

# *The Employment Program Regulations*

*being*

[Chapter G-5.1 Reg 83](#) (effective September 1, 1998) as amended by Saskatchewan Regulations [9/1999](#), [90/2003](#), [69/2007](#), [19/2008](#) and [88/2015](#); by the *Statutes of Saskatchewan*, [2000, c.50](#), [2014](#) and [c.S-32.21](#).

**NOTE:**

This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.

# Table of Contents

	<b>PART I</b>		<b>PART V.2</b>
	<b>Short Title and Interpretation</b>		<b>Student Employment Experience</b>
1	Short Title		18.6 Criteria – Part V.2
2	Interpretation		18.7 Application – Part V.2
	<b>PART II</b>		18.8 Applicants – Part V.2
	<b>Application and Basic Requirements</b>		18.9 Eligible participants – Part V.2
3	Eligibility – participants		18.91 Amount of financial assistance – Part V.2
4	Application		<b>PART V.3</b>
5	Agreements		<b>Employer-Funded Job Training</b>
	<b>PART III</b>		18.92 Interpretation - Part V.3
	<b>Work Placement</b>		18.93 Criteria - Part V.3
6	Criteria – Part III		18.94 Application - Part V.3
7	Applicants – Part III		18.95 Eligibility - Part V.3
8	Wage subsidy		18.96 Eligible trainees - Part V.3
9	Participant support costs		18.97 Amount of financial assistance - Part V.3
	<b>PART IV</b>		<b>PART VI</b>
	<b>Community Works</b>		<b>Administration</b>
10	Criteria – Part IV		19 Power to enter into agreements
11	Applicants – Part IV		20 Limits on financial assistance
12	Wage subsidy		21 Individual funding limit
13	Participant support costs		22 Repealed
	<b>PART V</b>		23 Repealed
	<b>Bridging</b>		24 Waiver of requirements
14	Criteria – Part V		25 Reimbursement
15	Applicants – Part V		26 Requirements for reimbursement
16	Eligible costs		27 Advance and interim payments
17	Participant support		28 Final payment
18	Liability Insurance		29 Overpayment
	<b>PART V.1</b>		<b>PART VII</b>
	<b>Career and Employment Services</b>		<b>Coming into Force</b>
18.1	Criteria – Part V.1		30 Coming into force
18.2	Application – Part V.1		
18.3	Applicants – Part V.1		
18.4	Eligible participants – Part V.1		
18.5	Amount of financial assistance – Part V.1		

**CHAPTER G-5.1 REG 83**  
*The Government Organization Act*

PART I  
**Short Title and Interpretation**

**Short Title**

- 1 These regulations may be cited as *The Employment Program Regulations*.

**Interpretation**

- 2 In these regulations:

- (a) **“agreement”** means an agreement entered into between the minister and an applicant;
- (b) **“applicant”** means, subject to Part V.3, a person who is described in section 7, 11, 15, 18.3 or 18.8, as the case may be;
- (c) **“approved project”** means a project that has been approved pursuant to these regulations and for which an agreement has been or will be signed;
- (d) **“department”** means the department over which the minister presides;
- (e) **“farmer”** means a farmer within the meaning of *The Fuel Tax Regulations, 1988*;
- (f) **Repealed.** 5 Sep 2003 SR 90/2003 s3.
- (g) **“minister”** means the member of the Executive Council to whom for the time being the administration of these regulations is assigned;
- (h) **“Part III financial assistance”** means the financial assistance available pursuant to Part III;
- (i) **“Part IV financial assistance”** means the financial assistance available pursuant to Part IV;
- (j) **“Part V financial assistance”** means the financial assistance available pursuant to Part V;
- (j.1) **“Part V.1 financial assistance”** means the financial assistance available pursuant to Part V.1;

- (k) **“participant”**:
- (i) with respect to Parts III, IV and V, means an individual described in section 3 who:
    - (A) holds a job or training position that is set out in an agreement for which a wage subsidy may be paid; or
    - (B) holds a job or training position that is set out in an agreement and who is approved for employment supports, other employment-related assistance or job-related services;
  - (ii) with respect to Part V.1, means an individual described in section 18.4; and
  - (iii) with respect to Part V.2, means an individual described in section 18.9.
- (l) **“record”** includes any information that is recorded or stored in any medium or by means of any device, including a computer or electronic media.

