

Memorandum of Understanding
Between
Minister of Finance and
Chair of the Building Ontario Fund

September 2025

Signatures

I have read, understood and concur with this MOU dated September 2025 and will abide by the requirements for this MOU and the AAD.

A handwritten signature in black ink, appearing to read "Peter Butech", is written over a horizontal line.

Minister
Ministry of Finance

December 3, 2025

Date

I have read, understood and concur with this MOU dated September 2025 and will abide by the requirements for this MOU and the AAD.

A handwritten signature in black ink, appearing to be "D. J. [unclear]", written over a horizontal line.

Chair
Building Ontario Fund

October 16, 2025

Date

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The parties to this memorandum of understanding agree to the following:

1. Preamble

- a. Provincial agencies deliver important and valued services to the people of Ontario. In delivering these public services, provincial agencies are accountable to the government through the responsible minister.
- b. Provincial agencies must use public resources efficiently and effectively to carry out their mandates, as established by their respective constituting instruments and in alignment with the key priorities of the provincial government. Their operations are guided by the key principles of the Agencies and Appointments Directive (AAD).
- c. The parties to this MOU acknowledge that the Building Ontario Fund is part of government and is required to comply with legislation, government directives, policies and guidelines applicable to them. Further, the BOF may be required to ensure that their directives and policies adhere to certain government directives, policies and guidelines, including those for human resources, while being mindful of collective agreement and bargaining obligations.

2. Purpose

- a. The purpose of this memorandum of understanding (MOU) is to:
 - Establish the accountability relationships between the Minister of Finance and the Chair of the Building Ontario Fund (BOF).
 - Clarify the roles and responsibilities of the minister, the chair, the deputy minister, the chief executive officer, and the board of directors.
 - Clarify the operational, administrative, financial, staffing, auditing and reporting arrangements between the BOF and the Ministry of Finance that support the accountability requirements within a framework which recognizes that the board makes independent regulatory decisions.
- b. This MOU should be read together with the *Building Ontario Fund Act, 2024* (the Act). This MOU does not affect, modify or limit the powers of the BOF as set out under the Act, or interfere with the responsibilities of any of its parties as established by law. In case of a conflict between this MOU and any act or regulation, the act or regulation prevails.
- c. This MOU replaces the memorandum of understanding between the parties dated September 16, 2024.

3. Definitions

In this MOU:

- a. “AAD” means the Agencies and Appointments Directive, issued by Management Board of Cabinet;
- b. “Act” means the *Building Ontario Fund Act, 2024*;
- c. “Agency” or “provincial agency” means the Building Ontario Fund (BOF);
- d. “Annual Report” means the annual report referred to in article 10.2 of this MOU;
- e. “Applicable Government Directives” means the government directives, policies, standards and guidelines that apply to the BOF;
- f. “Artificial intelligence system” means a machine-based system that, for explicit or implicit objectives, makes inferences from the input it receives in order to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments.
- g. “Board” means the board of directors of the BOF;
- h. “Business plan” means the annual business plan described under article 10.1 of this MOU;
- i. “CEO” means the chief executive officer of the BOF;
- j. “Chair” means the chair of the BOF;
- k. “Constituting instrument” means the *Building Ontario Fund Act, 2024* that established the BOF;
- l. “Consultant” means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making;
- m. “Deputy Minister” means the Deputy Minister of the Ministry of Finance;
- n. “Designated Executive” means designated executive defined in the *Broader Public Sector Executive Compensation Act, 2014*, S.O. 2014;
- o. “Executive Council Act” means the *Executive Council Act*, R.S.O. 1990, c. E. 25, as amended;
- p. “FIPPA” means the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.F.31, as amended;
- q. “Fiscal Year” means the period from April 1 to March 31;

- r. "Government" means the Government of Ontario;
- s. "MBC" means the Management Board of Cabinet;
- t. "Member" means an individual appointed to the BOF's board of directors by the Lieutenant Governor in Council, but does not mean an individual employed or appointed by the BOF as staff;
- u. "Minister" means the Minister of Finance or such other person who may be designated from time to time as the responsible minister in relation to this MOU in accordance with the *Executive Council Act*, R.S.O. 1990, c.E.25, as amended;
- v. "Minister of Finance" means the Minister of Finance or such other person who may be designated from time to time under the *Executive Council Act*;
- w. "Ministry" means the Ministry of Finance or any successor to the ministry;
- x. "MOU" means this memorandum of understanding signed by the minister and the chair;
- y. "OPS" means the Ontario Public Service;
- z. "Other acts" mean the *Business Corporations Act*, R.S.O. 1990, c. B. 16, the *Corporations Information Act*, R.S.O. 1990, c. C. 39, the *Not-for-Profit Corporations Act*, 2010, S.O. 2010 c. 15;
- aa. "President of the Treasury Board" means this President of the Treasury Board or such other person who may be designated from time to time under the *Executive Council Act*;
- bb. "PSC" means the Public Service Commission;
- cc. "PSOA" means the *Public Service of Ontario Act, 2006*, S.O. 2006, c. 35, Sched. A, as amended;
- dd. "Strategic planning process" means the Government's expenditure planning process prior to the start of its fiscal year;
- ee. "TBS" means the Treasury Board Secretariat;
- ff. "TB/MBC" means the Treasury Board/Management Board of Cabinet;

Agency's Legal Authority and Mandate

- a. The legal authority of the Building Ontario Fund (BOF) is set out in the *Building Ontario Fund Act, 2024*.
- b. The BOF's mandate is set out in section 3 of the Act, which states that the BOF's objects are to:
 - invest, and seek to attract investment from qualified institutional investors, public sector entities, governments and Indigenous communities, with priority given to Canadian investors, in Ontario infrastructure projects that will generate revenue and that will be in the public interest.
 - conduct such further activities, consistent with its objects, as are described in any policies or directives issued by the minister or as set out in any agreement with the minister; and
 - receive, hold, sell, invest and otherwise deal with its assets in carrying out its objects.

4. Agency Type, Function and Public Body Status

- a. The BOF is designated as a board-governed provincial agency with an Operational Enterprise function under the AAD.
- b. The BOF is prescribed as a public body in accordance with Ontario Regulation 146/10 under the PSOA.

5. Corporate Status and Crown Agency Status

- a. The BOF is a Crown agency within the meaning of the Act and the *Crown Agency Act*.
- b. The BOF is a corporation without share capital.
- c. Pursuant to section 20(1) of the Act, sections 132 (disclosure: conflict of interest), subsection 134(1) (standards of care, etc. of directors, etc.) and section 136 (indemnification) of the *Business Corporations Act* apply to the BOF.
- d. The BOF is governed by its board of directors who are appointed by the Lieutenant Governor in Council (LGIC).
- e. The BOF has the capacity, rights, power and privileges of a natural person for carrying out its objects, subject to the limitations placed upon it under the Act and/or limitations imposed by Treasury Board/Management Board of Cabinet.

- f. Pursuant to subsection 20(2) of the Act, the *Not-for-Profit Corporations Act* and the *Corporations Information Act* do not apply to the BOF.

6. Guiding Principles

The parties agree to the following principles:

- a. **Accountability:** Provincial agencies deliver public services and are accountable to the government through the responsible minister. In delivering on their mandate, provincial agencies balance operational flexibility with the minister's accountability for the provincial agency to Cabinet, the Legislative Assembly and the people of Ontario. Accountability of the minister for each provincial agency cannot be delegated.

Every provincial agency complies with all applicable legislation and Ontario Public Service (OPS) directives and policies. Further, agencies ensure that their directives and policies adhere to certain government directives, policies and guidelines, including those for human resources, while being mindful of collective agreement and bargaining obligations. This includes applicable legislation and directives related to procurement.

