Ontario

MINISTRY FOR SENIORS AND ACCESSIBILITY

SENIORS ACTIVE LIVING CENTRES PROGRAM

PROGRAM GUIDELINES
2023-24

Application Deadline:
February 9, 2023, 5 p.m. ET

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This document provides information and instructions to help support anyone who manages SALC funding, including the three main administrative components of the program:
1. requesting and managing funding
2. program delivery; and,
3. reporting back to the Ministry for Seniors and Accessibility.

It may be helpful to have a copy of the Program Guidelines available to you (a printed copy or open electronically on a second screen) as you complete the application.

Introduction

Ontario is facing a significant demographic shift. Older adults (age 55+) and seniors (age 65+) are the fastest growing demographic in our province, with 400 Ontarians turning 65 every day.

Ontario is committed to helping older adults stay safe, healthy, active and socially connected in their communities.

Seniors Active Living Centre (SALC) programs promote wellness, social interaction and education to help seniors stay active, independent and engaged.

Operators are encouraged to extend the reach of their programing and continue to offer remote or virtual programing to meet the needs of seniors in the community who may not feel comfortable returning to in-person programing or have difficulty accessing a SALC program's location.

Seniors Active Living Centres Programs

The Ministry for Seniors and Accessibility has oversight of the Seniors Active Living Centres Act, 2017 (SALCA), and the SALC programs delivered across Ontario. The ministry values the important programs and services that SALC operators deliver to support safe, active, healthy, and engaged older adults and seniors.

The ministry supports approximately 300 programs at centres that serve as hubs in their communities. SALC programs support the ministry's goal to develop and deliver public services to older adults and seniors to improve their quality of life by offering social, cultural, educational and recreational programs that promote health and well-being.

New in 2023-24

Communication Channel Updates
Operators must keep their program's online (e.g., webpage, Facebook page, social media) or phone voicemail messaging up-to-date so that information about available programing is current and clear for the public. Please also inform the ministry of any contact information changes so they can be incorporated into the ministry's [online SALC program locator](#).

Final Report Questions
Starting in 2023-24, SALC operators will be asked additional questions in their final report related to their programing. The questions are provided in the Performance Measurement section of the program guidelines.

2023-24 Program Priorities
2023-24 programs that SALC operators operate must to address **one or more** of the following program priorities, which they must identify in their application. They will also be asked in their final report how they addressed the priorities:

1. **Connect older adults with community programs and services.**

Examples:

- A SALC program operates as a community hub, a centralized point that provides access to a diverse range of resources, referrals, supports, services and activities for older adults and seniors that improve their quality of life and support their safety, health and overall well-being.
- A SALC program takes steps to reach older adults who are new to SALC programing or are isolated in places where they are already living or congregating, such as in seniors' apartments, naturally occurring retirement communities (NORCs) or faith-based communities (e.g., though partnerships, satellite programing, etc.).
- A SALC program uses different service delivery methods (e.g., hybrid, in-person, phone- or web-based, mobile, satellite programing) to reach seniors who are socially isolated or living in rural or remote communities.
  - To support socially-isolated seniors who would benefit from remote programing, a SALC program helps improve seniors' technological capacity through training, intergenerational collaboration, lending of devices, etc.

2. Provide programing opportunities for seniors in underserved communities or to underserved populations.

Example:

- A SALC program provides unique or specialized program offerings (including in languages other than English or French) that are designed to meet the needs and interests of local diverse, multicultural, new immigrant, Indigenous, or remote older adult populations (e.g., Mandarin-language book club, Indigenous beading group). Marketing and advertising of these programs are designed to reach these audiences.

3. Remove accessibility barriers to SALC programs and services

Example:

- A SALC program offers programing that meets needs of seniors with disabilities to help seniors overcome participation barriers (e.g., large-print program materials, use of microphones at activities, installation of accessibility ramps or automatic door openers, chair yoga class).

Roles and Responsibilities

The delivery of SALC programs and services to older adults and seniors is made possible through the coordination of a variety of partners, each playing an important role.