3 Jly 98 cG-5.1 Reg 83 s2; 5 Sep 2003 SR  
90/2003 s3; 10 Aug 2007 SR 69/2007 s3; 23 Oct  
2015 SR 88/2015 s3.

## PART II

### Application and Basic Requirements

#### Eligibility – participants

- 3(1)** To be eligible to receive or benefit from financial assistance or job-related services pursuant to Part III, Part IV or Part V, an individual must:
- (a) be a resident of Saskatchewan and be at least 18 years of age on the day on which the individual is placed in an approved project or will benefit from financial assistance pursuant to these regulations;
  - (b) be legally entitled to work in Saskatchewan; and
  - (c) meet the criteria set out in subsection (2), (3) or (4).
- (2) For the purposes of subsection (1), an individual must be receiving financial assistance from one of the following sources of income support on the date that the participant is placed in an approved project:
- (a) *The Benefit Adjustment Regulations;*
  - (b) *The Employment Supplement Regulations;*
  - (c) *The Saskatchewan Assistance Regulations, 2014;*
  - (d) *The Training Allowance Regulations;*
  - (e) *The Transitional Employment Allowance Regulations, 2005.*

(3) For the purposes of subsection (1), an individual must be an insured participant as defined in section 58 of the *Employment Insurance Act* (Canada).

(4) For the purposes of subsection (1) and in the case of Part V financial assistance, the project in which an individual is a participant must also have an individual who is described in subsection (2) or (3) participating in it.

3 Jly 98 cG-5.1 Reg 83 s3; 29 Jan 99 SR 9/1999 s3; 5 Sep 2003 SR 90/2003 s4; 10 Aug 2007 SR 69/2007 s4; 11 Apr 2008 SR 19/2008 s3; 23 Oct 2015 SR 88/2015 s4.

#### **Application**

4(1) An applicant who wishes to receive Part III, IV or V financial assistance shall apply to the minister for the financial assistance, in a form acceptable to the minister.

(2) When applying for Part III, IV or V financial assistance, an applicant shall:

- (a) certify that no current employee has been or will be displaced, in whole or in part, by a participant;
- (b) certify that no current employee's hours have been or will be reduced, in whole or in part, by a participant;
- (c) provide any information with respect to the proposed project that the minister may reasonably require;
- (d) agree to any audit procedures that the minister requires before, during or after the project;
- (e) agree to comply with all applicable labour legislation;
- (f) agree to employ or train each participant, for a minimum of 10 hours per week, as set out in the agreement;
- (g) in the case of a unionized workplace, obtain written consent from the bargaining agent to enter into the agreement; and
- (h) agree not to receive any funds pursuant to another program of the Government of Saskatchewan or the Government of Canada with respect to the same project for which financial assistance is being provided pursuant to these regulations.

(3) Where the minister receives an application pursuant to subsection (1), the minister may approve the application and enter into an agreement with the applicant.

3 Jly 98 cG-5.1 Reg 83 s4; 5 Sep 2003 SR 90/2003 s5.

**Agreements**

- 5(1) Following receipt and approval of an application for Part III, IV, V, V.1 or V.2 financial assistance, the applicant shall enter into an agreement with the minister to provide the approved project.
- (2) Every agreement between the minister and an applicant must:
- (a) be in writing;
  - (b) be signed by the applicant and the minister;
  - (c) relate to an employment or training opportunity for a participant;
  - (d) set out the amounts, including any maximum limits, of the financial assistance to be paid to the applicant;
  - (e) set out in detail the terms and conditions necessary for the payment of the financial assistance;
  - (f) provide for a payment schedule, that may include an advance payment or interim payments, that sets out the terms and conditions for an advance payment and interim payments;
  - (g) provide for a minimum of one on-site monitoring visit by a representative of the minister during the term of the agreement;
  - (h) provide for the applicant to make any audited financial records and statements that may reasonably be required by the minister to be made available to the minister;
  - (h.1) have a detailed plan setting out the services to be provided and the training delivery methods to be used;
  - (i) in the case of Part III or IV financial assistance, have a detailed written training plan outlining the skills development and the work experience to be provided, as well as the training delivery methods to be used;
  - (j) in the case of Part V financial assistance, have a detailed training plan outlining the skills training that will be developed on an individual basis or through a group project; and
  - (j.1) set out the results that the project is intended to produce and provide for methods of measuring results that are satisfactory to the minister;
  - (k) contain any other terms and conditions that the minister may determine that are consistent with the purpose and intent of these regulations.
- (3) A project implementation date that occurs within eight weeks of the date stated in the agreement does not require an amendment.
- (4) Any change in an approved project that will result in a change in the amount of financial assistance that is to be paid to an applicant or on behalf of a participant will require an amendment to the written agreement.

