

The Corporation of the City of Kawartha Lakes
Amended Agenda
Agricultural Development Advisory Committee Meeting

ADAC 2024-04

Thursday, October 31, 2024

9:00 A.M.

Economic Development Boardroom

Economic Development

180 Kent Street West, Lindsay, Ontario

Members:

Councillor Ron Ashmore

Robert Bonis

Lucas deVos

Will MacArthur

Guy Masters

Michelle Murphy-Ward

Rebecca Parker

Adam Shea

David Skrabek

Alice VanVught

Shawn Westland

Accessible formats and communication supports are available upon request. The City of Kawartha Lakes is committed to accessibility for persons with disabilities. Please contact AgendaItems@kawarthalakes.ca if you have an accessible accommodation request.

1. **Call to Order**
2. **Administrative Business**
 - 2.1 Adoption of Agenda
That the agenda be adopted as circulated.
 - 2.2 Declaration of Pecuniary Interest
 - 2.3 Adoption of Minutes 4 - 9

August 8, 2024 Agricultural Development Advisory Committee Meeting
That the Minutes of the August 8, 2024 Agricultural Development Advisory Committee meeting, be received.
3. **Deputations/Presentations**

Consultations with Agricultural Businesses to Design AODA Training

Angela Mark-McGill, Ampere.

That the deputation of Angela Mark-McGill, of Ampere, regarding AODA training consultations, be received.
4. **Correspondence**
5. **New or Other Business**
 - 5.1 Modern Farm Equipment Needs on Roadways - Working Group Update
6. **Update from Economic Development Division**
 - 6.1 Kawartha Local Food Wholesale Project - Verbal Update

Presented by Kim Callaghan, Economic Development Officer - Agriculture
 - 6.2 International Plowing Match - Showcase Kawartha Lakes Update - Verbal Update

Presented by Kelly Maloney, Economic Development Officer - Agriculture

- 6.3 Farm 911 Update
Presented by Kelly Maloney, Economic Development Officer - Agriculture
- 6.4 International Agri-Food Workers Welcoming Communities Initiative 10 - 44
Presented by Kim Callaghan, Economic Development Officer - Agriculture
- 6.5 Agricultural Workforce Equity and Diversity Initiative 45 - 84
Presented by Kim Callaghan, Economic Development Officer - Agriculture
7. **News and Updates from Members**
8. **Next Meeting**
9. **Adjournment**

The Corporation of the City of Kawartha Lakes
Minutes
Agricultural Development Advisory Committee
Meeting

ADAC 2024-03
Thursday, August 8, 2024
9:00 A.M.
Economic Development Boardroom
Economic Development
180 Kent Street West, Lindsay, Ontario

Accessible formats and communication supports are available upon request. The City of Kawartha Lakes is committed to accessibility for persons with disabilities. Please contact AgendaItems@kawarthalakes.ca if you have an accessible accommodation request.

1. **Call to Order**

Chair R. Parker called the meeting to order at 9:05 a.m. Councillor Ashmore and Members L. deVos, W. MacArthur, G. Masters, M. Murphy-Ward, R. Parker, A. Van Vught and S. Westland were in attendance.

Absent: R. Bonis, A. Shea, D. Skrabek

Guest: R. Carlson, Solicitor

2. **Administrative Business**

2.1 Adoption of Agenda

Moved By M. Murphy-Ward

Seconded By G. Masters

That the agenda be adopted as circulated.

Carried

2.2 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest disclosed.

2.3 Adoption of Minutes

Moved By A. VanVught

Seconded By S. Westland

That the minutes of the Agricultural Development Advisory Committee meeting held on Thursday, April 11, 2024, be adopted as circulated.

Carried

3. **Deputations/Presentations**

3.1 Proposed Tree Preservation By-law Update

R. Carlson will attend and provide an update to ADAC on the current progress and plans for the Proposed Tree Preservation By-laws.

Moved By A. VanVught

Seconded By G. Masters

That the presentation by R. Carlson, regarding the Proposed Tree Preservation By-law Update, be received.

Carried

Moved By A. VanVught

Seconded By G. Masters

That the Agricultural Development Advisory Committee supports the revised draft proposed Tree Preservation By-Law as presented by Solicitor Carlson within her April memo to the Committee as it provides better protections for agricultural activities by rural non-farm property owners.

Carried

4. Correspondence

4.1 From Kawartha Conservation regarding Watershed-based Resource Management Strategy

Kawartha Conservation will be developing a Watershed Based Resource Management Strategy that will help to define their business priorities into the future. A key step in developing this strategy is undertaking a review of our existing programs and services and seeking input from key watershed stakeholders including farmers and the agricultural community.

To answer questions submitted by KRCA, the Agricultural Development Advisory Committee had the following comments:

Some of the biggest challenges to agricultural businesses are knowledge and the financial ability to enter and continue in the industry. Difficult to access grants and lack of access to funding make it very challenging for new producers to enter the industry.

The main data the group relies on is rainfall and weather data, which is readily available through multiple sites and companies. There is almost more data available than what individual producers need to know.

For emerging trends, the group sees an increase in precision farming, as it allows farmers to make their farms as sustainable as possible using limited resources. This technology will be used to increase production, while other resources may remain fixed, like money, land, and time.

Regarding how Kawartha Conservation could assist Agricultural Land users, the Committee felt it would be beneficial for KRCA to become more of a teammate. The Committee stated that it would benefit both parties if KRCA was able to support Agricultural land users more, as opposed to mainly interacting as a regulatory body issuing restrictions.

Moved By G. Masters

Seconded By L. deVos

That the April 11, 2024 correspondence from Kawartha Region Conservation Authority, regarding seeking input to the Watershed-Based Resource Management Strategy, be received.

Carried

Moved By G. Masters

Seconded By L. deVos

That the comments provided by ADAC be forwarded to KRCA.

Carried

5. New or Other Business

5.1 Modern Farm Equipment Needs on Roadways - Working Group Update

The members of the Working Group provided a general update on their first meeting with Engineering staff which mainly focused on communications plans for current redevelopment projects and the addition of useful information in future press releases and 911 system postings. A second meeting will be held to continue discussions, with focus on general technical standard to consider for redevelopment projects.

6. Update from Economic Development Division

6.1 Kawartha Local Food Wholesale Project - Verbal Update

Work continues with the Kawartha Local Food Wholesale project, and is on schedule. A Steering Committee was formed in the Spring. Growers are busy during this season, but working to create relationships with buyers. A Meet and Greet event is being planned for producers and buyers to meet and learn about availability and type of products available and in demand. Peterborough and the Kawarthas Economic Development is dissolving. This will put the project on hold

slightly until changes are finalized and the Officers are able to restart work on it to support participants.

6.2 2024 International Plowing Match - Showcase Kawartha Lakes Update

K. Maloney is currently working on 2 roles, both as Economic Development Officer, Agriculture, and liason between the City of Kawartha Lakes, the International Plowing Match, and Ontario. She is tracking activities between the liaison roles about what is being done and what information is being distributed between sectors. She is also coordinating the municipal display called Showcasing Kawartha Lakes. This display will include a number of community partners and groups in the building given, to showcase the area.

The IPM is still looking for volunteers in many different capacities, including setup, during event, and after. More committee chairs, volunteers, and sponsors are needed to make events/categories part of the IPM. They are still looking for tractors and bale thrower wagons for transporting people from parking areas into IPM. Reach out to Deputy Mayor MacDonald. A Chair for Antique Tractor division is still needed, in order to be included at the IPM. On October 1 there will be a VIP lunch with dignitaries and elected officials. Beautification exhibits throughout area are still needed, and there is no Chair yet for this committee.

6.3 VIP Tour - Invitation to attend the IPM

The VIP Tour has been postponed for this year. Participants who would usually be invited to the VIP tour will be invited to order tickets to the IPM. These ticket holders will be given information about Agricultural education locations

6.4 Farm 911 Update

The 911 Sign program will likely go to the September Council meeting to bring forward the program. It will be called Kawartha Farm 911, and allow individuals to apply for yellow 911 address signs for secondary field entrances. The numbering will fit into Google systems and addressing systems. Individuals can order their own signs for self-installation, or can have a contracted company install the signs. MPAC will be told they are secondary entrances, not new house addresses, so the new signs don't impact property taxes.

7. News and Updates from Members

- Bylaw asked grower to destroy crops located close to unassumed road. This grower was farming on municipal land. The bylaw system is a complaint-based system, so issues only arise if someone complains about encroachment or other issues.

- Members commented that the website for City of Kawartha Lakes needs work, as it is hard to find information on it.

8. Next Meeting

The next meeting will be Thursday, October 10 at 9:00 am in the Economic Development Boardroom.

9. Adjournment

The meeting was adjourned at 10:58 am by the Chair.

Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient

THE INTERNATIONAL AGRI-FOOD WORKERS WELCOMING COMMUNITIES INITIATIVE GUIDELINES

For Interpretation of Guidelines please see section 9 Interpretation of the Guidelines.

1. Purpose Of the Initiative

The purpose of the Initiative is to foster independence of International Agri-Food Workers (IAWs), improve their access to community services and to support an inclusive and welcoming environment for the attraction and retention of IAWs. Eligible Applicants for this Initiative are Not-For-Profit organizations that work directly with IAWs and Municipalities where IAWs work and live. Project collaborations are encouraged.

2. Term Of the Initiative

2.1 Commencement Of The Initiative

The Initiative intake will begin accepting applications on October 8, 2024 until 11:59 p.m. EST November 19, 2024.

3. Funding For the Initiative

3.1 Maximum Funding Available To A Recipient Under the Initiative

A Recipient is eligible to receive up to 75% of Eligible Costs up to a maximum of one hundred thousand dollars (\$100,000) in funding under the Initiative. Collaborators will not receive funding from this Initiative.

In the instance where a Recipient demonstrates financial need, a cost-share of up to eighty-five percent (85%) of Eligible Costs to a maximum of one hundred thousand dollars (\$100,000), may be approved.

Financial need is a financial barrier(s) that are significant and unique from other Applicants to the Initiative. Applicants must explain these financial barriers in the Application Form.

3.2 Source And Amount Of Funding For Initiative

Funding for the Initiative comes from the Sustainable CAP. Up to one million and five-hundred thousand dollars (\$1,500,000) has been allocated for the Initiative.

4. Operation Of the Initiative

4.1 Eligible And Ineligible Activities

4.1.1 Eligible Activities

The following activities that foster independence, improve their access to community services for IAWs and support an inclusive and welcoming environment for the attraction and retention of IAWs, are eligible under the Initiative:

- a) Expansion of or piloting of new transportation services for IAWs to access community services or Project-related programming/events.
- b) Expansion of or piloting of new delivery services that benefit IAWs (e.g., food donation program or delivery by an organization for groups of IAWs).
- c) Providing and or improving information and awareness of resources for availability and access to community services (e.g. financial, legal, health or social services) for IAWs in culturally appropriate methods (e.g., translation supports).
- d) Building capacity and cultural knowledge of the Municipality's and community's support staff:
 - i. Training for staff and/or volunteers (e.g., Equity, Diversity and Inclusion (EDI)) to better support IAWs
 - ii. Development of resources to support cultural knowledge among staff (e.g., development and implementation of inclusive policies and standards, awareness of days of significance)
 - iii. Creation of online forums or discussion boards to share information (e.g. to engage with cultural liaisons)
 - iv. Conduct surveys to identify barriers and gaps in service to IAWs

- e) Coordinate and host new cultural and recreational activities/events (e.g., sports, games, festivals,, religious or holiday events) that celebrate IAWs and foster EDI in the community.
- f) Facilitation of collaborations and networking events to expand community services for IAWs across broader regions and information-sharing.
- g) Support knowledge and awareness to identify extraordinary situations (e.g., human trafficking) through training and distribution of resources.

4.1.2 Ineligible Activities

Any activity that is not set out under section 4.1.1 of the Guidelines is an ineligible activity under the Initiative.

4.2 Eligible Costs And Ineligible Costs Under the Initiative

4.2.1 Eligible Costs Under the Initiative

The following costs are eligible for the purposes of the Initiative, provided they were reasonably incurred and directly necessary to complete the Recipient's Project:

- (a) Costs that were incurred on or after the date that the Project was approved but by the date the Project is to be completed or September 30, 2027, whichever comes first
- (b) Costs that reflect the actual costs to the Recipient, less any costs, including taxes, for which the Recipient has received, will receive or is eligible to receive, a rebate, credit or refund, whether or not the Recipient applied for that rebate, credit or refund
- (c) Salary and benefit (excluding severance pay) costs for Employees of the Recipient working directly on the Project activities up to a maximum of 75% of total eligible Project costs. Where those Employees are not dedicated solely to working on the Project, the salaries and benefits must be pro-rated to reflect that portion of the salaries and benefits that apply to solely working on the Project.
- (d) Costs for third-party service providers:
 - i. Resource development fees(digital or print)
 - ii. Web design and digital tools fees (e.g. apps)
 - iii. Transportation services fees (e.g., shuttle service)
 - iv. Delivery services fees (e.g. food) for groups of IAWs
 - v. Translation services fees
 - vi. Consulting fees to conduct surveys and data acquisition fees specific to IAWs
- (e) Costs for workshops, cultural knowledge training, events and planning/promotion-related costs, including:
 - i. Paid digital and print advertising

- ii. Per diem for speakers, including travel related costs in accordance to Appendix A, to speak at events for the Project's Eligible Activities (up to a maximum of \$500)
- iii. Workshop facilitator, including travel related costs in accordance to Appendix A, to facilitate workshop delivery, training or structured events for the Project's Activities (up to a maximum of \$2,000)
- iv. Rental costs for events benefitting IAWs, including facilities/venue fees, tents, tables, and chairs (up to a maximum of \$1,000 per event)
- v. Catering (food and non-alcoholic refreshments) for public facing events (up to a maximum of \$25 per person and \$5,000 per project)
- (f) Costs of Project-related technology for the duration of the Project, including:
 - i. Renting Project-related communications, laptop, cellphones, audio or video equipment (e.g., projector or camera)
 - ii. Project-related software

4.2.2 Ineligible Costs Under the Initiative

The following costs are ineligible for the purposes of the Initiative:

- (a) Costs to apply to the Initiative
- (b) Costs that were incurred before the Project approval date and after the Project Completion Date
- (c) Costs to obtain goods, services or both, where those goods, services or both were not obtained from an entity operating at Arm's Length from the Recipient
- (d) Costs related to the Recipient's ordinary business operations (such as day-to-day business operating expenses related directly to producing the goods or services sold by a business, to selling goods and services, costs of running a business and insurance)
- (e) Costs related to activities that influence or lobby any level of government
- (f) Costs related to activities that promote Ontario employers or products explicitly over those of another province or territory
- (g) Costs related to submitting reports to the Ministry
- (h) Costs of alcohol, cannabis, gifts and incentives
- (i) Harmonized Sales Tax (HST)
- (j) Financing and financing charges, debt restructuring, loan interest payments and bank fees
- (k) Purchase and/or leases of vehicles
- (l) Individual transportation for IAWs and deliveries (e.g. UberEats)
- (m) In-kind costs
- (n) Direct wage subsidies for existing staff on Project-related activities
- (o) Deposits and prepayments for which goods or services are not yet fully received

- (p) Any cost not specifically required for the implementation of the Project
- (q) Any other costs that are not set out under section 4.2.1 of the Guidelines

4.3 Eligibility Requirements

To be eligible to participate in the Initiative, an Applicant must meet the following requirements:

- (a) Be a Person that is:
 - i. A Not-for-profit Organization, or
 - ii. A Municipality
- (b) Submit a completed Ministry-approved Application Form to the Ministry in accordance with what is set out under section 4.4 of the Guidelines.
- (c) Is undertaking an activity set out in section 4.1.1 of the Guidelines.
- (d) Be in compliance with the following for its business operations at the time of applying to the Initiative:
 - i. Environmental-related Requirements Of Law,
 - ii. Labour-related Requirements Of Law,
 - iii. Tax-related Requirements Of Law, and
 - iv. Material compliance with all other Requirements Of Law;
- (e) Is not, nor is any officer, director or employee of the Applicant (if any), a current or former federal public office holder or federal public servant, or if the Applicant is, or any officer, director or employee of the Applicant (if any) is, the Applicant, or that officer, director or employee of the Applicant (if any) is in compliance with the *Conflict of Interest Act* (Canada), the *Conflict of Interest Code for Members of the House of Commons* (Canada), the Values and Ethics Code for the Public Sector (Canada) and the Policy on Conflict of Interest and Post-employment (Canada), as applicable;
- (f) Is not, nor is any officer, director or employee of the Applicant (if any), a member of the House of Commons or the Senate, or, if the Applicant is, or any officer, director or employee of the Applicant (if any) is, the Applicant, or the officer, director or employee of the Applicant (if any), is permitted under the *Parliament of Canada Act* (Canada) to receive funding from Canada under the Sustainable CAP;
- (g) Agrees that any intellectual property rights arising from their Project, should the Applicant be found to be eligible to participate in the Initiative as well as receive an Initiative Payment, belongs to the Applicant;
- (h) Agrees that Canada and Ontario may, should the Applicant be found to be eligible to participate in the Initiative as well as receive an Initiative Payment, publish information about the Applicant, including:
 - i. Project-related information,
 - ii. The Name of the Applicant,
 - iii. The amount of funding Canada and Ontario provided, and

- iv. The outcome of the Project; and
- (i) Agrees to be bound by the terms, conditions and requirements of the Initiative, as set out in the Minister's Order, the Guidelines and the Approval Letter.