- b. **Responsiveness:** Provincial agencies align their mandate and operations with government priorities and direction. Open and consistent communication between provincial agencies and their responsible ministry helps ensure that government priorities and direction are clearly understood and helps to manage risks or issues as they arise. Provincial agencies deliver a high standard of public service that meets the needs of the population that they serve.
- c. **Efficiency:** Provincial agencies use public resources efficiently and effectively to carry out their mandates, as established by their respective constituting instruments. They operate in a cost-effective manner, and pursue efficiencies throughout the agency's service delivery and administration.
- d. **Sustainability:** Provincial agencies operate in a way so that their current form is sustainable over the long-term while delivering a high standard of service to the public.
- e. **Transparency:** Good governance and accountability practices for provincial agencies are complemented by transparency in the form of public posting of governance and accountability documents including the business plan, annual report, MOU and expenses information.

7. Accountability Relationships

7.1 Minister

The minister is accountable:

- a. To Cabinet and the Legislative Assembly for the BOF's fulfilment of its mandate and its compliance with government policies, and for reporting to the Legislative

Assembly on the BOF's affairs.

- b. For reporting and responding to Treasury Board/Management Board of Cabinet on the BOF's performance and compliance with government's applicable direction, including directives and operational policies.
- c. To the Cabinet for the performance of the BOF and its compliance with the government's operational policies and broad policy directions.

7.2 Chair

The chair, acting on behalf of the board of directors, is accountable:

- a. To the minister for the BOF's performance in fulfilling its mandate, and for carrying out the roles and responsibilities assigned to the chair by the Act and other relevant legislation, the BOF's by-laws, this MOU, and applicable government directives and policies.
- b. For reporting to the minister, as requested, on the BOF's activities.
- c. For ensuring timely communications with the minister regarding any issue that affects, or can reasonably be expected to affect, the minister's responsibilities for the BOF.
- d. To the minister to confirm the BOF's compliance with legislation, government directives, and applicable accounting, financial, and I&IT policies.

7.3 Board of Directors

The board of directors is accountable, through the chair, to the minister for the oversight and governance of the BOF; setting goals, objectives and strategic direction for the BOF as outlined in the annual letter of direction; and for carrying out the roles and responsibilities assigned to it by the Act, the BOF's by-laws, this MOU, and applicable other government directives and policies.

7.4 Deputy Minister

The deputy minister reports to the Secretary of the Cabinet and is responsible for supporting the minister in the effective oversight of BOF. The deputy minister is accountable for the performance of the ministry in providing administrative and organizational support to the BOF and for carrying out the roles and responsibilities assigned by the minister, the Act, this MOU, and applicable government directives and policies.

The deputy minister is also accountable for attesting to TB/MBC on the BOF's compliance with applicable directives to the best of their knowledge and ability.

7.5 Chief Executive Officer (CEO)

Where the CEO is employed under the BOF's authority and not under Part III of the *Public Service of Ontario Act, 2006*, the CEO is accountable to the board for the management and administration of the BOF, the supervision of BOF's staff, and carrying out the roles and responsibilities assigned by the board, the BOF's constituting instrument, this MOU and government directives. The CEO works under the direction of the board to implement policy and operational decisions. The CEO reports the BOF's performance results to the board, through the chair. The board and chair are accountable to the minister.

8. Roles and Responsibilities

8.1 Minister

The minister is responsible for:

- a. Reporting and responding to the Legislative Assembly on the affairs of the BOF.
- b. Reporting and responding to TB/MBC on the BOF's performance and compliance with applicable directives, the government's operational policies and policy directions.
- c. Meeting with the chair at least quarterly on: government and ministry priorities for the BOF; agency, board, chair and CEO performance; emerging issues and opportunities; agency high risks and action plans including direction on corrective action, as required; and agency business plan and capital priorities.
 - i. As a best practice, meetings are to be quarterly. The minister may delegate some of the meetings to an associate minister or parliamentary assistant. The minister should meet with the chair at least twice per year, with one meeting focused on agency, board, chair and CEO performance.
 - ii. If the minister deems the BOF to be low-risk, the minister may reduce the number of meetings to twice a year, instead of quarterly, with one meeting focused on agency, board, chair and CEO performance.
- d. Informing the chair of the government's priorities and broad policy directions for the BOF, and setting expectations for the BOF in the annual letter of direction.
- e. Working with the chair to develop appropriate measures and mechanisms related to the performance of the BOF.
- f. Reviewing the advice or recommendation of the chair on candidates for appointment or re- appointment to the board.

- g. Making recommendations to Cabinet and the LGIC for appointments and reappointments to the BOF, pursuant to the process for agency appointments established by legislation and/or by MBC through the AAD.
- h. Determining at any time the need for a review or audit of the BOF, directing the chair to undertake reviews or audits of the BOF on a periodic basis, and recommending to TB/MBC any change(s) to the governance or administration of the BOF resulting from any such review or audit.
- i. Signing the MOU into effect after it has been signed by the chair.
- j. Reviewing a by-law proposed by the BOF and approving the by-law, rejecting it or returning it to the BOF for further consideration.
- k. Receiving the BOF's annual business plan and approving or providing suggested changes to the plan no later than 30 calendar days from receiving it.
- l. Ensuring that the BOF's business plan is made available to the public no later than 30 calendar days from approving it.
- m. Receiving the BOF's annual report and approving the report no later than 60 calendar days of the ministry's receipt of the report from the BOF.
- n. Ensuring the annual report is tabled no later than 30 calendar days from approval and then made available to the public.
- o. Recommending to TB/MBC any provincial funding to be allocated to the BOF.
- p. When appropriate or necessary, taking action or directing that the BOF take corrective action with respect to the BOF's administration or operations.
- q. Consulting, as appropriate, with the chair (and others) on significant new directions or when the government is considering regulatory or legislative changes for the BOF.
- r. Recommending to TB/MBC the application of the OPS Procurement Directive.
- s. Recommending to TB/MBC, where required, the merger, any change to the mandate, or dissolution of the BOF.
- t. Recommending to TB/MBC the powers to be given to, or revoked from, the BOF when a change to the BOF's mandate is being proposed.

8.2 Chair

The chair is responsible to support the board of directors by:

- a. Providing leadership to the BOF's board of directors and ensuring that the board carries out its fiduciary responsibilities for decisions regarding the BOF.

- b. Providing strategic leadership to the BOF by working with the board of directors to set the goals, objectives and strategic directions, including as outlined in the annual letter of direction.
- c. Ensuring compliance with legislative and TB/MBC policy obligations.
- d. Reporting to the minister as requested on the BOF's activities within agreed upon timelines, including an annual letter confirming the BOF's compliance with all applicable legislation, directives, and accounting, financial and I&IT policies.
- e. Providing orientation to the board with regard to the mandate of the BOF, as well as the Government's priorities and policy directions for the BOF.
- f. Ensuring that the board is advised and informed, as appropriate, about any consultations or communications with the minister or the ministry.
- g. Meeting with the minister at least quarterly on: government and ministry priorities for the BOF; agency, board and CEO performance; emerging issues and opportunities; agency high risks and action plans including direction on corrective action, as required; and agency business plan and capital priorities.
 - i. As a best practice, meetings are to be quarterly. The minister may delegate some of the meetings to an associate minister or parliamentary assistant. The minister should meet with the chair at least twice per year, with one meeting focused on agency, board and CEO performance.
 - ii. If the minister deems the BOF to be low-risk, the minister may reduce the number of meetings to twice a year, instead of quarterly, with one meeting focused on agency, board, chair and CEO performance.
- h. Ensuring timely communications with the minister regarding any issues or events that may concern or can reasonably be expected to concern the minister in the exercise of their responsibilities relating to the BOF.
- i. Ensuring the BOF is fulfilling the government's priorities and expectations from the annual letter of direction, and achieving its key performance measures.
- j. Informing the minister on progress on achieving the government's priorities and broad policy directions for the BOF as outlined in the annual letter of direction.
- k. Working with the minister to develop appropriate measures and mechanisms related to the performance of the BOF.
- l. Utilizing the BOF's skills matrix to advise the minister of any competency skills gaps on the board and provide recommendations for recruitment strategies, appointments, or re-appointments as needed, including advising the minister on appointee attendance and performance.

