

**Memorandum of Understanding**  
**Between**  
**THE MINISTER OF ENERGY AND MINES**  
**AND**  
**THE CHAIR OF THE ONTARIO ENERGY BOARD**

**July 2025**

## Signatures

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



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Minister  
Ministry of Energy and Mines

July 28, 2025

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Date

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



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Agency Chair

July 2, 2025

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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 Agency is part of government and is required to comply with legislation, government directives, policies and guidelines applicable to them. Further, the Agency 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 Energy and Mines and the Chair of the Ontario Energy Board.
  - Clarify the roles and responsibilities of the Minister, the Chair, the Deputy Minister, the Agency Chief executive officer (CEO), and the Agency's Board of Directors.
  - Clarify the operational, administrative, financial, staffing, auditing and reporting arrangements between the Ontario Energy Board and the Ministry of Energy and Mines that support the accountability requirements within a framework which recognizes that the board makes independent regulatory decisions.
  - Recognize that the Agency, as a board-governed Agency, has the authority to make independent operating decisions and that its Board of Directors is a governing Board.
- b. This MOU should be read together with the *Ontario Energy Board Act, 1998*, as amended, (the Act) and other applicable Legislation. This MOU does not affect, modify or limit the powers of the Agency as set out under the Act, and other applicable legislation 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 June 2023.



### 3. Definitions

In this MOU:

- a. “AAD” means the Agencies and Appointments Directive, issued by Management Board of Cabinet;
- b. “Agency” or “provincial agency” means the Ontario Energy Board (OEB);
- c. “Annual Report” means the annual report referred to in article 10.2 of this MOU;
- d. “Applicable government directives” means the government directives, policies, standards and guidelines that apply to the Agency;
- e. “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.
- f. “Board” means the Board of Directors of the Ontario Energy Board;
- g. “Business Plan” means the annual business plan described under article 10.1 of this MOU;
- h. “CEO” means the Chief Executive Officer of the Agency;
- i. “Chair” means the Chair of the Ontario Energy Board;
- j. “Chief Commissioner” means the commissioner who is chief commissioner under section 4.3 of the Act;
- k. “Commissioner” means a commissioner under section 4.3 of the Act.
- l. “Constituting instrument” or “the Act” means the *Ontario Energy Board Act, 1998*, as amended.
- m. “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;
- n. “Deputy Minister” means the Deputy Minister of the Ministry of Energy and Mines.
- o. “Designated Executive” means designated executive defined in the *Broader Public Sector Executive Compensation Act, 2014*, S.O. 2014;
- p. “Executive Council Act” means the *Executive Council Act*, R.S.O. 1990, c. E. 25, as amended;
- q. “FIPPA” means the *Freedom of Information and Protection of Privacy Act*,

R.S.O. 1990, c.F.31, as amended;

- r. "Fiscal Year" means the period from April 1 to March 31;
- s. "Government" means the Government of Ontario;
- t. "MBC" means the Management Board of Cabinet;
- u. "Member" means member of the Board of Directors, which is an individual appointed to the Agency by the Lieutenant Governor in Council but does not mean an individual employed or appointed by the Agency as staff;
- v. "Minister" means the Minister of Energy and Mines 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;
- w. "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*;
- x. "Ministry" means the Ministry of Energy and Mines or any successor to the ministry;
- y. "MOU" means this memorandum of understanding signed by the Minister and the Chair;
- z. "OPS" means the Ontario Public Service;
- 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. "TBS" means the Treasury Board Secretariat;
- ee. "TB/MBC" means the Treasury Board/Management Board of Cabinet;

## Agency's Legal Authority and Mandate

- a. The legal authority of the OEB is set out in the Constituting Instrument.
- b. The OEB also exercises powers and authorities under a number of other Ontario statutes including, but not limited to the *Electricity Act, 1998*, the *Municipal Franchises Act*, the *Energy Consumer Protection Act, 2010* and the *Statutory Powers Procedure Act*
  - Note: The OEB may also exercise powers/authorities and is subject to requirements or limitations under a number of other Ontario statutes. A list to provide a point in time reference for these Statutes has been included in Appendix 2 of this MOU.
- c. The OEB's mandate includes the matters set out in sections 1, 2 and 2.1 of the Constituting Instrument.

## 4. Agency Type, Function and Public Body Status

- a. The Agency is designated as a board-governed provincial Agency with a Regulatory function under the AAD.
- b. The Agency is prescribed as a public body under Ontario Regulation 146/10 under the PSOA.

## 5. Corporate Status and Crown Agency Status

- a. The Agency is a Crown Agency within the meaning of the *Crown Agency Act*.
- b. The OEB is a statutory corporation without share capital, governed by the Board of Directors. The OEB has the capacity, rights, powers and privileges of a natural person for carrying out its objects, subject to the limitations placed upon it under the Act.

## 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.
- f. **Impartial decision-making** is the paramount requirement.