The ministry is responsible for the overall management, stewardship and effective oversight of SALC funding and program delivery. This includes setting the policy direction and program funding while ensuring that operators comply with their transfer payment agreements and the SALC Program Guidelines. The ministry also provides information to operators about other government programs for older adults and seniors that are relevant and may be of interest to them, their families and caregivers in their communities.

Regional Development Advisors serve as the ministry's first point of contact for operators and support program delivery throughout the year. Regional Development Advisors provide operators with important program information and monitor program delivery for compliance. They also help operators to manage administrative processes related to requesting funding, payments and fulfilling reporting requirements.

SALC operators must meet all the requirements in the Seniors Active Living Centres Act, 2017 (SALCA). Operators must be a not-for-profit corporation or a municipality financially capable of establishing, maintaining and operating their programs under competent management. They must operate in good faith; there must be no evidence of careless management in the past or attempts to deliberately deceive or mislead the government or participants in the programs. They must also demonstrate how the

organization, and its programs and services, will best serve the interests of older adults and seniors.

Operators that receive SALC Program funding are expected to comply with the SALCA and all other applicable legislation, including laws governing provincial labour, employment standards, and accessibility for people with disabilities.

Operators receive funding through provincial transfer payments according to the conditions set out in the provincial transfer payment agreement with the Province of Ontario that the operators sign. Operators are responsible for delivering frontline services to older adults and seniors and must follow the terms of their agreements and the SALC Program Guidelines, including reporting on program targets and outcomes.

Operators are required to contact the ministry as soon as they become aware of any changes that will or may impact their clients such as, but not limited to, moving the location of their programing, changing ownership, or significantly changing programing. They are also required to communicate such changes to their clients.

SALC programs must promote active and healthy living, social engagement, and learning for persons who are primarily seniors and older adults by providing them with safe activities and services. Programs delivered by operators can include remote social and recreational activities, as well as virtual health and wellness exercises and clinics, and educational workshops on various topics (e.g., safety and legal protections, governance and volunteerism, computer literacy). A "centre" is often referred to as the place where programs and services are offered. Programs can, however, be offered at a single physical location or through several different locations or satellites to increase outreach. Programs are also encouraged to be offered in non-traditional formats, such as mobile services or through technology (e.g., interactive telephone or web-based platforms).

Operators are encouraged to continue to offer remote or virtual programing to meet the needs of seniors in the community who may not feel comfortable returning to in-person programing or have difficulty accessing a SALC program location.

Municipalities are key partners in the delivery of SALC programs. Under the Seniors Active Living Centres Act, 2017 (SALCA), an operator operating a program in a municipality must acquire 20 per cent of annual program costs from a municipality. The municipal contribution can be in cash or in-kind, or a combination thereof (see the "Municipal Funding" section below for more information).

Funding

Operators can apply for two types of SALC Program funding from the ministry on an annual basis: Maintenance and Operating funding and Special Grants. For operators that operate on the government fiscal year, the ministry supports costs incurred between April 1, 2023 and March 31, 2024.

For operators that use a calendar financial year, the ministry will consider costs incurred between January 1, 2023 and December 31, 2023.

Maintenance and Operating Funding

The purpose of this funding is to support regular maintenance and operating to provide programs, activities and services to promote active and healthy living, social engagement, and learning for persons who are primarily seniors and/or older adults.

In 2023-24, the maximum amount available for a 12-month period is up to 80 per cent of the net annual operating costs of maintaining and operating the program, to a maximum of $42,700. Please note that in 2024-25, the ministry may return to the pre-pandemic level of covering up to 50 per cent of the net annual operating costs of maintaining and operating the program, to a maximum of $42,700.

Maintenance and Operating funding must support costs that are directly related to providing programs and services to seniors, such as:
- staffing costs (including salary expenses of personnel, employee benefits, such as vacation, sick leave, statutory holiday, education leave and organization contribution to the cost of other benefits)
- overhead and administrative costs such as rent, utilities, office supplies, telephone, and communications services such as internet
- supplies for programs
- food (no alcohol) delivery costs that are not covered by other funding (e.g. Meals on Wheels)
- purchase or rental of equipment
- transportation to events
- legal fees directly related to the provision of services to seniors and older adults
- accounting or bookkeeping services, audit fees
- advertising and marketing
- translating program materials into different languages
- accessibility costs (e.g., creating accessible documents, sign language interpretation, etc.)
- membership fees for related affiliations (for example, Older Adult Centres' Association of Ontario - OACAO);
- routine maintenance and/or
- other costs for services leased or purchased that support maintaining and operating SALC-funded programs (including software licenses).

