents for purposes of any such inquiry. The Auditor General may, at his/her discretion, discuss any concerns raised in such inquiry with the Parties. The results may be reported to Parliament in a report of the Auditor General.

7. INFORMATION MANAGEMENT

7.1 Access to records

Upon request, the Recipient shall allow representatives of Canada to have access to its staff, premises, Project site, and records (including files, information, databases, reports and invoices for costs for which reimbursements have been claimed) for purposes related to the monitoring of the Recipient's compliance with the Agreement.

7.2 Retention of records

Unless otherwise agreed to by the Parties, the Recipient shall keep all records, information, databases, reports and all other documentation related to the Project and associated expenditures and costs, for a period of six (6) years from the expiration or termination of this Agreement.

7.3 Consent to disclosure

The Recipient consents to the public disclosure by Canada of any information provided by the Recipient to Canada relating to this Agreement.

7.4 Personal and confidential information

The Parties shall comply with applicable laws pertaining to privacy and confidentiality in dealing with information and records related to the Project.

8. PERFORMANCE MEASUREMENT AND EVALUATION

The Recipient shall

- 8.1 carry out a Performance Measurement and/or an Evaluation of the Project as described in Appendix A, and provide a copy of the resulting report(s) in accordance with the Reporting Plan (Appendix C); and
- 8.2 participate in any Performance Measurement and/or Evaluation activities at a regional, provincial/territorial and/or national scale as directed by the Program/Initiative and led by or on behalf of Canada.

9. REPORTING

- 9.1 The Recipient shall track the progress of all activities undertaken and completed as part of the Project and, in accordance with the Reporting Plan (Appendix C), provide Canada with reports that include results achieved and/or Materials produced as part of the Project.
- 9.2 The Recipient shall provide Canada with a copy of its annual financial statements (identifying Canada's funding and related Project expenses separately from any other income or expenses) within thirty (30) calendar days of the completion of such statements.
- 9.3 The Recipient shall provide Canada with a copy of any audit report (financial or otherwise) prepared by its auditors within thirty (30) calendar days of the release of such report.

10. DEFAULT

- 10.1 The following constitute events of default:
- 10.1.1 the Recipient fails to perform or comply with any term, condition or obligation contained in this Agreement;
- 10.1.2 the Recipient has made materially false or misleading representations or statements, or provided materially false or misleading information to Canada on any matter related to this Agreement, other than in good faith (the Recipient shall demonstrate good faith);
- 10.1.3 in the opinion of Canada, the Recipient fails to make progress so as to jeopardize the success or outcome of the Project;
- 10.1.4 in the opinion of Canada, there is a detrimental change in the Recipient's ability to carry out its responsibilities under this Agreement;
- 10.1.5 in the opinion of Canada, there is a material change in the risk associated with the Recipient or the Project;
- 10.1.6 the Recipient becomes bankrupt or insolvent, goes into receivership or makes an assignment for the benefit of creditors or takes the benefit of any statute relating to bankrupt or insolvent debtors, ceases to carry on business, or is subject to an order made or a resolution passed for the winding up of its operations.

11. REMEDIES ON DEFAULT

- 11.1 If, in the opinion of Canada, an event of default occurs, Canada may, with prior notice to the Recipient and in addition to any other remedy provided by law or under this Agreement, exercise any of the following remedies:
- 11.1.1 require that the Recipient take such reasonable action as may be necessary to remedy the event of default;
- 11.1.2 alter the frequency and/or content of reporting to be provided by the Recipient under the terms of this Agreement and/or impose additional reporting requirements;
- 11.1.3 suspend or reduce the payment of any amount payable under this Agreement;
- 11.1.4 direct the Recipient to repay to Canada all or part of the funds paid under this Agreement, with interest calculated in accordance with the *Interest and Administrative Charges Regulations*, from the date of demand for repayment; or
- 11.1.5 terminate this Agreement.
- 11.2 The fact that Canada refrains from exercising a remedy or right that it is entitled to exercise under this Agreement will not be considered to be a waiver of such remedy or right and, furthermore, partial or limited exercise of a right conferred on Canada will not prevent it in any way from later exercising any other right or remedy under this Agreement or other applicable law, unless Canada waives such right in writing.

12. ASSETS

- 12.1 The Recipient shall report to Canada on Assets in accordance with the requirements of the Reporting Plan (Appendix C).
- 12.2 During the term of this Agreement, the Recipient shall use the Assets for the purpose of the Project, and shall not, except with the prior written consent from Canada and in accordance with such terms and conditions as may be imposed by Canada,
- 12.2.1 change the use of any such Assets or permit them to be used for activities that are not directly related to the Project;
- 12.2.2 sell, exchange, transfer or dispose of any Assets; or
- 12.2.3 pledge, mortgage, or permit the creation of any security interest, claim or lien against the Assets.
- 12.3 Upon the expiration or termination of this Agreement, the Recipient shall provide an inventory of the Assets it has preserved, and, if so directed by Canada, the Recipient shall
- 12.3.1 sell the Assets, or any part of them, at fair market value;
- 12.3.2 transfer the Assets or any part of them to another person or organization designated or approved by Canada; or
- 12.3.3 dispose of the Assets or any part of them in such other manner as may be determined by Canada.
- 12.4 Canada may direct the Recipient to repay any proceeds realized from the sale or transfer of Assets to offset Canada's contribution to Eligible Expenditures under this Agreement.

13. LIABILITY

- 13.1 Canada shall not be held liable for any injury, including death, to any person, or for any loss or damage to property belonging to the Recipient or anyone else, or for any obligation of the Recipient incurred or suffered by the Recipient or its agents, employees, contractors or voluntary workers in carrying out the Project, including where the Recipient has entered into loans, capital leases or other long-term obligations in relation to this Agreement.
- 13.2 The Recipient shall protect itself, through an appropriate policy of insurance, against any liability resulting from anything done or omitted to be done by the Recipient in carrying out the Project under this Agreement, for such coverage limits as a reasonably prudent party carrying out the same or similar activities might obtain.
- 13.3 The Recipient agrees to be solely responsible for any and all deductions and payments required to be made from or to employees and anyone else, including those for the Canada or Quebec Pension Plans, Employment Insurance, the Worker's Compensation Board, or the Canada Revenue Agency.

14. INDEMNIFICATION

The Recipient shall indemnify and save harmless Canada, its employees and agents from and against all liability, loss, damages, costs and expenses, including reasonable solicitor/client fees, administrative fees and disbursements, and all claims, demands, actions, or any other proceeding whatsoever and by whomever made, for personal injury, death, environmental effect or property damage, arising directly or indirectly and whether by reason of anything done or omitted to be done, as a result of negligence or otherwise, from the performance or any default or delay in performance of the Recipient's obligations under this Agreement.

15. LOBBYING

- 15.1 The Recipient warrants and represents that the Recipient and any person lobbying on its behalf to obtain funding under this Agreement, have been, are, and will continue to remain in compliance with the *Lobbying Act*.
- 15.2 The Recipient warrants that it has not and will not, directly or indirectly, make any payment to any individual that is in whole or in part contingent upon the solicitation of funds, negotiating or signing of this Agreement.

16. INTELLECTUAL PROPERTY RIGHTS

- 16.1 Any Material created or developed by the Recipient in carrying out its obligations under this Agreement shall vest in and remain the property of the Recipient, unless otherwise agreed to by the Parties. The Recipient shall report to Canada what Materials, if any, have been created or developed under this Agreement.
- 16.2 Canada will review the list of Materials provided by the Recipient pursuant to section 16.1 for the purpose of determining if Canada wishes to negotiate a licence agreement, separate from this Agreement, for the rights to have and to use any such Materials.

17. MEMBERS OF PARLIAMENT

No Member of the House of Commons or Senate shall be admitted to any share or part of this Agreement or to any benefit arising from it, that is not otherwise available to the general public.