4.4 Applying to the Initiative

Applicants **must** apply to the Initiative using a Ministry-approved Application Form. The Application Form should be filled out using Adobe Acrobat Reader. Applicants that use another format other than Adobe Acrobat Reader to fill out their Application Form may be required to re-submit their Application Form filled out using Adobe Acrobat Reader.

Applicants **must** ensure that their Application Form is fully completed.

Completed Application Forms must be submitted by email to SustainableCAP2@ontario.ca no later than 11:59 pm EST on November 19, 2024. Any Application Forms submitted after this date will not be accepted. Supporting documentation may be submitted but not required under the Initiative (e.g., documented community support, additional documentation from Collaborators or third-party quotes).

Applicants may submit multiple Applications for multiple projects under the Initiative but are subject to the conditions set out in Section 3.1. Projects can have a maximum duration of 24 months and must be completed by September 30, 2027.

A separate Application Form **must** be submitted for each proposed Project.

Where Applicants have submitted/are submitting more than one Application Form under this or other Initiative(s) under Sustainable CAP, the Applicant must ensure that each proposed Project has distinct and separate expected outcome(s).

Applicants must not submit an Application Form for a Project where the Applicant has already received Initiative Payment(s) for that Project through Sustainable CAP. Where Applicants have received funding for the Project through other sources, the total assistance provided from all funding sources cannot be greater than 100 per cent (100%) of the total Eligible Costs. All funding for a Project, including from additional sources, must be listed on the Application Form.

In addition to a complete Application Form, supporting documentation such as quotes from the third party providing a good, service or both to the Applicant detailing the proposed Eligible Costs for the Project, are strongly encouraged.

Applicants must select and enter in the Application Form the North American Industry Classification System codes (NAICS Codes) as set out in Appendix “C” to the Guidelines that best describes:

- The Applicant’s business/organization;
- The primary sector/commodity impacted by the Project.

The Applicant may be ineligible for funding under this Initiative if the Applicant is unable to find the appropriate NAICS Code for the business/organization. If the Applicant is unable to find the appropriate NAICS Code for the primary sector/commodity impacted by the Project, the Project may be ineligible for funding under this Initiative.

4.5 Review Of Application, Evaluation Criteria And Notification

The Ministry will review the Application Form to determine whether the Applicant is eligible to participate in the Initiative. The Ministry will only review a completed Application Form. The Ministry will **not accept** an incomplete Application Form.

Eligible applications will be evaluated based on the following criteria:

- (a) Relevance to intended Initiative Purpose:
 - i. Extent to which activities demonstrate alignment with the purpose of the Initiative
 - ii. Identifies a need, barriers for IAWs and demonstrates rationale for the Project
 - iii. Extent to which there will be broad impact/benefit for IAWs
 - iv. Encourages attraction and retention of IAWs through new initiatives and/or collaborations that increases community integration, access to community services and support an inclusive and welcoming environment for IAWs
 - v. Project outcomes are measurable and reportable, with a plan to collect the relevant data to demonstrate achievement of Project outcomes.
- (b) Inclusivity: Extent to which the project supports equity, diversity and inclusion for IAWs.
- (c) Sustainability: The Project contributes to or sustains longer-term activities and outcomes after Project Completion Date
- (d) Collaboration: Documented community support and/or Collaborators through participation in Project activities, contributions and/or letters of support

- (e) Project work plan: Provides a detailed work plan that outlines Project activities that can be achieved within Project timelines
- (f) Project budget: Clearly articulated budget with reasonable costs that are necessary for the implementation of the Project
- (g) Project oversight: Demonstrates adequate skills, experience and/or resources to successfully complete the Project

Applications requesting for an 85% cost-share due to financial need will not have this negatively affect their assessment.

The Ministry will provide an Approval Letter via Email to successful Applicants.

The Approval Letter will include the following:

- (h) A file number, which the Ministry uses to refer to the specific Project;
- (i) The Project description;
- (j) The maximum amount of Initiative Payments and cost shared percentage approved;
- (k) The Eligible Costs;
- (l) The date the Recipient is required to complete its Project;
- (m) The Claim submission deadline; and
- (n) The final report submission information including deadline.

The Ministry will provide an email to unsuccessful Applicants setting out a brief explanation of why they were not approved to participate in the Initiative.

4.6 Submitting Claims

A Recipient **must** submit its Claims to the Ministry for Eligible Costs for completion of its Project via the Ministry's Claim Portal. A link to the Ministry's Claim Portal will be provided to a Recipient after the Ministry receives a reply email to the Ministry's Approval Letter in the form and manner required in that Approval Letter.

The Claim **must** be complete and supported by true copies of all paid invoices and proofs of payment.

A proof of payment must set out in detail:

- (a) Who paid for the good, service or both and their relationship to the Recipient;
- (b) Who received the payment;
- (c) The goods, services or both that were provided; and
- (d) The date of the payment.

Acceptable forms of a proof of payment include:

- (a) An electronic image of a processed cheque;

- (b) A statement from a banking institution setting out whom the processed cheque was written, or electronic payment made, and the amount; or
- (c) A credit card or debit card receipt or statement clearly identifying the amount and to whom the payment was made.

Note: If using a credit card or debit card receipt, cheque or statement as a proof of payment, the number of the credit or debt card as well as all other information, including the costs that are unrelated to the Recipient's Project should be blacked out.

All Claims and the final report must be submitted no later than 11:59 pm EST on the date(s) set out in the Approval Letter. Any Claims submitted after the required date(s) will be ineligible.

4.7 Review Of Claims And Notification

The Ministry will review all Claims to determine whether the costs being claimed are eligible.

The Ministry may request additional information from the Recipient to verify the validity of a Claim. Where the Ministry requests additional information, the Recipient will provide that additional information as soon as practicable and no later than any date set out in the request. Failure to meet the requested deadline will result in those costs for which additional information was requested being deemed to be Ineligible Costs.

If the costs being claimed are Eligible Costs, an Initiative Payment will be issued for those claimed costs.

If, however, the costs being claimed are Ineligible Costs, those costs will not be reimbursed. The Ministry will notify the Recipient regarding any Ineligible Costs and provide a reason why those costs are Ineligible Costs under the Initiative.

4.8 Initiative Payments

To be eligible to receive an Initiative Payment, a Recipient **must**:

- Be registered with [Transfer Payment Ontario](#).
- Be registered for Doing business with the Government of Ontario with Supply Ontario (to receive Initiative Payments).

4.9 Loss Of Eligibility

4.9.1 Willful Submission Of False Or Misleading Information

Any Applicant or Recipient that willfully submits false or misleading information under the Initiative will:

- (a) Not be eligible to participate in the Initiative or will have their eligibility to participate in the Initiative revoked; and
- (b) Repay any Initiative Payments received under the Initiative.

4.9.2 Negligent Submission Of False Or Misleading Information

Any Applicant or Recipient that acted in a negligent manner in allowing false or misleading information to be submitted under the Initiative:

- (a) May not be eligible to participate in the Initiative or may have their eligibility to participate in the Initiative revoked; and
- (b) Will repay any Initiative Payment received because of that false or misleading information.

4.9.3 Abusive Toward Ministry Staff

Any Applicant or Recipient that is abusive toward any Ministry staff responsible for administering the Initiative will receive one written warning regarding their conduct from the Initiative Director. If the Applicant or Recipient continues with their abusive behaviour, the Applicant or Recipient will lose their eligibility to participate in the Initiative or will have their eligibility to participate in the Initiative revoked.

4.9.4 Debt Owning To Ontario Or Canada

Any Applicant or Recipient may be found to be ineligible to participate in the Initiative or have their eligibility to participate in the Initiative revoked if the Applicant or Recipient:

- (a) Owes a debt to Ontario or Canada and does not have a repayment plan with Ontario or Canada, including any agents thereof; or
- (b) Is not in compliance with any repayment plan with Ontario or Canada, including any agents thereof.

4.9.5 Failure To Comply With Additional Terms And Conditions Of The Initiative

Any Recipient that fails to comply with the additional terms and conditions set out under section 5 of the Guidelines may have their eligibility to participate in the Initiative revoked and may be required to repay any Initiative Payments received under the Initiative.

4.10 Termination Of the Initiative

The Initiative may be terminated at any time without prior notice. Where the Initiative is terminated, the following will apply:

- (a) A notice will be placed on the website that hosts the Guidelines setting out the date on which the Initiative is terminated; and
- (b) Any Claims submitted:
 - i. Prior to the day on which the Initiative is terminated will, if eligible, be paid, and
 - ii. After the day on which the Initiative is terminated will not be paid.

5. Additional Terms And Conditions for the Initiative

5.1 No Conflict Of Interest

A Recipient will carry out the Project and use any Initiative Payments without a potential, perceived or actual Conflict Of Interest. In the event a Recipient has a potential, perceived or actual Conflict Of Interest, they will report that potential, perceived or actual Conflict Of Interest to the Ministry as soon as practicable. The Recipient will also comply with any directions issued by the Ministry relating to that potential, perceived or actual Conflict Of Interest.

5.2 Compliance With Approval Letter

A Recipient will comply with all requirements set out in the Approval Letter.

5.3 Compliance With Requirements Of Law

A Recipient must be in compliance with the following for its business operations while participating in the Initiative:

- (a) Environmental-related Requirements Of Law;
- (b) Labour-related Requirements Of Law;
- (c) Tax-related Requirements Of Law, and
- (d) Material compliance with all other Requirements Of Law.

5.4 Obtaining Goods, Services Or Both

In the event a Recipient obtains goods, services or both to carry out their Project, that Recipient will:

- (a) Only obtain goods, services or both through a process that:
 - i. Is transparent,
 - ii. Is fair,
 - iii. Promotes the best value for the money expended,
 - iv. Is at competitive prices no greater than fair market value after deducting trade discounts or any other discounts available to the Recipient, and
 - v. Is from Persons that are operating from Arm's Length from the Recipient; and
- (b) Own all goods obtained from the Initiative Payment, including any intellectual property rights arising therefrom.

The Recipient will include provisions in any agreements it enters with a third party to provide goods, services or both to the Recipient for the Recipient's Project that:

- (a) Requires the third party to meet the same requirements regarding compliance with all Requirements Of Law that the Recipient must meet pursuant to section 5.3 of the Guidelines as it relates to the operation of the third party's business; and
- (b) Provides Ontario and Canada, including their respective delegates, with the same audit rights that Ontario and Canada have in relation to the Recipient pursuant to section 5.10 of the Guidelines for the third party relating to any payment from the Initiative Payment the Recipient makes to that third party for any goods, services or both the third-party provides to the Recipient for the Recipient's Project.

5.5 Retention Of Assets

A Recipient will retain any assets for which Initiative Payments will be made with a combined value of \$1,000 or more for at least two (2) years after the date of the Approval Letter, unless otherwise directed by the Ministry. The Recipient will not, without the Ministry's prior written consent, lease or otherwise encumber the assets in which Initiative Payments were made for at least two (2) years after the date of the Approval Letter.

5.6 Insurance

A Recipient will have and maintain at its own expense until the date the Recipient's Project is required to be completed all necessary and appropriate insurance that a prudent person carrying out the Project would maintain with insurers having a secure A.M. Best rating of B+ or better, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage to an inclusive amount of not less than two million dollars

(\$2,000,000.00) per occurrence. The insurance policy or policies will include the following:

- (a) The Indemnified Parties as additional insured with respect to any liability arising in the course of the performance of the Recipient's carrying out the Project;
- (b) Cross liability;
- (c) A contractual liability coverage endorsement;
- (d) A non-owned automobile coverage with blanket contractual endorsement;
- (e) An employer's liability coverage endorsement, if the Recipient is not subject to the *Workplace Safety Insurance Act, 1997*; and
- (f) Thirty (30) calendar days' notice to the Indemnified Parties of cancellation, termination or material change.

The insurance required under this section 5.6 of the Guidelines will be in place as of the date set out in the Approval Letter.

The Recipient will, upon the Ministry or Canada's request, provide to the Ministry or Canada, as the case may be, certificates of insurance that confirm the insurance coverage the Recipient is required to have under this section 5.6 of the Guidelines is in place or other proof that confirms the insurance coverage the Recipient is required to have under this section 5.6 of the Guidelines is in place.

5.7 Indemnification

A Recipient will, at all times defend, indemnify and hold harmless the Indemnified Parties from and against any and all direct or indirect liability, loss, costs, damages and expenses (including legal, expert and consulting fees) in relation to any causes of actions, actions, claims, demands or other proceedings by whomever made, sustained, incurred, brought or prosecuted, arising out of, or in connection with anything done or omitted to be done by the Recipient or anyone employed by the Recipient, including subcontractors, in the course of the performance by the Recipient or anyone employed by the Recipient, including subcontractors, in carrying out the Project or otherwise in relation to the Project unless solely caused by the negligence or willful misconduct by the Indemnified Parties.

5.8 Provision Of Information

An Applicant or Recipient will provide, as the case may be, any information that is requested by Ontario or Canada as soon as practicable after the request has been made and no later than the date set out in the request.

5.9 Record-Keeping Requirements

A Recipient will keep all financial information related to any Initiative Payment for a period of seven (7) years after the Initiative Payment was deposited into the Recipient's bank account.

5.10 Audit

Ontario or Canada, including any of their delegates, may, upon providing at least 24 hours' notice beforehand, conduct an audit of an Applicant or Recipient in relation to the Initiative. The Applicant or Recipient will provide reasonable assistance to Ontario or Canada, as the case may be, including:

- (a) Access to any Person, place or thing required for auditing purposes as soon as is practicable after the request is made and no later than the date set out in the request;
- (b) Allowing for the inspection of any records that relate to the Initiative Payment;
- (c) Allowing for the copying of any records that relate to the Initiative Payment; and
- (d) The taking of pictures and other recordings.

5.11 Communications

5.11.1 Communications By the Recipient

A Recipient will not communicate about their Project or the Initiative unless the following has been met:

- (a) It has obtained the Ministry's prior written consent to communicate about the Project or the Initiative;
- (b) It follows the Communications Protocol set out in Appendix "B" for the Initiative; and
- (c) Any communications about the Project or the Initiative includes a statement that the views set out in those communications are the Recipient's and do not necessarily reflect the views of Ontario or Canada;

5.11.2 Publication Of Information By Ontario And Canada

Ontario and Canada may publish information about the Recipient and its Project, including:

- (a) The name of the Recipient;
- (b) The amount of funding the Recipient is eligible to receive under the Initiative;
- (c) The amount of Initiative Payments the Recipient received; and
- (d) A description of the Project.