## 7. Accountability Relationships

### 7.1 Minister

The Minister is accountable:

- a. To Cabinet and the Legislative Assembly for the Agency's fulfilment of its mandate and its compliance with government policies, and for reporting to the Legislative Assembly on the Agency's affairs.
- b. For reporting and responding to Treasury Board/Management Board of Cabinet on the Agency's performance and compliance with government's applicable direction, including directives and operational policies.
- c. To the Cabinet for the performance of the Agency 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 Agency's performance in fulfilling its mandate, and for carrying out the roles and responsibilities assigned to the Chair by the Act, Ministerial Directives, OEB's by-laws, this MOU, and applicable government directives and policies.
- b. To the Minister for the independence of persons and entities hearing and determining matters within the OEB's jurisdiction in their decision-making.
- c. For reporting to the Minister, as requested, on the Agency's activities.
- d. 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 Agency.
- e. To the Minister to confirm the Agency'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 Agency; setting goals, objectives and strategic direction for the Agency as outlined in the annual letter of direction; and for carrying out the roles and responsibilities assigned to it by the Act, government directives, OEB'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 provincial agencies. The Deputy Minister is accountable for the performance of the ministry in providing administrative and organizational support to the Agency and for carrying out the roles and responsibilities assigned by the Minister, the *Ministry of Energy Act, 2011*, this MOU, and applicable government directives and policies.

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

## 7.5 Chief Executive Officer (CEO)

As the CEO is employed under the Agency's authority and not under Part III of the *Public Service of Ontario Act, 2006*, the CEO is accountable to the board for the efficient and effective management of the operations of the Agency, the supervision of Agency staff, and carrying out the roles and responsibilities assigned by the board, the Act, OEB's by-laws, this MOU and government directives. The CEO works under the direction of the Chair to

implement policy and operational decisions. The CEO reports the Agency'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 Agency.
- b. Reporting and responding to TB/MBC on the Agency'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 Agency; Agency, board, Chair and CEO performance; emerging issues and opportunities; Agency high risks and action plans including direction on corrective action, as required and as appropriate; 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 Agency 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 Agency, and setting expectations for the Agency in the annual letter of direction.
- e. Working with the Chair to develop appropriate measures and mechanisms related to the performance of the Agency.
- 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 Lieutenant Governor in Council for appointments and reappointments to the Agency, 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 Agency, directing the Chair to undertake reviews or audits of the Agency on a periodic basis, and recommending to TB/MBC any change(s) to the governance or administration of the Agency resulting from any such review or audit.
- i. Signing the MOU into effect after it has been signed by the Chair.

- j. Receiving the Agency's annual business plan and approving or providing suggested changes to the plan no later than 30 calendar days from receiving it.
- k. Ensuring that the Agency's business plan is made available to the public no later than 30 calendar days from approving it.
- l. Receiving the Agency's annual report and approving the report no later than 60 calendar days of the ministry's receipt of the report from the Agency.
- m. Ensuring the annual report is tabled no later than 30 calendar days from approval and then made available to the public.
- n. Receiving by-laws made by the Board of Directors, and approving, rejecting, amending, or returning, as applicable, those by-law(s) which require or allow Ministerial review under the Act;
- o. Recommending to TB/MBC any provincial funding to be allocated to the Agency.
- p. When appropriate or necessary, including as permitted by the Act or other applicable legislation, taking action or directing that the Agency take corrective action with respect to the Agency'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 Agency.
- 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 Agency.
- t. Recommending to TB/MBC the powers to be given to, or revoked from, the Agency when a change to the Agency's mandate is being proposed.

## **8.2 Chair**

The Chair is responsible to support the Board of Directors by:

- a. Providing leadership to the Agency's Board of Directors and ensuring that the board carries out its fiduciary responsibilities for decisions regarding the Agency.
- b. Providing strategic leadership to the Agency by working with the Board of Directors to set the goals, objectives and strategic directions 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 Agency's activities within agreed upon timelines, including an annual letter confirming the Agency's compliance with all applicable legislation, directives, and accounting, financial and I&IT policies.

- e. Meeting with the Minister at least quarterly on: government and ministry priorities for the Agency; 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 Agency 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.
- f. 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 Agency.
- g. Consulting with the Minister with respect to the OEB's roles and responsibilities in meeting government public policy objectives, current priorities and initiatives.
- h. Ensuring the Agency is fulfilling the government's priorities and expectations from the annual letter of direction, and achieving its key performance measures.
- i. Informing the Minister on progress on achieving the government's priorities and broad policy directions for the Agency as outlined in the annual letter of direction.
- j. Working with the Minister to develop appropriate measures and mechanisms related to the performance of the Agency.
- k. Utilizing the Agency'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.
- l. Cooperating with any review or audit of the Agency.
- m. Requesting an external audit of the financial transactions or management controls of the Agency, at the Agency's expense, if required.
- n. Advising the Minister and Deputy Minister, annually at minimum, on any outstanding audit recommendations/issues.
- o. Sharing all audit engagement reports (including those prepared by their own internal audit function and/or those reported to the Agency's Chair) with their respective Minister and Deputy Minister (and when requested, with the President of the Treasury Board).
- p. Seeking strategic policy direction for the Agency from the Minister.



