

Memorandum

To: Employment Ontario (EO) Transfer Payment Recipients

From: Cordelia Abankwa, Assistant Deputy Minister
Employment and Training Division

Date: February 8, 2022

Subject: 2022-2023 Employment Ontario Transfer Payment Agreements

As the ministry begins to release Employment Ontario (EO) transfer payment agreements (TPA) for the 2022-2023 fiscal year, I would like to highlight some changes that have been made to Schedules “B”, “F”, and “H” in your agreements. Specific details on these changes are found in the Appendix below. Please note, as always, it is the responsibility of the recipient to review their agreement in its entirety and understand the full scope of their responsibilities and obligations.

In addition, as previously shared, the ministry is proceeding with Phase 1 of the Employment Services Transformation for recipients delivering the Employment Service program, Ontario Employment Assistance Services, Supported Employment or the Youth Job Connection/Youth Job Connection Summer program under the new catchment areas. The implementation of this phase will follow a staged approach as outlined below:

- **Planning Period (approximately 3 months):** This period is intended to allow Service System Managers (SSMs) to establish themselves within the catchment area.
- **Transition Period (approximately 9 months):** During this period, SSMs will directly manage agreements with service providers, however, they will not be able to make changes to the service provider network.
- **Integrated ES Delivery Period:** At this point the transition process is complete, and full responsibility for employment services is transferred to the SSMs.

As SSMs are expected to establish their own agreements with service providers during the transition period, the ministry has developed unique agreements to accommodate this staged approach as follows:

- **Service providers with sites only inside the new catchment areas** will receive an agreement that outlines site commitments for three months.

- **Service providers with sites inside and outside the new catchment areas** will receive an agreement that outlines:
 - Site commitments for three months for sites inside the new catchment area; **and**
 - Site commitments for 12 months for sites outside the new catchment area.
- **Service providers with sites outside the new catchment areas** will receive a standard agreement outlining site commitments for 12 months.

Finally, recipients are reminded of the recent update to the Visual Identity and Communication Guidelines as noted in the [memo shared on September 3, 2021](#). If a recipient wishes to make an announcement or engage media about a government-funded initiative, they **must** notify their Employment and Training Consultant (ETC) **prior** to the engagement as outlined in the guidelines. Before proceeding, the recipient must await further direction from the ETC on whether the ministry plans to lead or participate in the engagement.

Thank you for your partnership and ongoing flexibility, both throughout this pandemic, and as we move forward with this important transformation initiative. I encourage you to review the terms and conditions of your Ontario transfer payment agreements. If you have any questions regarding the changes and updates provided above, please contact your ministry representative.

Cordelia Abankwa
Assistant Deputy Minister

cc: David Cronin, Director, Program Delivery Support Branch
Charles Bongomin, A/Regional Director, Central Region
Heather Cross, Regional Director, Western Region
Luc Desbiens, A/Regional Director, Northern Region
Tariq Ismati, Regional Director, Eastern Region

Appendix

Schedule “B” – Further Definitions

The following definitions have been added to agreements, where applicable:

“**ESA**” means the *Employment Standards Act, 2000, S.O. 2000, c. 41*, available on Ontario’s e-laws website. A Guide to the ESA is available on the Ministry of Labour, Training and Skills Development website.

“**OHSA**” means the *Occupational Health and Safety Act, R.S.O. 1990, c. O.1*, available on Ontario’s e-laws website.

Schedule “B” – Additions to Article A2.0 Representations, Warranties and Covenants

The following section has been added to Section A2.3 Governance:

- procedures to respond to and recover from instances of wrongdoing both within the Recipient’s organization or with third parties including subcontractors, consortia members, employers, training providers, or clients, and if requested, submit a plan to address the wrongdoing to the Province.

Schedule “B” – Amendment to Article A12.0 Event of Default, Corrective Action, and Termination for Default

The following section has been added to Section A12.1.a.:

- respond to allegations of fraud or wrongdoing to the satisfaction of the Province.

Schedule “F” – Activity Reports

The ministry is implementing a three-month and a nine-month reporting period for all agreements with activity reports. The new reporting periods and due dates are:

Report 1 for April 1, 2022 to June 30, 2022
Due Date: July 22, 2022

Report 2 for July 1, 2022 to March 31, 2023
Due Date: April 24, 2023

Schedule “F” - Estimate of Expenditure Reports (EERs)

The first EER will be due a month earlier than in previous years:

Report 1 for April 1, 2022 to June 30, 2022
Due Date: July 15, 2022

Schedule “H” – Interest Earned

References to Estimate of Expenditure Reports (EERs) were removed in section “i.” which describes how the Province will deem interest to have been earned if the Recipient fails to identify interest earned in the EERs and the Statement of Revenue and Expenditure Report(s).

Schedule “H” – Auditor’s Report

The following has been added to the list of organizations exempt from the Auditor’s Report requirement:

- Organizations identified in the *Ontario Regulation 239/18*, made under the *Indigenous Institutes Act, 2017*.