In the past, some operators were approved to receive pay equity payments to support operating costs. No changes are anticipated to alter this funding for wages at this time.

Special Grants

Operators can also apply for a Special Grant of up to a maximum of $15,000 to further support the planning and delivery of SALC programs and services for seniors and older adults. Funding is paid out in one lump sum once approved.

It is the practice of the ministry to prioritize Maintenance and Operating requests. Special Grant requests are considered based on any remaining available funding. Very often, total funding requested by operators for Special Grants exceeds what remains in the ministry's program allocation, so approved grant amounts may be less than requested.

Consequently, applicants must be prepared to revise their planned expenditures if the approved Special Grant amount is less than what was requested. Applicants must also contact their Regional Development Advisor about any changes regarding how they intend to use the Special Grant or if they have any questions about eligible expenses.

Special Grants can be used for costs that further support the planning and delivery of SALC programs and services such as:
- health and safety related materials including personal protective equipment (e.g., masks and gloves), hand sanitizer, disinfectant
- new or replacement furniture, equipment (yoga mats, badminton racquets, dart boards), supplies, appliances
- improvements to safety (e.g., plexiglass, signage) and accessibility (e.g., grab-bars, railings, ramps, benches, lighting, audio enhancements) and maintenance and repair costs associated with these
- training, education or workshops for staff and volunteers, such as train-the-trainer programs (e.g., the Elder Abuse Prevention Ontario program *It's Not Right*)
- piloting new virtual or remote programing options for seniors such as video computer instruction, fraud prevention and financial management webinars, online first aid courses, or teleconference social sessions (e.g., the Seniors' Centre Without Walls model)
- project coordinator expenses to pilot a new type of programing
- special marketing and communications costs related to SALC programs and services for seniors and older adults (including accessibility related costs)
- technology purchases such as computers, credit or debit machines, software, projectors;
- consulting fees for research related to seniors and older adults. Operators may conduct SALC-funded research related to the needs of local seniors and older adults. Research results should be shared with the ministry for information purposes; and

- new or enhanced programing that improves the quality of life of seniors and older adults by offering social, cultural, educational and recreational programs that promote health and well-being.

Examples of **ineligible** expenses include:
- gift cards (since expenditures can be made in subsequent fiscal years)
- purchase of groceries or food boxes for older adults or seniors unrelated to programing
- purchase of physical space (e.g., land, building)
- capital acquisition or construction projects, planning or building new facilities, major renovations or significant upgrades to buildings
- mortgage payments, loans, interest, investments; and
- anything already funded by the Seniors Community Grant Program or other sources of funding.

Note that provincial funding cannot be used to purchase alcohol.

Municipal Funding

As stipulated in the legislation, municipal support of the maintenance and operating costs of the SALC program is mandatory to qualify for SALC funding from the ministry.

As in past years, the value of the municipal contribution can be cash or in-kind, or a combination of both:

- For programs approved after April 1, 2008 - a minimum of 20 percent of the net annual cost of maintaining and operating the program for the funded year, and
- For programs approved prior to April 1, 2008 - a minimum of 20 percent of the 2007-08 net annual cost of maintaining and operating the program.

Each year, the operator is required to work with their municipality and is responsible for confirming in their application form that the municipality will provide their share toward the maintenance and operation of the SALC program. Operators must notify the province if there is a change in the required municipal funding they receive.

Municipal contributions must be used to support SALC program delivery. Operators are required to track cash and in-kind contributions from the municipality as separate items in the SALC funding request and financial reports.

Any questions or concerns related to the municipal contribution requirement should be discussed with Regional Development Advisors as soon as possible to allow potential issues to be resolved in a timely manner.

In-kind Contributions:

In-kind contributions are non-monetary resources to support costs directly related to SALC program delivery, maintenance and operations.