PART III  
Work Placement

**Criteria – Part III**

6(1) For the purpose of providing participants with work experience and work placements and to develop job skills leading to long-term employment, the minister may pay financial assistance to an applicant who applies for financial assistance, whose application is approved and who has entered into an agreement with the minister for financial assistance.

(2) An applicant must:

- (a) agree to hire participants in job positions that provide work experience, job training and on-the-job skills training; and
- (b) agree not to hire participants until after the project is approved.

3 Jly 98 cG-5.1 Reg 83 s6; 29 Jan 99 SR 9/1999  
s4.

**Applicants – Part III**

7(1) The following entities may apply for Part III financial assistance:

- (a) a business registered pursuant to *The Business Corporations Act*;
- (b) a public or private education institution or post-secondary training institution;
- (c) a regional park authority constituted or continued pursuant to *The Regional Parks Act, 1979*;
- (d) the following urban park authorities:
  - (i) Wakamow Valley Authority;
  - (ii) Meewasin Valley Authority;
  - (iii) Wascana Centre Authority;
- (e) a regional health authority and any affiliate within the meaning of *The Regional Health Services Act*;
- (f) a board of education;
- (g) the Conseil scolaire fransaskois;
- (h) a public or regional library;
- (h.1) a labour organization as defined in *The Trade Union Act*;
- (i) to (k) **Repealed.** 29 Jan 99 SR 9/1999 s5.
- (l) a farmer;
- (m) a department or agency of the Government of Canada that has an office in Saskatchewan;
- (n) a department or agency of the Government of Saskatchewan;

- (o) a Crown corporation of the Government of Canada that has an office in Saskatchewan;
  - (p) a Crown corporation within the meaning of *The Crown Corporations Act, 1993*.
- (2) The following entities are only eligible for participant support costs:
- (a) a Crown corporation of the Government of Canada;
  - (b) a Crown corporation with the meaning of *The Crown Corporations Act, 1993*;
  - (c) a department or agency of the Government of Canada or the Government of Saskatchewan.

3 Jly 98 cG-5.1 Reg 83 s7; 29 Jan 99 SR 9/1999  
s5; 11 Apr 2008 SR 19/2007 s4.

**Wage subsidy**

- 8(1)** The minister may pay Part III financial assistance in the form of wage subsidies to an applicant whose project has been approved and who has entered into an agreement with the minister for financial assistance for wage subsidies to a maximum of \$3,000 per job position that is occupied by a participant.
- (2) The minister may negotiate the level of financial assistance required pursuant to this section based on an individual participant's or applicant's needs, to the maximum set out in subsection (1).

3 Jly 98 cG-5.1 Reg 83 s8.

**Participant support costs**

- 9(1)** Where a participant requires other employment related assistance, the minister may pay financial assistance for the benefit of the participant for employment related supports that include, but are not limited to, mentoring, job coaching or equipment.
- (2) The minister may pay a maximum of \$1,000 per job position for each participant for employment related supports.
- (3) The level and type of employment related supports will be determined based on the needs of the individual participant.
- (4) Payments made pursuant to this section may be paid to the applicant or the entity that provides the service or employment support to the participant on behalf of the applicant.

3 Jly 98 cG-5.1 Reg 83 s9.



PART IV  
**Community Works**

**Criteria – Part IV**

**10(1)** For the purpose of providing participants with work experience and community work placements and to develop job skills leading to long-term employment, the minister may pay financial assistance to an applicant who applies for financial assistance, whose application is approved and who has entered into an agreement with the minister for financial assistance.

(2) Applicants must:

(a) hire participants for job creation projects that provide a direct benefit to the local or regional community; and

(b) ensure that the job position provides on-the-job skills training that will enhance a participant's ability to obtain further employment opportunities when the project ends.

3 Jly 98 cG-5.1 Reg 83 s10; 29 Jan 99 SR 9/1999  
s6.

**Applicants – Part IV**

**11(1)** Subject to subsection (2), urban, rural and northern municipalities, an Indian band within the meaning of the *Indian Act* (Canada), a tribal council, the Métis Nation of Saskatchewan and entities registered pursuant to *The Non-profit Corporations Act, 1995* may apply for Part IV financial assistance.

(2) Entities listed in subsection 7(1) are not eligible for Part IV financial assistance.

