

**Ministry of Health
and Long-Term Care**

Health System Accountability and
Performance Division
Provincial Programs Branch
5700 Yonge Street, 5th Floor
Toronto ON M2M 4K5

Telephone : 416 327-7039
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**Ministère de la Santé
et des Soins de longue durée**

Division de la responsabilisation et de la
performance du système de santé
Direction des programmes provinciaux
5700, rue Yonge, 5^e étage
Toronto ON M2M 4K5

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**Re: Application for Approval under the *Elderly Persons Centres Act*
For Municipally-Operated Centres**

Thank you for your interest in the Ministry of Health and Long-Term Care's (Ministry) Elderly Persons Centre (EPC) program.

Under the *Elderly Persons Centres Act* (EPCA) and Regulation 314, the Ministry provides among other things, maintenance and operating grants and special (one-time) grants to municipalities and approved corporations that establish, maintain and operate EPCs.

This application package has been designed for a municipally-operated centre applying for EPC funding. If your centre is a corporation, please contact your program consultant (on p.3) for a different package.

In order to be considered for EPC funding, please submit an application package to the Ministry as instructed below.

If you are planning on requesting funding for multiple sites, please complete a package for each site.

Approval of Centre

The council of a municipality is permitted to establish and operate a centre by passing a by-law that so provides and that is approved by the Minister.

Under the EPCA and Regulation 314, the Ministry will pay a maintenance and operating grant to a municipality that is maintaining and operating an approved centre, which is a building or premises that is approved under section 2 of the EPCA.

The Ministry requires the following information in order to consider a building or premises for approval as an approved centre under the EPCA:

1. Copy of the by-law, passed by the municipality, providing for the operation of a centre, to be considered by the Minister for approval
2. Letter from your local fire department confirming that the building or premises complies with fire safety requirements (including date of most recent inspection)
3. Letter from your local public health unit confirming that the building or premises complies with municipal health requirements
4. Description of the building, premises or the part of the building and/or premises that is to be used as a centre (if this is a shared space please include generic description and program purpose of the host sponsor's building)
5. Detailed program proposal – please complete Appendix 1
6. Budget forms – please complete Appendix 2
 - The Ministry funds EPCs on a fiscal basis. Funds are to be used during the fiscal year in which they are allocated and unspent funds will be recovered by the Ministry
 - Every approved corporation or municipality is required to complete an annual budget and reconciliation form (at year end) in respect of each EPC it operates
 - The completed budget should include your request for a maintenance and operating grant and, if needed, a special (one-time) grant
7. Copy of the municipality's recent audited financial statements

Please submit this information by December 15, 2008 to:

Elderly Persons Centres Program
Provincial Programs Branch, Community Services
c/o Ministry of Health and Long-Term Care
5700 Yonge Street, 5th Floor
Toronto ON M2M 4K5
Attention: Tina Sakr

Electronic versions of the EPCA and Regulation 314 are available at:

- EPCA:
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e04_e.htm
- Regulation:
http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900314_e.htm

We will notify you of the status of your application, once reviewed. If you have any questions, please don't hesitate to contact Tina Sakr, senior program consultant, at 416-314-9577 or via email at tina.sakr@ontario.ca.

Yours truly,

Original signed by

Brian Davidson
Manager, Community Services

Attachments: Detailed Program Proposal (Appendix 1)
 EPC Budget (Appendix 2)
 Questions and Answers (Appendix 3)