



REPORT

TO: Mayor Caul and Council

FROM: Jason Kabel, Community Services Division Manager

DATE: October 3, 2019

RE: Seniors Community Grant Agreement

Background

At the regular meeting of Council on June 24, 2019, Council approved a grant application to be submitted to the Seniors Community Grant Program through the Age Friendly Community Committee for a Seniors Companion Project (attached). The following was the submitted grant application budget:

Grant Approval

The committee has received notification that the grant was approved by the Seniors Community Grant as attached. There is no financial commitment by the Town. The in-kind contributions will be generously provided by the collaborative partners on the project, Canadian Mental Health and the Northwestern Health Unit along with the Community Services Division.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse signing the MSAA - Seniors Community Grant Program agreement and forthcoming bylaw.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "JK", is written over the printed name.

Jason Kabel

**Ministry for
Seniors
and Accessibility**

**Ministère des Services
aux aînés et de
l'Accessibilité**



Minister

Ministre

College Park
777 Bay Street
5th Floor
Toronto ON M7A 1S5

College Park
777, rue Bay
5th Floor
Toronto ON M7A 1S5

September 23, 2019

Doug Brown
The Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

Dear Doug Brown:

Re: Seniors Community Grant Program 2019-20

Congratulations, I am pleased to inform you that your application to the Seniors Community Grant program has been approved for up to \$15,240.00 in funding, pending finalization of your agreement with the Ministry.

Please do not make any public announcements regarding this approval until you have entered into a funding agreement with the Ministry.

I am inspired by your organization's values, dedication and support of seniors' activities in Ontario and I wish you much success with your programs.

Yours truly,

A handwritten signature in black ink that reads "Raymond Cho".

The Honourable Raymond Cho
Minister for Seniors and Accessibility

cc: Hon. Greg Rickford , MPP (Kenora-Rainy River)
Denise Cole, Deputy Minister

**Ministry for
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and Accessibility**

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Le 23 septembre 2019

Doug Brown
The Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

Madame, Monsieur,

Objet : Programme de subventions aux projets communautaires pour l'inclusion des personnes âgées 2019-20

Félicitations, j'ai le plaisir de vous informer que la demande que vous avez présentée au Programme de subventions aux projets communautaires pour l'inclusion des personnes âgées a été approuvée pour un financement pouvant aller jusqu'à 15,240.00\$ en attendant la conclusion d'une entente de financement avec le ministère.

Jusqu'à ce que l'entente de financement soit conclue avec le ministère, je vous demanderais de ne procéder à aucune annonce publique concernant cette approbation.

Je suis inspiré par les valeurs, le dévouement et le soutien de votre organisme aux activités des aînés en Ontario et je vous souhaite beaucoup de succès dans vos programmes.

Veuillez agréer l'expression de mes sentiments distingués.

A handwritten signature in black ink, reading "Raymond Cho".

L'honorable Raymond Cho
Ministre des Services aux aînés et de l'Accessibilité

c. c. : Député(e) provincial(e), députée/député (Circonscription)
Denise Cole, sous-ministre

**MSAA - Seniors Community Grant Program - 2019-20**

Saved: 10/04/2019 13:41

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| | | |
|-------------------------------------------|-------------------------------------------------|---------------------------------------------|
| Instructions | A - Organization Information | B - Organization Address Information |
| C1 - Applicant Contact Information | C2 - Additional Contact Information | D - Organization Capacity |
| E - Project Plan | F - Project Milestones | G - Project Priorities/Targets |
| H - Performance Measures | I - Project Partnership/Stakeholder Info | J - Terms & Conditions |
| K - Declaration / Signing | L - Grant Payment Information | |

Instructions

Before filling out the application read the entire PROGRAM GUIDELINES. It may be useful to print a copy of the Program guidelines to refer to while completing the application. Please note your project may require you to contact a ministry advisor prior to submitting your application. Information about eligible organizations and expenses are detailed in the Program guidelines. Some fields in your application will already have the information you supplied during the Transfer Payment Common Registration enrolment or from previous applications. Answer each question fully or indicate "not-applicable" if the question is not relevant or does not apply to your project. Answers may vary in length depending on the nature of your project or program.

Prepare necessary support materials. Ensure you have all of the necessary support materials electronically (either scanned, pdf or attachment). The required attachments are listed below. Note that Ministry consideration of an application does not guarantee funding. Applications will be assessed on the basis of the information provided by the applicant within the completed application and for the organization's ability to achieve the objectives of the project.