18. OTHER INTERESTS

While this Agreement is in effect, the Recipient will not pursue other activities or interests that are inconsistent with those funded under this Agreement.

19. CONFLICT OF INTEREST

It is a term of this Agreement that no current or former public servant or public office holder to whom the *Conflict of Interest Act*, or the *Values and Ethics Code for the Public Service* apply, shall derive any direct benefit from this Agreement, unless the provision and receipt of such benefit are in compliance with such legislation or code.

20. ASSIGNMENT

The Recipient shall not assign this Agreement or any payment to be made thereunder without the prior written consent of Canada. Any assignment made without that prior written consent is void.

21. RELATIONSHIP OF THE PARTIES

Nothing contained in this Agreement shall be construed to place the Parties in a relationship of principal-agent, employer-employee, partnership, or joint venture, and neither Party shall have the right to obligate or bind the other Party in any manner. The Recipient shall not represent itself as the agent, employee or partner of Canada, including in any agreement with a third party.

22. SUCCESSORS

This Agreement is to the benefit of and binds the Parties and their respective successors and permitted assigns.

23. GOVERNING LAWS

This Agreement shall be governed by, interpreted and enforced in accordance with the laws in force in **Ontario** and the laws of Canada applicable therein.

24. DISPUTE RESOLUTION

- 24.1 In the event of a dispute under this Agreement, the Parties, or their representatives, agree to meet promptly for the purposes of attempting, in good faith, to negotiate a settlement.
- 24.2 If the Parties are unable to settle the dispute by negotiation within ten (10) business days of such meeting or any other period agreed to, the Parties may agree to refer the dispute to mediation, based on terms agreed to by the Parties and reflected in a written agreement entered into on behalf of the Parties by their duly authorized representatives.
- 24.3 The ability of Canada to take action under this Agreement shall not be prejudiced by this Section or any procedure flowing from it.

25. COMMUNICATIONS

- 25.1 Acknowledgment

The Recipient shall acknowledge Canada's support in all public communications materials and products (including, but not limited to, information and advertising campaigns, invitations to participate in activities, printed/audio/visual electronic Materials, Web sites and exhibits). Such acknowledgment shall be in a form satisfactory to Canada. The Recipient shall withdraw the acknowledgment upon the written request of Canada.

25.2 Disclaimer

The Recipient shall, unless otherwise directed by Canada, ensure that the following disclaimer appears on any Materials developed for public distribution under this Agreement: "The views expressed herein do not necessarily represent the views of the Public Health Agency of Canada"

25.3 Language of communication

The Recipient shall provide its services as well as its oral and written communications to the public in both of Canada's official languages (English and French) as described in Appendix A.

26. RESEARCH INVOLVING HUMANS

26.1 Prior to commencing any research project involving humans, the Recipient shall ensure that the research protocol is consistent with the principles set out in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (**hereinafter referred to as "TCPS"**) and is reviewed and approved by a research ethics board that adheres to the TCPS or other similar entity that is established to approve research based on ethical standards(hereinafter collectively referred to as "Research Ethics Board").

26.2 The Recipient shall carry out the research project in accordance with the research protocol reviewed and approved by the Research Ethics Board and comply with any conditions imposed by the Research Ethics Board.

26.3 The Recipient shall at minimum obtain annual review and approval by the Research Ethics Board until the research is complete and seek review and approval by the Research Ethics Board prior to making any amendment or modification to the approved research protocol.

26.4 The Recipient shall retain a record of each approval given by the Research Ethics Board and provide a copy of those records to Canada upon request.

27. AMENDING OR TERMINATING THE AGREEMENT

27.1 This Agreement may only be amended, in writing, by mutual consent of the Parties.

27.2 This Agreement may be terminated, in writing, by mutual consent of the Parties.

27.3 Nothing in section 27.2 limits Canada's ability to terminate this Agreement pursuant to sections 4.11 or 11.

28. ENTIRE AGREEMENT

This Agreement (including all documents referred to herein as well as all Appendices attached hereto) sets forth the entire agreement between the Parties with respect to its subject-matter and supersedes and cancels all prior agreements, understandings, negotiations and discussions, both oral or written, between the Parties with respect to the Project.

29. OBLIGATIONS SURVIVING TERMINATION

All obligations of the Recipient shall expressly, or by their nature, survive termination or expiration of this Agreement until, and unless, they are fulfilled, or by their nature expire.

30. REPRESENTATIVES OF THE PARTIES AND NOTICE

Communications, including reporting and any notice, demand, request or other communication, shall be in writing and deemed to have been received if sent to the coordinates below. Communications that are delivered in person shall be deemed to have been received upon delivery; communications transmitted by facsimile or by e-mail shall be deemed to have been received the day of having been sent; and communications that are sent by mail shall be deemed to have been received eight (8) days after being mailed.

Any Notice to Canada shall be addressed to:

1) Project related:

**Tim Eddis
Program Consultant**

**180 Queen Street West
11th Floor, Room 140
Toronto, Ontario
M5V 3L7**

Email Address: tim.eddis@canada.ca

Telephone: **416-973-0004**

Facsimile: **416-973-0009**

2) Financial related:

**Christine M. Demers
Program Officer, Program Delivery**

**120 Colonnade Road, 2nd Floor, Room A2020, Address Locator: 6702A
Ottawa, Ontario
K1A 0K9**

Email Address: christine.m.demers@phac-aspc.gc.ca

Telephone: **613-404-2051**

Facsimile: **613-952-5310**

Any notice to the Recipient shall be addressed to:

**Adrienne Small
Manager, Family Centre Implementation,
Children's Services Neighbourhood, Children and Fire Services**

**151 Dundas Street, P. O. Box 5045
London, Ontario
N6A 4L6**

Email Address: asmall@london.ca

Telephone: **519-661-2500 x5469**

Facsimile: **519-930-2061**

31. COUNTERPARTS

This Agreement may be signed in counterparts and each counterpart shall constitute an original document; these counterparts taken together shall constitute one and the same Agreement.

32. UNINCORPORATED ASSOCIATION

If the Recipient is an unincorporated association, it is understood and agreed by the persons signing this Agreement on behalf of the Recipient, that in addition to signing this Agreement in their representative capacities on behalf of the Recipient, they shall each be jointly and severally liable for all of the obligations if the Recipient under the Agreement including payment of any debt that may become due to Canada under this Agreement.

IN WITNESS WHEREOF, this Agreement is duly executed by authorized representatives of the Parties.

For the Recipient:

Signature of Authorized Representative

Date

Print Name

Print Title

Print Organization's Name

WITNESS: _____
Signature

Print Name

For Canada:

Signature of Authorized Representative

Date

Print Name

Print Title

WITNESS: _____
Signature

Print Name

APPENDIX A

SECTION 8		WORKPLAN			
Complete the workplan/timetable template below for the duration of the project.					
If multiple Programs, indicate each Program workplan/timetable separately.					
Assessment Criteria Section 8					
The completed Workplan and Timetable template identify the following:					
<ul style="list-style-type: none"> • Clear, achievable objectives; • Activities are well-defined, cost-effective and will help achieve Program objectives (including resources and products being produced); • Details outlining the persons responsible to achieve the specific activities are appropriate; • Timelines are realistic and achievable; • Outcomes are clear and aligned with PHAC Program objectives; • Indicators are measurable and aligned with outcomes. 					
Objectives	Activities	Person(s) Responsible	Timelines	Outcomes	Indicators
Program Workplan /Timetable					
Positive Parenting: To provide strategies for parents with children 0-6 to meet the needs of their children and to promote positive, sensitive child parent-interactions. To provide information on community centred supports for families To develop parent- child attachment	<ol style="list-style-type: none"> 1. Provide parenting tips sheets e.g. Discipline vs punishment, temper tantrums, ages and stages of development, bedtime routines 2. Peer support discussions 3. Provide resources to community supports 4. Introduce attachment theory and Circle of Security through discussion, modeling and reflection 	CAPC staff in partnership with Mutual Aid Parenting Argyle Family Centre Carling Thames Family Centre Cross Cultural Learner Centre	Four week sessions, Spring, Summer, Winter and Fall. Each session is 2 hours	Increased knowledge of positive parenting practices Increase informal and formal supports Better able to anticipate parenting challenges Increased understanding of parent-child attachment relationship	Pre-post questionnaires are administered after each group. Client Satisfaction Surveys are given to each attendee. Data entered and analysis completed Program updates and modifications adjusted according to data.

