



# SENIORS ACTIVE LIVING FAIR

## HOST HANDBOOK

2024 – 2025

Older Adult Centres' Association of Ontario  
Association des centres pour aînés de l'Ontario

Est. 1973

**OACAO**

The Voice of Older Adult Centres  
La voix des centres pour aînés



Funding provided by:



# HANDBOOK INDEX

What are Seniors Active Living Fairs?.....	3
OACAO Responsibilities.....	3
Host Centre/Organization Responsibilities .....	3
Accessibility for Ontarians with Disabilities Act Standards .....	4
Presentations/Seminars .....	5
Demonstrations/Health Clinics .....	5
Partner/Stakeholders .....	5
For In-Person Fairs Only: Healthy Meal or Snacks.....	6
For In-Person Fairs Only: Trade Show .....	6
For In-Person Fairs Only: Participant Bags .....	6
For Virtual Fairs Only: Virtual Video Event Platforms .....	6
Participant and Exhibitor Surveys .....	6
Marketing and Outreach .....	7
Social Media Promotion.....	7
Logos and Acknowledgement .....	7
Eligible Expenses .....	8
Ineligible Expense.....	9
Seniors Active Living Fairs Contact Information.....	9
Appendix A: Suggested Presentations/Seminars Topics .....	10
Appendix B: OACAO Business Partners Contact Information .....	11
Appendix C: MSAA Resources .....	12
Sample: Invitation To Local MPP/MP’s .....	13
Sample: In-Person Seniors Active Living Fair Agenda .....	14
Sample: Virtual Seniors Active Living Fair Agenda .....	15
Sample: Promotional Flyer .....	16

## WHAT ARE SENIORS ACTIVE LIVING FAIRS?

A Seniors Active Living Fair is a public education initiative, developed in partnership between the OCAO and MSAA. Its objective is to increase awareness about available programs and services for seniors and share knowledge about healthy aging and active lifestyles. This reduces seniors' social isolation, improves their overall health and wellbeing and helps them maintain their independence. The funding provided by MSAA will help inform Ontario's diverse seniors, their families and care partners, about the benefits of healthy living and the importance of exercise, nutrition, safety and security.

## OCAO RESPONSIBILITIES

- Provide a Seniors Active Living Fairs Handbook to help guide and educate staff and volunteers hosting the Fairs (English and French).
- Provide support and resources to Fair hosts as needed, including conducting a webinar on **Thursday, August 22, 2024 from 2:00pm – 3:00pm EDT** to provide an overview of the Fairs Program Guidelines (covering topics such as making your fair accessible, eligible expenses, MSAA Photo/Consent Form, etc.)
- **ONLINE RESOURCE FOLDER LINK:**  
<https://www.dropbox.com/scl/fo/i9fl83of0eyzug86chpqn/h?rlkey=tkknlvml8eskl6gy0spc43qgk&st=8rj8z5ht&dl=0> (includes samples of agendas, invitations, promotional items, etc.)
- Approved applicants will receive their first cheque for 75% of the grant approximately one month prior to the Fair date and 25% upon satisfactory submission of the final report.
- Provide access to the MSAA's Planning Accessible Events Resources – APPENDIX C
- Provide a pre-event telephone check-in to ensure everything is on track and address any last-minute details.
- Promote approved Fairs on OCAO website and Social Media accounts.
- Zoom training resources for Virtual Fair Hosts.
- An OCAO representative will attend the Fair (subject to availability).
- Provide Evaluation Questions (English and French).
- Provide a Final Report package (English and French). The OCAO is responsible for providing a Final Report including statistics, impact, and financial review to the Government of Ontario at the end of the full project. We therefore require full compliance with the terms and conditions listed in the signed Letter of Agreement.