- q. Signing the Agency's MOU on behalf of the board, along with the CEO or equivalent.
- r. Submitting the Agency'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.
- s. Ensuring that the Agency operates within its approved budgets in fulfilling its mandate, and that public funds provided to it under the Act are used for the purpose intended with integrity and honesty.
- t. Consulting with the Minister, as appropriate having regard to the independence of the Board's regulatory and adjudicative role, in advance regarding any activity which may have an impact on the government and ministry's policies, directives or procedures, or on the Agency's mandate, powers or responsibilities as set out in the Agency's constituting instrument.
- u. Chairing board meetings, including the management of the board's agenda.
- v. Reviewing the performance of the CEO annually in consultation with the Board of Directors and Deputy Minister.
- w. Reviewing and approving claims for per diems and travel expenses for board members.
- x. Ensuring the Board provides oversight of whether appropriate management systems are in place (financial, information technology (including cyber security), human resources, procurement) for the effective administration of the Agency.
- y. Oversee the Agency's establishment and implementation of 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.
- z. Carrying out effective public communications and relations for the Agency as required by the Communications Protocol.
- aa. Acknowledging the importance of promoting an equitable, inclusive, accessible, anti-racist and diverse workplace within the Agency, and providing oversight to ensure that
- bb. management is supporting a diverse and inclusive workplace within the Agency.
- 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 OEB promoting ethical conduct and ensuring that all members of the Agency 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. Approving the agency's reports and reviews that may be requested from the Chair by the Minister from time to time, within agreed upon timelines.
- ff. Providing advice to the government, through the Minister, on issues within or affecting the Agency's mandate and operations.

### **8.3 Board of Directors**

The Board of Directors is responsible for:

- a. Managing and supervising the management of the business and affairs of the Agency.
- b. Ensuring the Agency is governed in an effective and efficient manner and the Agency uses any public sector funds provided to it under the Act with integrity and honesty, and only for the business of the Agency based on the principle of value for money, and in compliance with applicable legislation and directives and policies.
- c. Ensuring the Agency 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 Agency.
- d. Ensuring that the responsibilities for the institution head are carried out by or on behalf of the Chair as set out in Regulation 460 for the purposes of the *Freedom of Information and Protection of Privacy Act*.
- e. Ensuring the Agency establishes robust performance measures, targets and management systems, and monitoring and assessing of the Agency's performance measures, targets and management systems.
- f. Governing the affairs of the Agency 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 in aligning the OEB's activities to the extent appropriate given its independent adjudicative regulatory decision- making activities, with the policy parameters established and communicated in writing by the Minister.
- g. Directing the development of, and approving the Agency's business plans for submission to the Minister within the timelines established by the AAD.
- h. Directing the preparation of, and approving the Agency's annual reports for submission to the Minister for approval and tabling in the Legislative Assembly, within the timelines established by the AAD.
- i. Making decisions consistent with the business plan approved for the Agency and ensuring that the Agency operates within its budget allocation.
- j. Ensuring the CEO, or equivalent, is fulfilling their responsibilities as outlined in this MOU and the AAD.

- k. Reviewing the performance of the CEO annually in consultation with the Chair and Deputy Minister.
- l. Ensuring that the Agency is governed in an effective and efficient manner according to accepted business and financial practices, and in accordance with applicable directives and policies.
- m. Establishing the adjudication committee.
- 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 Agency.
- o. Approving the Agency'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 Agency.
- 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 Agency as needed.
- q. Where applicable, ensuring that conflict of interest rules that the Agency 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 Agency.
- r. Directing corrective action on the functioning or operations of the Agency, 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 Agency's goals, objectives and strategic directions.
- u. Providing advice to the government, through the Minister, on issues within or affecting the Agency's mandate and operations.
- v. 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.
- w. Appointment and reappointment of the Commissioner positions, including the Chief Commissioner.

## **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 OEB, including informing the Minister of policy direction, policies and priorities of relevance to the Agency'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 OEB.
- c. Attesting to TB/MBC on the provincial Agency'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 Agency Chair to the Minister to the best of their knowledge and ability.
- d. Reporting/responding, within prescribed timelines, to TBS on compliance tracking.
- e. 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.
- f. Ensuring regular briefings and consultations between the Chair and the Minister at least quarterly, and between the ministry staff and the Agency staff as needed.
- g. Meeting with the Agency's CEO 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.
- h. Meeting with the Agency's CEO regularly and as required to discuss CoA exceptions and fraud instances and their related action plans.
- i. Supporting the Minister in reviewing the performance targets, measures and results of the Agency.
- j. Signing the Agency's MOU, acknowledging their responsibilities.
- k. Undertaking reviews of the Agency as may be directed by the Minister.
- l. Cooperating with any review of the Agency as directed by the Minister or TB/MBC.
- m. Ensuring the review of and assessing the Agency's business plan and other reports.
- n. Requesting information and data as needed to fulfill obligations under the AAD.
- o. Monitoring the Agency on behalf of the Minister while respecting the Agency'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.

- p. Providing regular feedback to the Minister on the performance of the Agency.
- q. Providing annual feedback on the performance of the Agency and CEO to the Chair.
- r. 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.
- s. Recommending to the Minister, as may be necessary, the evaluation or review, including a risk-based review, of the OEB or any of its programs, or changes to the management framework or operations of the OEB.
- t. Ensuring that the ministry and the Agency have the capacity and systems in place for on-going risk-based management, including appropriate oversight of the Agency.
- u. Ensuring that the Agency has an appropriate risk management framework and a risk management plan in place for managing risks that the Agency may encounter in meeting its program or service delivery objectives.
- v. Undertaking timely risk-based reviews of the OEB, its management or operations, as may be directed by the Minister or TB/MBC.
- w. 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).
- x. Consulting with the Agency's CEO, as needed, on matters of mutual importance including services provided by the ministry and compliance with directives and ministry policies.
- y. Working with the CEO to address any issue that may arise.
- z. Arranging for administrative, financial and other support to the Agency, as specified in this MOU.