APPENDIX A

	5. Snack 6. Interpretation when needed.				
<p>Family Math: is a community-based program for families who would like their children to experience success in math Jk-SK. Some families may find it difficult to obtain assistance and resources for improvement. Parents may have little math education. Their children fall behind quickly. Low income families, minority families or single parent families often have difficulty overcoming these challenges. It is important for the parents and their children to feel they are in a safe and relaxed environment to learn, and grow. We want parents and their children to feel comfortable, and ask questions when they do not understand. Building a community is a crucial part of Family Math. Parents,</p>	<p>Parents, children, and Family Math leaders eat dinner together and get to know one another in an informal setting prior to starting the math activities. Having dinner and talking together helps build such a community. An important component of the Esso Family Math Project is our "Literature Connection" evident in each session. It is important for Family Math leaders to model positive parenting skills, demonstrating worthwhile strategies to help parents relate with their children. Leaders must model these skills without acting in a prescriptive manner. Week One: " Me and My Bear Week Two: "Mathematical" Me" Week Three: "Me Inside My House "</p>	<p>CAPC and Family Centre Staff All are Family Math trained facilitators (leaders)</p>	<p>6 week session x2 hrs. x 2 per year or as requested</p>	<p>Parents and children increased confidence and understanding of mathematics. Parents, families begin to enjoy mathematics in a positive way. Math becomes more understandable and fun. Children actively engage in Math activities and find success while working with their parents. Reduction in family isolation</p>	<p>Pre-post questionnaires are administered after each group. Client Satisfaction surveys are given to each attendee. Data entered and analysis completed Program updates and modifications adjusted according to data.</p>

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<p>children, and Family Math leaders eat dinner together and get to know one another in an informal setting prior to starting the math activities.. Contact should be made with the local library to have books and information readily available to the families in order to encourage continued involvement with the local library</p>	<p>Week Four: "Me Outside My House" Week Five: " "Don't Bug Me" Week Six: "Celebrating Me, Celebrating Math"</p>				
<p>Stir it Up: Chefs come in all sizes. “Stir it Up” with Kids in the Kitchen is a fun and educational six week program for children ages 3 – 6 years and their parents/caregivers.</p>	<p>Through cooking, crafts, dramatic play, stories and games, parents and children will learn about healthy eating, the four food groups, cooking and trying new foods. Play based games and activities for children and caregivers Chef apron provided for each child</p>	<p>CAPC Staff</p>	<p>6 sessions, 2hrs per session 2x per year or as requested</p>	<p>Children and parents/ caregivers will have an increase commitment to healthy eating An acceptance and willingness to try new and healthy food Understanding of importance of eating and offering children healthy foods Parents understanding the eating habits of children Children maintain healthy weights Relationship building between parent and child</p>	<p>Pre-post questionnaires are administered after each group. Client Satisfaction surveys are given to each attendee. Data entered and analysis completed Program updates and modifications adjusted according to data.</p>
<p>Grab and Know: Provide opportunity to enhance parent child interactions and</p>	<p>Group discussion on menu planning Outings to local markets</p>	<p>CAPC staff with support from community Family Centres</p>	<p>4 sessions, 2 hours each, 2x per year</p>	<p>Increase understanding of healthy feeding relationships with their</p>	<p>Pre-post questionnaires are administered after each group.</p>

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<p>nutrition for families with children ages 0-6</p>	<p>and grocery stores Meal planners distributed Create a 12 day meal plan Include children in meal preparation Provide measuring cups and spoons</p>			<p>children Increase parent and child attachment Increase Positive Parenting Increase understanding of good nutrition Decrease of child hood injury</p>	<p>Client Satisfaction surveys are given to each attendee. Data entered and analysis completed Program updates and modifications adjusted according to data.</p>
<p>Childhood Injury Prevention: Understanding of childhood injuries and ways to assist caregivers to reduce injuries in young children. Injuries are the leading cause of death in children ages 19 and younger. But most child injuries can be prevented. Parents and caregivers can play a life-saving role in protecting children from injuries.</p>	<p>Group discussions on the following topics: Burns Drowning Falls Road Traffic and safety Poisoning Playground Safety Child Passenger Safety Safe Proofing your Home</p>	<p>CAPC Staff</p>	<p>2 sessions 2x hours As requested</p>	<p>Decrease in childhood injury Increase in physical activity Increase awareness about child injury • Increase prevention solutions</p>	<p>Pre-post questionnaires are administered after each group. Client Satisfaction surveys are given to each attendee. Data entered and analysis completed Program updates and modifications adjusted according to data.</p>

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<p>72 Hour Emergency Kit: Learn how quick and easy it is to become better prepared to face a range of emergencies – anytime, anywhere. Families with children ages 0-6</p>	<p>Training for families in case of disaster. Emergency plans, basic emergency kits made. Know the risks Make a plan Make an emergency kit. Items supplied Build Resources</p>	<p>CAPC staff</p>	<p>2 session's x 2hrs. 2x yearly or as requested</p>	<p>Awareness of emergency situations will be increased. Child and family injuries will decrease Increase risk understanding Ability to make an emergency plan increased</p>	<p>Pre-post questionnaires are administered after each group. Client Satisfaction surveys are given to each attendee. Data entered and analysis completed Program updates and modifications adjusted according to data.</p>
<p>Family Cooking: education and fun for families with children ages 3-6 years Building positive caregiver and child interactions while cooking.</p>	<p>Try and cook new foods Together. Review of Canada Food Guide Recipe preparation Food Handling Skills introduced Story time related to food of the day</p>	<p>CAPC staff and Volunteer</p>	<p>1x per month, 2hrs.</p>	<p>Increase pre-math and pre-reading skills, decrease childhood obesity, Increase healthy Lifestyle. Parent child interaction increased Social Isolation decreased Increase in parental and child mental health Increase in community supports</p>	<p>Pre-post questionnaires are administered after each group. Client Satisfaction surveys are given to each attendee. Data entered and analysis completed Program updates and modifications adjusted according to data.</p>
<p>Budgeting your \$\$\$\$\$: Assist in budget preparation with parents of young</p>	<p>Building a budget, fixed and variable budgets terminology, review of</p>	<p>CAPC and MAPP staff</p>	<p>2 sessions x 2 hrs. as requested</p>	<p>Increase positive mental health by reducing stress of money management</p>	<p>Pre-post questionnaires are administered after each group.</p>

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families by offering a concrete step by step guide to money management	family budget practices. How to make your dollar stretch Activities on a budget Local resources explored			Increase resource awareness Increase formal and informal supports	Client Satisfaction surveys are given to each attendee. Data entered and analysis completed Program updates and modifications adjusted according to data.
Program Workplan /Timetable for Families First					
Objectives	Activities	Person(s) Responsible	Timelines	Outcomes	Indicators
CAPC Objective 1: Immigrant Arabic speaking mothers build their skills and knowledge of positive Canadian parenting practices and healthy child development. Provide opportunities for immigrant children ages 0 to 4 years of age to experience enhancement of social skills, and support their health and development.	Arabic Women’s Group White Oaks Weekly parent education and support group sensitive to the social, cultural and linguistic diversity of immigrant Arabic speaking mothers and their children 0 to 4 years of age. The program addresses positive Canadian parenting practices and acculturation issues. Program is facilitated in Arabic. *Educational Childcare provided for children of	1 Project staff will facilitate this program. This program uses an educational/mutual aid approach that encourages peer leadership and mentoring of new participants. Registration is required but enrolment is ongoing.	Weekly and ongoing from September to June, 37 weeks per year beginning April 2017. Program is 2 hours in length and offered Wednesdays from 1:00 pm to 3:00 pm. Twenty Arabic speaking women and their children 0-4 will participate in this program.	-20 immigrant mothers and 25 children feel supported through social interaction and a decrease in isolation. Social supports are improved and parental self-efficacy is built. -20 immigrant mothers experience increased parenting skills and knowledge in positive parenting practices and healthy child	-100% of the immigrant mothers and their children are more connected to each other, benefit from increased social skills leading to healthier families and adaptation to the community. -20 immigrant mothers report increased skills and knowledge in positive parenting practices and healthy child development. They report