## HOST CENTRE/ORGANIZATION RESPONSIBILITIES

- Establish an Organizing Committee that will be responsible for the development and operation of the Fair.
- Display the Government of Ontario and the OCAO logos on all promotional material. Guidelines and logos will be provided in the Letter of Agreement.
- Provide the OCAO with a digital copy of your Fair Flyer (accessible PDFs), at least 60 days in advance of your Fair.
- Host the Fair in an accessible Event Space/Venue under AODA Standards. Considerations include making the building space accessible, with ramps, accessible washrooms, signage, etc., as well as offering entry to visitors with service dogs. Other considerations for communications materials

include making any PDFs AODA compliant and offering visitors multiple ways to contact event organizers.

- Deliver content/programming for a minimum of 4 hours in length. (Both Virtual and In-person Fairs)
- Provide the Fair for FREE for seniors, care partners and the public to attend.
- Organize Presentations/Seminars on important topics for seniors. (2 – 4 minimum)
- Organize Demonstrations and/or Health Clinics on active living or healthy eating. (1 – 2 minimum)
- Invite the local MPPs, other VIPs, and the Minister for Seniors and Accessibility to participate. For a list of current MPPs, please visit: <https://www.ola.org/en/members/current>. Invitations to the Minister can be emailed to: [ministerseniorsaccessibility@ontario.ca](mailto:ministerseniorsaccessibility@ontario.ca).
- Submit a few digital pictures of the Fair, which will be shared with the Ministry for Seniors and Accessibility. Provide consent forms for any photos that show faces. MSAA Consent Forms will be provided in the Seniors Active Living Fairs Handbook.
- Complete a Fair Statistical Report within 30 days of the completion date of the Fair (or by March 31, 2025 for Fairs held in March).
- Submit a Summary of Evaluation findings with their final reports within 30 days of the completion date of the Fair. The brief Survey Form will include MSAA-provided participant demographic and outcome measures and other brief questions to show the impact of the Fairs.
- All Fairs Projects must be completed by March 16, 2025.

#### **For Virtual Fairs:**

- Virtual Events can be scheduled over multiple days within a 7-day period.
- Use a virtual video event platform with teleconference capability.

#### **For In-Person Fairs:**

- Secure adequate liability insurance.
- No alcohol to be served.
- Contact the local Public Health Unit for local health protocols.
- Provide a healthy meal or snacks at a maximum cost of \$12.50 per person, including tax and gratuities.
- Organize bags for participants at the registration table or entrance to the Fair for participants to collect literature from trade show exhibitors.
- Organize a Trade Show with a balanced representation of both non-profit organizations, government agencies and for-profit agencies (if applicable), (10 – 15 exhibitors minimum) and a recommended length of 3 - 4 hours (unless pre-approved by OACAO).
- Provide free exhibitor space at the Trade Show for the OACAO.

## ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT STANDARDS

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) is intended to reduce and remove barriers for people with disabilities so that Ontario can become more accessible and inclusive for everyone. Learn more about Ontario's accessibility standards: <https://www.ontario.ca/page/about-accessibility-laws#section-2>. To ensure that the event is as accessible as possible for all, consider asking attendees to let Fair Hosts know in advance of any specific accessibility accommodation requests. This will allow the Fair Hosts time to make the necessary arrangements in advance. This could include

procuring live ASL (American Sign Language) interpreters during events as well as a live captioning service, if needed, for virtual events.

## PRESENTATIONS/SEMINARS

We encourage Fair Hosts to consider the following presentation topics: technology training, digital literacy and cyber security awareness, health and wellness topics, falls prevention, seniors' safety, elder abuse awareness including frauds and scams, reducing ageism, social inclusion, mental health resources for seniors, Aging at home and community engagement, participation of older adults in the labour market or volunteerism. Requirement: 2-4 presentations/seminars. **Appendix A for suggested topics and contact information.**

## DEMONSTRATIONS/HEALTH CLINICS

We encourage Fair Hosts to hold demonstrations highlighting active living opportunities for seniors. These may be programs from the Host Centre/Organization or other demonstration topics such as healthy eating, active living or fitness programs.

In-person Fair Hosts only, are encouraged to hold health clinics, such as blood pressure testing, flu vaccine clinics, hearing clinics, income tax/benefits and estate planning clinics.