- m. Cooperating with any review or audit of the BOF.
- n. Requesting an external audit of the financial transactions or management controls of the BOF, at the BOF's expense, if required.
- o. Advising the minister and deputy minister, annually at minimum, on any outstanding audit recommendations/issues.
- p. Sharing all audit engagement reports (including those prepared by their own internal audit function and/or those reported to the BOF's chair) with their respective minister and deputy minister (and when requested, with the President of the Treasury Board).
- q. Seeking strategic policy direction for the BOF from the minister.
- r. Signing the BOF's MOU on behalf of the board, along with the CEO or equivalent.
- s. Submitting the BOF's business plan/attestation memo, budget, annual report/attestation memo and financial reports, on behalf of the board, to the minister in accordance with the timelines specified in the applicable government directives and this MOU.
- t. Ensuring that the BOF operates within its approved budget allocation in fulfilling its mandate, and that public funds are used for the purpose intended with integrity and honesty.
- u. Consulting with the minister in advance regarding any activity which may have an impact on the government and ministry's policies, directives or procedures, or on the BOF's mandate, powers or responsibilities as set out in the BOF's constituting instrument.
- v. Chairing board meetings, including the management of the board's agenda.
- w. Reviewing the performance of the CEO annually in consultation with the board of directors and deputy minister.
- x. Reviewing and approving claims for per diems and travel expenses for board members.
- y. Ensuring appropriate management systems are in place (financial, information technology (including cyber security), human resources, procurement) for the effective administration of the BOF.
- z. Establishing and implementing artificial intelligence (AI) risk management in alignment with the principles of the Responsible Use of AI Directive and requirements in section 6.3, ensuring that they fulfill the role outlined for "Provincial Agency Heads or Equivalent" in the Responsible Use of AI Directive.
- aa. Overseeing effective public communications and relations for the BOF as

required by the Communications Protocol.

- bb. Acknowledging the importance of promoting an equitable, inclusive, accessible, anti-racist and diverse workplace within the BOF, and supporting a diverse and inclusive workplace within the BOF.
- cc. Ensuring that board members are informed of their responsibilities under the PSOA with regard to the rules of ethical conduct, including the political activity rules.
- dd. Fulfilling the role of ethics executive for public servants who are government appointees to the BOF promoting ethical conduct and ensuring that all members of the BOF are familiar with the ethical requirements of the PSOA, and the regulations and the directives made under that Act, including in respect of conflict of interest, political activity and the protected disclosure of wrongdoing.
- ee. Submitting to the minister a copy of every by-law for approval.

8.3 Board of Directors

The board of directors is responsible for:

- a. Managing or supervising the affairs of the BOF.
- b. Ensuring the BOF is governed in an effective and efficient manner and the BOF uses public funds with integrity and honesty, and only for the business of the BOF based on the principle of value for money, and in compliance with applicable legislation and directives and policies.
- c. Ensuring the BOF is fulfilling the government's priorities and expectations from the annual letter of direction in the establishment of goals, objectives, and strategic directions for the BOF.
- d. Establishing robust performance measures, targets and management systems, and monitoring and assessing the BOF's performance measures, targets and management systems.
- e. Governing the affairs of the BOF in fulfilling the government's priorities and expectations from the annual letter of direction as set out in its approved business plan as described in section 10.1 of this MOU, and the policy parameters established and communicated in writing by the minister.
- f. Directing the development of, and approving the BOF's business plans for submission to the minister within the timelines established by the AAD.
- g. Directing the preparation of, and approving the BOF's annual reports for submission to the minister within the timelines established by the AAD or the BOF's constituting instrument as applicable.

- h. Approving the BOF's reports and reviews that may be requested by the minister from time to time for submissions to the minister within agreed upon timelines.
- i. Making decisions consistent with the business plan approved for the BOF and ensuring that the BOF operates within its budget allocation.
- j. Appointing a CEO and setting performance objectives and remuneration terms linked to these objectives for the CEO which give due weight to the proper management and use of public resources.
- k. Ensuring the CEO, or equivalent, is fulfilling their responsibilities as outlined in this MOU and the AAD.
- l. Reviewing the performance of the CEO annually in consultation with the chair and deputy minister.
- m. Ensuring that the BOF is governed in an effective and efficient manner according to accepted business and financial practices, and in accordance with applicable directives and policies.
- n. Establishing such board committees or oversight mechanisms as may be required to advise the board on effective management, governance or accountability procedures for the BOF.
- o. Approving the BOF's MOU, and any amendments to the MOU, subject to TB/MBC approval, in a timely manner and authorizing the chair to sign the MOU, or any amendments to the MOU, on behalf of the BOF.
- p. Directing the development of an appropriate risk management framework and a risk management plan and arranging for risk-based reviews and audits of the BOF as needed.
- q. Where applicable, ensuring that conflict of interest rules that the BOF is required to follow, as set out in Ontario Regulation 381/07 under PSOA (or as have been approved and published by the Integrity Commissioner on the Commissioner's website), are in place for the members of the board and employees of the BOF.
- r. Directing corrective action on the functioning or operations of the BOF, if needed.
- s. Cooperating with and sharing any relevant information on any risk-based or periodic review directed by the minister or TB/MBC.
- t. Consulting, as appropriate, with stakeholders on the BOF's goals, objectives and strategic directions.
- u. Providing advice to the government, through the minister, on issues within or affecting the BOF's mandate and operations.
- v. Directing the development of, and approving a detailed investment framework to

ensure there is appropriate qualification and selection of projects and partners based on financial and public benefit criteria, in priority areas as identified by the minister.

8.4 Deputy Minister

Deputy minister responsibilities may be fulfilled by a delegate approved by the Secretary of Cabinet.

The deputy minister is responsible for:

- a. Advising and assisting the minister regarding the minister's oversight responsibilities for the BOF, including informing the minister of policy direction, policies and priorities of relevance to the BOF's mandate.
- b. Advising the minister on the requirements of the AAD, ensuring governance and accountability documents accurately adhere to the requirements of the AAD, and other directives that apply to the BOF.
- c. Attesting to TB/MBC on the BOF's compliance with the mandatory accountability requirements set out in the AAD and other applicable directives, the government's operational policies and policy directions based on the annual letter of compliance from the BOF chair to the minister to the best of their knowledge and ability.
- d. Ensuring that the BOF receives such information and assistance as required to meet its responsibilities under the Acts, other relevant legislation, regulations and rules, Applicable Government Directives, and this MOU.
- e. Ensuring that, when the ministry is notified of changes to TB/MBC directives that may apply to the BOF, or of changes to Applicable Government Directives and policy directions, the BOF is made aware of these changes.
- f. Reporting/responding, within prescribed timelines, to TBS on compliance tracking.
- g. Informing the CEO or equivalent, in writing, of new government directives and any exceptions to, or exemptions in whole or in part from directives, government policies, or ministry administrative policies.
- h. Ensuring regular briefings and consultations between the chair and the minister at least quarterly, and between the ministry staff and the BOF staff as needed.
- i. Meeting with the BOF's CEO or equivalent at least quarterly on matters of mutual importance, including emerging issues and opportunities, government priorities and progress on annual letter of direction, agency business plans and results and agency high risks and action plans.
- j. Meeting with the BOF's CEO or equivalent regularly and as required to discuss CoA exceptions and fraud instances and their related action plans.