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	participants. (Kids Can)			development. Improve awareness of childhood obesity, diabetes, nutritional services and physical activity. Reduce risk of childhood injury. Improve and support positive mental health and positive self- esteem. -20 immigrant mothers and their children are linked and referred to other resources and services in the White Oaks community and the city of London.	increased awareness of childhood obesity, diabetes, nutritional services, physical activity, childhood injury prevention strategies, and positive mental health. These skills lead to a reduction in child abuse and healthier families and communities. -100% of the immigrant mothers report they have gained a better understanding of local resources and services. Access to resources and services enhance and improve the lives of newcomer families and their children.
CAPC Objective 2: At risk immigrant Arabic speaking children 0-to 4 experience an opportunity participate in play, crafts, songs, stories and healthy snack.	Arabic Children’s Group “Kids Can” White Oaks Weekly childcare provision including opportunities for play based activities, literacy, nutritional, social and cognitive activities.	3 project staff (2 Early Childhood Educators) 1 volunteer	Weekly and ongoing from September to June, 37 weeks per year beginning April 2017. Program is 2 hours in length and offered Wednesdays from 1:00 pm to 3:00 pm. Twenty –five Arabic speaking immigrant children, 0 to 4 years of age will participate in this	-the well-being of 25 immigrant children 0-4 is increased through better social skills, language skills, reasoning skills and self-help skills. -Promote resilience and early identification of	-25 immigrant children benefit from increased social skills, language skills, reasoning skills and self-help skills, increasing their level of development and capacity for independence. -100% of immigrant

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			program.	<p>mental health issues in 25 immigrant children. Immigrant children experience healthy eating and healthy physical activity.</p> <p>-Improve 25 immigrant children's adaptation to the community.</p>	<p>children experience early identification of mental health issues and healthy eating and healthy physical activity supporting health and development.</p> <p>-25 immigrant children experience adaptation to the community leading to a healthier capacity for independence and community involvement.</p>
<p>CAPC Objective 3: Young mothers 14-23 build their skills and knowledge of positive parenting practices, healthy child development, and life skills. Opportunity to partner with the LEAP (Learning, Earning and Parenting Program through Ontario Works) to promote continued education for teen mothers. Provide opportunities for at risk children ages 0 to 6 years of age to experience enhancement of social skills, and support their health and development.</p>	<p>Teen Mom's Group White Oaks Weekly parent education and support group sensitive to the unique needs of young moms 14 -23 and their babies. The program addresses, healthy relationships, positive parenting practices, nutrition, physical activity, healthy weights, positive mental health and child injury prevention strategies. Mom's and their children receive access to a healthy dinner, transportation to attend program and weekly \$10.00 grocery card to</p>	<p>2 Project staff will facilitate this program.</p> <p>1 childminder and 1 volunteer will help with older children during presentations.</p> <p>1 staff from LEAP will attend program monthly.</p> <p>Registration is required but enrolment is ongoing.</p>	<p>Weekly and ongoing from September to August with the exception of the week of a statutory holiday, 38 weeks per year beginning April 2017. Program is 2 hours in length and offered Thursdays from 4:00 pm to 6:00 pm. Twelve young moms and their babies and children 0-6 will participate in this program. This is a registered program.</p>	<p>-12 young mothers and 15 babies and children feel supported through social interaction and a decrease in isolation. Social supports are improved and parental self-efficacy is built.</p> <p>-12 young mothers experience increased parenting skills and knowledge in positive parenting practices and healthy child development. Improve awareness of childhood</p>	<p>-100% of mothers and their babies and children are more connected to each other and benefit from increased social skills leading to healthier families and adaptation to the community.</p> <p>-20 parents report increased skills and knowledge in positive parenting practices and healthy child development. They report increased awareness of childhood obesity,</p>

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	increase food security.			obesity, diabetes, nutritional services and physical activity. Reduce risk of childhood injury. Improve and support positive mental health and positive self- esteem.	diabetes, nutritional services, physical activity, childhood injury prevention strategies, and positive mental health. These skills lead to a reduction in child abuse, improvement of healthy development of children 0-6 living in conditions of risk and healthier families and communities.
CAPC Objective 4: Vulnerable single women and mothers over 24 who have minimal community support identify issues and themes in their lives. They build their skills and knowledge of positive parenting practices, healthy child development, healthy	Single Isolated Women’s Group White Oaks Weekly parent education and support group sensitive to the unique needs of single mothers over 24. The program addresses positive parenting practices, nutrition, physical activity,	1 Project staff will facilitate this program. 1 staff will support project staff to deliver this program.	Weekly and ongoing from September to June. 37 weeks per year beginning April 2017. Program is 2 hours in length and offered Thursdays from 6:00 pm to 8:00 pm. This program is offered to 2 groups by-weekly as the enrollment is very high. 50 women (25	-50 mothers (including immigrants) and 60 children feel supported through social interaction and a decrease in isolation. Social supports are improved and parental self-efficacy is built.	-100% of mothers and their children are more connected to each other, benefit from increased social skills leading to healthier families and adaptation to the community.

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<p>relationships and life skills. Provide opportunities for at risk children ages 0 to 6 years of age to experience enhancement of social skills, participate in play, crafts, songs, stories and a healthy snack to support their health and development.</p>	<p>healthy weights, positive mental health and child injury prevention strategies.</p> <p>*Educational Childcare provided for children of participants. (Kids Can)</p>		<p>in each group) and 60 children 0-6 (30 in each group) will participate in this program. This is a drop-in program.</p>	<p>-50 mothers (including immigrants) experience increased parenting skills and knowledge in positive parenting practices and healthy child development. Improve awareness of childhood obesity, diabetes, nutritional services and physical activity. Reduce risk of childhood injury. Improve and support positive mental health and positive self- esteem.</p> <p>. 50 mothers (including immigrants) and their children are linked and referred to other resources and services in the White Oaks community and the city of London.</p>	<p>-50 mothers report increased skills and knowledge in positive parenting practices and healthy child development. They report increased awareness of childhood obesity, diabetes, nutritional services, physical activity, childhood injury prevention strategies, and positive mental health. These skills lead to a reduction in child abuse and healthier families and communities.</p> <p>-100% of the mothers report they have gained a better understanding of local resources and services. Access to resources and services enhances and improves the lives of families and their children.</p>
<p>CAPC Objective 5: At risk children and immigrant children 0-to 6 experience an opportunity</p>	<p>Single Isolated Women’s Children’s Group “Kids Can” White Oaks</p>	<p>3 project staff (2 Early Childhood Educators) 1 volunteer</p>	<p>Weekly and ongoing from September to June, 37 weeks per year beginning April 2017. Program is 2</p>	<p>-the well-being of 60 children 0-6 is increased through better social skills, language skills,</p>	<p>-60 children benefit from increased social skills, language skills, reasoning skills and self-help skills,</p>