## **8.5 Chief Executive Officer (CEO)**

The Chief executive officer is responsible for:

- a. Being accountable to the Board.
- b. Managing the day-to-day operational, financial, analytical, and administrative affairs of the Agency in accordance with the mandate of the Agency, delegation by and direction from the Board, government directives and policies, accepted business and financial practices, OEB by-laws, and this MOU.
- c. Supporting the Chair and board in meeting their responsibilities, including compliance with all applicable legislation, directives, policies, procedures and guidelines and this MOU.
- d. Advising the Chair on the requirements of and the Agency's compliance with the AAD, as well as other government directives and policies, and Agency by-laws and policies,

including annually attesting to the Chair on the Agency's compliance with mandatory requirements.

- e. Attesting to the compliance of the Agency to applicable directives and policies and supporting the Board of Directors to provide the statement of compliance of the Agency.
- f. Ensuring that the provincial Agency 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 Agency.
- 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 Agency's approved business plan.
- l. Carrying out in-year monitoring of the Agency's performance and reporting on results to the Chair.
- m. Undertaking timely risk-based reviews of the Agency's management and operations. Cooperating with a periodic review directed by the Minister or TB/MBC.
- n. Signing the Agency's MOU, along with the Chair, on behalf of the board.
- o. Preparing the Agency's annual report and business plan as directed by the board.
- p. Establishing and applying systems to ensure that the Agency operates within its approved business plan.
- q. Providing leadership and management to the Agency staff, including human and financial resources management, in accordance with the approved business plan, accepted business and financial practices and standards, the Agency's constituting instrument, and government directives.
- r. Establishing and applying a financial management framework for the Agency in accordance with applicable Minister of Finance/Treasury Board controllership directives, policies and guidelines.
- s. Applying policies and procedures so that public funds are used with integrity and honesty.

- t. Ensuring that the Agency has the oversight capacity and an effective oversight framework in place for monitoring its management and operations.
- u. 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.
- v. Establishing and applying the Agency's risk management framework and risk management plan in place.
- w. Seeking support and advice from the ministry, as appropriate, on Agency management issues.
- x. Establishing and applying a system for the retention of Agency 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.
- y. Carrying out effective public communications and relations for the Agency as required by the Communications Protocol.

## 9. Ethical Framework

The members of the board who are appointed by the Lieutenant Governor in Council 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 ethics executive for public servants employed by the OEB is set out in O. Reg. 147/10 made under the PSOA. The designated ethics executive for the Agency is responsible for ensuring that public servants employed by the Agency 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 Agency.

In addition, the OEB has also established Ethics Frameworks for all current and former Commissioners and staff, including the Chief Commissioner, the CEO, and Directors. The OEB will share the Director and Staff Ethics Frameworks with the Deputy Minister and notify the Deputy Minister of any material changes to the Ethics Framework.

## 10. Reporting Requirements

### 10.1 Business Plan

- a. The Chair will ensure that the Minister is provided annually with the Agency's business plan covering a minimum of three (3) 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 Deputy Minister no later than 90 calendar days prior to the beginning of the Agency'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 provincial Agency's fiscal year.
- c. The Chair will ensure that the business plan demonstrates the Agency'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 Agency Chair must also be submitted that details how the Agency plans to achieve each government priority.
- d. The Chair is responsible for ensuring that the Agency'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 provincial Agency'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 Agency in the marketplace, and information that would otherwise pose a risk to the security of the facilities and/or operations of the Agency. 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 Agency's annual business plan and will promptly advise the Chair whether or not they concur with the directions proposed by the Agency. The



Minister may advise the Chair where and in what manner the Agency'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 Agency'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 Agency's business plan to TB/MBC for review at any time.
- l. 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 OEB's 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 Agency'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 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 Agency in the marketplace, and information that would otherwise pose a risk to the security of the facilities and/or operations of the Agency.
- e. The Chair will ensure that the annual report demonstrates how the Agency 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 Agency Chair must also be submitted that details how the Agency 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 OEB'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 Agency provides workforce, compensation and operational data as set out in the AAD Operational Policy.
- b. The CEO will also ensure that the Agency 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 Agency provides any other additional workforce, compensation and operational data as requested by TBS.
- d. In advance of commencing discussions for the renewal of its collective agreement with its union, the CEO shall seek advice from the ministry on government policy direction and relevant fiscal considerations affecting labour negotiations in the broader public and/or the energy sectors.
- e. When a collective agreement has been negotiated, the OEB, whether through its CEO or otherwise, shall inform the ministry of the results and details of the collective agreement prior to ratification. The ministry shall advise the OEB on process for obtaining Treasury Board approval, as applicable.
- f. When a collective agreement has been ratified, the CEO shall inform the ministry of the final results and details of the collective agreement in a timely manner.