3 Jly 98 cG-5.1 Reg 83 s11; 29 Jan 99 SR 9/1999  
s7.

**Wage subsidy**

**12(1)** Northern municipalities, an Indian band within the meaning of the *Indian Act* (Canada), a tribal council, the Métis Nation of Saskatchewan and entities that are registered pursuant to *The Non-profit Corporations Act, 1995* are eligible for financial assistance up to a maximum of \$7,000 per job position.

(2) Urban and rural municipalities are eligible for financial assistance up to a maximum of \$5,000 per job position.

(3) Subject to the maximums set out in subsections (1) and (2), the minister has the right to negotiate the level of financial assistance based on an individual participant's or applicant's need.

3 Jly 98 cG-5.1 Reg 83 s12; 29 Jan 99 SR 9/1999  
s8; 10 Aug 2007 SR 69/2007 s6.

**Participant support costs**

**13(1)** Where a participant requires other employment related assistance, the minister may pay financial assistance for the benefit of the participant for employment related supports that include, but are not limited to, mentoring, job coaching or equipment.

(2) The minister may pay a maximum of \$1,000 per job position for each participant for employment related supports.

(3) The level and type of employment related supports will be determined based on the needs of the individual participant.

(4) Payments made pursuant to this section may be paid to the applicant or the entity that provides the service or employment support to the participant on behalf of the applicant.

3 Jly 98 cG-5.1 Reg 83 s13.

**PART V**  
**Bridging**

**Criteria – Part V**

**14(1)** For the purpose of providing individuals with programs and services to assist them in preparing for employment and to develop job skills, the minister may pay financial assistance to an applicant who applies for financial assistance, whose application is approved and who has entered into an agreement with the minister for financial assistance.

(2) Applicants must agree to undertake a project that will prepare an individual for employment.

3 Jly 98 cG-5.1 Reg 83 s14; 29 Jan 99 SR 9/1999 s9.

**Applicants – Part V**

**15** Entities listed in subsection 7(1) or 11(1) and individuals may apply for Part V financial assistance.

3 Jly 98 cG-5.1 Reg 83 s15.

**Eligible costs**

**16(1)** The minister may provide financial assistance to applicants who apply for financial assistance and who enter into agreements with the minister with respect to the financial assistance.

(2) Part V financial assistance may be provided to applicants pursuant to this Part for any of the following project-related costs:

- (a) instructor or mentor salaries and financial assistance;
- (b) skills training delivered through a third party;
- (c) administrative costs;

- (d) facility rental costs;
  - (e) equipment rental;
  - (f) learning materials and supplies;
  - (g) wages and wage subsidies;
  - (h) job development services;
  - (i) project development costs;
  - (j) project evaluation;
  - (k) liability insurance premiums, in the case of injury in classroom settings or in work placements;
  - (l) liability insurance premiums directly related to the project;
  - (m) any other costs similar to those mentioned in clauses (a) to (l) that the minister considers appropriate.
- (3) Part V financial assistance may include financial assistance requests for employment-related supports, employment-related training supports, and the purchase of employment-related equipment.

3 Jly 98 cG-5.1 Reg 83 s16; 29 Jan 99 SR 9/1999 s10; 10 Aug 2007 SR 69/2007 s7.

**Participant support**

- 17(1)** The minister may pay financial assistance to an applicant who applies for financial assistance, whose application is approved and who enters into an agreement with the minister for financial assistance to a maximum of \$5,000 per training position.
- (2) The minister may negotiate the level of funding based on the needs of individual participants or applicants.

3 Jly 98 cG-5.1 Reg 83 s17; 29 Jan 99 SR 9/1999 s11.

**Liability Insurance**

- 18** Applicants who receive Part V financial assistance must insure that participants are covered by adequate liability insurance in the event of damage or injury as a result of participating in the project.

3 Jly 98 cG-5.1 Reg 83 s18.

PART V.1  
**Career and Employment Services**

**Criteria – Part V.1**

**18.1** For the purpose of providing specialized career and employment services to persons who face multiple barriers to obtaining or maintaining employment, the minister may pay financial assistance to an applicant who applies for financial assistance, whose application is approved and who has entered into an agreement with the minister for financial assistance.