5.12 Notice Regarding Change Of Ownership Or Control

A Recipient will provide notice to Ontario within five (5) Business Days of any discussions the Recipient may have where the Recipient may merge with or be acquired by another Person while participating in the Initiative.

5.13 General

5.13.1 Applying To the Initiative Does Not Create Right To Participate In the Initiative

Applying to the Initiative does not create a legal, equitable or other right to participate in the Initiative.

5.13.2 Participating In the Initiative Does Not Create Right To Receive An Initiative Payment

Participating in the Initiative does not create a legal, equitable or other right to receive an Initiative Payment.

5.13.3 Initiative Payments May Be Pro-Rated

Any Initiative Payments owing may be pro-rated in the event there is an insufficient amount of money to pay all Claims submitted under the Initiative.

5.13.4 Initiative Payment Is Income For Tax Purposes

An Initiative Payment is income for the purposes of the Income Tax Act (Canada).

5.13.5 No Assignment Of Project Or Initiative Payments

A Recipient will not assign their Project or any Initiative Payments the Recipient may be eligible to receive to another Person.

5.13.6 Ontario And Canada Not Responsible For Project Or Helping Recipient Obtain Permits

Neither Ontario nor Canada is or will be responsible for carrying out the Project or assisting the Recipient with obtaining any permits or other such authorizations to enable the Recipient to carry out the Project.

5.13.7 Initiative Payments Are Part Of A Social Or Economic Program

Initiative Payments being provided under the Initiative are for the administration of social or economic programs or the provision of direct or indirect support to members of the public in connection with social or economic policy.

5.13.8 Ontario And Applicable Federal Laws Govern

The rights and obligations under the Initiative will be governed by Ontario law and applicable federal laws of Canada.

5.13.9 Ontario Courts To Have Exclusive Jurisdiction

Ontario's courts will have exclusive jurisdiction over any dispute arising under the Initiative.

6. Collection, Use And Disclosure Of Personal Information Under the Initiative

6.1. Collection Of Personal Information

The collection of certain limited Personal Information is necessary for the proper administration of the Initiative and authorized by the Minister's Order.

6.2 Use And Disclosure Of Social Insurance Number (SIN)

If a Recipient is eligible to receive an Initiative Payment and is a sole proprietor, partner in a partnership or a member of an unincorporated entity without a CRA BN, as a condition for receiving an Initiative Payment they will consent to the use and disclosure of this Personal Information collected under the Initiative for the purposes of enforcing the terms and conditions of the Initiative, including:

- (a) Confirming the Recipient paid any applicable taxes on the Initiative Payment;
- (b) Conducting audits; and
- (c) Collecting any Overpayment or any other debt owing to Ontario or Canada arising prior to the Recipient's participation in the Initiative.

6.3 Collection of Additional Personal Information Voluntary

An Applicant will be asked to provide certain demographic information, such as whether Indigenous Persons, women and/or youth (namely, forty years old or younger) have an ownership interest in the Applicant. Providing this information is

voluntary. Should the Applicant decline to provide this information, they will still be eligible to participate in the Initiative. The responses to the questions will have no impact on the assessment of an Applicant's Application Form. An Applicant may withdraw their consent at any time and the Ministry will not share the demographic information after the consent has been withdrawn.

6.4 Use and Disclosure of Additional Personal Information

The Personal Information referred to in paragraph 6.3 will be shared with Canada and will be used for the purpose of improving access to the Sustainable CAP and addressing barriers to accessing Initiatives under the Sustainable CAP for underrepresented and marginalised groups.

6.5 Freedom of Information and Protection of Privacy Act

Certain information provided under the Initiative may, with the exception of a Recipient's SIN, be subject to disclosure under the Freedom of Information and Protection of Privacy Act or the Access to Information Act (Canada). Information may also be disclosed by order of a court or tribunal, pursuant to a legal proceeding or as otherwise authorized or required by law.

7. Collection Of Debts

7.1 Collection Of Existing Debt

In the event a Recipient owes a debt to Ontario or Canada and is eligible to receive an Initiative Payment, that Initiative Payment may be set-off against the debt that the Recipient owes to Ontario or Canada.

7.2 Overpayments

Any Recipient that receives an Overpayment owes a debt to Ontario and Canada. The Recipient will repay that debt to Ontario in accordance with any directions the Ministry issues to the Recipient.

7.3 Interest

Ontario may charge interest on any Overpayment at the rate that Ontario charges for accounts receivable.

7.4 Termination Of Initiative Does Not Affect Requirement To Repay Overpayment

The termination of the Initiative does not affect a Recipient's obligation to repay any Overpayment made under the Initiative.

8. General

8.1 Authority For Initiative

The authority for the Initiative comes from the Sustainable CAP and Minister's Order.

8.2 Conflict Resolution

In the event of a conflict or omission between the Application Form and the Guidelines, the Guidelines will prevail. In the event of a conflict or omission between the Approval Letter and the Guidelines, the Guidelines will prevail. In the event of a conflict between the Guidelines and the Minister's Order, the Minister's Order will prevail.

8.3 Amending Guidelines

The Initiative Administrator may amend the Guidelines at any time without prior notice. Any amendments to the Guidelines will be posted on the same website as where the Guidelines was originally posted. Any amendments to the Guidelines will not have a retroactive effect.

8.4 Errors And Omissions Accepted

Applicants and Recipients accept any errors and/or omissions that may be in the Guidelines.

9. Interpretation of Guidelines

9.1 Definitions

For the purposes of the Guidelines, the terms set out this section 9.1 of the Guidelines will have the meanings herein, unless the context indicates otherwise.

"Applicant" means a Person who has applied to participate in the Initiative.

"Application Form" means the Ministry-approved document the Applicant submits to apply to the Initiative.

“Approval Letter” means a letter from the Ministry to the Applicant informing the Applicant that they are eligible to participate in the Initiative.

“Arm’s Length” has the same meaning as set out under the *Income Tax Act* (Canada) on the date the Initiative begins, as set out under section 2.1 of the Guidelines.

“Business Days” means any working day, Monday to Friday, inclusive, but excluding statutory and other holidays and any other day in which the Ministry has elected to be closed for business.

“Canada” means His Majesty the King in Right of Canada and includes any successor.

“Claim” means a request to receive an Initiative Payment.

“Collaborator” means a Person participating in the Project, providing in-kind or financial support for the Project. Collaborators can be for-profit businesses.

“Communications Products” means any public communication by the Recipient, including advertisements and notices placed in the mass media, such as newspapers, television, billboards, communiques and backgrounders, promotional materials, exhibits and trade shows, information placed on the Recipient’s website and items sent by mass distribution electronically or posted to social medial platforms.

“Communications Protocol” means the protocol set out in Appendix “B” to the Guidelines.

“CRA BN” means the Canada Revenue Agency Business Number the Canada Revenue Agency issues to businesses for tax purposes.

“Eligible Costs” means the costs set out under section 4.2.1 of the Guidelines.

“Employee” means an individual the performs work or supplies services for monetary compensation and in which that monetary compensation is reported on a T4 or other means of acceptable reporting to the Canada Revenue Agency.

“Guidelines” means this document, as it may be amended from time to time.

“International Agri-Food Workers (IAW)” means temporary foreign workers employed in Ontario’s agri-food sector, primarily through the federal government’s Temporary Foreign Worker Program.

“Indemnified Parties” means:

- (a) His Majesty the King in Right of Ontario, His Ministers, agents, appointees, and employees; and
- (b) His Majesty the King in Right of Canada, His Ministers, agents, appointees, and employees.

“Indigenous Person” includes:

- (a) An individual who is:
 - (i) Recognized as being an Indian in accordance with the *Indian Act* (Canada), or
 - (ii) Recognized as being a Métis by a Métis Nation within Canada;
- (b) An individual who identified as being an Indian or Inuit and is recognized as being an Indian or Inuit by their community;
- (c) A corporation:
 - (i) Where the majority of voting shares are owned by individuals that meet the requirements set out under paragraphs (a) or (b) of this definition,
 - (ii) Where a majority of voting members on its board of directors are comprised of individuals that meet the requirements set out under paragraphs (a) or (b) of this definition, or
 - (iii) Where a majority of shares are owned by a Band Council, as defined in the *Indian Act* (Canada) or a Métis Nation within Canada;
- (d) A partnership where more than fifty percent (50%) of the profit or loss of the partnership is allocated to individuals that meet the requirements set out in paragraphs (a) or (b) of this definition;
- (e) An unincorporated association where the majority of the decision-makers for that unincorporated association are comprised of individuals that meet the requirements set out under paragraphs (a) or (b) of this definition;
- (f) A Band Council within the meaning of the *Indian Act* (Canada); or
- (g) An organization whose primary objective is to represent entities set out in paragraphs (a) to (f) of this definition.

“Industry Organization” means a Person that is made up of one or more Primary Producers, Processors or other entities involved in the agri-food sector.

“Ineligible Costs” means the costs set out under section 4.2.2 of the Guidelines.

“Initiative” means International Agri-Food Worker Welcoming Communities Initiative.

“Initiative Payment” means the direct or indirect provision of money under the Initiative.

“Minister’s Order” means Minister’s Order 0005/2023

“Ministry” means the Ministry of Agriculture, Food and Agribusiness.

“Municipality” means a geographic area whose inhabitants are incorporated as described in the [Municipal Act, 2001. S.O. 2001 c. 25.](#)

“NACIS Code” NAICS is an industry classification system developed by the statistical agencies of Canada, Mexico, and the United States. Created against the background of the North American Free Trade Agreement, it is designed to provide common definitions of the industrial structure of the three countries and a common statistical framework to facilitate the analysis of the three economies. NACIS (North American Industry Classification System).

“Not-For-Profit” means a legal entity that is either a:

- (a) Registered charity as defined in the *Income Tax Act* (Canada) and is in good standing with the Canada Revenue Agency; or
- (b) Corporation incorporated as a not-for-profit corporation or similar entity under an Act of Canada or a province or territory of Canada and is in good standing under its incorporating Act.

“Ontario” means His Majesty the King in Right of Ontario and includes any successor

“Overpayment” means an Initiative Payment to which the Recipient:

- (a) Was not eligible to receive at the time the Recipient received the Initiative Payment; or
- (b) Ceases to be eligible to receive at any time after the Recipient received the Initiative Payment.

“Person” means a legal entity.

“Personal Information” means as defined in section 2 of the *Freedom of Information and Protection of Privacy Act*.

“Project” means the undertaking the Recipient carries out under the Initiative.

“Project Completion Date” means the date that the Recipient must complete its Project under the Approval Letter.

“Recipient” means an Applicant that has been approved to participate in the Initiative and is eligible to receive or has received an Initiative Payment.

“Requirements Of Law” means statutes, regulations, by-laws, ordinances, codes, official plans, rules, approvals, permits, licenses, authorizations, orders, decrees, injunctions, directions and agreements, as they may be amended from time to time.

“Sustainable CAP” means the Sustainable Canadian Agricultural Partnership Strategic Initiatives Program, as established by the Minister’s Order.

9.2 Interpretation Of Guidelines

For the purposes of interpreting the Guidelines:

- (a) Words in the singular include the plural and vice versa;
- (b) The headings do not form part of the Guidelines – they are for reference purposes only and will not affect the interpretation of the Guidelines;
- (c) Any reference to dollars or currency will be to Canadian dollars and currency, unless indicated otherwise;
- (d) Any reference to a statute means a statute of the Province of Ontario, unless indicated otherwise;
- (e) Any reference to a statute is to that statute and to the regulations made pursuant to that statute as they may be amended and to any statute or regulations that may be passed or made that have the effect of supplanting or superseding that statute or regulation, unless indicated otherwise;
- (f) Any reference to a Minister’s Order is a reference to that Minister’s Order as it may be amended and to any Minister’s Order that has the effect of supplanting or superseding that Minister’s Order, unless indicated otherwise;
- (g) All accounting terms used herein will be interpreted in accordance with the Generally Accepted Accounting Principles used in Canada; and
- (h) The words “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

APPENDIX “A”

TRANSPORTATION, MEAL AND HOTEL COSTS

A.1 *Alternatives to Transportation.* Audio or video conferencing is to be used whenever possible, as an alternative to transportation. Whenever possible, the

least expensive means of communications is to be used. Where audio or video conferencing is demonstrated not to be possible, the Recipient may use transportation as set out below:

A.2 Local Public Transportation. Local public transportation (including hotel/airport shuttles if hotel/air travel is permitted) are to be used wherever possible.

A.3 Rental Vehicles. A compact model of rental vehicle or its equivalent is required unless another type is demonstrated to be more economical and practical, taking into account the purpose of the activities under the Project, number of occupants and safety (including weather) considerations. Luxury and sports vehicles are prohibited.

The Ministry will reimburse for gasoline or for electricity/charging costs for the rental vehicle used for the Project.

A.4 Personal Vehicle. A personal vehicle may be used provided the Project-related use is tracked with distances calculated in kilometers and a travel log is submitted by the Recipient to the Ministry. The Ministry will reimburse according to the following maximum rates for travelling (per kilometer) in a personal vehicle, based on kilometers accumulated from the date the Ministry allowed the Recipient to incur costs to the date the Recipient's Project is required to be completed:

| MAXIMUM ALLOWANCE | SOUTHERN ONTARIO (\$ PER KM) | NORTHERN ONTARIO (\$ PER KM) |
|---------------------|------------------------------------|------------------------------------|
| 0 – 4,000 km | \$0.40 | \$0.41 |
| 4,001 – 10,700 km | \$0.35 | \$0.36 |
| 10,701 – 24,000 km | \$0.29 | \$0.30 |
| More than 24,000 km | \$0.24 | \$0.25 |

A.5 Parking and Tolls. The Ministry may provide reimbursement for:

- (a) Parking; and
- (b) Tolls for bridges, ferries and highways incurred by the Recipient when driving any vehicle.

A.6 No Reimbursement. The Ministry will assume no financial responsibility and will not provide reimbursement for fees/penalties incurred, including for:

- (a) Traffic or parking violations when driving any vehicle;
- (b) Failing to refuel or recharge the rental car before returning it;
- (c) Cancellation of rental car reservation; and
- (d) Damage to any vehicle.

A.7 Rail and Air Transportation. Rail and air transportation is permitted if it is demonstrated to be the most practical and economical way to travel.

(a) **Rail travel:** Economy (coach) class is the standard option for ticket purchase. The lowest available train fare appropriate to particular itineraries is required to be booked and bookings are required to be made as far in advance as possible. Business class is only appropriate on a train in the following limited circumstances:

- i) Business class is the lowest fare;
- ii) The choice of travel time allows other costs to be reduced; or
- iii) There are specific health (accommodation) requirements for persons with disabilities.

(b) **Air Travel:** Economy class is the standard option for ticket purchase. The lowest available airfares appropriate to particular itineraries are required to be booked and bookings are required to be made as far in advance as possible.

A.8 Taxis and Ride-Hailing Services. The Recipient may only be approved for reimbursement for taxi fare, including a tip of up to 10%, or fare for a ride hailing service excluding a tip, in cases where it can be demonstrated to the satisfaction of the Ministry that:

- (a) Group travel by taxi/ride hailing service is more economical than the total cost of individuals travelling separately by public transit or shuttle; or
- (b) Taking a taxi/ride hailing service allows an unusually tight schedule for the Project to be met; and
 - i) The taxi/ride hailing service is regulated and appropriately insured in the city in question; and
 - ii) The vehicle is a standard (not premium) vehicle.

A.9 Hotels. Single accommodation in a standard hotel room is permitted. There will be no reimbursement for additional charges including:

- (a) Premium accommodation such as hotel suites, executive floors or concierge levels;
- (b) Costs associated with cancellation of reservations; and
- (c) Damage to the hotel room.

A.10 Meals. Reasonable and appropriate costs for restaurant/prepared food may be permitted while traveling away from the regular work area for the Project. Reimbursement will not be provided for meals consumed at home or included in any other costs including the cost of transportation, hotels, seminars or conferences. Alcohol and Cannabis products will not be reimbursed.

A.11 Meal Costs in Canada are subject to the per diem rate of up to \$45. Taxes and gratuities are included in this rate.

