

March 27, 2017

Ms. Suzanne Brown
City of Hamilton
Director, Neighbourhood and Community Initiatives
Community and Emergency Services Department
28 James Street North (Lister Block) 5th floor
Hamilton, ON L8R 2K1

Dear Suzanne,

Hamilton Community Foundation is pleased to provide you with a letter of confirmation regarding a flow-through fund established here by Maple Leaf Foods with the intent to support the McQuesten Urban Farm.

The Maple Leaf Center for Action on Food Security Fund aims to test and expand innovative approaches in advancing food security and has identified the Urban Farm as one such approach.

Subject to meeting the following conditions and deliverables identified by Maple Leaf, HCF and City staff on an annual basis, we anticipate flowing to the City \$150,000 per year for up to three years based on the following terms and conditions:

- Provide 50% of Year One funding (January 1, 2017 – December 31, 2017) upon receipt, by the Maple Leaf Centre for Action on Food Security, of a key activity plan and budget forecast for the periods below:
 - January 1 – April 30
 - May 1 – September 30
 - October 1 – December 31
- Provide the remaining 50% of Year One funding upon approval, by the Maple Leaf Centre for Action on Food Security, of a narrative and financial report for the period January through April 2017.
- Funding for Year Two January 1, 2018 – December 31, 2018 will be reviewed and confirmed upon approval of the work plan and budget.
 - Once approved, 50% of Year Two will be released.
 - Provide the remaining 50% of Year Two funding upon approval, by the Maple Leaf Centre for Action on Food Security, of a narrative and financial report for the period January through April 2018
- All funds will be expended solely in conjunction with approved budgets and proper records will be kept by McQuesten showing how funds were expended. The Maple Leaf Centre for Action on Food Security's financial records will be audited annually.

- Key learnings from the project may be shared more broadly to share knowledge among others in the food security sector. McQuesten agrees to share all project data requested with Maple Leaf Centre for Action on Food security and to work cooperatively with the Centre on external reporting.
- McQuesten will provide volunteer opportunities for Maple Leaf employees that are beneficial to your organization and our people.
- Maple Leaf and Maple Leaf Centre for Action on Food Security are permitted to publicly communicate support, including potential campaigns designed to raise awareness and fundraise that are developed in conjunction with McQuesten.

Hamilton Community Foundation and Maple Leaf value the emergent partnership amongst our organizations and look forward to working together in addressing one of our community's - and indeed our country's - most pressing needs: food insecurity.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'M Goodman', followed by a long horizontal line extending to the right.

Matt Goodman
Vice President, Grants & Community Initiatives