



Public Health  
Agency of Canada

Agence de la santé  
publique du Canada

Public Health Agency of Canada  
Ontario and Nunavut Region  
180 Queen Street West, 11<sup>th</sup> Floor  
Toronto, Ontario, M5V 3L7

February 4<sup>th</sup>, 2011

Your file    Votre référence

Our file    Notre référence

Ms. Debbie Sheehan, Director, Child Care System, Parent & Child Branch  
Public Health Services  
1 Hughson North, 4<sup>th</sup> Floor  
Hamilton, Ontario, L8R 3L5

Project Name: Hamilton Prenatal Nutrition Program  
Project Number: 6971-06-95-00028

Dear Ms. Sheehan:

This package contains three copies of the complete Amending Agreement for your project noted above. After each copy has been signed, witnessed and dated, by all parties, each will be considered an *original*.

Please note that the Amending Agreement includes the enhancement funds that have been approved for your project and must be spent by March 31, 2011. In addition to the attached Amending Agreement, we also require a separate cashflow reflecting only the approved enhancement funds for 2010/11.

Please see the attached checklist which lists the documents that are to be returned, including the checklist. We ask you to sign, date and witness all three copies of the Amending Agreement and return them, with the required additional documents, to:

Public Health Agency of Canada  
ATTN: Cyndy Elsigue  
180 Queen Street West, 11<sup>th</sup> Floor  
Toronto, Ontario, M5V 3L7

Please note that we must have an original Amending Agreement in our files with all signatures before any payments can be released. For this reason, we ask you to review the documents and return them to the Public Health Agency of Canada by **February 22, 2011**. An original signed copy will be returned to you promptly.

At this time, we would also remind you of your other reporting requirements: the up-to-date Inventory List and the Financial Signing Authority form. You are welcome to submit any of these required documents with the Amending Agreement or send separately to your Program Consultant by March 31, 2011. We encourage your project to check the WebBoard regularly as this is the primary vehicle used by the Public Health Agency of Canada to communicate with projects.

We would like to take this opportunity to remind you of your obligation to practice due

Canada

Cyndy - Fax - 416-954-8211  
Pl. ....

diligence in the day-to-day operations of projects funded by the Government of Canada. Your Contribution Agreement (see Section 2) requires you to carry out your project in a diligent and professional manner. Your organization must comply with all applicable provincial or territorial laws, bylaws and regulations. Compliance with these will provide for a safe and secure environment for children, families and staff, and enhance the learning experience for all.

As always, if you have any questions, please do not hesitate to contact me at any time.

Yours truly,



Blanca Serrano  
Program Consultant

cc: Ms. Elizabeth Shaver Heeney, Project Coordinator