### **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 Act, 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 provincial Agency, through the CEO, 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 OEB'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).
  - Audited financial statements – no later than 150 days after the fiscal year end (March 31<sup>st</sup>).
- 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 provincial Agency in the marketplace, and information that would otherwise pose a risk to the security of the facilities and/or operations of the provincial Agency.
- c. The provincial Agency, through the CEO, subject to oversight of 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 Agency or ministry website, in accordance with the requirements of the Travel, Meal and Hospitality Expenses Directive.
- d. The provincial Agency, through the CEO, 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 Agency is essential for the Minister to meet their responsibilities for reporting and responding to the Legislative Assembly on the affairs of the Agency. 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 Agency's mandate and functions.

The Minister and the Chair on behalf of the Board of Directors, therefore, agree that:

- a. Communications between the Ministry and the OEB shall be conducted in a manner that respects the status of the OEB as an independent quasi-judicial regulator. For greater

clarity, notwithstanding the communication protocol between the Ministry and the OEB, communications shall not include discussion or information exchanged between OEB personnel and Ministry staff about decisions related to current applications before the OEB or any other matters that are being or to be adjudicated before the OEB.

- b. 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.
- c. 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 Agency's mandate or functions, or which otherwise will have a significant impact on the Agency.
- d. 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 Agency's mandate and functions.
- e. The Minister and the Chair will meet at least quarterly on: government and ministry priorities for the Agency; Agency, board, Chair and CEO performance; emerging issues and opportunities; Agency high risks and action plans including direction on corrective action, as required and as appropriate; 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 Agency 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.
- f. The Deputy Minister and the CEO or their delegates 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 Agency's management or operations.
- g. The Agency 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 Agency 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 of the Government of Ontario's internet site.
- b. The ministry will inform the Agency of amendments or additions to legislation, government directives, policies and guidelines that apply to the Agency; however, the Agency 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 noted above.
- 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. Procurement:
  - The OPS Procurement Directive applies in full.
  - The Procurement Directive on Advertising, Public and Media Relations and Creative Communications Services applies in full.

### **13.2 Administrative and Organizational Support Services**

- a. 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.
- b. Subject to statutory requirements and applicable government directives, the OEB 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**

- a. The OEB may enter into agreements with third parties, subject to any limitations provided for in the Act or in any other applicable Legislation or in any TB/MBC directive applicable to the OEB.

- b. Upon request, and to the extent permitted by law, the OEB shall provide the Minister with information about any agreement, memorandum of understanding or arrangement between the OEB and a third party, as soon as practicable.

## **13.4 Legal Services**

The OEB may request outside legal services when it requires expertise which is unavailable within the OEB's legal services branch.

## **13.5 Creation, Collection, Maintenance and Disposition of Records**

- a. The CEO is responsible for ensuring that a system is in place for the creation, collection, maintenance and disposal of records.
- b. The CEO, subject to oversight by the Board, is responsible for ensuring that the provincial Agency 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 Agency by implementing reasonable measures to ensure the ongoing viability, integrity, preservation and security of all official records created, commissioned or acquired by the Agency. This includes, but is not limited to, all electronic records, such as emails, information posted on the Agency's website(s), database data sets, and all records stored on personal computers and shared drives.
- d. The CEO is responsible for ensuring measures are implemented requiring the Agency's employees to create full, accurate and reliable records that document and support significant business transactions, decisions, events, policies and programs.
- e. The CEO is responsible for ensuring that the Agency complies with the *Archives and Recordkeeping Act, 2006*, S.O. 2006, Chapter 34, Schedule A.

## **13.6 Cyber Security**

- a. The Agency is responsible and accountable for the ownership and management of cyber security risks and related impacts within their organization.
- b. Agencies must ensure adequate systems, protocols and procedures are established and maintained to ensure cyber resilience, recovery and maturity.
- c. An Agency's cyber security practices and protocols should be regularly reviewed and updated to address new and emerging cyber security threats.
- d. Agencies 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**

The CEO 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 Agency 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 Agency 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 Chair is the OEB's designated institution head for the purposes of the FIPPA.

## **13.9 Service Standards**

- a. The provincial Agency 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 CEO will ensure that the Agency delivers its services at a quality standard that reflects the principles and requirements of the OPS Service Directive.
- c. The CEO will ensure that the Agency 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 OEB shall maintain one or more formal processes for responding to complaints about the quality of the OEB's services received by the public and stakeholders, consistent with the government's service quality standards.
- e. The OEB's process for responding to complaints about the quality of services is separate from any statutory provisions about re-consideration, appeals, etc. of the OEB's adjudicative determinations, regulatory orders, or Rules and Codes as defined by the Act.
- f. The OEB's annual business plan will include performance measures and targets for customer service and the Agency's response to complaints.

## 13.10 Diversity and Inclusion

- a. The provincial Agency, 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 Agency.
- b. The Chair, on behalf of the Board of Directors, and with support from the CEO, will support a diverse and inclusive workplace within the Agency 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 Agency operates in accordance with the *Human Rights Code*, *Accessibility for Ontarians with Disabilities Act, 2005*, *French Language Services Act*, and *Pay Equity Act*.

## 14. Financial Arrangements

### 14.1 General

All financial procedures for the Agency shall be in accordance with applicable legislation, 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 Agency 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 the Agency's requirements.
- b. Pursuant to Section 28 of the *Financial Administration Act*, the Agency 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 the President of the Treasury Board. The Minister's approval is required before seeking statutory approval from the Minister of Finance or President of the Treasury Board.
- c. The provincial Agency's approved budget may be adjusted in a given year if in- year fiscal constraints are ordered by Cabinet or the Minister. The Agency will be provided with notice of changes to its budget as soon as is reasonably possible. Where the Agency must reallocate resources as a result of its budget being adjusted, the Agency shall inform and discuss the changes with the ministry before making such changes.
- d. The Agency 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.