The Ministry cannot guarantee funding to all applicants, nor can the ministry ensure that the total amount requested by successful applicants will be granted. The ministry reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The decision to fund all or part on an applicant request will depend on its fit to the program priorities, assessment criteria and the overall demand of funds in the program.

Required Attachments

1. Audited Financial Statements
2. Project Budget
3. List of Deliverables
4. Workplan
5. Proof of Incorporation
6. Letter of Support
7. Terms and Conditions

A - Organization Information

This section is not editable and displays general information about your organization submitted during the registration process. To make a change to this information, please send an email with the relevant changes to grantsontariocs@ontario.ca. Once the change has been made, all future downloaded forms will include the updated information.

Organization Name:

[The Town of Fort Frances](#)

Organization Legal Name:

[Corporation of the Town of Fort Frances](#)

Website URL:

www.fortfrances.ca

Type of Legal Entity:

[Other](#)

Twitter Handle:

Facebook Page Address:

Instagram Account ID:

Sector:

| | |
|------------------------------------------------------------|-----------------------------------------------------|
| Date Incorporated: 04/11/1903 | Corporation Registration Number: 106984586RT0001 |
| Date of Last AGM: | Date of Next AGM: |
| Organization Mandate/Mission: Council of a Municipality | |

B - Organization Address Information

This section is not editable and displays address information about your organization submitted during the Transfer Payment Common Registration (TPCR) process. To make a change to this information, please update the address information in your TPCR registration profile. Once the change has been made, all future downloaded forms will include the updated information.

Business Address

| | |
|-------------------|-------------------|
| Unit Number: | Street Address 1: |
| Street Address 2: | City/ Town: |
| Province: | Postal Code: |
| Country: | |

Mailing Address

| | |
|--------------------------------|-----------------------------------------|
| Unit Number: | Street Address 1: 320 Portage Avenue |
| Street Address 2: PO Box 38 | City/ Town: Fort Frances |
| Province: ON | Postal Code: P9A3P9 |
| Country: Canada | |

C1 - Applicant Contact Information

Please provide contacts for this application. Contacts with signing authority can be indicated in Section C2.

| | | | |
|----------------------------------------------|-------------------------------------------------|-----------------------------------------|---------------------|
| Salutation: Mr. | Primary: <input checked="" type="checkbox"/> | First Name: Jason | Last Name: Kabel |
| Role: Community Services Division Manager | | Email Address: jkabel@fortfrances.ca | |
| Department: Community Services | | Phone: 807-274-4561 x-1719 | |

C2 - Additional Contact Information

Salutation: *

Mr.

| | | |
|---------------|--------------|--------------|
| First Name: * | Last Name: * | Middle Name: |
| Doug | Brown | |

| | |
|---------|------------------------|
| Role: * | Phone Number (Work): * |
| Other | (807) 274-5323 |

Phone Number (Mobile):

| | |
|----------------|-----------------------|
| Department: | Email Address: * |
| Administration | dbrown@fortfrances.ca |

Confirm signing authority (this person has signing authority for your organization?) ☒

D - Organization Capacity

Describe the governance structure of your organization (e.g. board of directors, staff etc.). *

As a municipality, the Town of Fort Frances has an elected municipal Council (1 Mayor & 6 Council members).

Describe the practices/procedures that exist to ensure the organization conducts its activities with accountability and transparency. *

Each meeting of Council has local media (radio & newspaper) attendees that help document the business of the corporation for the community at large. Also, every agenda package and minutes of every meeting are posted to our website.

Describe your organization's history of managing similar projects and include past achievements. *

The Town of Fort Frances qualifies for both provincial and federal grants annually with successful outcomes. We have also successfully completed grants in the past few years to become recognized by the province of Ontario as an Age Friendly Community.

Describe your organization's ability to successfully undertake this project. *

The Town has a structure in place through municipal staff and a group of volunteers on our Age Friendly Committee who have a sincere vested interest to ensure that our Seniors are well cared for with opportunities like this Senior Companion proposal.

Provide details on your staff members and their relevant experience to be involved in this project. *

Jason Kabel, Community Services Division Manager - Jason has worked on many grants both provincially & federally and manages a number of services for the community.

Sarah-lynn Klassen, Canadian Mental Health, Geriatric Mental Health Worker - Point person on the grant and Age Friendly Committee Member. Sarah-lynn works with Seniors daily.