A.12 Meal costs outside of Canada are subject to the per diem rate of \$150 (in CAD), taxes and gratuities are included in this rate.

APPENDIX “B”

COMMUNICATIONS PROTOCOL

B.1 General. The Recipient will apply the following principles and objectives to communications for the Project:

- (a) Ensure coordination and consistency of the look, feel and tone of all Communication Products under the Sustainable CAP;
- (b) Communicate relevant Project information; and
- (c) Ensure appropriate credit is given to Canada and the Province of Ontario.

B.2 Communications Contacts. The Recipient will designate one or more communications contacts to be responsible for obtaining consent from the Ministry on matters relating to Communications Products. The communications contact(s) will work directly with the Ministry to obtain any required consent from Canada and the Ministry. The Recipient will flag any potential media issues to the Ministry.

B.3 News Releases and News Conferences. Without limiting the generality of the foregoing, the Recipient, through their communications contacts(s), will:

- (a) Ensure that, prior to publishing any news releases created, it will obtain:
 - (i) Approval by the Ministry; and
 - (ii) Include quotes from Canada and the Ministry, unless either Canada or the Ministry declines to participate.

To that end, the Recipient will provide a minimum of ten (10) Business Days to Ontario to review draft news releases; and

- (b) Provide a minimum of ten (10) Business Days’ notice to the Ministry, of planned news conferences organized by the Recipient in order to facilitate the attendance of Canada and the Ministry. The date for the news conference and other logistical considerations will be negotiated between the Recipient and the Ministry.

B.4 Graphic Standard Including Identification Of Canada And the Province of Ontario. The Recipient will, for all Communications Products it develops for the Project:

- (a) Obtain from the Ministry and comply with the “*Sustainable Canadian Agricultural Partnership Graphic Standards Guide*” (‘Guide’), as amended from time to time; and
- (b) Use the updated version of the *Guide* from the date the Ministry provides the Recipient with same should the *Guide* be amended during the course of the Recipient’s Project.

Without limiting the generality of the foregoing, the Recipient will ensure:

- (a) Canada and the Province of Ontario’s wordmarks will be used when the full Sustainable CAP graphic look, the simplified Sustainable CAP look or the Sustainable CAP graphic identifier is used;
- (b) Canada and the Province of Ontario’s wordmarks will be prominently placed and equally prominent in size; and
- (c) No other identifier or wordmark will be more prominent than Canada and the Province of Ontario’s wordmarks. The size of Canada and the Province of Ontario’s wordmarks will be measured by the height of the “a” in the words “Canada” and “Ontario”.

B.5 Review. For the purposes of the review of Communications Products, the following will apply:

- (a) The Recipient will ensure that all Communications Products created by the Recipient are sent to the Ministry’s communications contact for review; and
- (b) The Ministry’s communications contact will make best efforts to have the materials reviewed by Canada, and returned to the Recipient, within five (5) Business Days. Additional time may be required in extenuating circumstances, as deemed necessary by the Ministry’s communications contact.

B.6 Retention. The Recipient will keep a record of each Communications Product in accordance with the requirements in the Guideline, and shall, upon request from either Canada or the Ministry, produce copies of any Communications Products.

B.7 Language. The Recipient may produce Communications Products in the English language only provided there is no other requirement in the Approval Letter for Communications Products to be provided in the French language. If the Recipient is required to provide Communications Products in both English and French, the Recipient must ensure the quality of the translated documents.

B.8 Communications Materials Created By Canada And the Ministry. The Ministry’s communications officer will make best efforts to share with the Recipient any communications materials created by Canada and the Ministry that mention the Recipient.

APPENDIX “C”

NAICS CODES FOR APPLICATION FORM

C.1 Best-Fit NAICS Codes. The Applicant must choose the best-fit NAICS code from the list below to insert in its Application Form:

| Code | Class title | Class definition for Guidelines |
|--------|--|---|
| 418390 | Agricultural chemical and other farm supplies merchant wholesalers | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in wholesaling agricultural chemicals, such as fertilizers, herbicides, pesticides and farm supplies; or a combination of goods classified to other industries in this industry group, with none predominating. |
| 418310 | Agricultural feed merchant wholesalers | This Canadian industry comprises establishments primarily engaged in wholesaling animal feed. |
| 413220 | Alcoholic beverage merchant wholesalers | This Canadian industry comprises establishments primarily engaged in wholesaling alcoholic beverages. |
| 311990 | All other food manufacturing | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in manufacturing food. |
| 112999 | All other miscellaneous animal production | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in raising animals. |
| 111999 | All other miscellaneous crop farming | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in growing crops. |
| 621499 | All other out-patient care centres | This Canadian industry comprises establishments, with medical staff, not classified to any other Canadian industry, primarily engaged in providing specialized out-patient services, such as dialysis. These establishments are often referred to as clinics or centres and must not be confused with the offices of health practitioners classified to other industries that are also referred to as clinics or centres. |
| 112399 | All other poultry production | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in raising poultry. |
| 541990 | All other professional, scientific and technical services | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in the provision of professional, scientific or technical services. |
| 445298 | All other specialty food retailers | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in retailing specialty foods. |

| | | |
|--------|--|--|
| 112991 | Animal combination farming | This Canadian industry comprises establishments primarily engaged in raising a combination of animals, with no one predominating. |
| 112910 | Apiculture | This Canadian industry comprises establishments primarily engaged in raising bees, collecting and gathering honey, and performing other apiculture activities. |
| 445291 | Baked goods retailers | This Canadian industry comprises establishments primarily engaged in retailing baked goods not baked on the premises, and not for immediate consumption. |
| 311811 | Bakeries, manufacture of products for retail sale | This Canadian industry comprises establishments primarily engaged in manufacturing bakery products, for sale to the general public, for consumption off the premises. Establishments in this industry make bakery products from flour, not from prepared doughs. |
| 112110 | Beef cattle ranching and farming, including feedlots | This Canadian industry comprises establishments primarily engaged in raising and fattening cattle. |
| 311616 | Beef cattle slaughtering | This Canadian industry comprises establishments primarily engaged in slaughtering beef cattle. |
| 445320 | Beer, wine and liquor retailers | This Canadian industry comprises establishments primarily engaged in retailing packaged alcoholic beverages, such as beer, wine and liquor. |
| 311230 | Breakfast cereal manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing breakfast cereal foods. |
| 312120 | Breweries | This Canadian industry comprises establishments primarily engaged in brewing beer, ale, malt liquors and non-alcoholic beer. |
| 112320 | Broiler and other meat-type chicken production | This Canadian industry comprises establishments primarily engaged in raising chickens for the production of meat. |
| 813910 | Business associations | This Canadian industry comprises establishments primarily engaged in promoting the business interests of their members. |
| 311515 | Butter, cheese, and dry and condensed dairy product manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing butter, cheese, and dry and condensed dairy products. |
| 112310 | Chicken egg production | This Canadian industry comprises establishments primarily engaged in raising chickens for the production of eggs, including hatching eggs. |
| 311351 | Chocolate and chocolate confectionery manufacturing from cacao beans | This Canadian industry comprises establishments primarily engaged in shelling, roasting and grinding cacao beans into chocolate cacao products and chocolate confectionery. |
| 111320 | Citrus (except orange) groves | This Canadian industry comprises establishments primarily engaged in growing citrus fruit, except oranges. |

| | | |
|--------|---|--|
| 813410 | Civic and social organizations | This Canadian industry comprises establishments primarily engaged in promoting the civic and social interest of their members. |
| 311920 | Coffee and tea manufacturing | This Canadian industry comprises establishments primarily engaged in roasting coffee; manufacturing coffee and tea extracts and concentrates, including instant and freeze dried; blending tea; or manufacturing herbal tea. |
| 112391 | Combination poultry and egg production | This Canadian industry comprises establishments primarily engaged in raising any combination of poultry for meat and egg production, with no one predominating. |
| 311814 | Commercial bakeries and frozen bakery product manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing bakery products, other than for sale to the general public. Establishments primarily engaged in manufacturing frozen baked products are included. Establishments in this industry make bakery products from flour, not from prepared doughs. |
| 621494 | Community Health Centres | This Canadian industry comprises establishments, with medical staff, primarily engaged in general out-patient care, which provides the services of a variety of health practitioners within the same establishment. These establishments are often referred to as clinics or centres and must not be confused with the offices of health practitioners classified to other industries that are also referred to as clinics or centres. |
| 311352 | Confectionery manufacturing from purchased chocolate | This Canadian industry comprises establishments primarily engaged in manufacturing chocolate confectionery from purchased chocolate. |
| 311821 | Cookie and cracker manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing cookies, crackers, biscuits and similar products. |
| 111150 | Corn farming | This Canadian industry comprises establishments primarily engaged in growing corn. |
| 111920 | Cotton Farming | This Canadian industry comprises establishments primarily engaged in growing cotton. |
| 413120 | Dairy and milk products merchant wholesalers | This Canadian industry comprises establishments primarily engaged in wholesaling processed milk and other dairy products. |
| 112120 | Dairy cattle and milk production | This Canadian industry comprises establishments primarily engaged in milking dairy cattle. |
| 312140 | Distilleries | This Canadian industry comprises establishments primarily engaged in distilling liquor, except brandy; blending liquor; or blending and mixing liquor and other ingredients. |
| 311111 | Dog and cat food manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing dog and cat food. |
| 111130 | Dry pea and bean farming | This Canadian industry comprises establishments primarily engaged in growing dry peas, beans and lentils. |

| | | |
|--------|--|--|
| 311225 | Fat and oil refining and blending | This Canadian industry comprises establishments primarily engaged in manufacturing fats and oils by processing crude or partially refined oils, for example deodorizing them; or blending purchased fats and oils. |
| 711322 | Festivals without facilities | This Canadian industry comprises establishments primarily engaged in organizing and promoting festivals in facilities operated by others. |
| 445250 | Fish and seafood markets | This Canadian industry comprises establishments primarily engaged in retailing fresh, frozen, or cured fish and seafood products. |
| 413140 | Fish and seafood product merchant wholesalers | This Canadian industry comprises establishments primarily engaged in wholesaling fresh, cured or frozen fish and seafood products, except packaged. |
| 311930 | Flavouring syrup and concentrate manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing soft drink concentrates and syrup, and related products for soda fountain use or for making soft drinks. |
| 111422 | Floriculture production | This Canadian industry comprises establishments primarily engaged in growing, under cover or in open fields, floriculture products and propagating materials. |
| 311211 | Flour milling | This Canadian industry comprises establishments primarily engaged in grinding grains, fruits or vegetables, except rice. |
| 311824 | Flour mixes, dough, and pasta manufacturing from purchased flour | This Canadian industry comprises establishments primarily engaged in manufacturing either dry pasta, prepared flour mixes or dough from purchased flour. |
| 311511 | Fluid milk manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing milk and processed milk products. |
| 722310 | Food service contractors | This Canadian industry comprises establishments primarily engaged in supplying food services under contract for a specific period of time. |
| 413150 | Fresh fruit and vegetable merchant wholesalers | This Canadian industry comprises establishments primarily engaged in cleaning, sorting, repackaging and wholesaling fresh fruit and vegetables. These establishments typically supply retailers. |
| 311410 | Frozen food manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing frozen fruits and vegetables; and frozen dinners and side dishes of several ingredients, except seafood. |
| 311420 | Fruit and vegetable canning, pickling and drying | This Canadian industry comprises establishments primarily engaged in preserving fruits and vegetables by canning, pickling, brining and dehydrating. Canning uses heat sterilization; pickling uses vinegar solutions and brining uses salt solutions. |
| 111993 | Fruit and vegetable combination farming | This Canadian industry comprises establishments primarily engaged in growing a combination of fruit and vegetables. |
| 445230 | Fruit and vegetable markets | This Canadian industry comprises establishments primarily engaged in retailing fresh fruits and vegetables. |

| | | |
|--------|---|---|
| 722511 | Full-service restaurants | This Canadian industry comprises establishments primarily engaged in providing food services to patrons who order and are served while seated and pay after eating. |
| 112930 | Fur-bearing animal and rabbit production | This Canadian industry comprises establishments primarily engaged in raising fur-bearing animals, including rabbits. |
| 413110 | General-line food merchant wholesalers | This Canadian industry comprises establishments primarily engaged in wholesaling a general line of food products. |
| 112420 | Goat farming | This Canadian industry comprises establishments primarily engaged in raising goats. |
| 111940 | Hay farming | This Canadian industry comprises establishments primarily engaged in growing hay, grasses and mixed hay. |
| 112210 | Hog and pig farming | This Canadian industry comprises establishments primarily engaged in raising hogs and pigs. |
| 311617 | Hog slaughtering | This Canadian industry comprises establishments primarily engaged in slaughtering hogs. |
| 112920 | Horse and other equine production | This Canadian industry comprises establishments primarily engaged in raising horses, mules, donkeys and other equines. |
| 311520 | Ice cream and frozen dessert manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing ice cream and other frozen desserts. |
| 411110 | Live animal merchant wholesalers | This Canadian industry comprises establishments primarily engaged in wholesaling live animals. |
| 111994 | Maple syrup and products production | This Canadian industry comprises establishments primarily engaged in gathering maple sap and producing maple products. |
| 445240 | Meat markets | This Canadian industry comprises establishments primarily engaged in retailing fresh, frozen, or cured meats and poultry. |
| 722330 | Mobile food services | This Canadian industry comprises establishments primarily engaged in preparing and serving meals and snacks for immediate consumption from motorized vehicles or non-motorized carts. |
| 111411 | Mushroom production | This Canadian industry comprises establishments primarily engaged in growing mushrooms under cover. |
| 413210 | Non-alcoholic beverage merchant wholesalers | This Canadian industry comprises establishments primarily engaged in wholesaling non-alcoholic beverages. |
| 311340 | Non-chocolate confectionery manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing non-chocolate confectionery. |
| 111330 | Non-citrus fruit and tree nut farming | This Canadian industry comprises establishments primarily engaged in growing tree nuts and non-citrus fruit. |

| | | |
|--------|---|--|
| 111421 | Nursery and tree production | This Canadian industry comprises establishments primarily engaged in growing, under cover or in open fields, nursery products and trees, and short rotation woody crops, for pulp and tree stock, that have a typical growth cycle of less than ten years. |
| 411130 | Nursery stock and plant merchant wholesalers | This Canadian industry comprises establishments primarily engaged in wholesaling nursery stock and plants. |
| 111120 | Oilseed (except soybean) farming | This Canadian industry comprises establishments primarily engaged in growing fibrous plants that produce oilseeds. |
| 411120 | Oilseed and grain merchant wholesalers | This Canadian industry comprises establishments primarily engaged in wholesaling oilseeds and grains. Establishments operating grain elevators (except those primarily engaged in storage) are included. |
| 311224 | Oilseed processing | This Canadian industry comprises establishments primarily engaged in crushing oilseeds and tree nuts and extracting oils. |
| 111310 | Orange groves | This Canadian industry comprises establishments primarily engaged in growing oranges. |
| 311119 | Other animal food manufacturing | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in manufacturing animal food. |
| 311619 | Other animal slaughtering | This Canadian industry comprises establishments primarily engaged in slaughtering animals, except beef cattle, hogs, poultry and small game. |
| 411190 | Other farm product merchant wholesalers | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in wholesaling crude, unprocessed farm products. |
| 111419 | Other food crops grown under cover | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in growing food crops under glass or protective cover. |
| 111190 | Other grain farming | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in growing grains. |
| 913910 | Other local, municipal and regional public administration | This Canadian industry comprises establishments of local governments, not classified to any other Canadian industry, primarily engaged in executive and legislative activities; planning, fiscal and related policies and the administration of the public debt; assessing, levying and collecting taxes; conducting relations with other governments; and the administration of local, municipal, and regional government programs. |
| 311919 | Other snack food manufacturing | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in manufacturing snack foods. |
| 413190 | Other specialty-line food merchant wholesalers | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in wholesaling specialized lines of food, including canned foods and packaged frozen foods. |