5 Sep 2003 SR 90/2003 s7.

**Application – Part V.1**

**18.2(1)** An applicant who proposes to offer a project that is consistent with the purposes of this Part and wishes to receive financial assistance pursuant to this Part must:

- (a) apply to the minister in writing in a form acceptable to the minister;
  - (b) meet the requirements set out in subsection (2); and
  - (c) provide the minister with any information that the minister may require to determine:
    - (i) whether the applicant is eligible for financial assistance pursuant to this Part; and
    - (ii) whether the applicant's proposed project meets the purposes set out in section 18.1.
- (2) In an application pursuant to this section, an applicant must:
- (a) set out the details of the project that the applicant proposes to offer, including details of the services the applicant will provide to enhance the ability of eligible participants to obtain employment or qualify for additional training;
  - (b) agree to provide services only to eligible participants;
  - (c) agree to provide services to participants only after the project is approved;
  - (d) agree to any audit procedures that the minister requires;
  - (e) agree to comply with all applicable labour legislation, including maintaining coverage pursuant to *The Workers' Compensation Act, 2013*;
  - (f) agree to acquire and maintain liability insurance in an amount that the minister considers satisfactory to ensure that participants are covered adequately in the event of damage or injury as a result of participating in the project;
  - (g) agree not to receive any funds pursuant to another program of the Government of Saskatchewan or the Government of Canada with respect to the same project for which financial assistance is being provided pursuant to these regulations.
- (3) Where the minister receives an application pursuant to subsection (1), the minister may approve the application and enter into an agreement with the applicant.

5 Sep 2003 SR 90/2003 s7; 23 Oct 2015 SR  
88/2015 s5.

**Applicants – Part V.1**

**18.3** The following entities may apply for financial assistance pursuant to this Part:

- (a) a corporation incorporated, continued or registered pursuant to *The Business Corporations Act* or *The Non-profit Corporations Act, 1995*;
- (b) the Saskatchewan Polytechnic;
- (c) a regional college as defined in *The Regional Colleges Act*;
- (d) any other applicant that is a non-profit organization, whether incorporated or not, that the minister considers appropriate.

5 Sep 2003 SR 90/2003 s7; 11 Apr 2008 SR  
19/2008 s5; 2014, c.S-32.21, s.34.

**Eligible participants – Part V.1**

**18.4** To be eligible to participate and receive services pursuant to this Part, an individual must:

- (a) be at least 16 years of age on the day on which the individual is placed in an approved project;
- (b) be legally entitled to work in Canada; and
- (c) face multiple barriers to obtaining or maintaining employment.

5 Sep 2003 SR 90/2003 s7; 11 Apr 2008 SR  
19/2008 s6.

**Amount of financial assistance – Part V.1**

**18.5** The amount of financial assistance that the minister may pay to an applicant with respect to an approved project that is the subject of a written agreement is an amount equal to the amount that the minister considers necessary to reimburse the applicant for the following costs:

- (a) any wage or salary costs and mandatory employer costs related to employing or engaging any of the staff of the applicant who are involved in the approved project;
- (b) professional development costs of staff who are involved in the approved project and employed by the applicant;
- (c) any costs incurred by the applicant in administering and evaluating the approved project;
- (d) any costs associated with facility and equipment rentals required for the approved project;
- (e) any costs of acquiring learning materials, supplies, equipment and other employment-related supports reasonably required by participants;
- (f) any costs associated with services provided by persons other than those employed or engaged by the applicant;
- (g) any costs for insurance to cover the applicant and participants;
- (h) any costs to subsidize the wage or salary of participants in work placement assessments;

(h.1) any costs incurred by the participant for dependent care, disability needs, transportation and other special needs;

(i) any other costs similar to those mentioned in clauses (a) to (h.1) that the minister considers appropriate.

5 Sep 2003 SR 90/2003 s7; 11 Apr 2008 SR  
19/2008 s7; 23 Oct 2015 SR 88/2015 s6.

## PART V.2 Student Employment Experience

### Criteria - Part V.2

**18.6** For the purpose of providing participants with work experience to develop job skills, the minister may provide financial assistance to an applicant who applies for financial assistance, whose application is approved and who has entered into an agreement with the minister for financial assistance.

10 Aug 2007 SR 69/2007 s8.

### Application - Part V.2

**18.7(1)** An applicant who proposes to offer a project that is consistent with the purposes of this Part and wishes to receive financial assistance pursuant to this Part must:

- (a) apply to the minister in writing in a form acceptable to the minister;
- (b) meet the requirements set out in subsection (2); and
- (c) provide the minister with any information that the minister may require to determine:
  - (i) whether the applicant is eligible for financial assistance pursuant to this Part; and
  - (ii) whether the applicant's proposed project meets the purposes set out in section 18.6.