- k. Supporting the minister in reviewing the performance targets, measures and results of the BOF.
- l. Signing the BOF's MOU, acknowledging their responsibilities.
- m. Undertaking reviews of the BOF as may be directed by the minister.
- n. Cooperating with any review of the BOF as directed by the minister or TB/MBC.
- o. Ensuring the review of and assessing the BOF's business plan and other reports.
- p. Requesting information and data as needed to fulfill obligations under the AAD.
- q. Monitoring the BOF on behalf of the minister while respecting the BOF's authority, identifying needs for corrective action where warranted, and recommending to the minister ways of resolving any issues that might arise from time to time.
- r. Providing regular feedback to the minister on the performance of the BOF.
- s. Providing annual feedback on the performance of the BOF and CEO to the chair.
- t. Supporting ministers and minister's offices in monitoring and tracking upcoming and existing vacancies on boards, particularly where there is a legislated minimum number of members and to maintain quorum.
- u. Recommending to the minister, as may be necessary, the evaluation or review, including a risk-based review, of the BOF or any of its programs, or changes to the management framework or operations of the BOF.
- v. Ensuring that the ministry and the BOF have the capacity and systems in place for on-going risk-based management, including appropriate oversight of the BOF.
- w. Ensuring that the BOF has an appropriate risk management framework and a risk management plan in place for managing risks that the BOF may encounter in meeting its program or service delivery objectives.
- x. Undertaking timely risk-based reviews of the BOF, its management or operations, as may be directed by the minister or TB/MBC.
- y. Submitting to the minister, as part of the annual planning process, a risk assessment and management plan for each risk category, and for each business line (as applicable).
- z. Consulting with the BOF's CEO or equivalent, as needed, on matters of mutual importance including services provided by the ministry and compliance with directives and ministry policies.
- aa. Working with the CEO to address any issue that may arise.

- bb. Arranging for administrative, financial and other support to the BOF, as specified in this MOU.

8.5 Chief Executive Officer (CEO)

The text in the section below includes the CEO's responsibilities under the AAD.

The CEO is responsible for:

- a. Being accountable to the board, including where the CEO is appointed by the LGIC.
- b. Managing the day-to-day operational, financial, analytical, and administrative affairs of the BOF in accordance with the mandate of the BOF, the Act, government directives and policies, accepted business and financial practices, and this MOU.
- c. Supporting the chair and board in meeting their responsibilities, including compliance with all applicable legislation, directives, policies, procedures and guidelines.
- d. Advising the chair on the requirements of and the BOF's compliance with the AAD, as well as other government directives and policies, and BOF's by-laws and policies, including annually attesting to the chair on the BOF's compliance with mandatory requirements.
- e. Attesting to the compliance of the BOF to applicable directives and policies and supporting the board of directors to provide the statement of compliance of the BOF.
- f. Ensuring that the BOF meets the requirements of the AAD.
- g. Meeting with the deputy minister at least quarterly on matters of mutual importance, including: emerging issues and opportunities; government priorities and progress on annual letter of direction; agency business plans and results; and, agency high risks, the action plan and advice on corrective action as required.
- h. Meeting with the deputy minister or an approved delegate regularly and as required to discuss CoA exceptions and fraud instances and their related action plans.
- i. Keeping the chair and board informed of operational matters and the implementation of policy and the operations of the BOF.
- j. Keeping the ministry and the chair advised on issues or events that may concern the minister, the deputy minister and the chair in the exercise of their responsibilities.
- k. Translating the goals, objectives and strategic directions of the board, as set out in the annual letter of direction, into operational plans and activities in accordance with the BOF's approved business plan.

- l. Carrying out in-year monitoring of the BOF's performance and reporting on results to the chair and board.
- m. Undertaking timely risk-based reviews of the BOF's management and operations.
- n. Cooperating with a periodic review directed by the minister or TB/MBC.
- o. Signing the BOF's MOU, along with the chair, on behalf of the board.
- p. Preparing the BOF's annual report and business plan as directed by the board.
- q. Establishing and applying systems to ensure that the BOF operates within its approved business plan.
- r. Providing leadership and management to the BOF staff, including human and financial resources management, in accordance with the approved business plan, accepted business and financial practices and standards, the BOF's constituting instrument, and government directives.
- s. Establishing and applying a financial management framework for the BOF in accordance with applicable Minister of Finance/Treasury Board controllership directives, policies and guidelines.
- t. Applying policies and procedures so that public funds are used with integrity and honesty.
- u. Ensuring that the BOF has the oversight capacity and an effective oversight framework in place for monitoring its management and operations.
- v. Providing information and reporting as requested by the minister, deputy minister, ministry and/or TBS, and within timelines set out by the minister, deputy minister, ministry and/or TBS.
- w. Establishing and applying the BOF's risk management framework and risk management plan in place as directed by the chair and board.
- x. Seeking support and advice from the ministry, as appropriate, on agency management issues.
- y. Establishing and applying a system for the retention of the BOF's documents and for making such documents publicly available when appropriate, for complying with the *Freedom of Information and Protection of Privacy Act* and the *Archives and Recordkeeping Act* where applicable.
- z. Carrying out effective public communications and relations for the BOF as required by the Communications Protocol.
- aa. Fulfilling the role of ethics executive for employees.

- bb. Promoting ethical conduct and ensuring that all members of the BOF are familiar with the ethical requirements of the PSOA and the regulations and directives made under that Act, including in respect of conflict of interest, political activity, and the protected disclosure of wrongdoing.
- cc. Preparing financial reports for approval by the board.
- dd. Preparing, for approval by the board, a performance review system for staff and implementing the system.
- ee. Establishing and applying the BOF's investment framework as directed by the board.

9. Ethical Framework

The members of the board who are appointed by the LGIC are subject to the conflict of interest provisions of the AAD and the conflict of interest provisions of the PSOA and its regulations.

Board members shall not use any information gained as a result of their appointment to or membership on the board for personal gain or benefit. A member who has reasonable grounds to believe that they have a conflict of interest in a matter before the board, or a committee of the board, shall disclose the nature of the conflict to the chair at the first opportunity and shall refrain from further participation in the consideration of the matter. The chair shall cause to be recorded in the minutes of the meeting of the board any declared conflicts of interest.

The chair (as ethics executive for the BOF's appointed board members) and CEO (as ethics executive for BOF staff) are responsible for ensuring that their respective groups are informed of the ethical rules to which they are subject, including the rules on conflict of interest, political activity and protected disclosure of wrongdoing that apply to the BOF.

10. Reporting Requirements

10.1 Business Plan

- a. The chair will ensure that the minister is provided annually with the BOF's business plan covering a minimum of five (5) years from the upcoming fiscal year, unless otherwise specified by TB/MBC, for approval by the minister. The annual business plan shall be in accordance with the requirements set out in the AAD.
- b. The draft annual business plan is to be submitted to the ministry's chief administrative officer or designated equivalent no later than 90 calendar days prior to the beginning of the BOF's fiscal year start, and the board-approved business plan is to be submitted to the minister for approval no later than 30 calendar days prior to the beginning of the BOF's fiscal year.

- c. The chair will ensure that the business plan demonstrates the BOF's plans in fulfilling the government priorities set out in the annual letter of direction. When the business plan is submitted to the minister for approval, an attestation memo from the BOF chair must also be submitted that details how the BOF plans to achieve each government priority.
- d. The chair is responsible for ensuring that the BOF's business plan includes a system of performance measures and reporting on the achievement of the objectives set out in the business plan. The system must include performance goals, how they will be achieved, and targeted results and timeframes.
- e. The chair will ensure that the business plan includes a summary of HR impacts, including: current number of employees expressed as full-time equivalents and current number of executives.
- f. The chair will ensure that the business plan includes a risk assessment and risk management plan. This will assist the ministry in developing its risk assessment and risk management plan information in accordance with the requirements of the AAD to assess risks, develop and maintain necessary records, and report to TB/MBC.
- g. The chair will ensure that the business plan includes an inventory of the BOF's artificial intelligence (AI) use cases in accordance with requirements of the Responsible Use of AI Directive.
- h. The chair will ensure that publicly posted business plans do not disclose: personal information, sensitive employment and labour relations information, solicitor-client privileged information, Cabinet confidential information, trade secrets, information that would prejudice the financial or commercial interests of the BOF in the marketplace, and information that would otherwise pose a risk to the security of the facilities and/or operations of the BOF. If necessary, this confidential information, included in the minister-approved business plan, may be redacted in the publicly posted version.
- i. The minister will review the BOF's annual business plan and will promptly advise the chair whether or not they concur with the directions proposed by the BOF. The minister may advise the chair where and in what manner the BOF's plan varies from government or ministry policy or priorities as may be required, and the chair, on behalf of the board of directors, will revise the BOF's plan accordingly. Business plans are only to be considered valid once the responsible minister has approved the plan and the approval has been expressed in writing.
- j. The minister will approve or provide suggested changes to the business plan no later than 30 calendar days from the minister's receipt of the report. In certain circumstances, minister approval may be given to only certain portions of a business plan as submitted by an agency.
- k. The parties acknowledge that TB/MBC may require the minister to submit the

BOF's business plan to TB/MBC for review at any time.