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<p>participate in play, crafts, songs, stories and healthy snack.</p>	<p>Weekly childcare provision including opportunities for play based activities, literacy, nutritional, social and cognitive activities.</p>		<p>hours in length and offered Thursdays from 6:00 pm to 8:00 pm. This program is offered to 2 groups by-weekly as the enrollment is very high. 60 children 0-6 (30 in each group) will participate in this program.</p> <p>This is a drop-in program.</p>	<p>reasoning skills and self-help skills.</p> <p>-Promote resilience and early identification of mental health issues in 60 children. Children experience healthy eating and healthy physical activity.</p> <p>-Improve 60 children living in conditions of risk adapt to the community.</p>	<p>increasing their level of development and capacity for independence.</p> <p>-100% children experience early identification of mental health issues and healthy eating and healthy physical activity, leading to healthier families and communities.</p> <p>- 60 children experience adaptation to the community leading to a healthier capacity for independence and community involvement.</p>
<p>CAPC Objective 6: Vulnerable mothers living in poverty in a low-income housing project who have minimal community support identify issues and themes in their lives. 25% of the families are Aboriginal living in the Southdale Housing Complex. They build their skills and knowledge of positive parenting practices, healthy child development, healthy</p>	<p>Single Isolated Women’s Group Westminster Weekly parent education and support group sensitive to the unique needs of mothers living at risk, in poverty in a low-income housing project. The program addresses positive parenting practices, nutrition, physical activity, healthy weights, positive mental health and child</p>	<p>1 Project staff will facilitate this program.</p>	<p>Weekly and ongoing from September to August. 46 weeks per year beginning April 2017. Program is 2 hours in length and offered Wednesdays from 9:30 am to 11:30 pm. 20 moms and their babies and children 0-6 will participate in this program.</p> <p>This is a drop-in program.</p>	<p>-20 mothers and 20 children feel supported through social interaction and a decrease in isolation. Social supports are improved and parental self-efficacy is built.</p> <p>-20 mothers experience increased parenting skills and knowledge in positive parenting practices and</p>	<p>-100% of mothers and their children are more connected to each other, benefit from increased social skills leading to healthier families and increased involvement in the community.</p> <p>-20 parents report increased skills and knowledge in positive parenting practices and</p>

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<p>relationships and life skills. Provide opportunities for at risk children ages 0 to 6 years of age to experience enhancement of social skills, and support their health and development.</p>	<p>injury prevention strategies. Mom's and their children receive access to a healthy breakfast, and weekly \$10.00 grocery card to increase food security.</p> <p>*Educational Childcare provided for children of participants. (Kids Can)</p>			<p>healthy child development. Improve awareness of childhood obesity, diabetes, nutritional services and physical activity. Reduce risk of childhood injury. Improve and support positive mental health and positive self- esteem.</p> <p>20 mothers and their children are linked and referred to other resources and services in the Westminster community and the city of London.</p>	<p>healthy child development. They report increased awareness of childhood obesity, diabetes, nutritional services, physical activity, childhood injury prevention strategies, and positive mental health. These skills lead to a reduction in child abuse and healthier families and communities.</p> <p>-100% of the parents report they have gained a better understanding of local resources and services. Access to resources and services enhances and improves the lives of families and their children.</p>
<p>CAPC Objective 7: At risk children and 0-to 6 experience an opportunity to participate in play, crafts, songs, stories and a healthy breakfast. An average of 5 children per week (many children are in mandated daycare) with an increase in attendance during</p>	<p>Single Isolated Women's Children's Group "Kids Can" Westminster Weekly childcare provision including opportunities for play based activities, literacy, nutritional, social and cognitive activities.</p>	<p>1 Project staff Additional staff during the summer months.</p>	<p>Weekly and ongoing from September to August, 46 weeks per year beginning April 2017. Program is 2 hours in length and offered Wednesday from 9:30 am to 11:30 am. 20 children 0 to 6 years of age will participate in this program throughout the year.</p>	<p>-the well-being of 20 at risk children 0-6 is increased through better social skills, language skills, reasoning skills and self-help skills.</p> <p>-Promote resilience and</p>	<p>-20 at risk children benefit from increased social skills, language skills, reasoning skills and self-help skills, increasing their level of development and capacity for independence.</p> <p>-100% children</p>

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<p>summer months.</p>				<p>early identification of mental health issues in 20 children. Children experience healthy eating and healthy physical activity.</p> <p>-Improve children’s adaptation to the community.</p>	<p>experience early identification of mental health issues and healthy eating and healthy physical activity increasing their level of development and capacity for independence.</p> <p>- Children experience adaptation to the community leading to a healthier capacity for independence and community involvement.</p>
<p>CAPC Objective 8: Vulnerable mothers and their children 0-4 who have minimal community support. Moms will learn strategies to better support their family in a movement to food security. 25% of the Westminster group are Aboriginal living in the Southdale Housing complex.</p>	<p>Collective Kitchen White Oaks and Westminster Weekly parent education program focusing on life skills, budgeting, food preparation, nutrition, safe food handling, physical fitness for women with children 0-4. Nutritious meal to be shared together and leftovers to be taken home.</p> <p>*Educational Childcare provided for children of participants. (Kids In Motion)</p>	<p>1 project staff in White Oaks to support delivery of program and 1 project staff in Westminster will facilitate this program.</p> <p>1 volunteer dietitian at both sites.</p>	<p>This program runs by-weekly at each location on Mondays from 9:00 to 12:00 pm. There are 2 groups of participants that attend every other week. One group is in White Oaks and one group is in Westminster. 24 women and 24 children will attend this group.</p> <p>This is a registered program.</p>	<p>-24 mothers and 24 children feel supported through social interaction and a decrease in isolation. Social supports are improved and parental self-efficacy is built.</p> <p>-24 mothers experience increased knowledge of food preparation, nutrition, safe food handling, physical activity and budgeting.</p>	<p>-100% of mothers and their children are more connected to each other, benefit from increased social skills leading to healthier families and increased involvement in the community.</p> <p>-20 parents report increased skills and knowledge of food preparation, nutrition, safe food handling, physical activity and budgeting. These skills lead healthier families and communities.</p>

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				24 mothers and their children are linked and referred to other resources and services in the Westminster community and the city of London.	-100% of the parents report they have gained a better understanding of local resources and services. Access to resources and services enhances and improves the lives of families and their children.
CAPC Objective 9: At risk children and newcomer children 0-to 4 experience an opportunity participate in play, crafts, songs, stories, physical activity and healthy snack and lunch.	Collective Kitchen Children’s Group “Kids In Motion” White Oaks and Westminster Weekly childcare provision including opportunities for play based activities, literacy, nutritional, social and cognitive activities.	2 project staff with Early Childhood Education certificates in White Oaks and 1 project staff in Westminster.	Weekly and ongoing from September to June, 39 weeks per year beginning April 2017. Program is 3 hours in length and offered Mondays from 9:30 am to 12:30 pm. 20 children (including newcomer children) 0-4 will participate in this program. An average of 5 children per week (many children are in mandated daycare) in Westminster.	-the well-being of 20 children 0-4 is increased through better social skills, language skills, reasoning skills and self-help skills and physical activity. -Promote resilience and early identification of mental health issues in 20 children. At risk children experience healthy eating and healthy physical activity. -Improve 20 children’s adaptation to the community.	-20 children benefit from increased social skills, language skills, reasoning skills and self-help skills and physical activity increasing their level of development and capacity for independence. -100% of the children experience early identification of mental health issues and healthy eating and healthy physical activity, leading to healthier families and communities. -20 children experience adaptation to the community leading to a healthier capacity for independence and community involvement.