| | | |
|--------|--|--|
| 111219 | Other vegetable (except potato) and melon farming | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in growing vegetables and melons. |
| 412110 | Petroleum, petroleum products, and other hydrocarbons merchant wholesalers | This Canadian industry comprises establishments primarily engaged in wholesaling crude oil, liquefied petroleum gases, heating oil and other refined petroleum products and hydrocarbons. |
| 111211 | Potato farming | This Canadian industry comprises establishments primarily engaged in growing potatoes, yams and seed potatoes. |
| 413130 | Poultry and egg merchant wholesalers | This Canadian industry comprises establishments primarily engaged in wholesaling dressed poultry and eggs. |
| 112340 | Poultry hatcheries | This Canadian industry comprises establishments primarily engaged in hatching poultry of any kind. |
| 311615 | Poultry slaughtering and processing | This Canadian industry comprises establishments primarily engaged in slaughtering poultry and small game or preparing processed poultry and small game meat and meat by-products. |
| 413160 | Red meat and meat product merchant wholesalers | This Canadian industry comprises establishments primarily engaged in wholesaling fresh, frozen (except frozen packaged), cured and cooked meats. |
| 813110 | Religious organizations | This industry comprises establishments primarily engaged in operating religious organizations for religious worship, training or study; administering an organized religion; or promoting religious activities. |
| 311614 | Rendering and meat processing from carcasses | This Canadian industry comprises establishments primarily engaged in rendering animal fat, bones and meat scraps; or preparing meat and meat by-products from carcasses. |
| 541710 | Research and development in the physical, engineering and life sciences | This Canadian industry comprises establishments primarily engaged in conducting research and experimental development in physical, engineering and life sciences, such as electronics, computers, chemistry, oceanography, geology, mathematics, physics, environmental, medicine, health, biology, botany, biotechnology, agriculture, fisheries, forestry, pharmacy, veterinary and other allied subjects. |
| 541720 | Research and development in the social sciences and humanities | This Canadian industry comprises establishments primarily engaged in conducting research and analyses in education, sociology, psychology, language, economics, law, and other social sciences and humanities. |
| 111160 | Rice farming | This Canadian industry comprises establishments primarily engaged in growing rice, except wild rice. |
| 311214 | Rice milling and malt manufacturing | This Canadian industry comprises establishments primarily engaged in milling rice; cleaning and polishing rice; manufacturing rice flour or meal; or manufacturing malt from barley, rye or other grains. |

| | | |
|--------|---|--|
| 311911 | Roasted nut and peanut butter manufacturing | <p>This Canadian industry comprises establishments primarily engaged in salting, roasting, drying, cooking or canning nuts; processing grains or seeds into snacks; or manufacturing peanut butter.</p> <p>This Canadian industry comprises establishments primarily engaged in canning seafood, including soup; smoking, salting and drying seafood; preparing fresh fish by removing heads, fins, scales, bones and entrails; shucking and packing fresh shellfish; processing marine fats and oils; and freezing seafood.</p> |
| 311710 | Seafood product preparation and packaging | |
| 311940 | Seasoning and dressing manufacturing | <p>This Canadian industry comprises establishments primarily engaged in manufacturing dressings and seasonings.</p> <p>This Canadian industry comprises establishments primarily engaged in wholesaling seeds for field crops, flowers and plants, garden seeds and grass seeds.</p> |
| 418320 | Seed merchant wholesalers | |
| 112410 | Sheep farming | <p>This Canadian industry comprises establishments primarily engaged in raising sheep and lambs, and feeding or fattening lambs.</p> <p>This Canadian industry comprises establishments primarily engaged in manufacturing soft drinks, ice or bottled water. Water-bottling establishments in this industry purify the water before bottling it.</p> |
| 312110 | Soft drink and ice manufacturing | |
| 111110 | Soybean farming | <p>This Canadian industry comprises establishments primarily engaged in growing soybeans.</p> <p>This Canadian industry comprises establishments primarily engaged in manufacturing raw sugar, sugar syrup and refined sugar from sugar cane, raw cane sugar or sugar beets.</p> |
| 311310 | Sugar manufacturing | |
| 445110 | Supermarkets and other grocery retailers (except Convenience retailers) | <p>This Canadian industry comprises establishments, known as supermarkets and grocery retailers, primarily engaged in retailing a general line of food, such as canned, dry and frozen foods; fresh fruits and vegetables; fresh and prepared meats, fish, poultry, dairy products, baked products and snack foods.</p> |
| 115210 | Support activities for animal production | <p>This Canadian industry comprises establishments primarily engaged in providing support activities related to raising livestock.</p> <p>This Canadian industry comprises establishments primarily engaged in providing support activities for growing crops.</p> |
| 115110 | Support activities for crop production | |
| 111910 | Tobacco farming | <p>This Canadian industry comprises establishments primarily engaged in growing tobacco.</p> <p>This Canadian industry comprises establishments primarily engaged in manufacturing cigarettes and other tobacco products.</p> |
| 312220 | Tobacco product manufacturing | <p>This Canadian industry comprises establishments primarily engaged in stemming or redrying tobacco. These establishments perform the final sorting, grading, redrying, treating and packing of tobacco leaves, and they typically age the tobacco.</p> <p>This Canadian industry comprises establishments primarily engaged in manufacturing tortillas.</p> |
| 312210 | Tobacco stemming and redrying | |
| 311830 | Tortilla manufacturing | |
| 112330 | Turkey production | <p>This Canadian industry comprises establishments primarily engaged in raising turkeys.</p> |

| | | |
|--------|------------------|--|
| 311221 | Wet corn milling | This Canadian industry comprises establishments primarily engaged in wet-milling corn and other vegetables. |
| 111140 | Wheat farming | This Canadian industry comprises establishments primarily engaged in growing wheat. |
| 312130 | Wineries | This Canadian industry comprises establishments primarily engaged in manufacturing wine or brandy, from grapes or other fruit. |



Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient

AGRICULTURAL WORKFORCE EQUITY AND DIVERSITY INITIATIVE GUIDELINES

For interpretation of Guidelines, please see section 9 [Interpretation Of Guidelines.](#)

1. Purpose Of the Initiative

The Ministry is committed to the principles of fostering equity, diversity, anti-racism, accessibility, and inclusion. Through this Initiative, the Ministry aims to assist in the elimination of barriers for Underrepresented Groups when starting or growing an agri-food business.

The purpose of the Initiative is to provide cost-share support to Industry Organizations, Research Bodies, Municipalities and Indigenous Communities and Indigenous Governments (defined as Indigenous Persons for the purposes of the Guidelines) to undertake a project aimed at:

- Providing access to space;
- Providing access to equipment; or
- Helping to obtain financing,

to grow and/or process agri-food products for Underrepresented Groups starting or growing a business in the agri-food sector.

Each project must have a knowledge transfer and translation (KTT) component.

For this Initiative, Primary Producers or Processors in Underrepresented Groups who wish to enter the agri-food sector, or who own agri-food businesses with majority ownership (51% or more) and have entered the agri-food sector within the preceding five (5) years are considered eligible Ultimate Beneficiaries.

2. Term Of the Initiative

2.1. Commencement Of the Initiative

The Initiative intake will be accepting Applications from October 8, 2024 until 11:59 p.m. ET on December 3, 2024.

3. Funding For the Initiative

3.1. Maximum Funding Available To A Recipient Under the Initiative

A Recipient is eligible to receive seventy percent (70%) of Eligible Costs up to a maximum of one hundred thousand dollars (\$100,000) in funding for a Project under the Initiative.

A Recipient may be eligible to receive a cost share of up to eighty-five percent (85%) of Eligible Costs up to a maximum of one hundred thousand dollars (\$100,000) for a Project where that Recipient can demonstrate financial need.

Only Projects with a minimum of twenty-five thousand dollars (\$25,000) in Eligible Costs will be considered.

3.2. Source And Amount Of Funding For the Initiative

Funding for the Initiative comes from the Sustainable Canadian Agricultural Partnership (Sustainable CAP). Up to one million five hundred thousand dollars (\$1,500,000) has been allocated for the Initiative.

4. Operation Of the Initiative

4.1. Eligible And Ineligible Activities

4.1.1. Eligible Activities

The following activities are eligible if they address barriers to financing, to access spaces, or to access equipment by Underrepresented Groups to start or grow an agri-food business:

- (a) Time-limited land, facility or equipment rental (for duration of Project) to grow and/or process agri-food products;
- (b) Coordination and facilitation of partners and activities for the Project;
- (c) Development of information resources and websites; and
- (d) Purchase of equipment and technology to grow and/or process agri-food products.

Supporting activities (e.g., development/delivery of training, mentoring, analysis, promotion) cannot be a stand-alone project and must support the eligible activities in 4.1.1 (a) to (d).

4.1.2. Ineligible Activities

The following activities are ineligible under the Initiative:

- (a) Projects that include only research;
- (b) Projects and activities that support or benefit a single business or individual;
- (c) Activities related to aquaponic food production, or to aquaculture, seaweed, fish and seafood production and processing (except international marketing and traceability activities for fish and seafood); and
- (d) Any activity that is not set out under section 4.1.1 of the Guidelines is an ineligible activity under the Initiative.

4.2. Eligible Costs And Ineligible Costs Under The Initiative

4.2.1. Eligible Costs Under The Initiative

The following costs are eligible for the purposes of the Initiative, provided they were reasonably incurred and necessary to complete the Recipient's Project:

- (a) Costs that were incurred on or after the date the Project was approved and on or before March 31, 2027;
- (b) Costs that reflect the actual costs to the Recipient, less any costs, including taxes, for which the Recipient has received, will receive or is eligible to receive, a rebate, credit or refund;
- (c) Honorariums for Indigenous Elders and Traditional Knowledge Keepers (maximum for partial day (three hours or less) is \$250, and \$500 for a full day);
- (d) Costs for third-party service providers including for KTT (e.g., web developers, expertise, legal fees, translation, creative development and advertising placements) and printing of Project materials;
- (e) Costs related to rental of equipment, land and facilities to grow and/or process agri-food products;
- (f) Costs for equipment and technology purchased to grow and/or process agri-food products (including shipping and installation);
- (g) Costs of minor structural upgrades directly required for the Project;
- (h) Incremental salary and wages of the Recipient's employees, excluding severance pay, who are working directly on the Project. Where those employees are not dedicated solely to working on the Project, the salaries and benefits must be pro-rated to reflect that portion of the salaries and benefits that apply to solely working on the Project; and

- (i) Facility rental including audio/video equipment to accommodate training;
- (j) Transportation, meal and hotel costs for the Recipient and Ultimate Beneficiary.

4.2.2. Ineligible Costs Under the Initiative

The following costs are ineligible for the purposes of the Initiative:

- (a) Costs to apply to the Initiative;
- (b) Costs, including deposits, that were incurred before Project approval date and after the Project completion date;
- (c) Costs to obtain goods, services or both, where those goods, services or both were not obtained from an entity operating at Arm's Length from the Recipient;
- (d) Costs related to the Recipient's ordinary business operations (e.g., day-to-day business operating expenses related directly to producing the goods or services sold by a business, to selling goods and services, costs of running a business);
- (e) Any transportation and meal costs related to the Recipient's regular commute and work activities, transportation, hotel and meal costs that do not meet the requirements or that exceed the limits set out in Appendix B;
- (f) Any in-kind costs;
- (g) Costs for alcohol, hospitality and gifts/incentives;
- (h) Deposits (prepayments) for which goods and services are not yet fully received;
- (i) Membership costs;
- (j) Costs of land, buildings or facilities purchase;
- (k) Costs of building expansion;
- (l) Costs of vehicles, transportation equipment, mobile material handling equipment (powered or unpowered) and construction and agriculture machinery;
- (m) Financing charges, loan and lease interest payments, bank fees and charges as well as debt restructuring or fundraising;
- (n) Permits and approvals;
- (o) Costs related to activities that promote Ontario products explicitly over those of another province or territory;
- (p) Any cost associated with lobbying the Province, including other ministries, agencies and organizations of the Government of Ontario or Canada, including other departments, agencies and organizations of the Government of Canada;
- (q) Costs related to multi-use items (unless specifically require for the Project);
- (r) Costs related to submitting reports to the Ministry;
- (s) Any costs that were, in the Province's opinion, unreasonably incurred or are not necessary for the successful completion of the Project; and

- (t) Any other costs that are not set out under section 4.2.1 of the Guidelines.

Notes:

For-profit businesses are only eligible for a seventy-five percent (75%) Cost Share of eligible capital costs (such as equipment, installation, software).

Recipient may be able to charge fees to cover the costs that the Recipient spends on Eligible Costs under the Initiative that are not reimbursed by the Ministry. The Recipient cannot earn any profit under the Initiative. For questions regarding eligibility of fees, please contact: Agricultural Information Contact Centre at 1 Stone Rd. W, Guelph ON N1G 4Y2, phone: 1-877-424-1300.

4.3. Eligibility Requirements

To be eligible to participate in the Initiative, an Applicant will meet the following requirements:

- (a) Be a Person that is:

- (i) An Industry Organization including non-profit and for-profit associations of Primary Producers, Processors and other entities involved in the agri-food sector such as chambers of commerce, food hubs, incubators, farm groups and cooperatives,
- (ii) A Research Body including institutions such as universities and colleges, non-profit agriculture-based academic institutions, Indigenous institutes, and research centres,
- (iii) A Municipality, or
- (iv) An Indigenous Community or Indigenous Government is defined to only include paragraphs (c) to (g) of the definition for “Indigenous Persons”, unless those paragraphs reference paragraphs (a) or (b), in which case the requirements set out in paragraphs (a) or (b) will, as the case may be, apply. By way of example only, paragraph (c) of the definition for “Indigenous Persons” refers to paragraphs (a) and (b). As such, for an entity to fall under paragraph (c), that entity must meet the requirements set out under paragraph (a) or (b);

- (b) Provide, if applicable, its:

- (i) CRA BN, or
- (ii) SIN, but only if the Applicant has been found eligible to participate in the Initiative and is also eligible to receive an Initiative Payment;

- (c) Submit a completed Ministry-approved Application Form to the Ministry in accordance with what is set out under section 4.4 of the Guidelines;
- (d) Is undertaking an activity set out in section 4.1.1 of the Guidelines;
- (e) Be in compliance with the following for its business operations at the time of applying to the Initiative:

- (i) Environmental-related Requirements Of Law,
 - (ii) Labour-related Requirements Of Law,
 - (iii) Tax-related Requirements Of Law, and
 - (iv) Material compliance with all other Requirements Of Law;
- (f) Is not, nor is any officer, director or employee of the Applicant (if any), a current or former federal public office holder or federal public servant, or if the Applicant is, or any officer, director or employee of the Applicant (if any) is, the Applicant, or that officer, director or employee of the Applicant (if any) is in compliance with the *Conflict of Interest Act* (Canada), the Conflict of Interest Code for Members of the House of Commons (Canada), the Values and Ethics Code for the Public Sector (Canada) and the Policy on Conflict of Interest and Post-employment (Canada), as applicable;
- (g) Is not, nor is any officer, director or employee of the Applicant (if any), a member of the House of Commons or the Senate, or, if the Applicant is, or any officer, director or employee of the Applicant (if any) is, the Applicant, or the officer, director or employee of the Applicant (if any), is permitted under the *Parliament of Canada Act* (Canada) to receive funding from Canada under the Sustainable CAP;
- (h) Agrees that any intellectual property rights arising from their Project, should the Applicant be found to be eligible to participate in the Initiative as well as receive an Initiative Payment, belongs to the Applicant;
- (i) Agrees that Canada and Ontario may, should the Applicant be found to be eligible to participate in the Initiative as well as receive an Initiative Payment, publish information about the Applicant, including:
 - (i) Project-related information,
 - (ii) The Name of the Applicant,
 - (iii) The amount of funding Canada and Ontario provided, and
 - (iv) The outcome of the Project; and
- (j) Agrees to be bound by the terms, conditions and requirements of the Initiative, as set out in the Minister's Order, the Guidelines and the Approval Letter.