Requirement: 1-2 demonstrations/health clinics.

## PARTNER/STAKEHOLDERS

Partners and/or stakeholders can be engaged by way of short presentations such as using digital breakout rooms (virtual fairs), panel or networking opportunities and with the distribution of digital and/or organizations, government agencies and for-profit agencies.

Non-Profit suggestions: Access Alliance Multicultural Health & Community Services, Alzheimer Society, Assaulted Women's Helpline, Care Watch, Elder Abuse Prevention Ontario, Royal Canadian Legions, Senior Pride Network, and United Senior Citizens of Ontario. **See Appendix A for contact information.**

Government Ministries/Agencies suggestions: ConnexOntario, Ministry of Finance, Ministry of Transportation, Ontario Securities Commission, Provincial Geriatrics Leadership Ontario, and The Ontario Caregiver Organization. **See Appendix A for contact information.**

OACAO Business Partners suggestions: Access Abilities, Amica Senior Lifestyles, Arbor Memorial Inc., BelairDirect, Brock Functional Inclusive Training Centre, Canada's National Ballet School, Canadian Hearing Services, Chartwell Retirement Residences, GreenShield Pharmacy, HearCANADA, Hearinglife, Heart To Home Meals, Insuranceland Inc., MySeniorCenter, OASSIS Employee Benefits Plans, Parkland Lifestyle Residences, Prime Communications, Retirement Homes Regulatory Authority, Senior Women Living Together, and Transitions Realty. **See Appendix B for contact information.**

## FOR IN-PERSON FAIRS ONLY: HEALTHY MEAL OR SNACKS

It's important to provide a healthy meal or snack for all participants and exhibitors at our Fairs. We have allocated a budget of up to \$12.50 per person, inclusive of tax and gratuities, to ensure that everyone has access to nutritious options that keep them energized and focused throughout the event. Options include soft sandwiches like egg salad or chicken salad wraps, hearty soups such as butternut squash or chicken noodle, and protein-packed smoothies. Additionally, you can offer pasta salads, mini muffins, cottage cheese with fruit, soft veggie roll-ups, steamed veggie packs, cheese and crackers, healthy puddings, mini frittatas, and fresh fruit cups with yogurt. NOTE: it is important to offer dietary alternatives, when possible, i.e. Gluten free, sugar-free, vegan or vegetarian.

## FOR IN-PERSON FAIRS ONLY: TRADE SHOW

Trade shows must have 10 - 15 exhibitors and 3 - 4 hours in length (unless pre-approved by OACAO). Please ensure a balanced representation of both non-profit organizations, government agencies and for-profit agencies (if applicable). Non-profit exhibitors must be free to exhibit, but a nominal fee can be charged for for-profit exhibitors. Contact your local Public Health Unit for local public health protocols that hosts might be required to follow. You can find your local Public Health Unit at <https://www.ontario.ca/page/public-health-unit-locations>. Each exhibitor must have access to one table and at least one chair. Appendix A may be used for suggested Exhibitors, but availability may be limited.

## FOR IN-PERSON FAIRS ONLY: PARTICIPANT BAGS

Fair hosts must supply bags to participants to enable the convenient collection of literature and other materials at the Fair. This allows participants to easily collect and carry information from various exhibitors, making their experience more enjoyable and interactive. Bags can be purchased from online retailers like Amazon, promotional product companies such as 4imprint and Vistaprint, or wholesale suppliers like Costco and Uline. Alternatively, consider requesting donations from local businesses, large corporations, and/or professional associations.

## FOR VIRTUAL FAIRS ONLY: VIRTUAL VIDEO EVENT PLATFORMS

The virtual video event platform selected must be user-friendly for participants and allow for telephone participation for those who are not tech-savvy or do not have access to the internet. "Large meeting capacity" should be arranged in advance with the video platform host to accommodate the expected number of participants. Fair hosts are encouraged to use a simple virtual platform that allows older adults and participants to log in through the internet or call in using a telephone, ensuring accessibility for all.

