

## APPLICATION FOR AFFILIATES

Name of Home: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Suite Count: \_\_\_\_\_

Web site: \_\_\_\_\_ General Email: \_\_\_\_\_

General Manager: \_\_\_\_\_ Email: \_\_\_\_\_

---

**ORCA Communications** will be sent to the home (as above) and the owner/management company. If there are other contacts in your organization you would like added, please notify ORCA. Please complete:

Owner: \_\_\_\_\_ Management Co: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

As per Canadian Anti-Spam Legislation (CASL) requirement, please check below:

I agree to receive email communications from ORCA, including but not limited to, information regarding changing legislation, operations bulletins, newsletters and event information.

No, I do not wish to receive email communications from ORCA.

---

**Payment:** Fee for Affiliates: \$31.42 per suite per year (minimum \$500.00).

Payment Options:

All Credit Cards are accepted, for payment related questions or to receive your link to the payment portal please email [memberservices@orcaretirement.com](mailto:memberservices@orcaretirement.com) with the completed form.

For Electronic Funds Transfer (EFT), contact [memberservices@orcaretirement.com](mailto:memberservices@orcaretirement.com) with your EFT remittance confirmation. Remember to include company name, invoice number and transfer date.

Cheques payable to Ontario Retirement Communities Association

---

I have read and agree to adhere to the Affiliate Values

I have read and signed the Memorandum of Understanding and return with application

I agree to adhere to the Terms of Use for The Learning Centre as signed at initial access.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Complete and return forms by email (scan) to [memberservices@orcaretirement.com](mailto:memberservices@orcaretirement.com)**

## MEMORANDUM OF UNDERSTANDING

### Affiliate

The undersigned acknowledges and declares that the information provided by representatives of the (Name of Home) applying for Affiliate status in the Ontario Retirement Communities Association (“ORCA”) is true, accurate and complete.

The undersigned declares that, to the best of his/her knowledge, there are no outstanding issues that would compromise the integrity of the Association (example: home involved in a situation that would negatively impact the industry as a whole).

The undersigned declares that, to the best of his/her knowledge, the home abides by regulations under which retirement residences are governed.

The undersigned agrees to inform the Association if their status changes to a licensed home under the RHA. In this case, for continued membership, the home will need to become an active member if they wish to continue receiving resources.

The undersigned agrees to re-sign the Memorandum of Understanding with annual renewal of Affiliate status.

The undersigned agrees to abide by the Affiliate status bylaws (By Law No. 4.2).

The undersigned agrees that he/she has read, understands and will adhere to the Affiliate Values.

Affiliates are entitled to:

- Receive all Association resources and manuals as per the Training Package purchased
- Attend all the Association’s member’s meetings, AGM and events at member rates
- Receive all communications, position papers, issues updates
- Receive access to The Learning Centre for Senior Living on-line training tool (based on training package purchased)
- Follow ORCA branding guidelines and only use Affiliate logo and certificate as set out

Affiliate Members are not entitled to:

- Share ORCA materials and resources on The Learning Centre (sign and return TLC disclaimer)
- Not eligible to vote at Members Meeting

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Owner or Designate)

## **Ontario Retirement Communities Association**

### **Affiliate Values**

**As an Affiliate of the Ontario Retirement Communities Association, we uphold and affirm our responsibilities to our residents by subscribing to the following values:**

**We believe** in quality of life for all residents that encompasses their right to dignity, respect, choice, privacy and autonomy.

**We respect** the cultural, social and religious diversity of our residents and employees.

**We are committed** to maintaining a high standard of professional conduct and act with integrity, honesty, openness and fairness when interacting with residents, families, employees and other operators and businesses.

**We provide** our employees with the tools and training the need to perform their roles.

**We safeguard** the well-being of our residents and employees.

**We provide** a respectful workplace and seek to hire employees with good moral character, appropriate experience, competence and compassion.

**We comply** with all relevant municipal and provincial regulations governing our operations.

**We engage** in fair marketing practices and will only participate in activities that are a credit to the sector at large.

\*Affiliates are not licensed by the Retirement Home Regulatory Authority and are not entitled to vote at an ORCA meeting of the members.