Note: If the Applicant is applying as an Underrepresented Group, for questions regarding eligibility requirements as related to 4.2.3 (a) and (b), and Indigenous Community and Indigenous Government, please contact: Agricultural Information Contact Centre at 1 Stone Rd. W, Guelph ON N1G 4Y2, phone: 1-877-424-1300.

4.4. Applying To the Initiative

Applicants **must** apply to the Initiative using a Ministry-approved Application Form (PDF). The Application Form should be filled out using Adobe Acrobat Reader. Applicants that use another format other than Adobe Acrobat Reader to fill out their

Application Form may be required to re-submit their Application Form filled out using Adobe Acrobat Reader.

Applicants **must** ensure that their Application Form is fully completed.

In addition to a complete Application Form, Applicants **must** provide written quotes from any third party providing a good, service or both to the Applicant detailing the proposed Eligible Costs for the Project.

Completed Application Forms and written quotes must be submitted by email to SustainableCAP1@ontario.ca between October 8, 2024 and 11:59 pm ET on December 3, 2024.

Applicants can submit only one application to the Initiative during this intake period.

Please note that supporting documentation provided, but not required under the Initiative, will not be reviewed.

Applicants must not submit an Application Form for a Project where the Applicant has already received Initiative Payment(s) for that Project through Sustainable CAP. Where Applicants have received funding for the Project through other sources, the total assistance provided from all funding sources cannot be greater than one hundred percent (100%) of the total Eligible Costs. All funding for a Project, including from additional sources, must be listed on the Application Form.

Applicants must select and enter in the Application Form the North American Industry Classification System codes (NAICS Codes) as set out in Appendix “C” to the Guidelines that best describes:

- The Applicant’s business/organization;
- The primary sector/commodity impacted by the Project.

The Applicant may be ineligible for funding under this Initiative if the Applicant is unable to find the appropriate NAICS Code for the business/organization. If the Applicant is unable to find the appropriate NAICS Code for the primary sector/commodity impacted by the Project, the Project may be ineligible for funding under this Initiative.

4.5. Review Of Application, Evaluation Criteria And Notification

The Ministry will review the Application Form to determine whether the Applicant is eligible to participate in the Initiative. The Ministry will only review a completed Application Form. Incomplete Application Forms will not be accepted.

Applications will be evaluated based on the extent to which **the following merit criteria are met:**

- (a) The extent to which the Project:
 - (i) Addresses barriers to financing;
 - (ii) Provides access to equipment; or
 - (iii) Provides access to spaces (e.g., greenhouse space, vertical farming space or land);
to grow and/or process agri-food products
- (b) The Project's support of Underrepresented Groups
- (c) Extent to which the Project is supported by partners or other parties (i.e., Underrepresented Groups)
- (d) Anticipated outcomes/impact of the Project
- (e) Strength of the KTT approach to sharing Project outcomes

The Ministry will provide an Approval Letter via email to successful Applicants. The Approval Letter will include:

- (a) A file number, which the Ministry uses to refer to the specific Project;
- (b) The Project description;
- (c) The maximum amount of Initiative Payments and cost shared percentage approved;
- (d) The Eligible Costs;
- (e) The date the Recipient is required to complete its Project;
- (f) The Claim submission deadline; and
- (g) The final report submission information including deadline.

The Ministry will provide an email to unsuccessful Applicants setting out a brief explanation of why they were not approved to participate in the Initiative.

4.6. Submitting Claims

A Recipient **must** submit its Claims to the Ministry for Eligible Costs for completion of its Project via the Ministry's Claim Portal. A link to the Ministry's Claim Portal will be provided to a Recipient after the Ministry receives a reply email to the Ministry's Approval Letter in the form and manner required in that Approval Letter.

The Claim **must** be complete and supported by true copies of all paid invoices and proofs of payment.

A proof of payment must set out in detail:

- (a) Who paid for the good, service or both and their relationship to the Recipient;
- (b) Who received the payment;
- (c) The goods, services or both that were provided; and
- (d) The date of the payment.

Acceptable forms of a proof of payment include:

- (a) An electronic image of a processed cheque;
- (b) A statement from a banking institution will set out to whom the processed cheque was written, or electronic payment made, and the amount; or
- (c) A credit card or debit card receipt or statement clearly identifying the amount and to whom the payment was made.

Note: If using a credit card or debit card receipt, cheque or statement as a proof of payment, the number of the credit or debt card as well as all other information, including the costs that are unrelated to the Recipient's Project, should be blacked out.

All Claims and the final report must be submitted no later than 11:59 pm ET on the date(s) set out in the Approval Letter. Any Claims submitted after the required date(s) will be ineligible.

4.7. Review Of Claims And Notification

The Ministry will review all Claims to determine whether the costs being claimed are eligible. Eligible Costs for each Project will be set out in the Approval Letter.

The Ministry may request additional information from the Recipient to verify the validity of a Claim. Where the Ministry requests additional information, the Recipient will provide that additional information as soon as practicable and no later than any date set out in the request. Failure to meet the requested deadline will result in those costs for which additional information was requested being deemed to be Ineligible Costs.

If the costs being claimed are Eligible Costs, an Initiative Payment will be issued for those claimed costs.

If, however, the costs being claimed are Ineligible Costs, those costs will not be reimbursed. The Ministry will notify the Recipient regarding any Ineligible Costs and provide a reason why those costs are Ineligible Costs under the Initiative.

4.8. Initiative Payments

To be eligible to receive an Initiative Payment, a Recipient **must**:

- Be registered with [Transfer Payment Ontario](#).

- Be registered for Doing business with the Government of Ontario with Supply Ontario (to receive Initiative Payments).

4.9. Loss Of Eligibility

4.9.1. Willful Submission Of False Or Misleading Information

Any Applicant or Recipient that willfully submits false or misleading information under the Initiative will:

- (a) Not be eligible to participate in the Initiative or will have their eligibility to participate in the Initiative revoked; and
- (b) Repay any Initiative Payments received under the Initiative.

4.9.2. Negligent Submission Of False Or Misleading Information

Any Applicant or Recipient that acted in a negligent manner in allowing false or misleading information to be submitted under the Initiative:

- (a) May not be eligible to participate in the Initiative or may have their eligibility to participate in the Initiative revoked; and
- (b) Will repay any Initiative Payment received because of that false or misleading information.

4.9.3. Abusive Toward Ministry Staff

Any Applicant or Recipient that is abusive toward any Ministry staff responsible for administering the Initiative will receive one written warning regarding their conduct from the Initiative Director. If the Applicant or Recipient continues with their abusive behaviour, the Applicant or Recipient will lose their eligibility to participate in the Initiative or will have their eligibility to participate in the Initiative revoked.

4.9.4. Debt Owing To Ontario Or Canada

Any Applicant or Recipient may be found to be ineligible to participate in the Initiative or have their eligibility to participate in the Initiative revoked if the Applicant or Recipient:

- (a) Owes a debt to Ontario or Canada and does not have a repayment plan with Ontario or Canada, including any agents thereof; or
- (b) Is not in compliance with any repayment plan with Ontario or Canada, including any agents thereof.

4.9.5. Failure To Comply With Additional Terms And Conditions Of the Initiative

Any Recipient that fails to comply with the additional terms and conditions set out under section 5 of the Guidelines may have their eligibility to participate in the Initiative revoked and may be required to repay any Initiative Payments received under the Initiative.

4.10. Termination Of the Initiative

The Initiative may be terminated at any time without prior notice. Where the Initiative is terminated, the following will apply:

- (a) A notice will be placed on the website that hosts the Guidelines setting out the date on which the Initiative is terminated; and
- (b) Any Claims submitted:
 - (i) Prior to the day on which the Initiative is terminated will, if eligible, be paid, and
 - (ii) After the day on which the Initiative is terminated will not be paid.

5. Additional Terms And Conditions For the Initiative

5.1. No Conflict Of Interest

A Recipient will carry out the Project and use any Initiative Payments without a potential, perceived or actual Conflict Of Interest. In the event a Recipient has a potential, perceived or actual Conflict Of Interest, they will report that potential, perceived or actual Conflict Of Interest to the Ministry as soon as practicable. The Recipient will also comply with any directions issued by the Ministry relating to that potential, perceived or actual Conflict Of Interest.

5.2. Compliance With Approval Letter

A Recipient will comply with all requirements set out in the Approval Letter.

5.3. Compliance With Requirements Of Law

A Recipient must be in compliance with the following for its business operations while participating in the Initiative:

- (a) Environmental-related Requirements Of Law;
- (b) Labour-related Requirements Of Law;
- (c) Tax-related Requirements Of Law, and
- (d) Material compliance with all other Requirements Of Law.

5.4. Obtaining Goods, Services Or Both

In the event a Recipient obtains goods, services or both to carry out their Project, that Recipient will:

- (a) Only obtain goods, services or both through a process that:
 - (i) Is transparent,
 - (ii) Is fair,
 - (iii) Promotes the best value for the money expended,
 - (iv) Is at competitive prices no greater than fair market value after deducting trade discounts or any other discounts available to the Recipient, and
 - (v) Is from Persons that are operating at Arm's Length from the Recipient; and
- (b) Own all goods obtained from the Initiative Payment, including any intellectual property rights arising therefrom.

The Recipient will include provisions in any agreements it enters with a third party to provide goods, services or both to the Recipient for the Recipient's Project that:

- (a) Requires the third party to meet the same requirements regarding compliance with all Requirements Of Law that the Recipient must meet pursuant to section 5.3 of the Guidelines as it relates to the operation of the third party's business; and
- (b) Provides Ontario and Canada, including their respective delegates, with the same audit rights that Ontario and Canada have in relation to the Recipient pursuant to section 5.10 of the Guidelines for the third party relating to any payment from the Initiative Payment the Recipient makes to that third party for any goods, services or both the third-party provides to the Recipient for the Recipient's Project.

5.5. Retention Of Assets

A Recipient will retain any assets for which Initiative Payments will be made with a combined value of one thousand dollars (\$1,000) or more for **at least** two (2) years after the date of the Approval Letter, unless otherwise directed by the Ministry. The Recipient will not, without the Ministry's prior written consent, lease or otherwise encumber the assets in which Initiative Payments were made for **at least** two (2) years after the date of the Approval Letter.

5.6. Insurance

A Recipient will have and maintain at its own expense until the date the Recipient's Project is required to be completed all necessary and appropriate insurance that a prudent person carrying out the Project would maintain with insurers having a secure A.M. Best rating of B+ or better, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage to

an inclusive amount of **not less than two million dollars (\$2,000,000)** per occurrence. The insurance policy or policies will include the following:

- (a) The Indemnified Parties as additional insureds with respect to any liability arising in the course of the Recipient carrying out the Project;
- (b) Cross liability;
- (c) A contractual liability coverage endorsement;
- (d) A non-owned automobile coverage with blanket contractual endorsement;
- (e) An employer's liability coverage endorsement, if the Recipient is not subject to the *Workplace Safety Insurance Act, 1997*; and
- (f) Thirty (30) calendar days' notice to the Indemnified Parties of cancellation, termination or material change.

The insurance required under this section 5.6 of the Guidelines will be in place as of the date set out in the Approval Letter.

The Recipient will, upon the Ministry or Canada's request, provide to the Ministry or Canada, as the case may be, certificates of insurance that confirm the insurance coverage the Recipient is required to have under this section 5.6 of the Guidelines is in place or other proof that confirms the insurance coverage the Recipient is required to have under this section 5.6 of the Guidelines is in place.

5.7. Indemnification

A Recipient will, at all times defend, indemnify and hold harmless the Indemnified Parties from and against any and all direct or indirect liability, loss, costs, damages and expenses (including legal, expert and consulting fees) in relation to any causes of actions, actions, claims, demands or other proceedings by whomever made, sustained, incurred, brought or prosecuted, arising out of, or in connection with anything done or omitted to be done by the Recipient or anyone employed by the Recipient, including subcontractors, in the course of the performance by the Recipient or anyone employed by the Recipient, including subcontractors, in carrying out the Project or otherwise in relation to the Project unless solely caused by the negligence or willful misconduct by the Indemnified Parties.

5.8. Provision Of Information

An Applicant or Recipient will provide, as the case may be, any information that is requested by Ontario or Canada as soon as practicable after the request has been made and no later than the date set out in the request.

5.9. Record-Keeping Requirements

A Recipient will keep all financial information related to any Initiative Payment for a period of seven (7) years after the Initiative Payment was deposited into the Recipient's bank account.

5.10. Audit

Ontario or Canada, including any of their delegates, may, upon providing at least 24 hours' notice beforehand, conduct an audit of an Applicant or Recipient in relation to the Initiative. The Applicant or Recipient will provide reasonable assistance to Ontario or Canada, as the case may be, including:

- (a) Access to any Person, place or thing required for auditing purposes as soon as is practicable after the request is made and no later than the date set out in the request;
- (b) Allowing for the inspection of any records that relate to the Initiative Payment;
- (c) Allowing for the copying of any records that relate to the Initiative Payment; and
- (d) The taking of pictures and other recordings.

5.11. Communications

5.11.1. Communications By the Recipient

A Recipient will not communicate about their Project or the Initiative unless the following has been met:

- (a) It has obtained the Ministry's prior written consent to communicate about the Project or the Initiative;
- (b) It follows the Communications Protocol set out in Appendix "B" for the Initiative; and
- (c) Any communications about the Project or the Initiative includes a statement that the views set out in those communications are the Recipient's and do not necessarily reflect the views of Ontario or Canada;

5.11.2. Publication Of Information By Ontario And Canada

Ontario and Canada may publish information about the Recipient and its Project, including:

- (a) The name of the Recipient;
- (b) The amount of funding the Recipient is eligible to receive under the Initiative;
- (c) The amount of Initiative Payments the Recipient received; and
- (d) A description of the Project.

5.12. Notice Regarding Change Of Ownership Or Control

A Recipient will provide notice to Ontario within five (5) Business Days of any discussions the Recipient may have where the Recipient may merge with or be acquired by another Person while participating in the Initiative.

5.13. General

5.13.1. Applying To the Initiative Does Not Create Right To Participate In the Initiative

Applying to the Initiative does not create a legal, equitable or other right to participate in the Initiative.

5.13.2. Participating In the Initiative Does Not Create Right To Receive An Initiative Payment

Participating in the Initiative does not create a legal, equitable or other right to receive an Initiative Payment.

5.13.3. Initiative Payments May Be Pro-Rated

Any Initiative Payments owing may be pro-rated in the event there is an insufficient amount of money to pay all Claims submitted under the Initiative.

5.13.4. Initiative Payment Is Income For Tax Purposes

An Initiative Payment is income for the purposes of the *Income Tax Act* (Canada).

5.13.5. No Assignment Of Project Or Initiative Payments

A Recipient will not assign their Project or any Initiative Payments the Recipient may be eligible to receive to another Person.

5.13.6. Ontario And Canada Not Responsible For Project Or Helping Recipient Obtain Permits

Neither Ontario nor Canada is or will be responsible for carrying out the Project or assisting the Recipient with obtaining any permits or other such authorizations to enable the Recipient to carry out the Project.

5.13.7. Initiative Payments Are Part Of A Social Or Economic Program

Initiative Payments being provided under the Initiative are for the administration of social or economic programs or the provision of direct or indirect support to members of the public in connection with social or economic policy.

5.13.8. Ontario And Applicable Federal Laws Govern

The rights and obligations under the Initiative will be governed by Ontario law and applicable federal laws of Canada.

5.13.9. Ontario Courts To Have Exclusive Jurisdiction

Ontario's courts will have exclusive jurisdiction over any dispute arising under the Initiative.

6. Collection, Use And Disclosure Of Personal Information Under the Initiative

6.1. Collection Of Personal Information

The collection of certain limited Personal Information is necessary for the proper administration of the Initiative and authorized by the Minister's Order.