The CEO shall be responsible for providing the ministry with the necessary documentation to support the Agency's expenditures.

## **14.2 Funding**

The OEB shall maintain a bank account 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.

The OEB is a self-funded regulator. The operations of the OEB are funded by fees payable under section 12.1 of the Act, assessments payable under section 26 of the Act, costs payable to the OEB under section 30 of the Act, administrative penalties payable under section 112.5 of the Act and assurances of voluntary compliance payable under s.112.7 of the Act.

The CEO will prepare estimates of the Agency'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.

Financial procedures of the Agency must be in accordance with TB/MBC and Ministry of Finance directives and guidelines and other applicable government direction.

## **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 Agency's annual report. The statements will be provided in accordance with instructions issued by the Office of the Provincial Controller Division.
- b. The Agency will submit its salary information to the ministry, in accordance with the *Public Sector Salary Disclosure Act, 1996*.

## **14.4 Taxation Status: Harmonized Sales Tax (HST)**

### **Collection/Remittance of HST**

- a. The Agency 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**

- b. The Agency is responsible for paying HST where applicable, in accordance with the *Excise Tax Act (Canada)*.

## **HST Recovery**

- c. The Agency is not entitled to claim HST Government Rebates.
- d. The Agency is 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 CEO, subject to oversight by the Board of Directors, is responsible for ensuring that the Agency 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 OEB recognizes that all lease agreements for provincial agencies without realty authority are under the administration and control of the Minister of Infrastructure.
- d. The Agency will align hybrid work policies with the OPS and identify and assess office optimization opportunities to reduce office realty footprint and find cost reductions, subject to collective agreement-related and labour relations obligations.

## **15. Audit and Review Arrangements**

### **15.1 Audits**

- a. The Agency is subject to periodic reviews and value-for-money audits by the Auditor General of Ontario under the *Auditor General Act* or by the Ontario Internal Audit Division of Treasury Board Secretariat.
- b. The Agency 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 Agency 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 of this MOU.
- d. The Agency will share all engagement reports (including those prepared by their own internal audit function and/or those reported to the Agency's Chair) with the Minister and Deputy Minister (and when requested, with the President of the Treasury Board). The Agency will advise the Minister and Deputy Minister annually, at a minimum, on any outstanding recommendations/issues.
- e. The Agency will share its approved audit plan with the 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 Agency, at the Agency's expense.

## **15.2 Other Reviews**

The OEB 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 Agency that are determined by TB/MBC or the Minister, and may include the mandate, powers, governance structure and/or operations of the Agency, 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, the CEO and the Minister, and how any other parties are involved.
- b. A mandate review of the provincial Agency will be conducted at least once every six years. The date of the next review will be 2026/2027.
- c. The Minister will consult the Chair, on behalf of the Board of Directors, as appropriate during any such review.
- d. The Chair, the Board of Directors and the CEO 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 Agency to TB/MBC for consideration.

## **16. Staffing and Appointments**

### **16.1 Delegation of Human Resources Management Authority**

- a. As the Agency is not designated as a 'commission public body' pursuant to the *Public Service of Ontario Act, 2006*, any powers, duties and functions in relation to human resources management of the agency are held by its Board of Directors and, subject to the Act, may be delegated to the CEO and other members of management. The Board and its delegates are accountable for exercising that authority in compliance with any relevant legislation, directives or government operational policies in accordance with the mandate of the Agency.

### **16.2 Staffing Requirements**

- a. Agency employees are employed by the OEB and are accountable to the management of the OEB. Employees of the OEB are subject to provisions of the PSOA and its regulations as applicable.

- b. The Agency will provide workforce, compensation and operational data to TBS as set out in the AAD Operational Policy.

## **16.3 Designated Executives**

The Agency 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**

### **Board of Directors**

- a. The Chair is appointed by the Lieutenant Governor in Council on the recommendation of the Minister, pursuant to s. 4.1(8) of the Act for a term that shall not exceed their term as a member of the Board of Directors.
- b. The members of the OEB Board of Directors are appointed by the Lieutenant Governor in Council on the recommendation of the Minister pursuant to s. 4.1(2) of the Act for an initial term that shall not exceed two years, and may subsequently be reappointed for one or more terms of up to three years each.
- c. Pursuant to s. 4.1(2) of the Act, the minimum number of members within the Board of Directors, including the Chair, is five and the maximum number of members within the Board of Directors, including the Chair, is ten.
- d. The Chair must utilize the Agency'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.

### **CEO and Commissioners**

- a. The position of CEO is appointed by the Board of Directors, pursuant to s. 4.2(1) of the Act.
- b. The positions of Chief Commissioner and other Commissioners are appointed by the Board of Directors on the recommendation of the CEO, pursuant s. 4.3(1) of the Act.
- c. When the number of commissioners appointed by the Board of Directors will be ten or more if the CEO's recommendation so provides and that recommendation is accepted by the Board, the CEO shall notify the Deputy Minister, in writing, of the OEB's intent to bring forward to the Board of Directors a proposal for appointment of one or more additional commissioners. Such notification shall include the number of additional commissioners and whether they would be full-time or part-time, and be made no less than 21 days prior to the meeting of the Board of Directors at which an increase in the number of commissioners is anticipated to be on the agenda. The Deputy Minister may, in their discretion, provide advice at the meeting of the Board of Directors where they will consider the CEO's recommendation.