Elaine Fischer, Health Promoter, Northwestern Health Unit - Elaine is also a point person on the grant with extensive experience in successful provincial grant execution.

| | | |
|------------------------------|------------------------------|-------------------------|
| Number of Full Time staff: * | Number of Part-Time Staff: * | Number of Volunteers: * |
| 1 | 0 | 8 |

E - Project Plan

Project Name: *

Seniors Companion Project

| | | |
|---------------|-------------|---------------------|
| Start Date: * | End Date: * | Requested Amount: * |
| 10/01/2019 | 03/31/2019 | \$15,240 |

Provide a brief description of your project. If your application is successful this wording may be used on the Ministry website.

The Seniors Companion Project is a free, volunteer-based, “friendly-visiting” service that will provide opportunities for seniors to come together to share, learn, connect and support each other in our community. This project will benefit seniors who can contribute through volunteerism and seniors who experience loneliness as a result of isolation.

Describe your project in detail making sure to address all the specific requirements in the Program Guidelines. *

1. To host 6 free “Volunteer 101” education sessions that will engage a minimum of 30 seniors. These sessions will be offered in English at multiple sites (including the SALC, public library and senior complexes). The sessions will build interest and engage participants through the use of videos and storytelling. One of the sessions will feature a speaker from a similar Friendly Visiting Program based in Thunder Bay. It is anticipated that we will collect 30 Project User Surveys (identifying needs, availability and interest) and that a preliminary Volunteer Roster of 10 seniors will be established.

2. To create and deliver the operating forms, promotional materials and website needed to implement a senior focused volunteer service. This will include service specific forms (ex. Referral, screening), tools to implement the volunteer service (ex. volunteer guidelines and orientation package), 1000 service brochures, and promotional items (ex. Swag). The webpage will track the number of site visits and contacts for analysis.

3. To engage and collaborate with 6 community partner organizations in the planning and design of the project through monthly progress meetings.

(Longer term impact)

This project will set the stage to implement the operation of the Seniors Companion Project. Modelled after a similar program which operates at the 55 Plus Centre in Thunder Bay, Ontario, this service will include a friendly visiting, telephone assurance and companion walking programs. Future expansion will include matching seniors to share common interests and go on community outings.

(Where) – This project will take place in the community of Fort Frances, ON.

Describe the project objectives making sure to address all the specific requirements in the Program Guidelines. *

(Key priorities) – Our project will meet the following Project Priorities

PRIORITY 1

This project will facilitate the organization of a senior’s volunteer service in Fort Frances. Seniors will have an opportunity to learn about the benefits of volunteerism, network and gain knowledge about contributing to the social economy. Participants in the “Volunteer 101” sessions will complete surveys and be asked to join a volunteer Roster. It is estimated that 30 – 40 seniors will complete the education sessions.

PRIORITY 2

This project will create the infrastructure of a volunteer service that will benefit isolated and vulnerable seniors in our community. The volunteer education, the screening tools and safety planning will be integral in the service design to minimize risk of elder abuse.

PRIORITY 3

This project will develop a senior’s volunteer service that will promote a more Age-Friendly community. The development of service brochures and a website will increase community awareness and promote a more age-friendly community.

Who will benefit from your project? Geographic or demographic groups or communities. *

Seniors will have an opportunity to learn about the benefits of volunteerism, network and gain knowledge about contributing to the social economy. Participants in the “Volunteer 101” sessions will complete surveys and be asked to join a volunteer Roster. It is estimated that 30 – 40 seniors will complete the education sessions. This project will create the infrastructure of a volunteer service that will benefit isolated and vulnerable seniors in our community. The volunteer education, the screening tools and safety planning will be integral in the service design to minimize risk of elder abuse. We are hoping that every Senior in our community will one day benefit from the program as they require companionship in their later years.

Risk Assessment and Management. *

(Risks) – There is the potential to have a lack of participants attending the Volunteer 2101 sessions. Our strategy to maximize attendance will be to hold the sessions in a variety of settings, to offer repeated sessions, to offer promotional incentives for participation and to advertise through our local partner organizations and media.

Describe why your project is viable, including steps or measures taken to ensure that your project does not overlap with existing projects with the same target audience. Be sure to address all the specific requirements in the Program Guidelines. *

The Age Friendly Committee has identified social inclusion and loneliness for older adults as a key priority of our community through surveys, meetings, and presentations. We have consulted with many local organizations who have concurred with the project and have confirmation that we will not overlap with existing projects for Seniors. Unfortunately senior companionship is something that hasn't been in any particular organization's focus in our community to the extent that it needs to be.

Describe the engagement of seniors - how are they involved in the planning, execution and long-term impact of your project? *

The project will be headquartered at our local senior centre where there will be opportunity daily for senior input and interaction with the

project coordinator. The education sessions geared to engage seniors will be a catalyst for the project to attract as many participants as possible to ensure community input for a successful outcome. The majority of the Age Friendly Community Committee are active seniors themselves who are invested in projects that engage seniors in the community.

F - Project Milestones

Based on your workplan, indicate below the project milestones and corresponding activities. In particular make sure to note all public or educational events as well as dates you expect to submit project related marketing and/or educational resources to the Ministry for vetting of government support acknowledgement.

| Key Milestones * | Activities * | Start Date (mm/dd/yyyy) * | End Date (mm/dd/yyyy) * | |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|-----|
| Hire a Project Coordinator | Advertise, interview, purchase project supplies & laptop, orientation | 10/01/2019 | 11/01/2019 | - |
| Prepare Volunteer 101 Education Sessions | Project Coordinator to organize, advertise, and coordinate session materials and promotional items Project Consultant to develop education content and coordinate guest speaker Prepare volunteer survey & roster | 11/01/2019 | 12/31/2019 | - |
| Engaging Volunteers | Facilitate volunteer 101 education sessions Collect surveys | 01/01/2020 | 03/15/2020 | - |
| Marketing & Resource Materials | Develop operating forms & project promotional brochures | 12/01/2019 | 03/31/2020 | - |
| Design and produce project website | Consult with Age Friendly Committee & Community Partners Determine metrics & collect data Promote through advertising | 12/01/2019 | 03/31/2020 | - |
| Project Review & Recommendations | Analyze data from surveys Complete summary report | 03/01/2020 | 03/31/2020 | - + |

G - Project Priorities/Targets

| | | |
|-------------------------------------|----------------------------|-----|
| Project Priority | | |
| Age-Friendly Development | | - + |
| Primary | Target Sector * | |
| <input checked="" type="checkbox"/> | Municipality - Pop.<20,000 | - + |

H - Performance Measures

Grant funding recipients are required to collect data and report on at least TWO output and TWO outcomes measures that are related to the Program Objectives.

Output Measures and Outcome Measures

Possible output and outcome measures could include but are not limited to the examples in the chart below. Projects may use the examples provided in the chart OR provide other project measures relevant to the project objectives.

| Output Measure Examples | Numeric Target |
|---------------------------------------------------------------------------------------------|----------------|
| 1. Participants: Total number of individuals participating in project or project program(s) | - 40 |
| 2. Workshops: Total number of workshops offered in areas such as leadership or governance | - 6 |

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 3. Volunteers: Total number of volunteers involved and engaged in the project | - 8 |
| 4. Partnerships: Number of new partnerships developed with other groups or organizations and directly involved in the project | - 4 |
| 5. Social media and web related metrics, such as number of web page views or the number of new Facebook or Twitter followers for the organization to improve community engagement | - 300 |
| 6. Additional output measures relevant to your project objectives may be added or substituted for the examples provided in this chart | - |
| Outcome Measure Examples | Numeric Target |
| 1. Percentage of participants who agree that the project helped them to network and participate more actively in their community | - |
| 2. Percentage of participants who agree that volunteering allowed them to engage more with the community | - |
| 3. Percentage of an organization's locations who agree that the project helped them to grow and share sustainable seniors plans and programs over the long term | - |
| 4. Percentage of participants who agree that the project helped increase their safety and well being | - |
| 5. Additional project outcome measures relevant to your project and the program objectives may be added or substituted for the examples provided in this chart below | - |

| Metric | Description | Goal |
|--------------------|--------------------------------------------------------------------------------------------------------------|------|
| Participants: | Total number of individuals participating in project or project program(s) | 40 - |
| Workshops: | Total number of Volunteer 101 Education Sessions offered | 6 - |
| Volunteers: | Total number of volunteers involved and engaged in the project | 8 - |
| Partnerships: | Number of new partnerships developed with other groups or organizations and directly involved in the project | 4 - |
| Input from Seniors | Completed Volunteer surveys | 30 - |

| | | | |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------------------------------------------------|
| Participation | Percentage of participants who agree that the project helped them to network and participate more actively in their community | 75 | <input type="text" value="-"/> |
| Recruitment | Percentage of participants who agree that the Volunteer 101 education made them more likely to volunteer in the Seniors Companion Project | 50 | <input type="text" value="-"/> <input type="text" value="+"/> |

I - Project Partnership/Stakeholder Information (if applicable)

| Contact Name: * | Organization: * | Address: * | Description of Project Support: * | |
|--------------------|-----------------|---------------------------------------------|-----------------------------------------------|---------------------------------------------------------------|
| Sarah-lynn Klassen | Stakeholder | 612 Portage Avenue, Fort Frances ON P9A 3M8 | Grant co-writer, Committee Member, Consultant | <input type="text" value="-"/> |
| Elaine Fischer | Stakeholder | 396 Scott St, Fort Frances, ON P9A 1G9 | Grant co-writer, Committee Member | <input type="text" value="-"/> |
| Cindy Noble | Stakeholder | 401 Nelson St, Fort Frances, ON P9A 1B3 | Senior Centre Manager | <input type="text" value="-"/> |
| Ian Simpson | Partner | 401 Nelson St, Fort Frances, ON P9A 1B3 | Volunteer | <input type="text" value="-"/> |
| Irene Laing | Partner | 401 Nelson St, Fort Frances, ON P9A 1B3 | Volunteer | <input type="text" value="-"/> |
| Robert Schultz | Partner | 401 Nelson St, Fort Frances, ON P9A 1B3 | Volunteer | <input type="text" value="-"/> |
| Linda Plumridge | Partner | 401 Nelson St, Fort Frances, ON P9A 1B3 | Volunteer | <input type="text" value="-"/> |
| Geoff Gillon | Partner | 401 Nelson St, Fort Frances, ON P9A 1B3 | Volunteer | <input type="text" value="-"/> |
| June Caul | Stakeholder | 401 Nelson St, Fort Frances, ON P9A 1B3 | Volunteer | <input type="text" value="-"/> <input type="text" value="+"/> |

J - Terms & Conditions

By signing this Application Form and submitting it to the Province, the Applicant is agreeing to be bound by the Program's particular terms and conditions, if the Province awards the Applicant grant funding for the Applicant's Project.

Please upload the Terms and Conditions attachment to confirm you have read and understand the agreement.

K - Declaration / Signing

The Ministry for Seniors and Accessibility (MSAA) is subject to the Freedom of Information and Protection of Privacy Act (FIPPA). Personal information related to the SCG Program is collected by the MSAA for the proper administration of the program, for purposes including: evaluation of the project application and the administration and management of funding agreements. Information about projects that are funded by this program (including the project name, project description and incorporated organization that is undertaking the project) may be made public by the Government of Ontario through public announcements. Applicants should be aware that any information provided to the MSAA in connection with their application may be subject to disclosure in accordance with the requirements of FIPPA.

Questions about the collection, use and disclosure of information may be directed to:
Ministry for Seniors and Accessibility
Freedom of Information Co-ordinator
400 University Avenue, 2nd Floor
Toronto ON M7A 2R9
Telephone: 416-314-7711

Applicants are expected to comply with the Ontario Human Rights Code (the "Code") and all other applicable laws. Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry. Applicants should be aware that Government of Ontario institutions are bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, as amended from time to time, and that any information provided to them in

connection with this application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

Declaration

The Applicant hereby certifies as follows:

- (a) the information provided in this application is true, correct and complete in every respect;
- (b) the Applicant understands any funding commitment will be provided by way of an approval letter signed by the responsible Minister and will be subject to any conditions included in such a letter. Conditions of funding may include the requirement for a funding agreement obligating the funding recipient to report on how the funding was spent and other accountability requirements;
- (c) the Applicant has read and understands the program guidelines and information contained in the Application Form;
- (d) the Applicant is aware that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting;
- (e) the applicant understands that it is expected to comply with the Ontario Human Rights Code and all other applicable laws;
- (f) the Applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant is subject to disclosure under the Freedom of Information and Protection of Privacy Act;
- (g) the Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;
- (h) I am an authorized signing officer for the Applicant.

| | |
|------------------------|------------|
| Applicant Name * | Date * |
| Jason Kabel | 06/27/2019 |
| Authorized Signatory * | Date * |
| Doug Brown | 06/27/2019 |

L - Grant Payment Information

Payment Address

Should your application be successful, this information will be used to make payments through direct deposit.

Organization Name (max 250 characters): *

Fort Frances Senior Centre

| | | |
|---------------------|-------------------|--------------|
| Street Address 1: * | Street Address 2: | City/Town: * |
| 320 Portage Avenue | | Fort Frances |
| Province: * | Postal Code: * | |
| ON | P9A 3P9 | |