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<p>CAPC Objective 10: At risk families living in Westminster who do not have access to transportation and need support in their neighbourhood. Fathers are encouraged to attend this program with their children 0 to 6. This night will partner with other agencies who will deliver programming for school age children and youth leadership opportunities. (The whole family is supported)</p>	<p>Family Night- Westminster Families First-CAPC role in this project. Weekly drop-in program for at risk families with children 0-6 who are isolated in their community. Parents are exposed to additional programs and services for their families in an innovative and practical approach to supporting the whole family. Children will play, engage in literacy activities that creates ways to explore their own imagination Children will also be exposed to a variety of healthy food choices that they can guide their personal participation in.</p>	<p>1 project staff Partner Agencies delivering programs for school age children and youth.</p>	<p>Weekly and ongoing from September to August 35 weeks per year beginning April 2017. Program is 2 hours in length and offered Wednesday evenings from 5:30 pm to 7:30 pm. This is a drop-in program at the Westminster Family Centre.</p>	<p>10 parents and 15 children feel supported through social interaction and a decrease in isolation. More fathers attend program. Social supports are improved and parental self-efficacy is built. -the well-being of 15 at risk children 0-6 is increased through better social skills, language skills, reasoning skills and self-help skills. 10 parents and their children are linked and referred to other resources and services in the Westminster community and the city of London.</p>	<p>-100% of parents and their children are more connected to each other, benefit from increased social skills leading to healthier families and increased involvement in the community. -15 at risk children benefit from increased social skills, language skills, reasoning skills and self-help skills, increasing their level of development and capacity for independence. -100% of the parents report they have gained a better understanding of local resources and services. Access to resources and services enhances and improves the lives of families and their children.</p>
<p>CAPC Objective 11: School readiness program for at-risk children 3-4 to improve social, language, reasoning and self- help</p>	<p>School's Cool White Oaks and Westminster Outcome based learning readiness program offered</p>	<p>2 trained School's Cool facilitators with ECE background at each location. 1 trained facilitator from</p>	<p>Program is offered 3 days a week for 2.5 hours per session for 8 weeks. From January to June we run 3 sessions at 2 locations</p>	<p>-the well-being of 90 children is increased through improved social skills, language skills, reasoning skills, and self-</p>	<p>90 children move closer to school readiness increasing their level of development and capacity for independence.</p>

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<p>skills to prepare them for school entry. Many of the children are immigrant or living in low-income families.</p>	<p>by trained facilitators for at risk children 3-4 to improve social, language, reasoning and self-help skills to prepare for school entry</p>	<p>OEYC. 1 volunteer at each location.</p>	<p>(White Oaks and Westminster) for at risk children 3-4 years of age. This is a registered program.</p>	<p>help skills -Promote resilience and early identification of developmental issues in 90 children. -Improve 90 children's school readiness and adaptation to the community.</p>	<p>90 children experience early identification of developmental issues and parents are given resources and referrals to support their children. Children experience improved healthy development. 90 children experience school readiness and adaptation to the community leading to healthier children and healthier communities.</p>
<p>CAPC Objective 12: School readiness program for at-risk parents whose children will be entering the school system in September. Many of the parents are immigrant or low income and have either not experienced the Canadian school system or had bad experiences.</p>	<p>School's Cool Parents Sessions White Oaks and Westminster School's Cool at risk parents meet weekly to increase knowledge around subjects that support their children in school. Themes include, preparing healthy snacks, the expectation of the schools, filling out paperwork for school, healthy bedtime routines, how to apply for the Canada Learning Bond and the</p>	<p>1 program facilitator. Community partners with expertise in topics to be covered.</p>	<p>Program is offered 1 day per week for 2.5 hours per session for 8 weeks. From January to June we run 3 sessions at 2 locations (White Oaks and Westminster) for at risk families with children entering the school system. 28 parents a session can be supported with a total of 168 parents in all.</p>	<p>-100 parents strengthen their parental and family capacity by having a positive experience with our school system and learning about supporting their child as they enter school. 100% of the newcomer parents learn about the Canadian school system. - -100 parents feel</p>	<p>100 parents experience an increase in capacity to support their children entering the school system leading to healthier children, families and communities. 100% of newcomer parents gain knowledge about the Canadian school system leading to healthier families and school communities.</p>

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	importance of literacy.			supported through social interaction and a decrease in isolation. Social supports are improved and parental self-efficacy is built. -100 parents are linked and referred to other resources and services in the White Oaks and Westminster community and the city of London.	-100% of parents are more connected to each other, benefit from increased social skills leading to healthier families and increased involvement in the community. 100% of the parents report they have gained a better understanding of local resources and services. Access to resources and services enhances and improves the lives of their families and children.
CAPC Objective 13: For at-risk families experiencing food insecurity and challenges meeting the nutritional needs of their babies, children and families. This is a gateway for families to learn about and access programs that support their situation.	Baby Food Bank and Emergency Food Cupboard White Oaks Emergency service accessed monthly as required for baby food, formula diapers and other infant and child items donated to the project for low socio-economic families. This program relies heavily on donations to fun and is affiliated with other Food Cupboards	Staff Volunteers	This service is offered Monday through Friday from 10:00 am to 3:00 pm. Participants of our programs and all families with babies and young children can access this emergency service once per month. Program participants have access during program delivery regardless of time of day. We support 200 families per month.	-Improve infant, child and family nutrition to at risk families. -200 families are linked and referred to other resources and services in the White Oaks community and the city of London. -Improve mental health	100% of infant, child and family experience support in moving towards food security leading to healthier families. 200 families report they have gained a better understand of local resources and services improving the lives of families and their children.

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	throughout the city. Milk Vouchers are available. Emergency cupboard provides access to one emergency meal monthly.			through access to healthy food and injury awareness through education of food safety. -	100% of families experience positive mental health and knowledge of food safety leading to healthier families and communities.
CAPC Objective 14: This supports all our vulnerable families and their children 0-6 including immigrant, single parent, low-income and families living in extreme poverty.	Community Partnerships White Oaks and Westminster Engage in community partnerships to provide the most isolated families with contact and connections to other services in the community.	All project staff	This is an ongoing activity and approximately 80 participants are connected monthly.	-Approximately 80 vulnerable participants of the Families First CAPC Project are monthly connected to our community partners. Partners include community businesses, community churches, neighbourhood associations, school boards, family centres, libraries, health unit, children's aid society, City of London, Ontario Early Years Centres, area food banks, university and colleges.	100% of families report they have gained a better understanding of local resources and services improving the lives of their families. 100% benefit from our projects collaboration with community partners resulting in increased in-kind contribution to leverage resources for vulnerable parents and children leading to healthier families and communities.
CAPC Objective 15: This supports all our vulnerable families and their children 0-6 including immigrant, single parent, low-income and families living in extreme poverty.	Community Building in South London White Oaks and Westminster Participate in community building events and activities in the community We participate in	All project staff, volunteers, other community groups and other partners in our community.	This is an ongoing activity	-CAPC participants are engaged in their neighbourhood	100% of our CAPC families and children 0-6 benefit through events that strengthen public health capacity at the community level. 100% of our CAPC parents are more

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	International Women’s Day, Ramadan Celebration, Thanksgiving Celebration, Literacy Day Events, Canada Day Celebrations, Teen Mom’s Fair, Fun Day Westminster, Southdale Summer Slam, as well as other community events as they emerge. All of our CAPC participants and their children can attend these events.				connected to community and benefit from increased social skills leading to healthier families and vibrant communities.
CAPC Objective 16: This supports all our vulnerable families and their children 0-6 including immigrant, single parent, low-income and families living in extreme poverty.	Community Outreach in South London White Oaks and Westminster Engage in community outreach to the most isolated in the community through individual contact. This includes advocacy for program participants as needed.	All Project Staff	This is an ongoing activity	-Approximately 15 individual per month are contacted through community outreach.	100% of the families experience increased knowledge of services and resources, connections to other service providers and increased access to services and resources increasing the level of capacity and creating healthier families and communities.