Suggestions for video event platforms:

- Zoom: <https://zoom.us/>
- Microsoft Teams: <https://www.microsoft.com/en-ca/microsoft-teams/group-chat-software>
- GoToMeetings: <https://www.gotomeeting.com/>

## PARTICIPANT AND EXHIBITOR SURVEYS

Gathering surveys is essential for obtaining valuable feedback from participants and exhibitors. At in-person events, distribute paper surveys to attendees and exhibitors, which they can fill out and submit at specific collection points. To entice participants to complete the surveys, offer appealing incentives

such as raffle entries, gift cards, discounts, or branded merchandise. For added convenience for exhibitors, online surveys can also be sent via email, allowing for easy distribution and completion.

## MARKETING AND OUTREACH

Communication strategies should ensure that any digital promotional components comply with the Web Content Accessibility Guidelines (WCAG) version 2.0 AA: <https://www.w3.org/WAI/>. PDFs, web pages and social media posts need to meet these criteria.

### Suggested methods of promotion:

- Your Newsletter or Program Guide
- Flyers or Posters
- Local Municipality / Township Community Program and Activity Guide
- Mail out to potential participants
- Your Centre's / Organization's website
- Post on social media i.e. Facebook, Twitter, Instagram, and YouTube
- Email Blast to your Members or Participants
- Telephone – individual calls to inform members or voice broadcasting system
- Local Media: Community Newspapers, Digital, Radio, or Television
- Promote and connect with Community Partners for referrals

## SOCIAL MEDIA PROMOTION

Organizations are encouraged to promote their Seniors Active Living Fair on social media, including Facebook, Twitter, and Instagram!

### Tag the OACAO in your social media postings:

Facebook: @oacao      Twitter: @TheOACAO

### Tag the Ministry for Seniors and Accessibility in your social media postings:

Facebook: @SeniorsOntario or @AinesOntario      Twitter: @SeniorsON or @AinesON

Please include **hashtags** in your social media posts so we can track the promotion across the province:  
#SeniorsActiveLivingFairs      #FairesVieActiveAinées

## LOGOS AND ACKNOWLEDGEMENT

We acknowledge and thank the Government of Ontario for the funding provided to the Older Adult Centres' Association of Ontario for the implementation of the 2024 - 2025 Seniors Active Living Fair project.

You must add both the OACAO and the Government of Ontario logos to, and only to, all promotional and publicity materials associated with the 2024 - 2025 Seniors Active Living Fair and indicate that the Seniors Active Living Fair is hosted by your organization in partnership with the Older Adult Centres' Association of Ontario (OACAO) with funding support from the Government of Ontario, by way of including both logos as indicated below.

To this end, the province is granting you a non-transferable licence to use the Government of Ontario logo in conjunction with the promotion or publicity of the 2024 - 2025 Seniors Active Living Fair and for no other purpose. The Government of Ontario logo shall not be altered, shortened or abbreviated. The province retains all other rights in and to the Government of Ontario logo and it shall only be used by you as set out above.

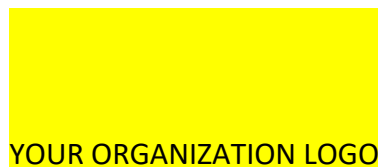
For funding acknowledgement and logo placement questions, please contact Lina Zita at [coordinator@oacao.org](mailto:coordinator@oacao.org).

**The logos below are to be used on ALL promotional material, online and in print.** Remember to add both the OACAO and the Government of Ontario logos to all promotional and publicity material thereby indicating that the Seniors Active Living Fair is hosted by your Centre/organization in partnership with the Older Adult Centres' Association of Ontario (OACAO) with funding provided by the Government of Ontario. Please contact the OACAO if you require a higher-resolution logo file. **Logo's can be found in the Resource Folder link:**

<https://www.dropbox.com/sh/p635i15d168otmz/AAA1VyTBiN2k0ys1H4Oe5y7ta?dl=0>

1. Insert your organization logo (on the left side)
2. Insert the OACAO logo (centred in the middle)
3. Insert the **CURRENT** Government of Ontario logo (on the right side), which includes: **"Funding provided by:"**

#### SAMPLE:



Funding provided by:



## ELIGIBLE EXPENSES

All receipts and invoices must be submitted with the final report.