- I. The chair, through the CEO, will ensure that the minister approved business plan is made available to the public in an accessible format (to comply with the *Accessibility for Ontarians with Disabilities Act, 2005*), in both official languages (to comply with the *French Language Services Act*), on the BOF website no later than 30 calendar days from minister's approval of the plan.

10.2 Annual Reports

- a. The chair will ensure that the ministry is provided annually with the BOF's annual report. The annual report shall be in accordance with the requirements set out in the AAD.
- b. The annual report is to be submitted to the ministry no later than 120 calendar days after the provincial agency's fiscal year-end.
- c. The chair will ensure that the annual report includes a summary of HR impacts, including: number of employees expressed as full-time equivalents, and number of executives.
- d. The chair will ensure that publicly posted annual reports do not disclose: personal information, sensitive employment and labour relations information, solicitor-client privileged information, Cabinet confidential information, trade secrets, information that would prejudice the financial or commercial interests of the BOF in the marketplace, and information that would otherwise pose a risk to the security of the facilities and/or operations of the BOF.
- e. The chair will ensure that the annual report demonstrates how the BOF has fulfilled the expectations and government priorities set out in the annual letter of direction. When the annual report is submitted to the minister for approval, an attestation memo from the BOF chair must also be submitted that details how the BOF has achieved each government priority.
- f. The minister will approve the annual report no later than 60 calendar days from the ministry's receipt of the report, and will table the report in the Legislative Assembly no later than 30 calendar days from approval.
- g. The chair, through the CEO, will ensure that the minister approved annual report is publicly posted in an accessible format (to comply with the *Accessibility for Ontarians with Disabilities Act, 2005*), in both official languages (to comply with the *French Language Services Act*), on the BOF's website after the report has been tabled in the Legislature and no later than 30 calendar days from minister's approval of the report.
- h. When distributing annual reports, digital formats and channels for distribution must be used unless otherwise required (e.g., by directive, legislation).

10.3 Human resources and compensation

- a. The CEO will ensure that the BOF provides workforce, compensation and operational data as set out in the AAD Operational Policy.
- b. The CEO will also ensure that the BOF reports on HR and compensation policies in its business plans and annual reports, in accordance with the requirements of the AAD, AAD Operational Policy, and articles 10.1 and 10.2 of this MOU.
- c. The CEO will also ensure that the BOF provides any other additional workforce, compensation and operational data as requested by TBS.

10.4 Other Reports

The chair is responsible on behalf of the board of directors for:

- a. Ensuring that all required reports and documents, including those set out in the AAD and the BOF's constituting instrument, are submitted for review and approval by the minister in accordance with the prescribed timelines.
- b. Supplying specific data and other information, at the request of the minister or the deputy minister, that may be required from time-to-time.

11. Public Posting Requirements

- a. The BOF, through the chair on behalf of the board of directors, will ensure that the following approved governance documents are posted in an accessible format (to comply with the *Accessibility for Ontarians with Disabilities Act, 2005*), in both official languages (to comply with the *French Language Services Act*), on the BOF's website no later than the specified timelines:
 - Memorandum of understanding – 30 calendar days of signing by all parties
 - Annual letter of direction – no later than the corresponding annual business plan
 - Annual business plan – 30 calendar days of minister's approval
 - Annual report – 30 calendar days of minister's approval (the report must first be tabled in the Legislature).
- b. Posted governance documents should not disclose: personal information, sensitive employment and labour relations information, solicitor-client privileged information, Cabinet confidential information, trade secrets or scientific information, information that would prejudice the financial or commercial interests of the BOF in the marketplace, and information that would otherwise pose a risk to the security of the facilities and/or operations of the BOF.
- c. The BOF, through the chair on behalf of the board of directors, will ensure that the

expense information for appointees and senior management staff are posted on the BOF or ministry website, in accordance with the requirements of the Travel, Meal and Hospitality Expenses Directive.

- d. The BOF, through the chair on behalf of the board of directors, will ensure that any other applicable public posting requirements are met.

12. Communications and Issues Management

The parties to this MOU recognize that the timely exchange of information on the plans, strategies, operations and administration of the BOF is essential for the minister to meet their responsibilities for reporting and responding to the Legislative Assembly on the affairs of the BOF. The parties also recognize that it is essential for the chair on behalf of the board of directors to be kept informed of government initiatives and broad policy directions that may affect the BOF's mandate and functions.

The minister and the chair on behalf of the board of directors, therefore, agree that:

- a. The chair, and the CEO as necessary, will consult with the minister, in a timely manner, of all planned announcements, events or issues, including contentious matters, that concern or can be reasonably expected to concern the minister in the exercise of their responsibilities.
- b. The minister will advise the chair, and the CEO as necessary, in a timely manner, as appropriate, on broad government policy initiatives or legislation being considered by the government that may impact on the BOF's mandate or functions, or which otherwise will have a significant impact on the BOF.
- c. The minister will advise the chair, and the CEO as necessary, and the chair will consult with the minister on public communication strategies and publications. They will keep each other informed of the results of stakeholder and other public consultations and discussions as they relate to the BOF's mandate and functions.
- d. The minister and the chair will meet at least quarterly on: government and ministry priorities for the BOF; agency, board, chair and CEO performance; emerging issues and opportunities; agency high risks and action plans including direction on corrective action, as required; and agency business plan and capital priorities.
 - i. As a best practice, meetings are to be quarterly. The minister may delegate some of the meetings to an associate minister or parliamentary assistant. The minister should meet with the chair at least twice per year, with one meeting focused on agency, board, chair and CEO performance.
 - ii. If the minister deems the BOF to be low-risk, the minister may reduce the number of meetings to twice a year, instead of quarterly, with one meeting focused on agency, board, chair and CEO performance.

- e. The deputy minister and the CEO or equivalent will meet at least quarterly to discuss matters of mutual importance including: emerging issues and opportunities; government priorities and progress on annual letter of direction; agency business plan and results; and agency high risks, the action plan and advice on corrective action as required.
 - i. The deputy minister and the CEO or equivalent shall provide timely information and advice to each other concerning significant matters affecting the BOF's management or operations.
- f. The BOF and ministry will comply with the Public Communications Protocol set out in Appendix 1 to this MOU for ongoing issues management, public communications and paid advertising.

13. Administrative Arrangements

13.1 Applicable Government Directives

- a. The chair, on behalf of the board of directors, is responsible for ensuring that the BOF operates in accordance with all applicable government directives and policies. This includes, but is not limited to, the list of directives and policies found on the InsideOPS Directives and Policies page.
- b. The ministry will inform the BOF of amendments or additions to legislation, government directives, policies and guidelines that apply to the BOF; however, the BOF is responsible for complying with all legislation, government directives, policies and guidelines to which it is subject. Information on corporate direction is available on the InsideOPS Directives and Policies page.
- c. All agencies are part of government and are required to comply with legislation, government directives, policies and guidelines applicable to them. Further, agencies may be required to ensure that their directives and policies adhere to certain government directives, policies and guidelines, including those for human resources, while being mindful of collective agreement and bargaining obligations.
- d. The BOF is considered an Other Included Entity under the OPS Procurement Directive and the Directive applies in part. The BOF must establish their own procurement policy as set out in the OPS Procurement Directive.
- e. The provision of hospitality that includes alcohol is integral to the business of the BOF due to the importance of consultation and collaboration with potential external partners and investors. It is expected that the BOF would, where appropriate, provide alcohol for certain events. The inclusion of alcohol on a limited basis would enable the BOF to:
 - cultivate an environment that fosters relationship building and consultation at these events with potential partners and investors; and

- for the purpose of retention and continued participation, recognize the contributions of individuals who provide advice on committees or speak at conferences hosted by the BOF at their own expense.