The value of in-kind contributions should be estimated using either current market value or an appraisal.

In-kind contributions can be in the form of goods, services, use of facilities, or labour provided to support the program at no cost.

2023-24 examples could include:
- access to municipal teleconferencing or videoconferencing systems for remote or virtual programing
- municipal staff time to prepare and deliver educational presentations for remote or virtual programing
- mentorship to build SALC operators' capacity
- provision of hand sanitizer or personal protective equipment to SALC operator staff or volunteers
- provision of cleaning and disinfecting products
- provision of plexiglass safety shields
- space rental at current market value
- yard maintenance/snow removal services
- municipal staff time to prepare financial reports
- consultant services provided for research purposes
- municipal data/reports/gap analysis to support research about seniors and older adults that would be provided at a cost to other clients.

Each in-kind personal property and/or service provided and its value (including how the value was calculated) must be listed in the Municipal Government Funding - In-Kind table in the application form. The operator is responsible for ensuring that the reported market value for all items involving an in-kind contribution is reasonable. The ministry can request evidence (i.e., in the form of quotes from local organizations) if there is any question about the valuation reported.

Applying for Funding

Operators can apply for funding by completing an application form and submitting it via Transfer Payment Ontario by the deadline set by the ministry.

Operators that receive funding for multiple SALC programs must complete a separate application form and final report for each SALC program.

Each SALC program has been assigned a unique, four-digit number so that the program can be tracked from year to year. Operators will be reminded of the number by the ministry by email when the 2023-24 application period opens. This number must be entered into the application form each year. If a SALC operator runs multiple SALC programs, they have been assigned a unique number for each program.

Quick Reference Guides on how to navigate the TPON system are available on the TPON webpage. To access the TPON system visit: https://www.app.grants.gov.on.ca/gr/tpcr/#/externalLogin

For help with the Transfer Payment Ontario system, contact Transfer Payment Ontario Client Care Monday to Friday from 8:30am to 5:00pm at:

Toll-free: 1-855-216-3090

TTY: 416-325-3408

Toll-free TTY: 1-800-268-7095

Email: TPONCC@ontario.ca

The information that you are required to complete is consistent with past years, including contact information, budget information and funding that you are requesting, and performance measures.

Note: Funding for one program cannot be used or transferred to another program.

Project Categories	Examples All physical distancing and safety guidelines are being met where applicable
Health and Wellness	Diabetes management, foot care clinics, falls prevention, nutrition and meal planning, reflexology, hearing clinics, Alzheimer's awareness
Physical Activities and Sports	Dance, yoga, tai chi, Zumba, chair fitness, pole-walking, cross-country skiing, gardening
Arts and Crafts	Knitting, sewing, woodworking
Cards and Games	Euchre, bridge, bingo, board games (e.g., Scrabble)
Educational Activities	Online or in-person language classes, virtual writing workshops, webinars on financial empowerment (budgeting, tax clinics), technology classes (smart phones, tablets, email, apps), teleconference guest speakers, music classes (piano, guitar), drivers' ed refresher
Dining Activities	Congregate dining, contactless meal pick-up, delivery of food purchased by isolated seniors
Social Activities	Other social activities such as group movies, teleconference social clubs, holiday events, day trips, library, 1x1 phone calls to seniors isolated at home
Transportation Services	Free or subsidized bus tickets, taxi fare, car or special bus services
Other	Other type of program not listed in a category above

The ministry expects all SALC operators to request funding based on the level of programing they plan to be able to offer in 2023-24. All SALC programs receiving funding must be offering either remote programing (e.g., web or phone-based), in-person programing, or a combination of these formats.

If an operator is not able to use its SALC funding to offer in-person, remote or virtual SALC programs, this should be reflected in their final report and they are to return these unspent funds to the province at the end of the fiscal year or at the request of the province.

Approval of Applications

Ministry staff review the applications for funding and will contact the operator if they have any questions.

If an operator is approved for funding, the ministry will provide the operator with a letter that specifies the maximum funds it is eligible to receive. It is important to read this operational approval letter carefully, and to contact the Regional Development Advisors in a timely manner if there are any questions about the maximum funds amount.