## **16.5 Remuneration**

Remuneration for board members is set by an order in council approved by the Lieutenant Governor in Council.

As set out in Order in Council 1312/2022, the Board of Director members shall each be remunerated at a per diem rate of \$510, the Vice-Chair shall be remunerated at a per diem rate of \$560, and effective October 1, 2025, the Chair shall be remunerated at a per diem rate of \$800.

- a. 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.
- b. All members of the board, including the Chair and vice Chair are appointed on a part-time basis, with a maximum of 233 working days permitted in a year.
- c. The Board of Directors is responsible for making by-law(s) governing the remuneration and benefits of the chief commissioner and other commissioners appointed by the Board of Directors, in accordance with the Act.
- d. Any remuneration by-law must be submitted to the Minister for review and approval in accordance with the applicable process under the Act.
- e. The CEO shall notify the Deputy Minister, in writing, of the OEB's intent to bring forward to the Board of Directors a proposal to change the remuneration of any commissioner, including the chief commissioner. Such notification shall include supporting research or comparator analysis used to support the rationale for the planned remuneration change and be made no less than 21 days prior to the meeting of the Board of Directors at which a change to the remuneration of any commissioner, is anticipated to be on the agenda. The Deputy Minister may, provide advice to the Board of Directors at its meeting where they will consider the proposal to revise Commissioner remuneration.

## **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 Agency will meet to discuss Agency high risks and action plans including direction on corrective action.

The CEO, subject to oversight by the Board of Directors, is responsible for ensuring that a risk management strategy is developed and in place for the provincial Agency, in accordance with the AAD and the OPS Enterprise Risk Management Directive and Risk Management process.

The Agency 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 Agency shall implement AI risk management in alignment with the requirements outlined in Section 6.3 of the Responsible Use of Artificial Intelligence Directive.
  - The Agency shall ensure the management of technology risks in a documented and appropriate manner.
  - The Agency will identify threats and risks, assess their potential impact, severity and likelihood, and document the risks and actions taken to address them.
- b. The Agency 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 Agency shall publish a list of AI use cases as part of the Business Plan.
- d. The Agency 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 Agency 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.

## **17.2 Liability Protection and Insurance**

### **17.2.1 Liability**

The Act provides protection against any legal action or other proceeding for damages being taken against any member of the Board, any officer, employee or agent of the Agency, any member of the Market Surveillance Panel, or any officer, employee or agent of the IESO acting on behalf of the Market Surveillance Panel for any act done in good faith in the execution or intended execution of the person's powers or duty or for any alleged neglect or default in the execution in good faith of the person's duty.

The Act provides that s. 132 (conflict of interest) and s.136 (indemnification) of the *Business Corporations Act* apply with necessary modifications with respect to the OEB as if the Minister were its sole shareholder and, for the purposes of section 136 of that Act, Commissioners including the Chief Commissioner are deemed to be a Director or officer of the Board.

### **17.2.2 Protection Insurance**

- a. The CEO, subject to the oversight of the Board of Directors, is responsible for ensuring that the OEB shall put into effect and maintain for the period during which this MOU is in effect, insurance coverage with insurers that are licensed to underwrite in Ontario.
- b. The CEO, subject to the oversight of the Board of Directors, shall conduct periodic reviews of its insurance coverages/portfolio, and the Chair shall report to the Minister on any material changes or issues identified as a result of the review.

## **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 the AAD. Corrective action supports agencies in delivering on desired outputs and/or outcomes, and meeting the terms and conditions established by the AAD.
- 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 Agency's non-compliance continues. It is important that ministries document all actions, and provide timely and clear communication to the Agency Chair, CEO and 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 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.



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Deputy Minister  
Ministry of Energy and Mines

July 2, 2025

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Date



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



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Agency Chief Executive Officer

July 2, 2025

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Date

# Appendix 1: Public Communications Protocol

## 1. Purpose

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

The communications protocol applies to both the Agency'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:

- i. Oral form, such as a speech or public presentation or interview to be broadcast
- ii. Printed form, such as a hard copy report
- iii. Electronic form, such as a posting to a website
- iv. 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:

- i. Members of the Legislative Assembly
- ii. The public
- iii. Media
- iv. Stakeholders
- v. Service delivery partners.

3. The Agency will comply with the TB/MBC Visual Identity Directive unless it applies for and receives an exemption to that Directive from Cabinet Office.

4. Communications between the ministry and the OEB shall be conducted in a manner that respects the status of the OEB as an independent quasi-judicial regulator. For greater clarity, notwithstanding the communication protocol between the ministry and the OEB, communications shall not include discussion or information exchanged between OEB personnel and ministry staff about current applications before the OEB or any other matters that are being or to be adjudicated before the OEB.

5. The ministry and the Agency will appoint persons to serve as public communications "leads".

- The ministry lead is the [Director of Communications or designate]
- The Agency lead is the [CEO or head of communications/public affairs].

