

**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
Facsimile : 416 327-7281

**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

Téléphone : 416 327-7039
Télécopieur : 416 327-7281



**Re: Application for Approvals under the *Elderly Persons Centres Act*
For Corporations (not municipalities)**

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 are maintaining and operating EPCs.

This application package has been designed for a corporation applying for EPC funding. If your centre is municipally-operated, 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 centres, please complete a package for each centre.

Approval of Corporation

In order to receive funding under the EPCA, a corporation must be an approved corporation, in other words, a corporation approved under section 2 of the EPCA.

The Ministry requires the following information in order to consider your corporation for approval under section 2 of the EPCA as an approved corporation:

1. Detailed program proposal – please complete Appendix 1
2. EPC Budget – 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 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
3. Certified copy of letters patent of incorporation
 4. Certified copy of corporate by-laws
 5. Copy of corporation's recent audited financial statements

Approval of Centre

Under the EPCA and Regulation 314, the Ministry will pay a maintenance and operating grant to an approved corporation 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. Letter from the relevant municipality(ies) confirming commitment for funding (at least 20% of net monthly cost to the approved corporation of maintaining and operating its approved EPC(s))
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. Letter from your local municipality confirming compliance with local zoning by-laws
5. 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)

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)