(2) In an application pursuant to this section, an applicant must:

- (a) set out the details of the project that the applicant proposes to offer, including details of the work experience the applicant will provide to eligible participants to develop their job skills;
- (b) agree to hire participants in job positions that provide work experience and job training;
- (c) agree to hire participants only after the project is approved;
- (d) agree to any audit procedures that the minister requires;
- (e) agree to comply with all applicable labour legislation, including maintaining coverage pursuant to *The Workers' Compensation Act, 2013*; and

(f) agree not to receive any funds pursuant to another program of the Government of Saskatchewan or the Government of Canada with respect to the same project for which financial assistance is being provided pursuant to these regulations.

(3) Where the minister receives an application pursuant to subsection (1), the minister may approve the application and enter into an agreement with the applicant.

10 Aug 2007 SR 69/2007 s8; 23 Oct 2015 SR 88/2015 s7.

#### **Applicants - Part V.2**

**18.8** Entities mentioned in subsection 7(1) or subsection 11(1) may apply for financial assistance pursuant to this Part.

10 Aug 2007 SR 69/2007 s8.

#### **Eligible participants - Part V.2**

**18.9** To be eligible to participate as a participant pursuant to this Part, an individual must:

- (a) subject to sections 5 and 8 of *The Minimum Wage Regulations*, be at least 15 years of age on the day on which the individual is placed in an approved project;
- (b) be legally entitled to work in Canada; and
- (c) be enrolled, at the time of his or her participation in an approved project, as a student at a secondary or post-secondary school or institution.

10 Aug 2007 SR 69/2007 s8; 11 Apr 2008 SR 19/2008 s8.

#### **Amount of financial assistance – Part V.2**

**18.91** The amount of financial assistance that the minister may pay to an applicant with respect to an approved project is an amount that the minister considers necessary to meet the applicant's employment-related costs under the approved project respecting the hiring of participants to a maximum of:

- (a) \$3,500 for each participant in the approved project who is hired in a full-time position; and
- (b) \$2,000 for each participant in the approved project who is hired in a part-time position.

10 Aug 2007 SR 69/2007 s8.

PART V.3  
**Employer-Funded Job Training**

**Interpretation - Part V.3**

**18.92** In this Part:

- (a) **“Agreement”** means The Canada-Saskatchewan Job Fund Agreement entered into on July 29, 2014, as amended from time to time;
- (b) **“applicant”** means:
  - (i) an employer that meets the requirements of section 18.95; or
  - (ii) an organization acting on behalf of a group of employers each of which meets the requirements of section 18.95;
- (c) **“financial assistance”** means financial assistance provided pursuant to an agreement between an applicant and the minister for reimbursement of eligible training costs set out in section 18.97;
- (d) **“fiscal year”** means the period commencing April 1 in one year and ending on March 31 of the following year;
- (e) **“trainee”** means an employee or a prospective employee who:
  - (i) is identified in writing to the minister by an employer;
  - (ii) is undertaking training; and
  - (iii) meets the requirements of section 18.96;
- (f) **“training”** means training that is within the parameters of the Canada-Saskatchewan Job Grant as set out in the Agreement;
- (g) **“training provider”** means a training provider who delivers training in accordance with the Agreement.

23 Oct 2015 SR 88/2015 s8.

**Criteria - Part V.3**

**18.93** For the purpose of providing funding for training of trainees in accordance with the Agreement, the minister may pay financial assistance to an applicant who has entered into an agreement with the minister.

23 Oct 2015 SR 88/2015 s8.

**Application - Part V.3**

**18.94(1)** An applicant who applies for financial assistance pursuant to this Part shall:

- (a) apply in a form acceptable to the minister;
- (b) if the applicant is an employer, contribute to the fees, expenses and other eligible training costs set out in subsection 18.97(2) in the manner and amount required by these regulations;



- (c) if the applicant is an organization acting on behalf of a group of employers, ensure that each of the employers on whose behalf the applicant is acting contributes to the fees, expenses and other eligible training costs set out in subsection 18.97(2) in the manner and amount required by these regulations; and
  - (d) provide the minister with any information that the minister may require to determine:
    - (i) if the applicant is eligible for financial assistance pursuant to this Part; and
    - (ii) if the proposed training described in the application meets the purposes set out in section 18.93.
- (2) An applicant who is an employer shall:
- (a) set out the details of the training to be undertaken by the trainees;
  - (b) provide to the minister a written consent from each trainee for provision of personal information respecting that trainee;
  - (c) comply with audit procedures required by the minister, including the provision of information needed for evaluation and reporting;
  - (d) comply with all applicable labour legislation, including maintaining coverage pursuant to *The Workers' Compensation Act, 2013*;
  - (e) if coverage is not available pursuant to *The Workers' Compensation Act, 2013*, agree to acquire and maintain liability insurance in an amount that the minister considers satisfactory; and
  - (f) provide any other information reasonably required by the minister within the period specified by the minister.
- (3) An applicant that is an organization acting on behalf of a group of employers shall:
- (a) set out the details of the training to be undertaken by the trainees;
  - (b) provide to the minister a written consent from each trainee for provision of personal information respecting that trainee;
  - (c) ensure that each employer complies with audit procedures required by the minister, including the provision of information needed for evaluation and reporting;
  - (d) ensure that each employer complies with all applicable labour legislation, including maintaining coverage pursuant to *The Workers' Compensation Act, 2013*;
  - (e) if coverage is not available pursuant to *The Workers' Compensation Act, 2013*, ensure that each employer acquires and maintains liability insurance in an amount that the minister considers satisfactory; and
  - (f) provide any other information reasonably required by the minister within the period specified by the minister.

