

MEMORANDUM OF UNDERSTANDING

ANTIGONISH WOMEN'S RESOURCE CENTRE & SEXUAL ASSAULT SERVICES ASSOCIATION
AND

LEESIDE TRANSITION HOUSE
April 1, 2011 - March 31, 2012

THIS AGREEMENT made this date April 1, 2011

BETWEEN:

Antigonish Women's Resource Centre and Sexual Assault Services Association

AND

Leaside Society

BACKGROUND:

In March 2011, the Antigonish Women's Resource Centre and Sexual Assault Services Association (AWRC) received notice of approval from the IWK Community Grants fund for a one year initiative through which the AWRC would partner with Leaside Society to establish women's centre services in Port Hawkesbury.

This Memorandum of Understanding (MOU) sets forth the roles and responsibilities and terms of the agreement under which the Antigonish Women's Resource Centre and Sexual Assault Services Association and Leaside Society will work together to achieve program delivery.

ROLES AND RESPONSIBILITIES

For the duration of the fiscal year April 1, 2011 to March 31, 2012, the Port Hawkesbury Women's Centre will operate in accordance with the AWRC philosophy of practice and in accordance with AWRC policies and procedures.

At the end of the 2011-2012 fiscal year, Leaside Society will operate the Port Hawkesbury Women's Centre under the umbrella of Leaside Society. From that time forward, Leaside Society will assume all costs for the operation of the Port Hawkesbury Women's Centre.

The AWRC is responsible to provide two days of staff time for the Port Hawkesbury Women's Centre. Leaside Society is responsible to provide three days of staff time for the Port Hawkesbury Women's Centre.

Both the AWRC and Leaside Society are responsible for costs related to their staff salaries. The AWRC is responsible for operating and program costs as follows:

- AWRC Facilitator travel: \$2,184
- Telephone: \$900
- Facilities rent: \$12,650
- Leaside staff honoraria: \$7,800
- AWRC staff honoraria: \$5,200

The AWRC and Leaside Society jointly are responsible for the following costs to be provided in-kind through their organizations

- Leaside staff: \$7,800
- AWRC staff: 5,200
- Materials & Supplies: \$750 each to total \$1,500
- Photocopying: \$500 each to total \$1,000
- Office Equipment: \$250 each to total \$500

Leaside Society has accountability for their staff according to their clinical practice guidelines and operational requirements.

Both the AWRC and Leaside Society will ensure that staff delivering services and programs at the Port Hawkesbury Women's Centre will maintain confidentiality in accordance with AWRC policies.

The AWRC and Leaside Society are accountable to each other for problem solving and decision making related to planning, delivery, and evaluation of the services and programs provided through the Port Hawkesbury Women's Centre.

The AWRC and Leaside Society agree to adopt the following forms for this program: the Consent to "Release of Information" or "Obtain Information From".

The AWRC and Leaside Society agree to keep service usage statistics in a way that is useable to their respective organizations.

Women's files and program records will be maintained and stored on site and according to AWRC policies and procedures.

Access to the files and records will be limited to the AWRC and Leaside support workers providing services and to the respective Executive Directors. Information held in women's files will be made available to other support workers on a need-to-know basis only.

Each Party will address complaints by women using the Port Hawkesbury Women's Centre through an agreed upon complaint procedure. Depending on the nature of the complaint, it will be resolved within Port Hawkesbury Women's Centre program or will be forwarded to the partnering agency and addressed according to the agency's complaint procedure.

TERMS

This Agreement shall be in effect for a 1 year period commencing the 1st day of April, 2011

This Agreement may be terminated on the mutual written consent of the Antigonish Women's Resource Centre & Sexual Assault Services Association and Leaside Society.

NOTICE

Any notice required or provided for by the terms of this Agreement shall be in writing. All notices shall become effective when received by the addresses at the business address listed below or such other address as the addressee shall have specified in a notice actually received by the other Parties:

For Antigonish Women's Resource Centre & Sexual Assault Services Association:



Antigonish Women's Resource Centre & Sexual Assault Services Association
204 Kirk Place, 219 Main Street
Antigonish, Nova Scotia
B2G 2C1

for Leaside Society



P.O. Box 6913
Port Hawkesbury, Nova Scotia
B9A 2W2