6.2. Use And Disclosure Of Social Insurance Number (SIN)

If a Recipient is eligible to receive an Initiative Payment and is a sole proprietor, partner in a partnership or a member of an unincorporated entity without a CRA BN, as a condition for receiving an Initiative Payment they will consent to the use and disclosure of this Personal Information collected under the Initiative for the purposes of enforcing the terms and conditions of the Initiative, including:

- (a) Confirming the Recipient paid any applicable taxes on the Initiative Payment;
- (b) Conducting audits; and
- (c) Collecting any Overpayment or any other debt owing to Ontario or Canada arising prior to the Recipient's participation in the Initiative.

6.3. Collection Of Additional Personal Information Voluntary

An Applicant will be asked to provide certain demographic information, such as whether Indigenous Persons, women and/or youth (namely, forty years old or younger) have an ownership interest in the Applicant. Providing this information is voluntary. Should the Applicant decline to provide this information, they will still be eligible to participate in the Initiative. The responses to the questions will have no impact on the assessment of an Applicant's Application Form. An Applicant may withdraw their consent at any time and the Ministry will not share the demographic information after the consent has been withdrawn.

6.4. Use And Disclosure Of Additional Personal Information

The Personal Information referred to in paragraph 6.3 will be shared with Canada and will be used for the purpose of improving access to the Sustainable CAP and addressing barriers to accessing Initiatives under the Sustainable CAP for underrepresented and marginalised groups.

6.5. Freedom Of Information And Protection Of Privacy Act

Certain information provided under the Initiative may, with the exception of a Recipient's SIN, be subject to disclosure under the *Freedom of Information and Protection of Privacy Act* or the *Access to Information Act* (Canada). Information may also be disclosed by order of a court or tribunal, pursuant to a legal proceeding or as otherwise authorized or required by law.

7. Collection Of Debts

7.1. Collection Of Existing Debt

In the event a Recipient owes a debt to Ontario or Canada and is eligible to receive an Initiative Payment, that Initiative Payment may be set-off against the debt that the Recipient owes to Ontario or Canada.

7.2. Overpayments

Any Recipient that receives an Overpayment owes a debt to Ontario and Canada. The Recipient will repay that debt to Ontario in accordance with any directions the Ministry issues to the Recipient.

7.3. Interest

Ontario may charge interest on any Overpayment at the rate that Ontario charges for accounts receivable.

7.4. Termination Of Initiative Does Not Affect Requirement To Repay Overpayment

The termination of the Initiative does not affect a Recipient's obligation to repay any Overpayment made under the Initiative.

8. General

8.1. Authority For Initiative

The authority for the Initiative comes from the Sustainable CAP and the Minister's Order.

8.2. Conflict Resolution

In the event of a conflict or omission between the Application Form and the Guidelines, the Guidelines will prevail. In the event of a conflict or omission between the Approval Letter and the Guidelines, the Guidelines will prevail. In the event of a conflict between the Guidelines and the Minister's Order, the Minister's Order will prevail.

8.3. Amending Guidelines

The Initiative Administrator may amend the Guidelines at any time without prior notice. Any amendments to the Guidelines will be posted on the same website as where the Guidelines was originally posted. Any amendments to the Guidelines will not have a retroactive effect.

8.4. Errors And Omissions Accepted

Applicants and Recipients accept any errors and/or omissions that may be in the Guidelines.

9. Interpretation Of Guidelines

9.1. Definitions

For the purposes of the Guidelines, the terms set out in this section 9.1 of the Guidelines will have the meanings herein, unless the context indicates otherwise.

"2SLGBTQI+ People" means Two-Spirit, lesbian, gay, bisexual, transgender, queer, intersex, and other people who identify as part of sexual and gender diverse communities who use additional terminologies.

"Applicant" means a Person who has applied to participate in the Initiative.

"Application Form" means the Ministry-approved document the Applicant submits to apply to the Initiative.

"Approval Letter" means a letter from the Ministry to the Applicant informing the Applicant that they are eligible to participate in the Initiative.

“Arm’s Length” has the same meaning as set out under the *Income Tax Act* (Canada) on the date the Initiative begins, as set out under section 2.1 of the Guidelines.

“Business Days” means any working day, Monday to Friday, inclusive, but excluding statutory and other holidays and any other day in which the Ministry has elected to be closed for business.

“Canada” means His Majesty the King in Right of Canada and includes any successor.

“Claim” means a request to receive an Initiative Payment.

“Communications Products” means any public communication by the Recipient, including advertisements and notices placed in the mass media, such as newspapers, television, billboards, communiques and backgrounders, promotional materials, exhibits and trade shows, information placed on the Recipient’s website and items sent by mass distribution electronically or posted to social media platforms.

“Communications Protocol” means the protocol set out in Appendix “B” to the Guidelines.

“CRA BN” means the Canada Revenue Agency Business Number the Canada Revenue Agency issues to businesses for tax purposes.

“Eligible Costs” means the costs set out under section 4.2.1 of the Guidelines.

“English And French Linguistic Minority Communities” means groups of people whose preferred language is not the majority language in their community or province.

“Guidelines” means this document, as it may be amended from time to time.

“Indemnified Parties” means:

- (a) His Majesty the King in Right of Ontario, His Ministers, agents, appointees, and employees; and
- (b) His Majesty the King in Right of Canada, His Ministers, agents, appointees, and employees.

“Indigenous Person” includes:

- (a) An individual who is:
 - (i) Recognized as being an Indian in accordance with the *Indian Act* (Canada), or
 - (ii) Recognized as being a Métis by a Métis Nation within Canada;

- (b) An individual who identified as being an Indian or Inuit and is recognized as being an Indian or Inuit by their community;
- (c) A corporation:
 - (i) Where the majority of voting shares are owned by individuals that meet the requirements set out under paragraphs (a) or (b) of this definition,
 - (ii) Where a majority of voting members on its board of directors are comprised of individuals that meet the requirements set out under paragraphs (a) or (b) of this definition, or
 - (iii) Where a majority of shares are owned by a Band Council, as defined in *the Indian Act* (Canada) or a Métis Nation within Canada;
- (d) A partnership where more than fifty percent (50%) of the profit or loss of the partnership is allocated to individuals that meet the requirements set out in paragraphs (a) or (b) of this definition;
- (e) An unincorporated association where the majority of the decision-makers for that unincorporated association are comprised of individuals that meet the requirements set out under paragraphs (a) or (b) of this definition;
- (f) A Band Council within the meaning of *the Indian Act* (Canada); or
- (g) An organization whose primary objective is to represent entities set out in paragraphs (a) to (f) of this definition.

“Industry Organization” means a Person that is made up of one or more of Primary Producers, Processors or other entities involved in the agri-food sector, specifically a legal entity representing its members, such as a commodity group.

“Ineligible Costs” means the costs set out under section 4.2.2 of the Guidelines.

“Initiative” means Agricultural Workforce Equity and Diversity Initiative.

“Initiative Payment” means the direct or indirect provision of money under the Initiative.

“Minister’s Order” means Minister’s Order 0005/2023.

“Ministry” means the Ministry of Agriculture, Food and Agribusiness.

“Municipality” means a geographic area whose inhabitants are incorporated as described in the [Municipal Act, 2001. S.O. 2001 c. 25.](#)

“NAICS Code” NAICS is an industry classification system developed by the statistical agencies of Canada, Mexico, and the United States. Created against the background of the North American Free Trade Agreement, it is designed to provide common definitions of the industrial structure of the three countries and a common statistical

framework to facilitate the analysis of the three economies. NAICS (North American Industry Classification System).

“Ontario” means His Majesty the King in Right of Ontario and includes any successor.

“Overpayment” means an Initiative Payment to which the Recipient:

- (a) Was not eligible to receive at the time the Recipient received the Initiative Payment; or
- (b) Ceases to be eligible to receive at any time after the Recipient received the Initiative Payment.

“P/T/M Government” means a provincial, territorial or municipal government and includes any combination thereof.

“Person” means a legal entity.

“Person With Disabilities” means an individual that has:

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- (b) a condition of mental impairment or a developmental disability;
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- (d) a mental disorder; or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

“Personal Information” means as defined in section 2 of the *Freedom of Information and Protection of Privacy Act*.

“Primary Producer” means a Person that is involved in the primary production of an agricultural product and includes an owner of the land who rents their land to a Primary Producer.

“Processor” means a Person that processes an agricultural product from one form to another form that is irreversible in nature within the overall agri-food supply chain, whether or not the agricultural product is used for human consumption. For greater certainty, this includes cutting, packaging and washing.

“Project” means the undertaking the Recipient carries out under the Initiative.

“Recipient” means an Applicant that has been approved to participate in the Initiative and is eligible to receive or has received an Initiative Payment.

“Requirements Of Law” means statutes, regulations, by-laws, ordinances, codes, official plans, rules, approvals, permits, licenses, authorizations, orders, decrees, injunctions, directions, directives and agreements, as they may be amended from time to time.

“Research Body” means a corporate entity or partnership that has the capacity to undertake science, research, development, innovation, commercialization and knowledge transfer activities. The corporate entity must possess intellectual, physical and structural capacity and networks.

“SIN” means Social Insurance Number.

“Sustainable CAP” means the Sustainable Canadian Agricultural Partnership Strategic Initiatives Program, as established by the Minister’s Order.

“Ultimate Beneficiary” means the person who receives assistance from the Project that is being funded under the Initiative.

“Underrepresented Groups” means 2SLGBTQI+ People, Indigenous Persons, Members Of English And French Linguistic Minority Communities, Persons With Disabilities, Visible Minorities, Youth, and Women.

“Visible Minorities” other than Indigenous Persons, means a person or group of racialized persons categorized according to ethnic or racial characteristics (non-Caucasian in race or non-white in colour) and subjected to discrimination on that basis.

“Women” means one of many gender identities who identify as a woman.

“Youth” means people 40 years old and younger. This age range applies to a number of terms, including youth, young person, young entrepreneur, etc.

9.2. Interpretation Of Guidelines

For the purposes of interpreting the Guidelines:

- (a) Words in the singular include the plural and vice versa;
- (b) The headings do not form part of the Guidelines – they are for reference purposes only and will not affect the interpretation of the Guidelines;
- (c) Any reference to dollars or currency will be to Canadian dollars and currency, unless indicated otherwise;

- (d) Any reference to a statute means a statute of the Province of Ontario, unless indicated otherwise;
- (e) Any reference to a statute is to that statute and to the regulations made pursuant to that statute as they may be amended and to any statute or regulations that may be passed or made that have the effect of supplanting or superseding that statute or regulation, unless indicated otherwise;
- (f) Any reference to a Minister's Order is a reference to that Minister's Order as it may be amended and to any Minister's Order that has the effect of supplanting or superseding that Minister's Order, unless indicated otherwise;
- (g) All accounting terms used herein will be interpreted in accordance with the Generally Accepted Accounting Principles used in Canada; and
- (h) The words "include", "includes" and "including" denote that the subsequent list is not exhaustive.

APPENDIX “A”

TRANSPORTATION, MEAL AND HOTEL COSTS

A.1 Alternatives to Transportation. Audio or video conferencing is to be used whenever possible, as an alternative to transportation. Whenever possible, the least expensive means of communications is to be used. Where audio or video conferencing is demonstrated not to be possible, the Recipient may use transportation as set out below:

A.2 Local Public Transportation. Local public transportation (including hotel/airport shuttles if hotel/air travel is permitted) are to be used wherever possible.

A.3 Rental Vehicles. A compact model of rental vehicle or its equivalent is required unless another type is demonstrated to be more economical and practical, taking into account the purpose of the activities under the Project, number of occupants and safety (including weather) considerations. Luxury and sports vehicles are prohibited.

The Ministry will reimburse for gasoline or for electricity/charging costs for the rental vehicle used for the Project.

A.4 Personal Vehicle. A personal vehicle may be used provided the Project-related use is tracked with distances calculated in kilometers and a travel log is submitted by the Recipient to the Ministry. The Ministry will reimburse according to the following maximum rates for travelling (per kilometer) in a personal vehicle, based on kilometers accumulated from the date the Ministry allowed the Recipient to incur costs to the date the Recipient's Project is required to be completed:

| MAXIMUM ALLOWANCE | SOUTHERN ONTARIO (\$ PER KM) | NORTHERN ONTARIO (\$ PER KM) |
|---------------------|------------------------------------|------------------------------------|
| 0 – 4,000 km | \$0.40 | \$0.41 |
| 4,001 – 10,700 km | \$0.35 | \$0.36 |
| 10,701 – 24,000 km | \$0.29 | \$0.30 |
| More than 24,000 km | \$0.24 | \$0.25 |

A.5 Parking and Tolls. The Ministry may provide reimbursement for:

- (a) Parking; and
 - (b) Tolls for bridges, ferries and highways
- incurred by the Recipient when driving any vehicle.

A.6 No Reimbursement. The Ministry will assume no financial responsibility and will not provide reimbursement for fees/penalties incurred, including for:

- (a) Traffic or parking violations when driving any vehicle;
- (b) Failing to refuel or recharge the rental car before returning it;
- (c) Cancellation of rental car reservation; or
- (d) Damage to any vehicle.

A.7 Rail and Air Transportation. Rail and air transportation is permitted if it is demonstrated to be the most practical and economical way to travel.

- (a) **Rail travel:** Economy (coach) class is the standard option for ticket purchase. The lowest available train fare appropriate to particular itineraries is required to be booked and bookings are required to be made as far in advance as possible.

Business class is only appropriate on a train in the following limited circumstances:

- i) Business class is the lowest fare;
 - ii) The choice of travel time allows other costs to be reduced; or
 - iii) There are specific health (accommodation) requirements for persons with disabilities; and
- (b) **Air Travel:** Economy class is the standard option for ticket purchase. The lowest available airfares appropriate to particular itineraries are required to be booked and bookings are required to be made as far in advance as possible.

A.8 Taxis and Ride-Hailing Services. The Recipient may only be approved for reimbursement for taxi fare, including a tip of up to ten percent (10%), or fare for a ride hailing service excluding a tip, in cases where it can be demonstrated to the satisfaction of the Ministry that:

- (a) Group travel by taxi/ride hailing service is more economical than the total cost of individuals travelling separately by public transit or shuttle; or
- (b) Taking a taxi/ride hailing service allows an unusually tight schedule for the Project to be met; and
 - i) The taxi/ride hailing service is regulated and appropriately insured in the city in question; and
 - ii) The vehicle is a standard (not premium) vehicle.

A.9 Hotels. Single accommodation in a standard hotel room is permitted. There will be no reimbursement for additional charges including:

- (a) Premium accommodation such as hotel suites, executive floors or concierge levels;
- (b) Costs associated with cancellation of reservations; and
- (c) Damage to the hotel room.

A.10 Meals. Reasonable and appropriate costs for restaurant/prepared food may be permitted while traveling away from the regular work area for the Project. Reimbursement will not be provided for meals consumed at home or included in

any other costs including the cost of transportation, hotels, seminars or conferences. Alcohol and Cannabis products will not be reimbursed.

A.11 Meal Costs in Canada are subject to the per diem rate of up to forty-five dollars (\$45), including taxes and gratuities.

A.12 Meal costs outside of Canada are subject to the per diem rate of \$150 (in CAD), taxes and gratuities are included in this rate.

APPENDIX “B”

COMMUNICATIONS PROTOCOL

B.1 General. The Recipient will apply the following principles and objectives to communications for the Project:

- (a) Ensure coordination and consistency of the look, feel and tone of all Communication Products under the Sustainable CAP;
- (b) Communicate relevant Project information; and
- (c) Ensure appropriate credit is given to Canada and the Province of Ontario.

B.2 Communications Contacts. The Recipient will designate one or more communications contacts to be responsible for obtaining consent from the Ministry on matters relating to Communications Products. The communications contact(s) will work directly with the Ministry to obtain any required consent from Canada and the Ministry. The Recipient will flag any potential media issues to the Ministry.

B.3 News Releases And News Conferences. Without limiting the generality of the foregoing, the Recipient, through their communications contacts(s), will:

- (a) Ensure that, prior to publishing any news releases created, it will obtain:
 - (i) Approval by the Ministry; and
 - (ii) Include quotes from Canada and the Ministry, unless either Canada or the Ministry declines to participate.