(4) If the minister is satisfied that the applicant has complied with this Part, the minister may:

- (a) approve the application; and
- (b) enter into an agreement with the applicant.

23 Oct 2015 SR 88/2015 s8.

**Eligibility – Part V.3**

**18.95** To be eligible for financial assistance pursuant to this Part, an applicant:

- (a) if the applicant is an employer, shall meet the following criteria:
  - (i) carry on business:
    - (A) in the private or not-for-profit sector; or
    - (B) in the public sector and be considered an eligible employer in accordance with the Agreement;
  - (ii) satisfy the minister that it is carrying on business in Saskatchewan;
- (b) if the applicant is an organization acting on behalf of a group of employers, shall satisfy the minister that it is acting on behalf of employers who are eligible pursuant to clause (a).

23 Oct 2015 SR 88/2015 s8.

**Eligible trainees – Part V.3**

**18.96** To be eligible to undertake training, a trainee must be:

- (a) a Canadian citizen;
- (b) a permanent resident of Canada; or
- (c) a protected person within the meaning of the *Immigration and Refugee Protection Act* (Canada) entitled to work in Canada.

23 Oct 2015 SR 88/2015 s8.

**Amount of financial assistance - Part V.3**

**18.97(1)** In this section, “**small business**” means a business with 50 or fewer employees.

(2) Subject to subsections (3) to (5), the amount of financial assistance that the minister may pay to an applicant with respect to a written agreement is two-thirds of the cost of the following for each trainee:

- (a) tuition fees or fees charged by a training provider;
- (b) mandatory student fees;
- (c) textbooks, software and other required materials;
- (d) examination fees;
- (e) other eligible costs as defined in the Agreement.

(3) The maximum amount of financial assistance to be paid with respect to each trainee is \$10,000.

(4) If the applicant satisfies the minister that it, or if the applicant is applying on behalf of an employer, the employer, is a small business, the minister may approve a payment, in addition to the payment authorized pursuant to subsection (2), to cover the costs of the wages of each trainee, or the wages of a replacement worker for each trainee, to a maximum of \$2,500 per trainee.

(5) The maximum amount of financial assistance to be paid to or on behalf of an employer pursuant to this section is \$250,000 in each fiscal year.

23 Oct 2015 SR 88/2015 s8.

## PART VI Administration

### Power to enter into agreements

**19(1)** The minister may, for any purpose relating to any matter under the minister's administration or for which the minister is responsible, provide financial assistance on any terms or conditions that the minister may determine, to any person, agency, organization, association, institution or body within Saskatchewan.

(2) The minister may, for any purpose relating to any matter under the minister's administration or for which the minister is responsible, enter into agreements with applicants.

3 Jly 98 cG-5.1 Reg 83 s19.

### Limits on financial assistance

**20** The minister reserves the right to limit funding in any area, region or respecting any project initiative.

3 Jly 98 cG-5.1 Reg 83 s20.

### Individual funding limit

**21** The minister has the right to limit the total amount of financial assistance paid to any applicant.

3 Jly 98 cG-5.1 Reg 83 s21.

**22 Repealed.** 10 Aug 2007 SR 69/2007 s9.

**23 Repealed.** 10 Aug 2007 SR 69/2007 s9.

### Waiver of requirements

**24** The minister may waive any requirement set out in sections 3, 6, 7, 8, 9, 10, 11, 12, 13, 14, subsection 16(2) and section 17.