#### Eligible Expenses:

- Advertising/Promotion/Marketing: in print, digital, radio and/or television, etc.
- Audio Visual Equipment Rental: event equipment rental.
- Evaluation Prize: small incentive items (as a draw prize for participant questionnaire completion).
- Honorariums for presenters, demonstrators, clinicians, and volunteers.
- Postage: distribution of information packages/publications to participants and outreach to isolated seniors.
- Printing of flyers, surveys, and event directional signs, etc.
- Translation Services/Language Interpreters/ASL Interpreters: translation, closed captioning services and other accessible services.

#### For Virtual Fairs:

- Technology: Virtual platform and increased capacity added to accommodate higher participation numbers, toll-free numbers to allow for telephone participation.



### For In-Person Fairs:

- Decorations: tablecloths, flowers, etc.
- Facility Rental: Accessible event space rental.
- First Aid: St. John's Ambulance presence, if needed, and recommended for outdoor venues.
- Food Service Supplies: plates, napkins, cutlery, etc.
- Food/Refreshments: Healthy meal or snacks at a maximum cost of \$12.50 per person, including tax and gratuities.
- Participant Bags for the majority of the participants.
- Public Health and Safety Measures: suggested protocols from local Public Health Unit.
- Transportation: public transportation tickets, and/or bus rental.

### INELIGIBLE EXPENSE

Staff costs for planning and executing the fair.

### SENIORS ACTIVE LIVING FAIRS CONTACT INFORMATION

Questions can be directed to Lina Zita, Development and Marketing Coordinator at [coordinator@oacao.org](mailto:coordinator@oacao.org) or call 905-584-8125 or toll-free 1-866-835-7693.

## APPENDIX A: SUGGESTED PRESENTATIONS/SEMINARS TOPICS

(subject to availability; French presenters may be available)