Once approved, no additional funding will be provided by the ministry.

It is important that the operator keep this letter for their records, especially for audit purposes.

Operators will also be required to provide a Certificate of Insurance for the current year immediately after funding is confirmed via an operational letter. Insurance requirements are provided in section A10.1 of the transfer payment agreement. Please see Appendix A for a sample certificate of insurance. Please contact your Regional Development Advisor with any questions.

Payments

The ministry flows Maintenance and Operating payments on a quarterly basis (at the beginning of April, July, October, and January).

If an operator applied and is approved for a Special Grant, it will receive a one-time payment in the approved amount of the Special Grant.

It is important for operators to:

- complete all mandatory online report-backs throughout the year, and
- submit their final report on time via Transfer Payment Ontario to remain in good standing.

Operators who have not submitted their reports and/or online report-backs by the deadline may have their quarterly payments and/or Special Grant payment withheld.

Changes to Expenditures

Operators must notify their Regional Development Advisor in writing (email is acceptable) if there is any change to how the operator plans to spend the Special Grant. The Regional Development Advisor will review the request to ensure the expenditures are eligible and that the related activities can realistically be completed by year end. The Regional Development Advisor will notify the operator if the request is approved.

Requests for changes to using funds as planned and agreed by the operator and the province can be made at any time throughout the year but must be made in writing and approved by the ministry in advance of any proposed change in the use of the funds.

Mandatory Interim Reporting

Throughout the year, the ministry requires SALC operators to complete short online report-backs to help the ministry quickly gather information from SALC operators to better support them and their programs.

Operators will receive an email with a link to complete the online report-back from their Regional Development Advisor. Typically, there will be a maximum of four report-backs per program cycle, up to one per quarter.

Quarterly payments and Special Grants may be withheld for operators that have not submitted an online report-back.

Final Report Process

An essential part of the SALC Program funding cycle is reporting back to the ministry on actual expenditures and program results achieved.

The ministry will request a final report at the end of the fiscal year (March 31st).

The ministry will inform operators when final reports are due, which will typically be within three months after the end of the fiscal year.

Submitting a final report and returning unspent funds is the final step in the annual funding cycle. SALC operators will be required to return any ministry funds paid to them that they did not spend on approved expenses for SALC programs.

Operators will be asked to confirm in their final report that ministry funding was only spent on eligible SALC expenses and in accordance with the program dates outlined in these guidelines.

Only cheques are accepted by the ministry for the repayment of unspent funds.

Records and Information Management

Note that all documentation associated with the funding application, approval, actual expenditures (including proof of purchase for all items), and the final report submitted to the ministry **must be saved by the** operator **for provincial audit purposes for a period of 7 years**. An audit or request for proof of purchase can be requested by the Province at any time during this period.

As part of the ministry's audit requirements, soon after the end of each fiscal year as part of the final reporting process, a sampling of SALC programs will be asked to provide a summary of SALC Program expenses followed by copies of selected invoices to verify that SALC Program funding was spent on eligible expenses.

Tracking Funding and Financial Reporting

It is essential that operators keep track of funding from the province and the municipality separately. This ensures they can report on provincial and municipal funding in a manner that is transparent to both the accounting firm that audits the operator and to the ministry.

Along with the final report, non-municipal operators are required to submit a copy of financial statements to the ministry. The type of financial statement required depends on the operator's operating revenues, as outlined below.

Operators that have operating revenues:

1. $100,000 or more will require a full **audit engagement** to be completed.

    o   An audit engagement requires an auditor (an independent professional public accountant) to provide the client the highest level of assurance on the client's financial statements, including but not limited to consideration and evaluation of the internal control system of the company, which may include testing the effectiveness of the system; tests of the underlying documentation to support account balances; observation of the physical inventory counts; and outside confirmation of account receivable balances.

2. Between $50,000 and $99,999.99 can choose to have a **review engagement** done, in lieu of a full audit engagement.

    o   A review engagement requires an independent professional public accountant to review financial statements to ascertain whether they are plausible, not misleading, and that the accountant is satisfied that the financial information is presented in accordance with generally accepted Canadian accounting standards for non-profit organizations. Board members usually must waive having audited financial

statements prepared, in favour of a review engagement. Reviews provide limited assurance that the financial information conforms to generally accepted accounting principles. This process is less expensive than a full audit engagement.

