

Hydro One

Milestone	Responsible	Comment	Weeks before Committee					
Scheduling Phase			6+	4	3	2	1	After
Authorization to schedule	SPB	DM approval to schedule communicated.	15-Apr	Item not tracked due to confidentiality.				
Scheduling requested through Evista system	SPB	CO becomes aware of intent to proceed as a result.	15-Apr					
Ministry tracking document updated	SPB	To reflect deadlines and scheduling.	N/A					
Scheduling request confirmation provided to DM-EA	SPB	Provide confirmation via SNAP EA.	15-Apr					
Material requirements and Cabinet Office timelines communicated to lead division ADMO	SPB	Templates provided.	N/A					
Drafting Phase				Item not tracked due to confidentiality.				
Branch begins drafting materials	Division		N/A					
Legal instructed to begin drafting	Branch	LRC only.	N/A					
Electronic file created in SPB shared drive to save files	SPB		N/A					
Preliminary Regulatory Impact Assessment (PRIA) drafted	SPB or Division	For LRC items only. Often SPB drafts PRIA.	N/A					
Approvals Phase								
PRIA reviewed, ADM approved and provided to DMO	SPB or Division	ADM approves after SPB review; SPB forwards to DMO.			N/A			
Electronic PRIA saved in SPB shared drive	SPB				N/A			
PRIA provided to Cabinet Office	DMO	After DM approves and MO concurs, PRIA sent to CO.				N/A		
Draft materials reviewed	SPB	Ensures structure and formatting consistent with CO requirements.			N/A			
Draft materials approved by ADM and sent to DMO for review and approval	Division	SPB copied.			N/A			
Ministry tracking document updated	SPB	To reflect status of materials.			N/A			
DM approved materials provided to Cabinet Office as "draft" materials	DMO	DMO to flip/cc SPB.			N/A			
Draft materials saved to SPB shared drive	SPB				N/A			
Minister approves materials as "Final"	DMO							14-Apr
"Final" Materials Phase								
DM and Minister approved materials provided to SPB as "Final" materials	DMO	DMO provides SPB hard copy and electronic version of materials.						14-Apr
Electronic "Final" materials saved to SPB shared drive	SPB							14-Apr
Copies of "Final" materials produced for Cabinet committee	SPB	# copies varies by committee type.						14-Apr
"Final" signed materials scanned and shared with DMO and division	SPB		Scanned materials provided by ADMO to Strategic Policy.					N/A
"Final" Materials delivered to Cabinet Office	SPB	LRC materials due 10 days before LRC; policy/Cabinet materials due 7 days before.						14-Apr
Materials saved to PDF and uploaded to evista	SPB	Policy initiatives only (no LRC). DMO authorization.						16-Apr
Ministry tracking document updated	SPB	To indicate delivery of materials and status.		Item not tracked due to confidentiality.				N/A
Post-Committee Phase								
Outcome of Cabinet committee meeting communicated to ministry	DMO	Cabinet Office contacts DMO.						✓
Update Cabinet committee catalogue	SPB	Document internal to SPB; used to track all ministry items to Cabinet committees.						16-Apr
Cabinet minute received and filed (policy initiatives only)	SPB	DMO receives hard copy of minute from Cabinet Office. Minutes are not to be copied or transmitted electronically.						Sept. 15
Review Cabinet minute (policy initiatives only)	SPB	SPB to proceed to DMO to note final Cabinet/committee dates and new deliverables.						Sept. 15
Update future's list on ministry tracking document (policy initiatives only)	SPB	To reflect action items from Cabinet minute.						✓
Update status on evista	SPB	Close file on evista if complete.						Sept. 15
Complete this checklist and "summary"	SPB	Add hard copy to file/e-file.						Sept. 15