

Memorandum

To: **Employment Ontario Delivery Partners**

From: Jody Young, Assistant Deputy Minister
Employment and Training Division
Ministry of Labour, Immigration, Training and Skills
Development

Date: **September 8, 2022**

Subject: **Reminder about External Communications Activities**

Dear Employment Ontario Delivery Partners,

I am writing today about the importance of clear and timely communications about your programs and services. Your work to date, particularly throughout the pandemic, has made a real difference for the clients and communities that you serve.

In these busy times, I want to provide a gentle reminder that Employment Ontario network service providers must share any public communications and/or media-related activity with the ministry for approval before these communications are issued and any media-related activity is undertaken. This includes any news release or external communication which references a ministry program and its corresponding funding amount. Please note that it is acceptable to advertise for the recruitment of a particular ministry program, if it is not intended to be part of a large public announcement.

I also wanted to take the opportunity to highlight that detailed instructions and samples can be found in the [Visual Identity and Communications Guideline](#). This document provides service providers with the provincial guidelines for visual and communication activities and materials related to Employment Ontario programs, services and projects.

Please contact your appropriate Regional Director or local office staff should you have any questions about which communication activities require ministry review and approval.

Thank you for your ongoing commitment and support.

Sincerely,

Original signed by

Jody Young

Assistant Deputy Minister

- c. Nicole Pereira, Regional Director, Northern Region, Employment and Training Division
- Heather Cross, Regional Director, Western Region, Employment and Training Division
- Charles Bongomin, Regional Director, Central Region, Employment and Training Division
- Tariq Ismati, Regional Director, Eastern Region, Employment and Training Division