

## **Memorandum**

**To:** Employment Ontario Transfer Payment Recipients

**From:** Annette Huton, Director  
Program Delivery Support Branch

**Date:** January 29, 2024

**Subject:** **2024-2025 Employment Ontario Transfer Payment Agreements**

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As the ministry begins to prepare Employment Ontario (EO) transfer payment agreements for the upcoming fiscal year, the purpose of this memo is to advise that changes have been made to your agreements. Specific details on these changes are found in Appendix A below. 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 announced, the ministry is proceeding with Phase 3 of the Employment Services Transformation for transfer payment recipients delivering the Employment Service, Ontario Employment Assistance Services, Supported Employment, and the Youth Job Connection/Youth Job Connection Summer programs under the following new catchment areas:

- Northeast
- Northwest
- Toronto

Thank you for your partnership and ongoing flexibility as we move forward with this important transformation initiative. More information on Employment Services Transformation will be provided in the near future.

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, please contact your ministry representative.

Annette Huton  
Director

cc:

Laura Loveridge, Regional Director, Central East Region  
Charles Bongomin, Regional Director, Central West Region  
Jennifer Galloway, A/Regional Director, Eastern Region  
Nicole Pereira, A/Regional Director, Northern Region  
Heather Cross, Regional Director, Western Region

## **Appendix A**

The following is a list of the main changes made to agreements, as applicable to the program.

### **Schedule “B” – Project Specific Information and Additional Provisions**

- A reference to the National Day for Truth and Reconciliation was added to the definition of “Business Day”.
- The following provision was added to Article A10.0 Insurance on applicable agreements (e.g., Skills Development Fund):
  - A10.3 When vehicles or mobile units are purchased, the recipient shall maintain automobile insurance including all perils coverage as per statutory requirements in Ontario, including Ontario Automobile Policy (OAP1) Owner’s Policy Sections 3 and 4, auto liability for a limit not less than \$2,000,000 (two million) per occurrence including Accident Benefits and where applicable Section 7, Loss, or Damage Coverage.

### **Schedule “C” – Project**

- Wind-down planning action items under the section “Termination of this Agreement” was updated by deleting the following language:

“ii. ceasing client intake effective 90 days before the Agreement’s termination date”

and replacing it with:

“ii. ceasing client intake effective on the date of Termination on Notice”.

### **Schedule “F” – Reports**

- The reporting period for Audited Financial Statements has changed from a hard-coded fiscal year, for example, 2024-25, to the following language:

“For the Recipient’s previous fiscal year”.
- The due date for the Estimate of Expenditure Report 5 has moved forward to April 1, 2025 (1 day after the end of the fiscal year) to allow ministry staff sufficient time to prepare year-end accruals.

### **Schedule “H” – Audit and Accountability Requirements**

- The description of Operating Costs has been more clearly described as “direct expenditures” rather than simply “expenditures”.

- The description of Administrative Costs has been updated with clearer examples of costs that are eligible for funding under this category.
- The following language was added to **Financial Considerations, a. Funds (ii)**.:
  - If relocation or revision of facility arrangements is required, the Recipient must obtain prior written approval from the Province before those financial commitments are made.