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APPENDIX B

Organization Name: City of London - 1

Detailed Budget - Single Program Appendix B

April 1, 2017-March 31, 2020

Program Name: Families First CAPC

	Fiscal Year 2017 - 2018	Fiscal Year 2018 - 2019	Fiscal Year 2019 - 2020	Total
a) Personnel				
Full Time Employees				
SUPERVISOR	15,940	15,377	15,404	46,721
FAMILY & COMMUNITY SUPPORT WORKERS	27,602	28,154	28,534	84,290
				0
Part Time Employees				0
Executive Director (ED)	1,275	1,275	1,275	3,825
Finance Director (FD)	1,000	1,000	1,000	3,000
Program Director (PD)	1,000	1,000	1,000	3,000
HR Coordinator (HRC)	366	366	366	1,098
Executive Assistant (EA)	686	686	686	2,058
CHILDMINDERS	500	510	520	1,530
				0
				0
Employer's Share of Payroll Deductions <i>*(includes \$673 for extended benefits for ED, FD, PD, EA and HRC roles under Part time Employees above)</i>	9,481	9,482	9,565	28,528
				0
				0
				0
Contractual Employees				0
				0
Audit	300	300	300	900
				0
				0
Subtotal	58,150	58,150	58,650	174,950

b) Travel				
Transportation	600	600	600	1,800
Accommodation				0
Meals and Incidentals				0
				0
				0
				0
Subtotal	600	600	600	1,800

c) Materials				
Office Supplies				0
Project Materials	1,800	1,800	1,800	5,400
Printing/Photocopying	240	240	240	720
Postage				0
Other (specify)				0
				0
Subtotal	2,040	2,040	2,040	6,120

	Fiscal Year 2017 - 2018	Fiscal Year 2018 - 2019	Fiscal Year 2019 - 2020	Total
--	----------------------------	----------------------------	----------------------------	-------

d) Equipment				
Office Equipment				0
Furniture				0
Special Equipment				0
Computer support	200	200	200	600
				0
				0
				0
Subtotal	200	200	200	600

e) Rent				
Rent				0
				0
				0
Subtotal	0	0	0	0

f) Utilities				
Utilities (phone, internet)	760	760	760	2,280
Building maintenance	1,800	1,800	1,800	5,400
				0
Subtotal	2,560	2,560	2,560	7,680

g) Performance Measurement/Evaluation				
Performance Measurement/Evaluation				0
Knowledge Translation/Dissemination				0
				0
Subtotal	0	0	0	0

h) Other (specify)				
1) Insurance	200	200	200	600
2) Training	750	750	250	1,750
3)				0
4)				0
5)				0
Subtotal	950	950	450	2,350

Total Cost of Project				
Amount requested from PHAC	64,500	64,500	64,500	193,500
Identify Other Income from all Sources (Specify in the spaces below)				
1)				0
2)				0
3)				0
4)				0
5)				0
Total of Other Income from all Sources				0
Total Budget (including funding from other sources)	64,500	64,500	64,500	193,500

Organization Name: The Corporation of the City of London - 2

Detailed Budget - Single Program Appendix B

For the period of ___ April 2017_to ___ March 2020_____

Program Name: Families First CAPC

	Fiscal Year 2017 - 2018	Fiscal Year 2018 - 2019	Fiscal Year 2019 - 2020	Total
a) Personnel				
Full Time Employees				
Position Title(s)				
Project Manager (\$28/hr x 37.5hr/wk x 52 wks)	54,600	54,600	54,600	163,800
Part Time Employees				
Position Title(s)				
Teen Mom's (\$18.26/hr x 5.5hr/wk x 52wks)	5,222	5,222	5,222	15,666
Teen Mom's (\$18.26 hr x 2 hr/wk x 38 wks)	1,388	1,388	1,388	4,164
Teen Mom's youth childminder (\$11.90/hr x 2 hr/wk x 12 wks)	286	286	286	858
Arabic Women's group Facilitator (\$18.26/hr x 5 x 37 wks)	3,378	3,378	3,378	10,134
Arabic Women's group childminding (\$16.08/hr x 2.5 hrs x 37 wks)	1,487	1,487	1,487	4,461
Arabic Women's group childminding (\$16.08/hr x 2.5 hrs x 37 wks)	1,487	1,487	1,487	4,461
Arabic Women's group (\$16.08/hr x 2.5 hrs x 37 wks)	1,487	1,487	1,487	4,461
Single Isolated Women (White Oaks) facilitator (\$18.26/hr x 5hrs/wk x 52 wks)	4,748	4,748	4,748	14,244
Single Isolated Women (White Oaks) childcare (\$16.08/hr x 3hrs/wk x 37 wks)	1,785	1,785	1,785	5,355
Single Isolated Women (White Oaks) childcare (\$16.08/hr x 3hrs/wk x 37 wks)	1,785	1,785	1,785	5,355
Single Isolated Women (White Oaks) school age childminding (\$11.90/hr x 4hrs/wk x 37 wks)	1,761	1,761	1,761	5,283
Single Isolated Women (Westminster) Facilitator (\$18.26/hr x 5hrs/wk x 52 wks)	4,748	4,748	4,748	14,244
Single Isolated Women (Westminster) school age childminding (\$16.08/hr x 2.5hrs/wk x 46 wks)	1,849	1,849	1,849	5,547
Community Connector/Program Facilitator (Westminster Family Centre) (\$18.26/hr x 15hrs/wk x 52 wks)	14,243	14,243	14,243	42,729
Collective Kitchen (White Oaks/Westminster) Facilitator (\$18.26/hr x 7hrs/wk x 52 wks)	6,647	6,647	6,647	19,941
Collective Kitchen (White Oaks/Westminster) childminding (\$16.08/hr x 2.5hrs/wk x 39 wks)	1,568	1,568	1,568	4,704
Collective Kitchen (White Oaks/Westminster) childminding (\$16.08/hr x 2.5hrs/wk x 19.5 wks)	784	784	784	2,352
Schools Cool (White Oaks) facilitator (\$18.26/hr x 13.5 hrs/ x 24 wks)	6,574	6,574	6,574	19,722
Schools Cool (White Oaks) assistant (\$18.26/hr x 12 hrs/ x 24 wks)	5,259	5,259	5,259	15,777
Schools Cool (White Oaks) Parent Session (\$18.26/hr x 2.5 hrs/ x 24 wks)	1,096	1,096	1,096	3,288
Schools Cool (Westminster) facilitator (\$18.26/hr x 13.5 hrs/ x 24 wks)	6,574	6,574	6,574	19,722
Schools Cool (White Oaks) Parent Session (\$18.26/hr x 2.5 hrs/ x 24 wks)	1,096	1,096	1,096	3,288
Family Night (Westminster Family Centre) (\$18.26/hr x 3 hrs/wk x 45 wks)	2,465	2,465	2,465	7,395
Project Assistance for childminding at high attendance programs (White Oaks & Westminster) (\$16.08/hr x 3 hrs x 40 wks)	1,930	1,930	1,930	5,790
Project Assistance for school age childminding at high attendance programs (White Oaks & Westminster) (\$11.90/hr x 3 hrs x 14 wks)	500	500	500	1,500
Audit	1,000	1,000	1,000	3,000
Bookkeeping	1,000	1,000	1,000	3,000
Employer's Share of Payroll Deductions				0
				0
merc (\$134,747 x 13.8%) details in Budget justification	18,595	18,595	18,595	55,785
				0
				0
Contractual Employees				0
				0
				0
				0
Subtotal	155,342	155,342	155,342	466,026

b) Travel				
Transportation	3,637	3,637	3,637	10,911
Accommodation				0
Meals and Incidentals				0
				0
				0
				0
Subtotal	3,637	3,637	3,637	10,911

c) Materials				
Office Supplies	303	303	303	909
Project Materials	25,358	25,358	25,358	76,074
Printing/Photocopying				0
Postage				0
Other (specify)				0
				0
				0
				0
Subtotal	25,661	25,661	25,661	76,983