Any such expenses shall be in compliance with and receive prior approval from the appropriate authority according to the Travel, Meal and Hospitality Expenses Directive.

13.2 Administrative and Organizational Support Services

- All agencies are part of government and are required to comply with legislation, government directives, policies and guidelines applicable to them. Further, agencies may be required to ensure that their directives and policies adhere to certain government directives, policies and guidelines, including those for human resources, while being mindful of collective agreement and bargaining obligations.
- Subject to statutory requirements and applicable government directives, the BOF may establish its own administrative, financial, procurement, human resources and operational policies and guidelines, exercising sound business acumen and operational flexibility.

13.3 Agreements with Third Parties

- The BOF has the capacity, rights, power and privileges of a natural person, subject to the limitations placed upon it by legislation, including the Act or imposed by TB/MBC, to contract with third parties.
- The BOF will regularly provide information to the ministry, including any other relevant government officials, on partnerships and/or investments with third parties, prior to any announcements, subject to and in accordance with any non-disclosure agreements signed by applicable parties.

13.4 Legal Services

- The BOF is responsible for the provision of its own legal services and may, retain outside legal services. The agency may, where mutually agreed upon in accordance with a memorandum of understanding established between the BOF and the Ministry of the Attorney General (MAG), use legal services provided by MAG.

13.5 Creation, Collection, Maintenance and Disposition of Records

- The chair, on behalf of the board of directors, is responsible for ensuring that a system is in place for the creation, collection, maintenance and disposal of

records.

- b. The board, through the chair, is responsible for ensuring that the BOF complies with all government legislation, directives and policies related to information and records management.
- c. The CEO, the chair and the board shall protect the legal, fiscal and other interests of the BOF by implementing reasonable measures to ensure the ongoing viability, integrity, preservation and security of all official records created, commissioned or acquired by the BOF. This includes, but is not limited to, all electronic records, such as emails, information posted on the BOF's website(s), database data sets, and all records stored on personal computers and shared drives.
- d. The chair, on behalf of the board of directors, is responsible for ensuring measures are implemented requiring the BOF's employees to create full, accurate and reliable records that document and support significant business transactions, decisions, events, policies and programs.
- e. The board of directors, through the chair, is responsible for ensuring that the BOF complies with the *Archives and Recordkeeping Act, 2006*, S.O. 2006, Chapter 34, Schedule A.

13.6 Cyber Security

- a. The BOF is responsible and accountable for the ownership and management of cyber security risks and related impacts within their organization.
- b. The BOF must ensure adequate systems, protocols and procedures are established and maintained to ensure cyber resilience, recovery and maturity.
- c. The BOF's cyber security practices and protocols should be regularly reviewed and updated to address new and emerging cyber security threats.
- d. The BOF should align with any applicable policies and standards issued by the OPS, such as the Government of Ontario Information Technology Standards (GO-ITS) 25.0 and any other relevant GO-ITS standards, Corporate Policy on Information Sensitivity Classification, Corporate Policy on Cyber Security and Cyber Risk Management, Governance and Management of Information and Data Assets Directive, Governance and Management of Information Technology Directive.

13.7 Intellectual Property

- a. The chair, on behalf of the board of directors, is responsible for ensuring that the legal, financial and other interests of the government related to intellectual property are protected in any contract that the BOF may enter with a third party that involves the creation of intellectual property.

13.8 Freedom of Information and Protection of Privacy

- a. The chair and the minister acknowledge that the BOF is bound to follow the requirements set out in the *Freedom of Information and Protection of Privacy Act* (FIPPA) in relation to the collection, retention, security, use, distribution, disclosure, access and correction and disposal of records.
- b. The minister is the institution head for the purposes of the FIPPA.

13.9 Service Standards

- a. The BOF shall establish customer service and quality standards that are consistent with the appropriate standards of the government, the ministry and the Ontario Public Service.
- b. The chair will ensure that the BOF delivers its services at a quality standard that reflects the principles and requirements of the OPS Service Directive.
- c. The chair will ensure that the BOF designs, delivers and implements its digital services, whether internally built or procured, to reflect the principles and requirements outlined in the Digital and Data Directive, including Ontario's Digital Service Standard.
- d. The BOF will develop by March 31, 2026, a formal process for responding to complaints about the quality of services received by clients of the BOF consistent with the government's service quality standards.
- e. The BOF's annual business plan will include performance measures and targets for client service and the BOF's response to complaints.

13.10 Diversity and Inclusion

- a. The BOF, through the chair on behalf of the board of directors, acknowledges the importance of promoting an equitable, inclusive, accessible, anti-racist and diverse workplace within the BOF.
- b. The chair, on behalf of the board of directors, will support a diverse and inclusive workplace within the BOF by:
 - i. Developing and encouraging diversity and inclusion initiatives to promote an inclusive environment free of workplace discrimination and harassment; and
 - ii. Adopting an inclusive process to ensure all voices are heard.
- c. The chair, on behalf of the board of directors, is responsible for ensuring that the BOF operates in accordance with the *Human Rights Code*, *Accessibility for Ontarians with Disabilities Act, 2005*, *French Language Services Act*, and *Pay*

14. Financial Arrangements

14.1 General

All financial procedures for the BOF shall be in accordance with applicable government directives, ministry and corporate financial and administrative policies and procedures.

- a. When ordered to do so by the Minister of Finance and/or the President of the Treasury Board, pursuant to Section 16.4 of the *Financial Administration Act*, the BOF shall pay into the Consolidated Revenue Fund any money that the Minister of Finance and/or the President of the Treasury Board determines is surplus to its requirements.
- b. Pursuant to Section 28 of the *Financial Administration Act*, the BOF shall not enter into any financial arrangement or commitment, guarantee, indemnity or similar transaction that may increase, directly or indirectly, the indebtedness or contingent liabilities of the Government of Ontario without the approval of the Minister of Finance and/or their delegate or as otherwise permitted under the *Financial Administration Act*.
- c. The BOF's approved operating and capital allocations may be adjusted in a given year if in-year fiscal constraints are ordered by Cabinet or the minister. The BOF will be provided with notice of changes to its allocation as soon as is reasonably possible. Where the BOF must reallocate resources as a result of its operating and/or capital allocations being adjusted, the BOF shall inform and discuss the changes with the ministry before making such changes.
- d. The BOF will report to TBS when it has sought external advice on matters where: (i) the effectiveness of the advice depends on a particular accounting treatment or presentation in the financial statements; (ii) the outcome or consequences of the advice has or will have a material effect on the financial statements; and (iii) where there could be reasonable doubt as to the appropriateness of the related accounting treatment or presentation under the relevant financial reporting framework.
- e. The CEO shall be responsible for providing the ministry with the necessary documentation to support the BOF's expenditures.

14.2 Funding

- a. The BOF shall maintain a bank account or bank accounts in its own name and manage its financial activities, including leasing, investment and management of cash in accordance with the Ontario Financing Authority's policy directions.
- b. The BOF is funded primarily by the ministry. Note that this form of funding does not mean that the accountability rules for transfer payments are applied. For clarity, TPAD

does not apply to funding for provincial agencies through the TP account.

