

Memorandum of Understanding (MoU)

Between:

Food for Life Canada

2258 Mountainside Drive, Burlington ON L7P1B7

And

The Corporation of the Town of Halton Hills

1 Halton Hills Drive, Halton Hills ON L7G 5G2

Food for Life's collaboration on the **HOME DELIVERY PROGRAM** with the Town of Halton Hills' ActiVan specialized transit program is a result of collaborative efforts taken during Wave 1 of the Covid-19 pandemic. It is the intent of both parties that this collaboration continues through Wave 2 and the following MOU provides the necessary documentation for the processes, expectations, and timeframes set out by the parties with the intent to continue providing home delivery service to identified individuals requiring weekly food supports.

Overarching Agreements

- Both parties agree to maintain the privacy of the individuals served throughout the process and to maintain clear lines of communication.
- Both parties agree to provide the services within their funding budgets, and there is no cost-sharing, a financial arrangement set out as part of this collaboration.
- Both parties agree that the capacity of either entity may change during the duration of the MoU, and as such there may be a limit on the overall number or scale of this program. This upper limit is at the sole discretion of the party affected.
- Both parties recognize the power of rescued food and agree to provide this food free of charge to individuals with no financial gain.
- Both parties will maintain their own liability and vehicle insurance policies through the duration of this MoU.

Roles and Responsibilities

Food for Life

- Provide staff with a list of individuals requiring support each Monday by 4:00 pm. This list is to include:
 - First and Last Name
 - Home Address
 - Any pertinent medical information that could affect the safety of staff/ volunteers
- Prepare and Deliver to the designated drop-off site (Hillsview Active Living Centre in Georgetown), each week the designated # of food bags required for home delivery.
- Maintain records.
- Recognize Activan and the Town of Halton Hills as Food Hero's through social media platforms.

