

## Memorandum

**To:** Canada-Ontario Job Grant Service Providers

**From:** Annette Huton, Director  
Skills Development and Community Response Branch

**Date:** March 25, 2025

**Subject:** **2025-2026 Canada-Ontario Job Grant Transfer Payment Agreements**

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Dear Service Providers,

The purpose of this memo is to inform you of the changes made to your 2025-2026 Canada Ontario Job Grant (COJG) transfer payment agreement (TPA). In addition to the Employment Ontario-wide updates communicated to you through the [Memo](#) dated January 27<sup>th</sup>, 2025, there are some COJG-specific revisions that are included in the 2025-2026 TPA.

The COJG Guidelines are designed as a resource to assist Transfer Payment Recipients (TPR) in carrying out, administering, and managing the Project. In the event of a conflict or inconsistency, the TPA prevails over the Guidelines. Highlights of the COJG TPA revisions are outlined in Appendix A. As always, it is the responsibility of the TPR to review the TPA in its entirety and understand the full scope of their responsibilities and obligations.

Thank you for your ongoing partnership as we move forward to a new fiscal year. I encourage you to review the terms and conditions of your TPA. If you have any questions regarding the changes provided, please contact your ministry representative.

Sincerely,

Annette Huton  
Director, Skills Development and Community Response Branch

cc: Laura Loveridge, Regional Director, Central East Region  
Vincent Suh, A/Regional Director, Central West Region  
Shawna Bourne, Regional Director, Eastern Region  
Nicole Pereira, A/Regional Director, Northern Region  
Heather Cross, Regional Director, Western Region

## Appendix A

2025-2026 COJG TPA Revisions:

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

1. Updated definitions and content pertaining to conflict of interest across different sections, mainly:
  - B2.0 Further Definitions, C3.0 Employer Eligibility
    - Added definitions for “Non-Arm’s Length” and “Controlling Mind”.
  - C3.0 Employer Eligibility, C7.0 Eligible Training and Eligible Training Providers
    - Added requirement that Employers and training providers must have no (real or perceived) conflict of interest; and that Employer cannot be Non-Arm’s Length with training provider.
  - C4.0 Program Delivery
    - Added requirement to ensure employer and training provider attestations are submitted prior to approving an Employer for the COJG.
  - C8.0 Additional Training Considerations
    - Added requirement to ensure that, in addition to the training provider and the training provider’s Controlling Mind, any entity at Non-Arm’s Length to the training provider or the training provider’s Controlling Mind, not have been found by the Ministry to have abused the COJG program in the past.
  - C24.0 Forms
    - Added the Canada-Ontario Job Grant Employer Attestation form; and Canada-Ontario Job Grant Training Provider Attestation form as mandatory forms.
2. Clarified requirements pertaining to maintenance of records:
  - C20.0 Information Management Requirements
    - Added requirement that information management systems must maintain all relevant records for a period of seven years from the date of their creation.
  - C25.0 Documentation Requirements
    - Added requirement that all records listed in this section with respect to approved and denied applications must be maintained for a period of seven years from the date of their creation.