- c. The BOF's initial investment amount is funded by the Government, out of the Consolidated Revenue Fund pursuant to an appropriation authorized by the Legislative Assembly, and is subject to adjustments made by the minister, TB/MBC or the legislative Assembly.
- d. The CEO will prepare estimates of the BOF's expenditures for inclusion in the ministry's business plan for presentation to the Legislative Assembly. The chair will deliver these estimates to the minister in sufficient time to be analyzed and approved by the minister.
- e. The estimates provided by the chair may, after appropriate consultation with the chair, be altered as required. The parties acknowledged that TB/MBC has final decision making authority.
- f. Financial procedures of the BOF must be in accordance with TB/MBC and Ministry of Finance directives and guidelines and other applicable government direction.
- g. Based on the BOF's powers of a natural person under the Act, the BOF may charge fees, commissions or other amounts for advisory and other services provided by it and may deposit any revenue received in its own bank account.

14.3 Financial Reports

- a. The chair, on behalf of the board of directors, will provide to the minister audited annual financial statements, and will include them as part of the BOF's annual report. The statements will be provided in accordance with instructions issued by the Office of the Provincial Controller Division.
- b. The BOF will submit its salary information to the ministry, in accordance with the *Public Sector Salary Disclosure Act, 1996*.
- c. The BOF is consolidated on the provincial finances and, as a result, the chair shall provide, on instruction from the President of the Treasury Board and/or Minister, the BOF's financial information for consolidation into the Public Accounts.

14.4 Taxation Status: Harmonized Sales Tax (HST)

Collection/Remittance of HST

- a. The BOF is responsible for complying with its obligations as a supplier under the federal *Excise Tax Act* to collect and remit HST in respect of any taxable supplies made by it.

Payment of HST

- a. The BOF is responsible for paying HST where applicable, in accordance with the

Excise Tax Act (Canada).

HST Recovery

- a. The BOF has made application to be added to Schedule “A” of the Canada-Ontario Reciprocal Taxation Agreement.

If the BOF’s application is accepted, then:

- i) the BOF would be entitled to claim HST government rebates in respect of any HST paid or payable by it, subject to any restrictions specified by Finance Canada.
- ii) the BOF will not claim an HST government rebate in respect of HST paid or payable by it for which it has claimed a refund, input tax credit or other rebate under the *Excise Tax Act* (Canada).
- iii) the BOF is responsible for providing the Ministry of Finance and/or the Canada Revenue Agency, upon request, with any information necessary to determine the amount of an HST government rebate.
- iv) The BOF is responsible for informing the Ministry of Finance within 30 days if its name is changed, it merges with another agency, its mandate or major activities are significantly changed, it undergoes a significant reorganization or change to its legal structure, and if it ceases operations or is dissolved.

If the BOF’s application is not accepted, then:

- i) the BOF would not be entitled to claim HST government rebates.
- ii) the BOF would be expected to claim any refunds, input tax credits or other rebates under the *Excise Tax Act* (Canada) for which it is eligible.

14.5 Realty

- a. The chair, on behalf of the board of directors, is responsible for ensuring that the BOF operates in accordance with the MBC Realty Directive.
- b. Appendix B of the Realty Directive sets out the Mandatory Office Space Standards and Office Space Planning Practices that must be complied with when acquiring space for accommodation and program purposes.
- c. The chair recognizes that all lease agreements for the BOF without realty authority are under the administration and control of the Minister of Infrastructure.
- d. The BOF will align hybrid work policies with the OPS and identify and assess office optimization opportunities to reduce office realty footprint and find cost reductions.

15. Audit and Review Arrangements

15.1 Audits

- a. The BOF is subject to periodic review and value-for-money audit by the Auditor General of Ontario under the *Auditor General Act* or by the Ontario Internal Audit Division of Treasury Board Secretariat.
- b. The BOF can request and/or must accept the provision of internal audit services by the Ontario Internal Audit Division in accordance with the Internal Audit Directive.
- c. Regardless of any previous or annual external audit, the minister or the chair (on behalf of the board of directors) may direct that the BOF be audited at any time. The results of such audit should be shared by the chair to the minister in accordance with article 8.2.
- d. The BOF will share all engagement reports (including those prepared by their own internal audit function and/or those reported to the BOF's chair) with their respective minister and deputy minister (and when requested, with the President of the Treasury Board). The BOF will advise the respective minister and deputy minister annually, at a minimum, on any outstanding recommendations/issues.
- e. The BOF will share its approved audit plan with their respective minister and deputy minister, (and when requested, with the President of the Treasury Board) to support understanding of agency risks.
- f. The chair, on behalf of the board of directors, may request an external audit of the financial transactions or management controls of the BOF, at the BOF's expense.
- g. The accounts of the BOF shall be audited annually by an auditor (or auditors) appointed by the board. Audited financial statements will be included in the BOF's annual report.

15.2 Other Reviews

The BOF is subject to periodic review initiated at the discretion and direction of TB/MBC or the minister. The review may cover such matters relating to the BOF that are determined by TB/MBC or the minister, and may include the mandate, powers, governance structure and/or operations of the BOF, including finance, human resources/labour relations and agency processes.

- a. In requiring a periodic review, the minister or TB/MBC shall determine the timing and responsibility for conducting the review, the roles of the chair, the board of directors, and the minister, and how any other parties are involved.
- b. A mandate review of the BOF will be conducted at least once every six years. The date of the next review will be in FY 2030-31.
- c. The minister will consult the chair, on behalf of the board of directors, as appropriate during any such review.

- d. The chair, CEO and board will cooperate in any review.
- e. In the event of a review initiated at the direction of the minister, the minister shall submit any recommendations for change that are developed from the results of the review regarding the BOF to TB/MBC for consideration.

16. Staffing and Appointments

16.1 Delegation of Human Resources Management Authority

- a. Where the PSC has delegated its powers, duties and functions in relation to human resources management to the deputy minister, chair or prescribed individual under Ontario Regulation 148/10, that person is accountable for exercising that authority in compliance with any relevant legislation, directives or policies in accordance with the mandate of the BOF, and within the parameters of the delegated authority.

16.2 Staffing Requirements

- a. The BOF is staffed by persons employed under Part III of the *Public Service of Ontario Act, 2006*
- b. The BOF, in its dealings with staff employed under Part III of the *Public Service of Ontario Act, 2006*, is subject to MBC human resource directives and Public Service Commission directives under the PSOA.
- c. The BOF will provide to TBS workforce, compensation and operational data as set out in the AAD Operational Policy.

16.3 Designated Executives

The BOF shall provide total compensation to its designated executives, including the CEO, in accordance with the legislation, directives, policies and guidelines applicable to them.

16.4 Appointments

The chair is appointed by the LGIC on the recommendation of the minister pursuant to section 6(1) and section 6(2) of the Act. There is no fixed term of appointment.

- a. The members of the board of the BOF are appointed by the LGIC on the recommendation of the minister pursuant to section 6(1) of the Act. There is no fixed term of appointment.
- b. The maximum number of members is 11, as set out in section 5(1) of the Act.
- c. The chair must utilize the BOF's skills matrix and recruitment strategy in

advising the minister of any competency skills gaps on the board and providing any recommendations for appointments or re-appointments, including advising the minister on appointee attendance and performance.

16.5 Remuneration

- a. Remuneration for board members is set by the LGIC.
- b. As set out in the order in council 1603/2023 the chair is remunerated at a per diem rate of \$350, the vice chair is remunerated at a per diem rate of \$250, and the members are each remunerated at a per diem rate of \$200.
- c. Provincial agencies, including board members, must comply with the Travel, Meal and Hospitality Expenses Directive issued by MBC. Legitimate authorized expenses incurred during the course of government business shall be reimbursed. Expenses for board members under the Directive are subject to requirements for public disclosure of expense information.

17. Risk Management, Liability Protection and Insurance

17.1 Risk Management

Ministers and ministries are accountable for working with their provincial agencies to ensure effective management of risks. The ministry and the BOF will meet to discuss agency high risks and action plans including direction on corrective action.