	Fiscal Year 2017 - 2018	Fiscal Year 2018 - 2019	Fiscal Year 2019 - 2020	Total
d) Equipment				
Office Equipment				0
Furniture				0
Special Equipment				0
				0
				0
				0
Subtotal	0	0	0	0
e) Rent				
Rent				0
				0
Subtotal	0	0	0	0
f) Utilities				
Utilities (phone, heating, etc)	360	360	360	1,080
				0
				0
Subtotal	360	360	360	1,080
g) Performance Measurement/Evaluation				
				0
				0
Subtotal	0	0	0	0
h) Other (specify)				
1) Insurance	1,500	1,500	1,500	4,500
				0
				0
				0
Subtotal	1,500	1,500	1,500	4,500
Total Cost of Project				
Amount requested from PHAC	186,500	186,500	186,500	559,500
Identify Other Income from all Sources (Specify in the spaces below)				
1)				0
2)				0
3)				0
4)				0
5)				0
Total of Other Income from all Sources				0
Total Budget (including funding from other sources)	186,500	186,500	186,500	559,500

APPENDIX C – REPORTING PLAN

Reimbursement Payments

Report	Due Date
Signing Authority Form	Upon signature of the Agreement
ACTUALS using the Cashflow Record of Expenditures Form - Reimbursement Payments (Appendix D of the CA), accompanied by the General Ledger (CA sections 4.3 and 7.1)	Submit using the required forms (as needed or when costs incurred)
Progress Reports (CA section 9.1) <ul style="list-style-type: none"> - April 1st to September 30th - October 1st to December 31st 	October 31 st , each fiscal year January 31 st , each fiscal year
Underspending Declaration (CA section 4.9)	On or before January 31 st , each fiscal year
Annual Performance Measurement Requirements (CA section 8.1)	April 30 th , each fiscal year
Annual Reports (CA section 9.1)	April 30 th , each fiscal year
Final Report (CA section 9.1)	April 30 th , last year of project
Year-End Declaration Reports <ul style="list-style-type: none"> - Assets Declaration Form (CA section 12.3) - Declaration of Proceeds or Income Form (CA section 4.4)* - Declaration of Income from Other Sources and In-Kind Contributions Form (CA section 4.12.2)* - Materials Produced Declaration Form (CA sections 9.1 and 16.1) 	April 30 th , last year of project OR More frequently as required by the Agreement (*as incurred)
Annual Financial Statements and other Audited Statements (CA sections 9.2 and 9.3)	Within thirty (30) calendar days of release

APPENDIX D



APPENDIX D - CASHFLOW RECORD OF EXPENDITURES FORM: REIMBURSEMENT PAYMENTS
2017-03-02

A. TOTAL OPERATING BUDGET FOR THIS FISCAL YEAR

A 1. Agency Approved Previous Year Income/Interest/Revenue	
A 2. Commitment this Fiscal Year	
Total operating budget this Fiscal Year	0

B. TOMBSTONE DATA

Arrangement Number	Recipient Organization	Program Name	Fiscal Year
		Select Program	

C. BUDGET BREAKDOWN BY CATEGORY

D. Reporting Periods (Use if applicable; as outlined in Appendix C)

G. VARIANCE

BUDGET CATEGORY	OPERATING BUDGET	Reporting Period 1	Reporting Period 2	Reporting Period 3	Reporting Period 4	F. YEAR TO DATE EXPENSES (M.B.C.)	Variance From Total Budget (\$)	Expenditure of Total Budget (%)
Personnel						-	0	0.0%
Travel						-	0	0.0%
Materials						-	0	0.0%
Equipment						-	0	0.0%
Rent						-	0	0.0%
Utilities						-	0	0.0%
Performance Measurement/Evaluation						-	0	0.0%
Other (Explain in Section E.)						-	0	0.0%
TOTAL	0	0	0	0	0	0	0	0%

F. BUDGET CATEGORY "OTHER" (SPECIFY)

DESCRIPTION	E.1 AMOUNT (\$)	E.2 YEAR TO DATE (\$)
**		
**		
**		
**		
**		
**		
**		
**		
**		
**		
**		
**		
Total	0	0

H. RECIPIENT AUTHORIZED SIGNATURE:

Signature	Print Name	Date
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PUBLIC HEALTH AGENCY OF CANADA CGC OPERATIONS RESPONSIBLE OFFICER

Signature	Print Name	Date
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Ver: February 2016



APPENDIX E

ELIGIBLE EXPENDITURES

For all programs under Promotion of Population Health Ts&Cs

The eligible expenditures identified in these budget categories should be directly related to project activities **and indirect costs are eligible on a prorated basis (i.e., accounting, information technology management).**

Reimbursement by the Agency will be based on actual expenditures incurred.

These may include:

Personnel

- Project staff salaries and wages
- Employer's contribution to statutory and extended employee group benefits plans (dental, medical, pension benefits, RRSPs) by virtue of employment/labour agreement or equivalent, combined with statutory benefits up to a maximum of 20% of salary costs for each employee (must be offered to all employees)
- Contractor fees (trainers, consultants, nutritionists, translation services etc.)

Travel and Accommodation

- Expenses for project activities such as private vehicle mileage, air, train or bus fares, project-related meals, and accommodation costs are all eligible

Note: Kilometre rates, meals and living expenses must not exceed those allowed under the National Joint Council Travel Directive See link for rates: <http://www.njc-cnm.gc.ca/directive/index.php?vid=10&lang=eng>

Materials and Supplies

- Office supplies
- Printing
- Postage

Equipment

- Office/Project equipment such as computers; equipment for children, adults with special needs, etc.

Note: Cost effectiveness should be considered when deciding whether to purchase or rent

Rent

- Actual rental costs incurred and substantiated by a rental/lease agreement
- Cost incurred to rent space for off-site meetings, conferences, training (if space not available at project location)

Utilities (if not included in the rental agreement)

- Telephone, electricity, heating, etc.
- Property maintenance costs based on the square footage or other acceptable methods used for the project

Performance Measurement/ Evaluation

- Fees for a third-party evaluation, data collection and analysis

Other

Actual project expenses that do not fit in the previous budget categories

- Bank charges
- Training of staff and volunteers
- Membership fees when directly related to the project
- Other indirect prorated costs portions related to the project
 - auditor fees
 - insurance fees
 - liability insurance (including for Board Members)

Note: Non-reimbursable sales taxes must be included in all budget expenses, not as a separate item in this category

INELIGIBLE EXPENDITURES**Personnel**

- Statutory and extended benefits exceeding the 20% ceiling not included in employee group benefits plans by virtue of employment/labour (dental, medical, pension benefits, RRSPs) agreement or equivalent
- Statutory and extended benefits exceeding the 20% ceiling
- Performance pay (bonus)
- Severance/separation/termination payments
- Maternity leave (including top up – portion not covered under EI)
- Compensation during extended absence

Travel and Accommodation

- Travel and hospitality expenses that exceed the National Joint Council Travel Directive

Materials

- Rental charges for use of recipient owned equipment (i.e., computers)

Rent

- Rental costs claimed for property/space owned by or donated to the recipient

Other

- Capital costs such as the purchase of land, buildings, or vehicles; with the exception of AHS where such Capital costs are permitted
- Direct services which are part of the jurisdiction of other governments, (e.g., medical treatment and services)
- Provision of services that are the responsibility of other levels of government
- Costs of ongoing activities for the organization (not directly related to the funded project)
 - Overhead/administrative fees expressed as a percentage of ongoing operational support of an organization
- Stand-alone activities such as (a “stand-alone activity” would be considered as such when there is no program intervention with a project audience, etc.):
 - audio visual production or website/smartphone application development and maintenance
 - Conferences, symposia, and workshops as stand-alone projects
- Profit-making activities
- Pure research in any discipline (Pure research also known as “basic” or “fundamental” research is original investigation undertaken to gain new scientific or technical knowledge and understanding, but without specific applications)