10 Aug 2007 SR 69/2007 s10.

**Reimbursement**

- 25(1)** Where an agreement has been signed by the minister and an applicant, the applicant is eligible to be paid for all costs specified in the agreement.
- (2) The minister shall not reimburse an applicant for the wages paid to a participant with respect to any period during which:
- (a) in relation to financial assistance pursuant to Part III, IV, V or V.2, the participant is not working or is not in attendance;
  - (b) in relation to financial assistance pursuant to Part V.1, the participant is not in attendance; or
  - (c) the applicant fails to comply with the terms and conditions of the agreement.
- (3) The minister shall only reimburse an applicant in accordance with:
- (a) the terms and conditions set out in the agreement; and
  - (b) these regulations.
- (4) The minister may require satisfactory evidence from an applicant that the applicant's financial obligations to a participant have been fulfilled and that the services or employment support costs have been provided as set out in the agreement prior to reimbursing the applicant.
- (5) The minister may require an applicant to provide any additional information, documentation or records that the minister considers necessary to establish that the applicant's obligations to a participant pursuant to these regulations have been met and that, as a result, the applicant is entitled to receive reimbursement.
- (6) An applicant shall provide the minister with any information or documentation that is required pursuant to subsection (4) or (5).

3 Jly 98 cG-5.1 Reg 83 s25; 5 Sep 2003 SR  
90/2003 s10; 10 Aug 2007 SR 69/2007 s11.

**Requirements for reimbursement**

- 26(1)** To be eligible for payment of Part III or IV financial assistance, an applicant shall:
- (a) submit a request for payment to the minister on a form acceptable to the minister;
  - (b) certify that no current employee has been or will be displaced, in whole or in part, by hiring a participant;
  - (c) certify that no current employee's wages or hours were or will be reduced, in whole or in part, by a participant;
  - (d) provide any information and records with respect to the proposed job position or training position or with respect to the special needs of the proposed participant that the minister may require;

- (e) agree to any audit procedures that the minister requires during or after the period of employment;
  - (f) agree to comply with any applicable labour legislation; and
  - (g) not receive any funds pursuant to another program of the Government of Saskatchewan or the Government of Canada with respect to the same project for which financial assistance is being provided pursuant to these regulations.
- (2) To be eligible for payment of Part V financial assistance, an applicant shall meet the requirements set out in clauses (1)(a), (d), (e), (f) and (g).
- (3) To be eligible for payment of Part V.1 financial assistance, an applicant shall meet the requirements set out in clauses (1)(a), (e), (f) and (g).
- (4) To be eligible for payment of Part V.2 financial assistance, an applicant shall meet the requirements set out in clauses (1)(a) to (g).

3 Jly 98 cG-5.1 Reg 83 s26; 5 Sep 2003 SR 90/2003 s11; 10 Aug 2007 SR 69/2007 s12.

#### Advance and interim payments

**27(1)** Where circumstances warrant and where provision for an advance payment or for interim payments is included in the agreement, the minister may make an advance payment or interim payments to an applicant for Part III, IV, V, V.1 or V.2 financial assistance.

(2) **Repealed.** 29 Jan 99 SR 9/1999 s15.

(3) The minister reserves the right to withhold any interim payments until the completion of a project and a final report with respect to the project is submitted by the applicant.

(4) **Repealed.** 29 Jan 99 SR 9/1999 s15.

3 Jly 98 cG-5.1 Reg 83 s27; 29 Jan 99 SR 9/1999 s15; 5 Sep 2003 SR 90/2003 s12; 10 Aug 2007 SR 69/2007 s13.

#### Final payment

**28** Subject to section 27, Part III, IV, V, V.1 or V.2 financial assistance is payable when:

- (a) the period of employment or training with respect to which the Part III, IV, V, V.1 or V.2 financial assistance is payable has terminated;
- (b) the applicant has submitted a claim in a form acceptable to the minister;
- (c) the applicant has certified that all wages or salaries of and employment supports for participants owing for the period covered by the Part III, IV, V, V.1 or V.2 financial assistance have been paid; and
- (d) the minister is satisfied that the applicant has complied with all other requirements of these regulations and the agreement.

10 Aug 2007 SR 69/2007 s14.

**Overpayment**

**29(1)** If an applicant contravenes any provision of these regulations or the agreement, the minister may declare that any payments received by the applicant pursuant to these regulations are overpayments.

**(2)** Any overpayment made to an applicant is a debt due to the Crown and may be recovered in any manner authorized by law.

3 Jly 1998 cG-5.1 Reg 83 s29.

**PART VII**  
**Coming into Force**

**Coming into force**

**30** These regulations come into force on September 1, 1998.

3 Jly 1998 cG-5.1 Reg 83 s30.