3. Less than $50,000 can submit a **board-endorsed financial statement** – a statement of finances with a letter signed by two senior officials.

   o   Board-endorsed financial statements disclose the financial state of an operator and an accountability of funding, including how it was spent. There is generally no additional cost to prepare financial statements as it is usually done by the treasurer or other financial staff. **Statements must be approved by two senior officials**, such as the Board Chairperson, CEO, CFO, President, or Vice-President.

Municipal SALC operators are required by the province to provide financial reports through the provincial Financial Information Return (FIR) system. To reduce duplication, municipalities must report SALC funding in the FIR system under Schedule 12, Ontario Conditional Grants, Social and Family Services, Line 1220 - Assistance to Aged Persons, or Recreation and Cultural Services. Municipalities that identify SALC funding through the FIR system are not required to submit separate audited statements unless requested by the ministry.

Any municipality that <u>does not</u> report to the province through the FIR system is required to submit financial reports audited by an independent accounting firm directly to their Regional Development Advisor.

Performance Measurement

Good reporting and performance measurement are central to the government's commitment to transparency and accountability.

Collecting measurable data is the first step in measuring performance, and can help operators:
- Meet program requirements and government objectives.
- Demonstrate their value to seniors and older adults and their communities.
- Ensure that SALC programs are being used to their full potential.
- Better connect seniors to their communities as a result of SALC programs and services.

This data will also provide the government with assurances that operators:
- Use the provincial funding for the purposes intended.
- Achieve the outcomes that operators outline in their application.
- Comply with the terms and conditions of transfer payment agreements and the SALCA.

Operators are required to provide the following SALC program data in both the initial application as targets and in their final report as results achieved:

Participation:

- Number of members or unique participants in the SALC program
- Number of volunteers supporting the SALC program

Operations:

- Number of days per year that programs and services are offered
- Total number of activities and services supported by SALC funding
- Delivery of intergenerational activities

Inclusiveness:

- Demographic groups that participate in SALC programing

Connectedness:

- Whether and how the SALC program provides information about other programs or services in your community
- Whether the SALC program refers clients to other programs or services in the community, and if so, which programs or services

Additionally, in the final report, SALC operators must provide the following information:

Providing Seniors with the Services they Need:

- Number of times activities in different programing categories were offered in an average week

Improving Access to Services for Seniors:

- How the SALC program is helping seniors improve their access to programing and services

New Partnerships:

- Number of new collaborations with local organizations created during the year (for any purpose, such as information sharing, business, space sharing, etc.)

Addressing Program Objectives:

- How the SALC operator addressed the SALC Program objectives selected in their application form.

Feedback from SALC Members/Participants:

During the funding year, SALC operators must provide a survey to SALC members/participants asking questions related to the outcomes of the SALC program. For example, "On a scale of 1 to 5, how satisfied were you with the SALC programing you participated in?" The survey questions will be provided by Regional Development Advisors to SALC operators to share with their members/participants.

Program Delivery

For operators to remain in good standing and continue to receive their approved funding, they must report any changes to the ministry through the Regional Development Advisors.

These changes include:

- changes to the location at which programs are offered;
- changes to aspects of the programing;
- name changes of the organization or a SALC program;
- a merger of the operator with another organization; and
- any other changes that reasonably ought to be brought to the attention of the ministry.

The operator is responsible for notifying the ministry's Regional Development Advisors as soon as possible, and their clients, if applicable.

Operators may not have all the details of the proposed change but should give the ministry advance notice as soon as possible.

If the operator or the SALC program is merging with another service provider or moving it is required to complete a Location Approval Form (available from Regional Development Advisors) as soon as it is aware of the change.

Operators are also required to demonstrate that any new location at which programs will be held is safe, accessible, and that SALC program participants have been informed of the move. Operators must also show that any changes to aspects of the SALC program ensure that it continues to serve at least the same number of seniors and be supported by the municipality.