To that end, the Recipient will provide a minimum of ten (10) Business Days to Ontario to review draft news releases; and

- (b) Provide a minimum of ten (10) Business Days' notice to the Ministry, of planned news conferences organized by the Recipient in order to facilitate the attendance of Canada and the Ministry. The date for the news conference and other logistical considerations will be negotiated between the Recipient and the Ministry.

B.4 Graphic Standard Including Identification Of Canada And the Province Of Ontario. The Recipient will, for all Communications Products it develops for the Project:

- (a) Obtain from the Ministry and comply with the “*Sustainable Canadian Agricultural Partnership Graphic Standards Guide*” (‘Guide’), as amended from time to time; and
- (b) Use the updated version of the *Guide* from the date the Ministry provides the Recipient with same should the *Guide* be amended during the course of the Recipient's Project.

Without limiting the generality of the foregoing, the Recipient will ensure:

- (a) Canada and the Province of Ontario's wordmarks will be used when the full Sustainable CAP graphic look, the simplified Sustainable CAP look or the Sustainable CAP graphic identifier is used;
- (b) Canada and the Province of Ontario's wordmarks will be prominently placed and equally prominent in size; and
- (c) No other identifier or wordmark will be more prominent than Canada and the Province of Ontario's wordmarks. The size of Canada and the Province of Ontario's wordmarks will be measured by the height of the "a" in the words "Canada" and "Ontario".

B.5 Review. For the purposes of the review of Communications Products, the following will apply:

- (a) The Recipient will ensure that all Communications Products created by the Recipient are sent to the Ministry's communications contact for review;
- (b) The Ministry's communications contact will make best efforts to have the materials reviewed by Canada, and returned to the Recipient, within five (5) Business Days. Additional time may be required in extenuating circumstances, as deemed necessary by the Ministry's communications contact.

B.6 Retention. The Recipient will keep a record of each Communications Product in accordance with the requirements in the Guidelines, and shall, upon request from either Canada or the Ministry, produce copies of any Communications Products.

B.7 Language. The Recipient may produce Communications Products in the English language only provided there is no other requirement in the Approval Letter for Communications Products to be provided in the French language. If the Recipient is required to provide Communications Products in both English and French, the Recipient must ensure the quality of the translated documents.

B.8 Communications Materials Created By Canada And the Ministry. The Ministry's communications officer will make best efforts to share with the Recipient any communications materials created by Canada and the Ministry that mention the Recipient.

APPENDIX “C”

NAICS CODES FOR APPLICATION FORM

C.1 Best-Fit NAICS Codes. The Applicant must choose the best-fit NAICS Codes from the list below to insert in its Application Form:

| Code | Class title | Class definition for Guidelines |
|--------|---|---|
| 111110 | Soybean farming | This Canadian industry comprises establishments primarily engaged in growing soybeans. |
| 111120 | Oilseed (except soybean) farming | This Canadian industry comprises establishments primarily engaged in growing fibrous plants that produce oilseeds. |
| 111130 | Dry pea and bean farming | This Canadian industry comprises establishments primarily engaged in growing dry peas, beans and lentils. |
| 111140 | Wheat farming | This Canadian industry comprises establishments primarily engaged in growing wheat. |
| 111150 | Corn farming | This Canadian industry comprises establishments primarily engaged in growing corn. |
| 111160 | Rice farming | This Canadian industry comprises establishments primarily engaged in growing rice, except wild rice. |
| 111190 | Other grain farming | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in growing grains. |
| 111211 | Potato farming | This Canadian industry comprises establishments primarily engaged in growing potatoes, yams and seed potatoes. |
| 111219 | Other vegetable (except potato) and melon farming | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in growing vegetables and melons. |

| | | |
|--------|---------------------------------------|--|
| 111310 | Orange groves | This Canadian industry comprises establishments primarily engaged in growing oranges. |
| 111320 | Citrus (except orange) groves | This Canadian industry comprises establishments primarily engaged in growing citrus fruit, except oranges. |
| 111330 | Non-citrus fruit and tree nut farming | This Canadian industry comprises establishments primarily engaged in growing tree nuts and non-citrus fruit. |
| 111411 | Mushroom production | This Canadian industry comprises establishments primarily engaged in growing mushrooms under cover. |
| 111412 | Cannabis grown under cover | This Canadian industry comprises establishments primarily engaged in growing cannabis under glass or protective cover. |
| 111419 | Other food crops grown under cover | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in growing food crops under glass or protective cover. |
| 111421 | Nursery and tree production | This Canadian industry comprises establishments primarily engaged in growing, under cover or in open fields, nursery products and trees, and short rotation woody crops, for pulp and tree stock, that have a typical growth cycle of less than ten years. |
| 111422 | Floriculture production | This Canadian industry comprises establishments primarily engaged in growing, under cover or in open fields, floriculture products and propagating materials. |
| 111910 | Tobacco farming | This Canadian industry comprises establishments primarily engaged in growing tobacco. |
| 111940 | Hay farming | This Canadian industry comprises establishments primarily engaged in growing hay, grasses and mixed hay. |

| | | |
|--------|--|--|
| 111993 | Fruit and vegetable combination farming | This Canadian industry comprises establishments primarily engaged in growing a combination of fruit and vegetables. |
| 111994 | Maple syrup and products production | This Canadian industry comprises establishments primarily engaged in gathering maple sap and producing maple products. |
| 111995 | Cannabis grown in open fields | This Canadian industry comprises establishments primarily engaged in growing cannabis in open fields. |
| 111999 | All other miscellaneous crop farming | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in growing crops. |
| 112110 | Beef cattle ranching and farming, including feedlots | This Canadian industry comprises establishments primarily engaged in raising and fattening cattle. |
| 112120 | Dairy cattle and milk production | This Canadian industry comprises establishments primarily engaged in milking dairy cattle. |
| 112210 | Hog and pig farming | This Canadian industry comprises establishments primarily engaged in raising hogs and pigs. |
| 112310 | Chicken egg production | This Canadian industry comprises establishments primarily engaged in raising chickens for the production of eggs, including hatching eggs. |
| 112320 | Broiler and other meat-type chicken production | This Canadian industry comprises establishments primarily engaged in raising chickens for the production of meat. |
| 112330 | Turkey production | This Canadian industry comprises establishments primarily engaged in raising turkeys. |
| 112340 | Poultry hatcheries | This Canadian industry comprises establishments primarily engaged in hatching poultry of any kind. |

| | | |
|--------|---|---|
| 112391 | Combination poultry and egg production | This Canadian industry comprises establishments primarily engaged in raising any combination of poultry for meat and egg production, with no one predominating. |
| 112399 | All other poultry production | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in raising poultry. |
| 112410 | Sheep farming | This Canadian industry comprises establishments primarily engaged in raising sheep and lambs, and feeding or fattening lambs. |
| 112420 | Goat farming | This Canadian industry comprises establishments primarily engaged in raising goats. |
| 112910 | Apiculture | This Canadian industry comprises establishments primarily engaged in raising bees, collecting and gathering honey, and performing other apiculture activities. |
| 112920 | Horse and other equine production | This Canadian industry comprises establishments primarily engaged in raising horses, mules, donkeys and other equines. |
| 112930 | Fur-bearing animal and rabbit production | This Canadian industry comprises establishments primarily engaged in raising fur-bearing animals, including rabbits. |
| 112991 | Animal combination farming | This Canadian industry comprises establishments primarily engaged in raising a combination of animals, with no one predominating. |
| 112999 | All other miscellaneous animal production | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in raising animals. |

| | | |
|--------|---|---|
| 113210 | Forest nurseries and gathering of forest products | This Canadian industry comprises establishments with two different production processes, those primarily engaged in growing trees for the purpose of reforestation, and those primarily engaged in gathering forest products. |
| 114114 | Freshwater fishing | This Canadian industry comprises establishments primarily engaged in catching or gathering freshwater species of finfish and shellfish, and harvesting other freshwater products. |
| 114210 | Hunting and trapping | This Canadian industry comprises establishments primarily engaged in commercial hunting and trapping, and operating and managing commercial game preserves. |
| 311111 | Dog and cat food manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing dog and cat food. |
| 311119 | Other animal food manufacturing | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in manufacturing animal food. |
| 311211 | Flour milling | This Canadian industry comprises establishments primarily engaged in grinding grains, fruits or vegetables, except rice. |
| 311214 | Rice milling and malt manufacturing | This Canadian industry comprises establishments primarily engaged in milling rice; cleaning and polishing rice; manufacturing rice flour or meal; or manufacturing malt from barley, rye or other grains. |
| 311221 | Wet corn milling | This Canadian industry comprises establishments primarily engaged in wet-milling corn and other vegetables. |

| | | |
|--------|--|--|
| 311224 | Oilseed processing | This Canadian industry comprises establishments primarily engaged in crushing oilseeds and tree nuts and extracting oils. |
| 311225 | Fat and oil refining and blending | This Canadian industry comprises establishments primarily engaged in manufacturing fats and oils by processing crude or partially refined oils, for example deodorizing them; or blending purchased fats and oils. |
| 311230 | Breakfast cereal manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing breakfast cereal foods. |
| 311310 | Sugar manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing raw sugar, sugar syrup and refined sugar from sugar cane, raw cane sugar or sugar beets. |
| 311340 | Non-chocolate confectionery manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing non-chocolate confectionery. |
| 311351 | Chocolate and chocolate confectionery manufacturing from cacao beans | This Canadian industry comprises establishments primarily engaged in shelling, roasting and grinding cacao beans into chocolate cacao products and chocolate confectionery. |
| 311352 | Confectionery manufacturing from purchased chocolate | This Canadian industry comprises establishments primarily engaged in manufacturing chocolate confectionery from purchased chocolate. |
| 311410 | Frozen food manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing frozen fruits and vegetables; and frozen dinners and side dishes of several ingredients, except seafood. |

| | | |
|--------|---|--|
| 311420 | Fruit and vegetable canning, pickling and drying | This Canadian industry comprises establishments primarily engaged in preserving fruits and vegetables by canning, pickling, brining and dehydrating. Canning uses heat sterilization; pickling uses vinegar solutions and brining uses salt solutions. |
| 311511 | Fluid milk manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing milk and processed milk products. |
| 311515 | Butter, cheese, and dry and condensed dairy product manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing butter, cheese, and dry and condensed dairy products. |
| 311520 | Ice cream and frozen dessert manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing ice cream and other frozen desserts. |
| 311614 | Rendering and meat processing from carcasses | This Canadian industry comprises establishments primarily engaged in rendering animal fat, bones and meat scraps; or preparing meat and meat by-products from carcasses. |
| 311615 | Poultry slaughtering and processing | This Canadian industry comprises establishments primarily engaged in slaughtering poultry and small game or preparing processed poultry and small game meat and meat by-products. |
| 311616 | Beef cattle slaughtering | This Canadian industry comprises establishments primarily engaged in slaughtering beef cattle. |
| 311617 | Hog slaughtering | This Canadian industry comprises establishments primarily engaged in slaughtering hogs. |
| 311619 | Other animal slaughtering | This Canadian industry comprises establishments primarily engaged in slaughtering animals, except beef cattle, hogs, poultry and small game. |

| | | |
|--------|--|---|
| 311710 | Seafood product preparation and packaging | This Canadian industry comprises establishments primarily engaged in canning seafood, including soup; smoking, salting and drying seafood; preparing fresh fish by removing heads, fins, scales, bones and entrails; shucking and packing fresh shellfish; processing marine fats and oils; and freezing seafood. |
| 311811 | Bakeries, manufacture of products for retail sale | This Canadian industry comprises establishments primarily engaged in manufacturing bakery products, for sale to the general public, for consumption off the premises. Establishments in this industry make bakery products from flour, not from prepared doughs. |
| 311814 | Commercial bakeries and frozen bakery product manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing bakery products, other than for sale to the general public. Establishments primarily engaged in manufacturing frozen baked products are included. Establishments in this industry make bakery products from flour, not from prepared doughs. |
| 311821 | Cookie and cracker manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing cookies, crackers, biscuits and similar products. |
| 311824 | Flour mixes, dough, and pasta manufacturing from purchased flour | This Canadian industry comprises establishments primarily engaged in manufacturing either dry pasta, prepared flour mixes or dough from purchased flour. |
| 311830 | Tortilla manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing tortillas. |

| | | |
|--------|--|--|
| 311911 | Roasted nut and peanut butter manufacturing | This Canadian industry comprises establishments primarily engaged in salting, roasting, drying, cooking or canning nuts; processing grains or seeds into snacks; or manufacturing peanut butter. |
| 311919 | Other snack food manufacturing | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in manufacturing snack foods. |
| 311920 | Coffee and tea manufacturing | This Canadian industry comprises establishments primarily engaged in roasting coffee; manufacturing coffee and tea extracts and concentrates, including instant and freeze dried; blending tea; or manufacturing herbal tea. |
| 311930 | Flavouring syrup and concentrate manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing soft drink concentrates and syrup, and related products for soda fountain use or for making soft drinks. |
| 311940 | Seasoning and dressing manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing dressings and seasonings. |
| 311990 | All other food manufacturing | This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in manufacturing food. |
| 312110 | Soft drink and ice manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing soft drinks, ice or bottled water. Water-bottling establishments in this industry purify the water before bottling it. |

| | | |
|--------|------------------------------------|--|
| 312120 | Breweries | This Canadian industry comprises establishments primarily engaged in brewing beer, ale, malt liquors and non-alcoholic beer. |
| 312130 | Wineries | This Canadian industry comprises establishments primarily engaged in manufacturing wine or brandy, from grapes or other fruit. |
| 312140 | Distilleries | This Canadian industry comprises establishments primarily engaged in distilling liquor, except brandy; blending liquor; or blending and mixing liquor and other ingredients. |
| 312210 | Tobacco stemming and redrying | This Canadian industry comprises establishments primarily engaged in stemming or redrying tobacco. These establishments perform the final sorting, grading, redrying, treating and packing of tobacco leaves, and they typically age the tobacco. |
| 312220 | Tobacco product manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing cigarettes and other tobacco products. |
| 312310 | Cannabis product manufacturing | This Canadian industry comprises establishments primarily engaged in manufacturing products made from cannabis plants with a level of tetrahydrocannabinol (THC) greater than 0.3%. |
| 611210 | Community colleges and C.E.G.E.P.s | This Canadian industry comprises establishments primarily engaged in providing academic, or academic and technical courses and granting associate degrees, certificates or diplomas that are below the university level. The requirement for admission to an associate or equivalent degree program is at least a high school diploma or equivalent general academic training. |

| | | |
|--------|---|--|
| 611310 | Universities | This Canadian industry comprises establishments primarily engaged in providing academic courses and granting degrees at the bachelor or graduate levels. The requirement for admission is at least a high school diploma or equivalent general academic training for baccalaureate programs, and often a baccalaureate degree for professional or graduate programs. |
| 813410 | Civic and social organizations | This Canadian industry comprises establishments primarily engaged in promoting the civic and social interest of their members. |
| 813910 | Business associations | This Canadian industry comprises establishments primarily engaged in promoting the business interests of their members. |
| 813920 | Professional organizations | This Canadian industry comprises establishments primarily engaged in advancing the professional interests of their members and the profession as a whole. |
| 913910 | Other local, municipal and regional public administration | This Canadian industry comprises establishments of local governments, not classified to any other Canadian industry, primarily engaged in executive and legislative activities; planning, fiscal and related policies and the administration of the public debt; assessing, levying and collecting taxes; conducting relations with other governments; and the administration of local, municipal, and regional government programs. |

914111 First Nations public administration

This Canadian industry comprises establishments of First Nations governments primarily engaged in providing a wide variety of government services to their citizens that would otherwise be provided by federal, provincial or municipal levels of governments.

914112 Métis public administration

This Canadian industry comprises establishments of Métis governments primarily engaged in providing a wide variety of government services to their citizens that would otherwise be provided by federal, provincial or municipal levels of governments.

914113 Inuit public administration

This Canadian industry comprises establishments of Inuit governments primarily engaged in providing a wide variety of government services to their citizens that would otherwise be provided by federal, provincial or municipal levels of governments.