~ as of July 2024

TOPIC	CONTACT INFORMATION
<ul style="list-style-type: none"> <li>Mental Health</li> </ul>	Access Alliance Multicultural Health & Community Services 647-463-1713 Cathy Kurelek: <a href="mailto:ckurelek@accessalliance.ca">ckurelek@accessalliance.ca</a>
<ul style="list-style-type: none"> <li>Building Dementia Friendly Communities - We All Have a Part to Play!</li> </ul>	Alzheimer Society Ontario 416-967-5900 ext. 2967 Dawn Hannah: <a href="mailto:dhannah@alzon.ca">dhannah@alzon.ca</a>
<ul style="list-style-type: none"> <li>What is Elder Abuse</li> <li>Signs of Elder Abuse</li> <li>How to help victims/survivors of Elder Abuse</li> <li>Support for caretakers and Resources</li> </ul>	Assaulted Women's Helpline 416-364-4144 ext. 224 Latoya Dwyer: <a href="mailto:ldwyer@awhl.org">ldwyer@awhl.org</a>
<ul style="list-style-type: none"> <li>About home care</li> <li>Efficacy of home care vs. long-term care</li> </ul>	Care Watch 416-301-9202 Fiona Green: <a href="mailto:fionamgreen@gmail.com">fionamgreen@gmail.com</a>
<ul style="list-style-type: none"> <li>Mental Health</li> <li>Addiction and Problem Gambling Services</li> </ul>	ConnexOntario 1-866-531-2600 <a href="http://www.connexontario.ca/en-ca">www.connexontario.ca/en-ca</a>
<ul style="list-style-type: none"> <li>Prevention of financial abuse</li> <li>Elder Abuse Prevention</li> <li>Rights and Decision Making</li> </ul>	Elder Abuse Prevention Ontario 647-354-8854 Mary Shkoury: <a href="mailto:MShkoury@eapon.ca">MShkoury@eapon.ca</a>
<ul style="list-style-type: none"> <li>Ontario's Credits and Benefits and Supports for Seniors with Low Income</li> <li>Ontario's Medical Expense Tax Credit and the Seniors Care at Home Tax Credit</li> <li>From a Maze to Amazing – Understanding Ontario's Personal Income Tax, Credits and Benefits</li> <li>Ontario's Estate Administration Tax</li> </ul>	Ministry of Finance 1-866-668-8297 Nina Cabral: <a href="mailto:nina.cabral@ontario.ca">nina.cabral@ontario.ca</a>
Road Safety, including legislation related to road safety (e.g. Senior licensing renewal process, Safe senior driving, Safe winter driving, Vulnerable Road User safety)	Ministry of Transportation 1-800-396-4233 Lisa Thompson: <a href="mailto:Lisa.Thompson2@ontario.ca">Lisa.Thompson2@ontario.ca</a>
<ul style="list-style-type: none"> <li>Fraud &amp; ID Theft</li> <li>Protect Your Money</li> <li>Preparing Your Financial Umbrella</li> </ul>	Ontario Securities Commission 416-593-2369 Christine Allum: <a href="mailto:callum@osc.gov.on.ca">callum@osc.gov.on.ca</a>
Contact for topic information	Provincial Geriatrics Leadership Ontario 905-376-3331 Dr. Kelly Kay: <a href="mailto:Kelly.Kay@geriatricsontario.ca">Kelly.Kay@geriatricsontario.ca</a>
Contact for topic information	Royal Canadian Legion 1-888-556-6222 Branch locator: <a href="https://legion.ca/contact-us/find-a-branch">https://legion.ca/contact-us/find-a-branch</a>
<ul style="list-style-type: none"> <li>The needs of queer seniors</li> </ul>	Senior Pride Network 627-225-2899 Brian Cope: <a href="mailto:brianheddencope@gmail.com">brianheddencope@gmail.com</a>
<ul style="list-style-type: none"> <li>Introduction to the Ontario Caregiver Organization</li> <li>Caregiving Essentials</li> <li>Caregiver Stress &amp; Burnout</li> <li>Contingency Planning &amp; Emergency Preparedness</li> <li>Communication Tips</li> </ul>	The Ontario Caregiver Organization 289-407-4618 Katie Muirhead: <a href="mailto:katiem@ontariocaregiver.ca">katiem@ontariocaregiver.ca</a>
Contact for topic information	United Senior Citizens of Ontario 416-252-2021 Angelique Coyle: <a href="mailto:office@uscont.ca">office@uscont.ca</a>

## APPENDIX B: OACAO BUSINESS PARTNERS CONTACT INFORMATION

(subject to availability; French presenters may be available)

ORGANIZATION	CONTACT	PHONE NUMBER	EMAIL
Access Abilities	Kristin Courtney	905-825-5335 ext300	kcourtney@accessabilities.ca
Amica Senior Lifestyles	Selina MacDonald	416-985-4173	S.MacDonald@amica.ca
Arbor Memorial Inc.	Steven Reynolds	905-842-2252	sreynolds@arbormemorial.com
BELAIRDIRECT (Formerly Johnson Insurance)	Chantal Palon	416-578-8065	cpalon@johnson.ca
Brock Functional Inclusive Training Centre	Mackenzie Regnerus	905-688-5550 ext5589	mregnerus@brocku.ca
Canada's National Ballet School	Martine Plourde	416-964-3780 ext2060	sharingdance@nbs-enb.ca
Canadian Hearing Services	Penny Kemp	866-518-0000 ext4294	pkemp@chs.ca
Chartwell Retirement Residences	Mary Minielli	416-333-9965	mminielli@chartwell.com
Greenshield Pharmacy	Nima Shafagh	437-424-4863	nima.shafagh@greenshield.ca
HearCANADA	Pamela Vezina	613-676-2675	pamela.vezina@wsa.com
Hearinglife	Maren Drisch	416-925-9223 ext5755	mrdr@hearinglife.ca
Heart To Home Meals	Jordan Medwid	613-301-6561	Jordan.Medwid@apetito.ca
Insuranceland Inc.	Paul Hainer	905-238-0668 ext2244	paulh@insuranceland.ca
Myseniorcenter	Chris Hamilton	866-7399745	chris@myseniorcenter.com
OASSIS Employee Benefits Plans	Cameron Ponting	888-233-5580 ext305	cponting@oassisplan.com
Parkland Lifestyle Residences	Ola Kit	647-617-9523	okit@shannex.com
Prime Communications	Rhys Hanson	647-241-7349	rhys.hanson@rci.rogers.ca
Retirement Homes Regulatory Authority	Kurtis Barrett	416-617-0952	Kurtis.Barrett@rhra.ca
Senior Women Living Together	Pat Dunn	705-970-5000	pat@swlt.ca
Transitions Reality	Keisha Telfer	647-948-7415	info@transitionsre.ca