The chair, on behalf of the board of directors, is responsible for ensuring that a risk management strategy is developed and in place for the BOF, in accordance with the AAD and the OPS Enterprise Risk Management Directive and Risk Management process.

The BOF shall ensure that the risks it faces are addressed in an appropriate manner.

17.1.1 Artificial Intelligence Risk Management

The chair, on behalf of the board of directors, is responsible for ensuring that artificial intelligence (AI) risk management is undertaken in alignment with the principles and requirements of the Responsible Use of AI Directive.

- a. The BOF shall implement AI risk management in alignment with the requirements outlined in Section 6.3 of the Responsible Use of Artificial Intelligence Directive.
 - The BOF shall ensure the management of technology risks in a documented and appropriate manner.
 - The BOF will identify threats and risks, assess their potential impact, severity and likelihood, and document the risks and actions taken to address them.

- b. The BOF shall ensure that a business process exists for accountable executives to document their ongoing efforts to treat (resolve, mitigate, or accept) risks throughout the technology lifecycle.
- c. The BOF shall publish a list of AI use cases as part of the Business Plan.
- d. The BOF shall track and report quarterly on IT threats and technology risks and vulnerabilities, and associated risk treatment efforts. This includes reporting on AI use cases and associated risk management.
- e. The BOF shall ensure that IT systems can meet the confidentiality, integrity, and availability requirements of all information and that systems can adequately safeguard or dispose of information according to its sensitivity level.

18.2 Liability Protection and Insurance

- a. The BOF may provide an indemnity to its directors in accordance with the AAD, the requirements of the Minister of Finance and subject to the approval of the LGIC.
- b. The BOF shall purchase and maintain appropriate insurance, including but not limited to commercial general liability insurance.
- c. The BOF will provide the ministry with proof of such insurance upon request.
- d. Section 20(1) of the Act provides that sections 132, 134(1) and 136 of the *Business Corporations Act* apply to the BOF and the members.
- e. Subject to certain exceptions in section 22(3) and 23(2) of the Act, section 22(1) of the Act provides that no cause of action arises against any current or former member, officer, employee or agent of the BOF for any act done good faith in the exercise or performance, or intended exercise or performance, of the person's powers, duties or functions under the Act or for any alleged neglect, default or other omission in the exercise or performance in good faith of these powers, duties or functions.

18. Compliance and Corrective Actions

- a. Open and consistent communication between provincial agencies and their responsible ministry helps ensure that government priorities and direction are clearly understood and helps to manage risks or issues as they arise.
- b. Situations may arise through the course of monitoring where corrective action is required. Corrective action refers to the steps taken to remedy non-compliance with this directive. Corrective action supports agencies in delivering on desired outputs and/or outcomes, and meeting the terms and conditions established by this directive.
- c. If a ministry initiates corrective action, it must be progressive in nature and in

proportion to the risk associated with the degree of non-compliance. The degree of corrective action should only be increased if the BOF's non-compliance continues. It is important that ministries document all actions, and provide timely and clear communication to the BOF chair or senior executives relating to potential corrective actions. This may include letters of direction by the accountable minister and/or the President of the Treasury Board as required.

- d. Before engaging in more severe corrective actions, ministries must consult with TBS and legal counsel.

19. Effective Date, Duration and Review of the MOU

- a. This MOU becomes effective on the date it is signed by the minister as the last party to execute it ("Original Effective Date") and continues in effect until it is revoked or replaced by a subsequent MOU signed by the parties.
- b. A copy of the signed MOU and any successor MOU must be provided to the Secretary, Treasury Board/Management Board of Cabinet, no later than seven calendar days from being signed.
- c. Upon a change in minister, deputy minister, chair or CEO (or equivalent) of a board-governed provincial agency, the newly appointed individual must review and sign this MOU no later than four months from the new appointment.

Signatures

I acknowledge my role and the requirements as set out in this MOU and the AAD.



Deputy Minister
Ministry of Finance

November 14, 2025

Date

I acknowledge my role and the requirements as set out in this MOU and the AAD.



Chief Executive Officer
Building Ontario Fund

October 15, 2025

Date

Appendix 1: Public Communications Protocol

1. Purpose

The communications protocol sets out a framework for the ministry and the BOF to collaborate on public communications opportunities led by the BOF.

The communications protocol applies to both BOF's implementation of its legislated mandate and the promotion of the work it does. It will also support the Minister's accountability to the Legislative Assembly and to Cabinet for the same.

2. Definitions

- a. "Public communications" means any material that is communicated to the public, either directly or through the media in:
 - Oral form, such as a speech or public presentation or interview to be broadcast
 - Printed form, such as a hard copy report
 - Electronic form, such as a posting to a website
 - Paid advertising, such as digital or print campaign.
- b. A "contentious issue" is a matter that is, or may reasonably be expected to be, of concern to the Legislative Assembly or the public, or is likely to result in inquiries being directed to the minister or government. Contentious issues may be raised by:
 - Members of the Legislative Assembly
 - The public
 - Media
 - Stakeholders
 - Service delivery partners.

3. The BOF will comply with the TB/MBC Visual Identity Directive.

4. The ministry and the BOF will appoint persons to serve as public communications "leads". The leads may, at any time and with proper communication and documentation, appoint delegates to support communications planning with specific files and/or processes (i.e., information sharing related to non-contentious media calls).

- The ministry lead is the Director of Communications
- The BOF lead is the CEO or head of communications/public affair.

5. For the purpose of this protocol, public communications are divided into three

categories:

- a. **Media responses or communications products related to the routine business** of the BOF and its programs that **do not** have direct implications for either the ministry or the government, or could not be considered a government priority.
 - Media responses, news releases or other communications products are to be shared with the ministry lead on an appropriate and timely cadence (i.e., weekly) who will circulate as appropriate to other individuals within the ministry.
 - **Note:** Funding related announcements are not considered routine business and must be escalated to category B. Contentious issues must be escalated to category C.
- b. **Communications products and/or plans where provincial or ministerial messaging on government priorities would enhance the BOF's or the government's profile**, or would provide opportunities for local government announcements
 - **For all non-contentious items that might generate media interest**, the BOF lead will notify the ministry lead of upcoming communications plans and products a minimum of three (3) business weeks in advance.
 - **For non-contentious items which provide government messaging opportunities** or involve funding announcements, the BOF must request approval of communications products seven (7) business days prior to the date required.
 - **Final approval** is required from the minister's office and will be sought via the ministry lead. If the BOF were not to receive comments or approval from the minister's office or ministry lead within forty-eight (48) hours of the date on which the item is to be issued, the BOF should escalate a follow-up, noting that they will proceed accordingly.
 - **Non-contentious media responses** are to be shared with the ministry lead on an appropriate and timely cadence (i.e., weekly) who will circulate as appropriate to other individuals within the ministry. Contentious media responses follow the process below.

- c. **Contentious issues, media responses, and news releases** that may have direct implications for either the ministry or the government, or are likely to result in inquiries being directed to the minister or government.
- The BOF lead will notify the ministry lead immediately upon becoming aware of the issue and will notify the minister's office simultaneously. The ministry lead may also advise the BOF of contentious issues that require attention. The BOF will provide all required background information on the issue to the ministry lead, who will arrange to have a contentious issues note prepared.
 - The BOF must obtain ministry approval prior to issuing media responses or news releases in this category. The BOF lead will provide the media response or news releases to the ministry lead who will initiate the approval process within the ministry.
 - Final approval on media responses and news releases in this category is required from the minister's office.

6. Advertising

- To deliver on the long-range demands of planning advertising, the BOF will provide the ministry with its annual marketing plan three (3) months in advance of its start date (on the BOF's fiscal year).
- The BOF is to share campaign briefs with the ministry a minimum of two (2) weeks in advance of briefing creative/media (agency) partners. Ministry to ensure alignment on campaign objectives and messaging.
- Advertising materials and campaigns can be reviewed by the ministry's MO.
- Final messaging and creative to be shared with the ministry at least two (2) weeks before going live.