It is important to complete the Location Approval Form and provide the supporting documentation in a timely manner so that there is no interruption in SALC program funding. The Regional Development Advisor will send the operator a letter of confirmation once all the required documentation has been submitted and program requirements have been satisfied.

Banking Information Changes

Operators must ensure that they have provided the ministry with up-to-date banking information. To update your banking visit:
https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/en/directdeposit

Site Visits

As part of ongoing community development activities, Regional Development Advisors will visit each SALC program at least once per fiscal year.

Resources

Do you want to find out about programs or services in your community that could enrich your programing? Contact your Regional Development Advisor to talk about what is available in your community. 211 Ontario (https://211ontario.ca/) is also a helpful resource, providing information on, and referrals to, Ontario's community, social, health-related and government services.

Lottery and Gaming
Charitable organizations that offer lotteries and gaming should, for ethical fundraising purposes, consult with their local municipality and the Alcohol and Gaming Commission of Ontario (AGCO), which governs lottery and gaming requirements. For more information, refer to: https://www.ontario.ca/page/not-profit-fundraising

Program questions?
Do you have a question about your funding or the ministry's expectations this year? Contact a Regional Development Advisor to get more information. To find a Regional Development Advisor that serves your program delivery area, please visit the provincial directory.

Social Media
To stay up to date on ministry announcements, programs and services follow us on:

Twitter: @SeniorsON | @AinesON
Facebook: Seniors Ontario | AinesOntario
LinkedIn: Ministry for Seniors and Accessibility

Help us share your good work by tagging us!

SALC operators are invited to share high-quality photos with the Ministry provided the operator has obtained the written consent of any individuals depicted in the images along via a written consent form available from Regional Development Advisor. The photos will be used in promotional activities such as the ministry's social media channels.

Appendix A – Sample Certificate of Insurance

Name and address to whom issued: (4) His Majesty the King in Right of Ontario as represented by the Minister for Seniors and Accessibility, 777 Bay Street, Suite 600C, Toronto, ON, Canada, M7A 2J4			Name and address of Insured (1)		
Type of insurance (4a)	**Insurer**	**Policy Number**	**Expiration**	**Coverages**	**Limits of Liability**
Commercial General Liability **(5)** Including: - Non-owned Automobile - Blanket Contractual Liability - Products and Completed Operations - Cross Liability and Severability of interests clause - Personal Injury - Employers Liability or WSIB Clearance	Insurance Co. Canada	xxx	31-03-2022 **(2)**	Inclusive Limits, Bodily Injury and Property Damage Liability	Each Occurrence or Accident: $2,000,000 General Aggregate: $2,000,000 **(4b)**

Additional Insured: His Majesty the King in right of Ontario, his ministers, agents, appointees and employees. **(3)**
SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS OF THE ABOVE NOTED POLICIES

(6) **EVIDENCE OF INSURANCE ONLY** CANCELLATION: Should any the policies described herein be cancelled before the expiration date thereof, the insurer(s) affording coverage will endeavour to mail 30-days written notice to the Certificate Holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon either the Insurer(s) affording coverage, its agents or representatives.

Issued at: Toronto, Ontario

Date: **(7)** Signature:

<u>Certificate of Insurance Provisions</u> (correspond to the numbers in brackets in the sample certificate above)

(1) State that the insured party is the recipient organization with whom the Ministry for Seniors and Accessibility has contracted. This is important since a policy will only cover the Named Insured on the policy.

(2) Identify the date of coverage (i.e., the project/program duration).

(3) Identify the Ministry for Seniors and Accessibility as an additional insured by using the following language: "His Majesty the King in Right of Ontario, his Ministers, agents, appointees and employees." This phrase should appear on the certificate face under a memo heading or special note box.

(4) Identify the type (a) and amount (b) of coverage (i.e., Commercial General Liability Insurance is listed and is on an occurrence basis for two million dollars).

(5) Identify all the endorsements requested in section A10.1 of the Transfer Payment Agreement signed by the Seniors Active Living Centre (SALC) operator.

(6) Include a statement that the certificate holder (the Ministry for Seniors and Accessibility) will be notified of any cancellation or material change within 30 days.

(7) Include the signature of an authorized insurance representative.