~ as of July 2024

## APPENDIX C: MSAA RESOURCES

- **Planning Accessible Events Resource:** <https://accessibilitycanada.ca/wp-content/uploads/2016/06/Planning-Accessible-Events-May-2016.pdf>  
This booklet will show you many low-cost and no-cost things you can do to make your event more inclusive. It also includes a checklist so you can be sure that everyone can participate. Whether you're planning your first or 21st small community event, this guide is for you!
- **Age-Friendly Community Remote Events Planning Resource:** <https://files.ontario.ca/msaa-age-friendly-communities-remote-events-planning-resource-en-2021-01-01.pdf>  
A guide to planning and delivering virtual events as a safe, effective and low-cost way to bring your project team and stakeholders together while COVID-19 remains active in Ontario.

### **Creating a More Inclusive Ontario: Age-Friendly Community Planning Toolkit:**

<https://files.ontario.ca/msaa-age-friendly-community-planning-toolkit-en-2021-01-01.pdf> is supported by two companion documents:

- **Creating a More Inclusive Ontario: Age-Friendly Community Planning Guide for Municipalities and Community Organizations:** <https://files.ontario.ca/msaa-age-friendly-community-planning-guide-municipalities-community-organizations-en-2021-01-01.pdf>
- **Creating a More Inclusive Ontario: Diverse Populations Addendum:** <https://files.ontario.ca/msaa-diverse-populations-addendum-en-2021-01-01.pdf>

## SAMPLE: INVITATION TO LOCAL MPP/MP'S

Using appropriate letterhead

[Date]

[Insert address]

Dear [MPP/MP],

The [Your Centre Name] is hosting a Seniors Active Living Fair on [Fair Date]. You are cordially invited to bring greetings from the Province of Ontario/ Government of Canada.

The Seniors Active Living Fair is being hosted by [Your Centre Name] in partnership with the Older Adult Centres' Association of Ontario (OACAO), with funding provided by the Government of Ontario.

I have enclosed a schedule of the day's events and a listing of some of the partners and stakeholders that have already committed to participating.

We anticipate approximately [estimated number] people will participate in the day's events, which will include activities, seminars, demonstrations, and fun.

Your presence would greatly enhance the event, and we would be honoured to have you join us. Please advise me at [phone number] or [email address] by no later than [RSVP Date] to confirm your participation in this very special day. I look forward to seeing you on [Fair Date].