6. 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 Agency and its programs that **do not** have direct implications for either the ministry or the government, or could not be considered a government priority.
    - i. Media responses, news releases or other communications products are to be shared with the ministry lead on an appropriate and timely cadence (i.e., daily) who will circulate as appropriate to other individuals within the ministry.
    - ii. **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 Agency's or the government's profile**, or would provide opportunities for local government announcements
    - i. **For all non-contentious items that might generate media interest**, the Agency lead will notify the ministry lead of upcoming communications plans and products a minimum of three (3) business weeks in advance.
    - ii. **For non-contentious items which provide government messaging opportunities** or involve funding announcements, the Agency must request approval of communications products seven (7) business days prior to the date required.
    - iii. **Final approval** is required from the Minister's office and will be sought via the ministry lead. If the Agency 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 Agency should escalate a follow-up, noting that they will proceed accordingly.
    - iv. **Non-contentious media responses** are to be shared with the ministry lead on an appropriate and timely cadence (i.e., daily) 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.
    - i. The Agency 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 Agency of contentious issues that require attention. The Agency will provide all required background information on

the issue to the ministry lead, who will arrange to have a contentious issues note prepared.

- ii. The Agency must obtain ministry approval prior to issuing media responses or news releases in this category. The Agency lead will provide the media response or news releases to the ministry lead who will initiate the approval process within the ministry.
- iii. Final approval on media responses and news releases in this category is required from the Minister's office.

**D. Impartial Regulatory Decisions:** For matters involving impartial adjudicative or regulatory decisions:

- i. The agency lead shall use reasonable efforts to advise the Ministry lead of the fact that an impartial adjudicative or regulatory decision is in process that may result in the government or minister receiving questions or inquiries. In such case:
  - 1. The two leads will work to agree the application of a standard statement for the government, minister and ministry to state that such matter is subject to the OEB's impartial adjudicative or regulatory decision-making processes and that such questions or inquiries need to be made to an identified person at the OEB.
  - 2. To minimize the risk that interference could be perceived, the leads will not discuss the substance of the impartial adjudicative or regulatory decision which is in process or potential pros and cons or consequences of different outcomes.
- ii. When an impartial adjudicative or regulatory decision is completed that may result in the government or minister receiving questions or inquiries:
  - 1. The agency lead will, before the release of the decision, advise the Ministry lead that such a decision has been made.
  - 2. The agency and Ministry leads will agree a standby statement on behalf of minister, ministry and government for use upon the release of impartial adjudicative or regulatory decision acknowledging the OEB's decision and referring questions and comments on such decision to the OEB.
  - 3. The Ministry lead may request that OEB officials with substantive knowledge of the impartial adjudicative or regulatory decision (excluding those who made the decision) brief the Minister, ministry and/or government on the reasons for, and implications of, the adjudicative or impartial regulatory decision so that they can consider the implications for broader policy directions, government priorities and potential

changes of law.

4. The timing and content of the release by the OEB of the impartial adjudicative or regulatory decision will be determined by OEB in keeping with good regulatory practices but will only occur after reasonable notice to the Ministry lead of such timing and content.
5. A decision by the minister, ministry and/or government to communicate a policy review, updated government priorities and/or potential law changes related to an impartial adjudicative or regulatory decision is in its/their discretion but will only be announced with prior notice to the OEB.

## 7. Advertising

- a. To deliver on the long-range demands of planning advertising, the Agency will provide the ministry with its annual marketing plan three (3) months in advance of its start date (on the Agency's fiscal year).
- b. Agency 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.
- c. Advertising materials and campaigns can be reviewed by the ministry's MO.
- d. Final messaging and creative to be shared with the ministry at least two (2) weeks before going live.

## Appendix 2: Legislation

Please note that the following list represents a point in time reference from the drafting of this MOU regarding the Legislation that the OEB may exercise powers and authorities under, and/or may be subject to limitations or requirements under.

Please note that this is not an exhaustive list, and is subject to change.

- *Ontario Energy Board Act, 1998,*
- *Electricity Act, 1998,*
- *Municipal Franchises Act,*
- *Energy Consumer Protection Act, 2010*
- *Statutory Powers Procedure Act.*
- *Accessibility for Ontarians with Disabilities Act, 2005*
- *Archives and Recordkeeping Act, 2006*
- *Auditor General Act*
- *Broader Public Sector Accountability Act, 2010*
- *Broader Public Sector Executive Compensation Act, 2014*
- *Building Broadband Faster Act, 2021*
- *Electricity Act, 1998*
- *Energy Consumer Protection Act, 2010*
- *Environmental Assessment Act*
- *Financial Administration Act*
- *Freedom of Information and Protection of Privacy Act*
- *French Language Services Act*
- *Management Board of Cabinet Act*
- *Municipal Franchises Act*
- *Oil, Gas and Salt Resources Act*
- *Ontario Clean Energy Benefit Act, 2010*
- *Ontario Energy Board Act, 1998*
- *Ontario Fair Hydro Plan Act, 2017*
- *Public Accounting Act, 2004*
- *Public Sector Expenses Review Act, 2009*
- *Public Sector Salary Disclosure Act, 1996*
- *Public Service of Ontario Act, 2006*
- *Statutory Powers Procedure Act*
- *Toronto District Heating Corporation Act, 1998*