



Citizenship and
Immigration Canada

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OFFICE OF THE DIRECTOR
OF POLICY & PROGRAM SUPPORT

July 22, 2008

Ms. Joann Simmons
Commissioner, Community and Health Services
Regional Municipality of York
17250 Yonge Street 2nd Floor
Newmarket, Ontario
L3Y 6Z1

Dear Ms. Simmons:

Re: Application for Funding: Regional Municipality of York - File# IB08006

Your proposal for funding under the Immigrant Settlement and Adaptation Program, submitted in response to the Call for Proposals (CFP) issued March 6, 2008 has been given careful consideration. I am pleased to inform you that a positive recommendation has been made on your proposal to undertake a Local Immigration Partnership initiative in the Regional Municipality of York.

The file concerning the York Region Local Immigration Partnership will be forwarded to our local Citizenship and Immigration office in York Region. The Manager at that CIC is Richard Lecours; that office will be contacting you in the near future to discuss the negotiations for completion of a Contribution Agreement.

Attached for your information is an overview describing a federal Contribution Agreement.

Sincerely,

John Lu
Acting Director, Intergovernmental Affairs, Settlement Directorate

Citizenship and Immigration Canada
Settlement and Intergovernmental Affairs Directorate, Ontario Region
25 St Clair Ave East, Suite 200
Toronto, Ontario
M4T 1M2

cc: Cordelia Abankwa- Harris, Regional Municipality of York
Richard Lecours, Manager CIC York Region

Canada

Contribution Agreement Overview

The negotiation of a Contribution Agreement, including the finalization of the budget, is normally initiated after a positive recommendation on the proposal has been made.

Contribution agreements are a legal and binding document between two or more parties and reflect mutually accepted terms and conditions;

- under a contribution agreement, the Citizenship and Immigration Canada (the Department) agrees to contribute a specified amount of money over a specified period to a service provider for the administration and delivery of an identified activity linked to program objectives and expected results;
- the contribution is a **reimbursement to the service provider for the actual eligible and allowable costs** incurred in carrying out the agreed activity during the specified period; and
- the contribution is contingent upon the service provider demonstrated the fulfillment of the agreed activities, achievement of expected results and compliance with the financial and activity reporting of all the elements set out in the agreement.

In the section dealing with the conditions of payment, the agreement stipulates that **payments will be made on the basis of actual costs incurred as demonstrated by the submission of financial claims**, accounting statements and information on performance.

Claims for reimbursement from the service provider should be submitted for periods not exceeding 90 days, unless specified otherwise in Schedule 4 of the contribution agreement. The Department should not contribute to costs incurred prior to or subsequent to the funding period. Any debts to the Department must be repaid by the service provider within 30 days of a request to do so.

Before the agreement is finalized, the service provider will be asked to submit a final budget and a detailed cash-flow forecast (template form will be forwarded) **to enable meaningful financial monitoring throughout the term of the agreement and ensure sound cash management practices**. The organization will also be asked to supply the names of authorized contacts, as well as the signatures of the individuals with signing authority (form to be provided).

July 2008