Sincerely,

[Name]

[Title]

[Your Centre Name]

[Contact Information]



# Seniors Active Living Fair & Open House

## AGENDA

**Wednesday, September 6, 2023**

### Mini Fitness Classes

- 10:00 - 10:30 am: Spanish Dance & learn to play Castanets (Beg)
- 10:45 - 11:15 am: Tai Chi Chuan

### Educational Presentation

- 10:30 - 11:30 am: The Joy Of Being - Rediscovering our Playful Selves
- 11:00 - 11:30 am: Live Healthy Cooking Demonstration

### Lunch

- 11:30 am - 1:30 pm: Free Chili & Corn Bread served at Dining Room  
Includes one coffee or tea

### Mini Fitness Classes

- 12:15 - 12:45 pm: Gentle Fitness For Arthritis & Balance
- 1:00 - 1:30 pm: Dance Cardio

### Educational Presentation

- 12:00 - 1:00 pm: Winter Driving & 80+ Driver License Renewal
- 1:45 - 2 pm: Closing remarks and Door Prizes (Dining Room)

Funding provided by:





# Virtual Active Living & Information Fair For Older Adults 55+

Join us for informative workshops, interactive demonstrations and FUN!

**January 16-19, 2024**

### NO REGISTRATION REQUIRED

Events are held on Zoom, or you can call - in via telephone link.  
Events are free of charge and open to older adults 55+ and their families

All meetings will use the same Zoom link, to access any event.  
<https://us02web.zoom.us/j/81242143487?pwd=aGpNeUdDbEpNeVhFN0lBZmdXMlA5dz09>

Call in using telephone number: 647-374-4685

Meeting ID: 812 4214 3487

Password: 267454#

Tuesday, January 16 1:00-2:00pm	<b>Zumba (in Spanish)</b> Offered in the Spanish language, this modified Zumba class recreates the moves you love at a lower-intensity. Easy-to-follow Zumba choreography that focuses on balance, range of motion and coordination. This session focuses on all elements of fitness: cardiovascular, muscular conditioning, flexibility and balance! <b>PRESENTER:</b> Ivan from SuzyMari Health and Fitness Studio.
Wednesday, January 17 2:00 pm – 3:00 pm	<b>Music and Healing:</b> Music is not just entertainment! This workshop will explore the therapeutic aspects of music for physical and mental well-being. <b>PRESENTER:</b> Dr. Paul Merkley, from Seniors Junction
Thursday, January 18 1:00 – 2:00 pm	<b>Digital Solutions that Keep You Healthy and Safe</b> Learn about the many tools in the digital environment that have been developed to help keep you healthy and safe. <b>PRESENTER:</b> Chris Bint, Chief Learning Officer, from Tech Coaches
Friday, January 19 11:00 am – 12:00 pm	<b>Keynote – Motivation and Inspiration for 2024</b> Our favourite Keynote speaker, Rosita Hall will share here unique brand of wisdom to help motivate and inspire us as we enter the New Year. <b>PRESENTER:</b> Rosita Hall, Professional Speaker and Coach.

For more information please call 416-744-6312 ext. 2233 or 2317



The Rexdale CHC Virtual Active Living Fair is brought to you in partnership with the Older Adults Centres Association of Ontario and funded by the Ontario Ministry for Seniors and Accessibility.

# NORTH BAY GOLDEN AGE CLUB



## SENIORS ACTIVE LIVING FAIR

**Thursday, March 14th, 2024**

**10:00 AM TO 2:00 PM**

**135 Worthington Street West  
North Bay, On P1B 8M6**

Join us for:

- ◆ An in-person health fair featuring agencies serving seniors in our community.
- ◆ Presentations on senior wellness relevant to seniors and caregivers.
- ◆ Live demo of exercise classes.
- ◆ Healthy snacks and refreshments.
- ◆ Giveaways and prizes.



This event is free of charge for Seniors, caregivers, and practitioners in our community. Pre-registration is **strongly** Encouraged.

To register, please Get in touch with us.

Email: [nbgac@hotmail.com](mailto:nbgac@hotmail.com)  
Or [nbgacmbp@gmail.com](mailto:nbgacmbp@gmail.com)  
Or call 705 474 6520



Funded in part by the  
Government of Canada's  
New Horizons for Seniors Program



Older Adult Centres' Association of Ontario  
Association des centres pour aînés de l'Ontario

**OACAO**  
The Voice of Older Adult Centres  
La voix des centres pour aînés



Funding provided by:

