

FW: DPAC Update #24 | Premier Edits & Loose Ends | April 11, 2017

From: "MacIntyre, Kyle (TBS)" <kyle.macintyre@ontario.ca>
To: "Angus, Helen (TBS)" <helen.angus@ontario.ca>
Date: Tue, 11 Apr 2017 14:51:18 -0400
Attachments: 2017 Doc Narrative Loose Ends List - DMso - Master.xlsx (44.03 kB)

FYI

From: Jaikaran, Ronald (MOF)
Sent: April-11-17 12:41 PM
To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); 'Gavin.He@ofina.on.ca'; Wallace, Julia (MOF); Tarin, Ghufra (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); 'gavin.he@ofina.on.ca'; 'Serena.ly@ofina.on.ca'; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS); Howard, Joan (MOF); Pho, Kevin (TBS); Rose, Charmaine A. (TBS); 'Anna.Strathy@ofina.on.ca'
Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team
Subject: DPAC Update #24 | Premier Edits & Loose Ends | April 11, 2017

Good morning everyone,

We received Premier edits to the papers. These edits are reflected in the attached loose ends tracker highlighted in yellow along with any items that are still outstanding.

-

Premier Edits & Loose Ends

- EA's, please review these comments/edits (highlighted in yellow) with your Divisions and provide a response in the loose ends tracker and any proposed ADM-approved hardcopy edits if required. These are due at 4:00 pm today.
- These edits will be entered in tracked changes and will be considered by the DM and MO at sign-off tomorrow.

-

DMO/MO Sign-off- April 12th & 13th

- DM/MO sign-off will take place in the Trillium Boardroom (7th Floor, Frost South).
- Attendance for this meeting will be limited. Required attendees will be notified directly.
- ADMs may be required to be on call during sign-off should any questions arise it would be appreciated.
 - Alana and myself will be connecting with DPCs and EAs throughout the day for any final fact-checks or loose ends.

Communications Products

- Communications products were on distribution on Friday.
- EAs are asked to coordinate edits amongst their divisions and provide feedback to Communications Advisors by April 12, at noon.

Key Upcoming Dates :

April 12-13: DM/MO Sign-off

April 19: Director Sign-off on Communication Products

April 21: ADM Sign-off on Communication Products

April 24: DM Sign-off on Communication Products

If you have any questions, please feel free to contact Alana or myself.

Thanks,
Ron

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

From: Jaikaran, Ronald (MOF)

Sent: April-10-17 10:48 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); 'Gavin.He@ofina.on.ca'; Wallace, Julia (MOF); Tarin, Ghufuran (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha

(MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); 'gavin.he@ofina.on.ca'; 'Serena.ly@ofina.on.ca'; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); İze-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS); Howard, Joan (MOF); Pho, Kevin (TBS); Rose, Charmaine A. (TBS); Anna.Strathy@ofina.on.ca
Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team
Subject: DPAC Update #23 | Loose Ends & Post ADM Sign-Off Review | April 10, 2017

Good morning everyone,

I hope you had a great weekend. Thank you for all of your hard work completing ADM sign-off last week as well as your continued flexibility throughout the process. ADM sign-off was a big milestone as we begin to wrap up the sign-off process.

Further details on the week ahead:

Loose Ends

- **There are still a number of placeholders throughout the Document.**
- **EAs, please review the attached** and work with your divisions to address all loose ends identified.
- Please provide your **ADM-approved edits** clearly identifying changes to Alana and myself no later than **3:00 today**. There will be a distribution tonight.
- We are only accepting edits to placeholders and significant factual error. All other proposed edits will be considered at DM/MO sign-off.

-

Premier and PO Edits

We are still waiting on edits from the Premier and Senior PO. They are expected to be received tomorrow morning.

- We will be in contact with the affected divisions once these edits are received.

-

DMO/MO Sign-off- April 12th & 13th

- DM/MO sign-off will take place in the Trillium Boardroom (7th Floor, Frost South).

- Attendance for this meeting will be limited. Required attendees will be notified directly.
- ADMs may be required to be on call during sign-off should any questions arise it would be appreciated.
 - o Alana and myself will be connecting with DPCs and EAs throughout the day for any final fact-checks or loose ends.

Communications Products

- Communications products were on distribution on Friday.
- EAs are asked to coordinate edits amongst their divisions and provide feedback to Communications Advisors by April 12, noon.

Key Upcoming Dates :

April 12-13: DM/MO Sign-off

April 19: Director Sign-off on Communication Products

April 21: ADM Sign-off on Communication Products

April 24: DM Sign-off on Communication Products

If you have any questions, please feel free to contact Alana or myself.

Thanks,
Ron

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

From: Jaikaran, Ronald (MOF)

Sent: April-06-17 10:13 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); 'Gavin.He@ofina.on.ca'; Wallace, Julia (MOF); Tarin, Ghufuran (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur,

Mark (MOF); Saeed, Ather (TBS); 'gavin.he@ofina.on.ca'; 'Serena.ly@ofina.on.ca'; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS); Howard, Joan (MOF); Pho, Kevin (TBS); Rose, Charmaine A. (TBS); Anna.Strathy@ofina.on.ca
Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team
Subject: DPAC Update #22 | ADM Sign Off (Day 2) | April 6, 2017

Hi everyone,

Today is the second day of ADM Sign-off. The following chapters will be reviewed by ADM's in the Trillium Boardroom (7th Floor, Frost South) today:

- Chapters 2, 4A, 6B, 6C, 7, Foreword & Postcards.

ADM Sign-Off Process

- Chapters will be displayed on a screen and as the edits are being discussed by ADMs, the changes will be made in real time.
- **Lead DPCs will be asked to input the edits for their chapter during sign-off.**

Sign-Off Loose Ends

- I will continue to reach out to EAs on loose ends. We would like to have as many of these resolved today.
- **EAs, any edits to the papers at this stage must be ADM-approved and should be brought to Alana and/or myself.**

Foreword

- A reminder that the foreword will also be signed off today.
- **EAs, if you haven't already, please coordinate hand written edits amongst your divisions and provide them to Alana or myself.**

Premier Review

- **The Premier and Senior PO will receive a copy of the papers this Friday and will be reviewing over the weekend.**
- Edits will be reviewed on Monday and will be incorporated through DM/MO sign-offs.
- If there are follow ups required, I'll contact divisions directly.

Key Upcoming Dates :

April 6: ADM/MO Sign-Off

April 7-9: Premier and Senior PO review of Papers

April 11-12: DM/MO Sign-off

April 19: Director Sign-off on Communication Products

April 21: ADM Sign-off on Communication Products

April 24: DM Sign-off on Communication Products

If you have any questions, please feel free to contact Alana or myself.

Thanks,

Ron

-

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

-

From: Jaikaran, Ronald (MOF)

Sent: April-05-17 10:00 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); 'Gavin.He@ofina.on.ca'; Wallace, Julia (MOF); Tarin, Ghufra (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); 'gavin.he@ofina.on.ca'; 'Serena.ly@ofina.on.ca'; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS); Howard, Joan (MOF); Pho, Kevin (TBS); Rose, Charmaine A. (TBS); Anna.Strathy@ofina.on.ca

Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team

Subject: DPAC Update #21 | ADM Sign Off (Day 1) | April 5, 2017

-

Hi everyone,

Today is the first day of ADM Sign-off. The following chapters will be reviewed by ADM's in the Trillium Boardroom (7th Floor, Frost South) today:

- Chapters 1, 3, 4B, 4C, 4D, 5 & 6A

-

ADM Sign-Off Process

- Chapters will be displayed on a screen and as the edits are being discussed by ADMs, the changes will be made in real time.
- **Lead DPCs will be asked to input the edits for their chapter in real time during sign-off.**

DPCs, A few notes on process and tips to help you along the way:

- You'll be seated at the table with ADMs as they go through your chapter. You'll be asked to scroll through the pages and accepting/rejecting any track change edits on screen.
 - o You will sit through the sign-off on the entire chapter. Even if there are multiple contributing DPCs, we will not be switching DPCs halfway through the chapters.
- As ADMs discuss, you'll be asked to transcribe the edits in real time. Alana

and I will act as extra sets of eyes and ears to make sure you get everything inputted correctly.

- Some of you may already be aware of changes that need to be made at sign-off today.
 - o It is recommended that you save those changes/paragraphs on a USB stick (pw-protected) so you can copy and paste edits rather than typing them all out. This will help speed up the process.
- After sign-off, you'll be asked to go down to BudSec to do one final check to make sure everything was correctly inputted.
- You'll then be required to obtain your ADMs signature. They should initial each page and sign the front cover.
 - o **Note: If they have additional edits, they must initial beside the edit.**
- We ask that you kindly remind your ADM that they'll need to stick around at Frost to sign-off.

Foreword

- A copy of the Foreword was put on distribution last night.
- **EAs, please coordinate hand written edits amongst your divisions. You are welcome to provide hand written edits to the Foreword to me by end of day today.**

Sign-Off Loose Ends

- During sign-offs, I will be reaching out to EAs if any follow-ups are required.

Communications Products

- EAs are asked to consolidate edits to Comms products on behalf of their divisions and relay them to the appropriate Communications Services Branch (CSB) Lead by **end of day today**. A list of Comms advisors can be found in the Production Contact List sent out on electronic distribution.

Key Upcoming Dates :

April 4: Line Ministry Sign-off

April 4: Final Spring Bill draft due

April 5: ADM/MO Sign-Off

April 6: ADM/MO Sign-Off

April 7-9: Premier and Senior PO review of Papers

April 11-12: DM/MO Sign-off

If you have any questions, please feel free to contact Alana or myself.

Thanks,
Ron

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

From: Jaikaran, Ronald (MOF)

Sent: April-04-17 7:17 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); 'Gavin.He@ofina.on.ca'; Wallace, Julia (MOF); Tarin, Ghufuran (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); 'gavin.he@ofina.on.ca'; 'Serena.ly@ofina.on.ca'; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS); Howard, Joan (MOF); Pho, Kevin (TBS); Rose, Charmaine A. (TBS);

Anna.Strathy@ofina.on.ca

Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team

Subject: DPAC Update #20 | Line Ministry Sign Off | April 4, 2017

Good morning everyone,

Thank you for your continued support and hard work rolling in MO edits yesterday. As you know, line ministry sign off is scheduled for today from 10:00AM – 2:00PM. A few updates and reminders:

- 1. DPCs, please review excerpts that have been pulled for line ministry review at BudSec between 8:00 AM and 9:30 AM. There will not be an opportunity to do this later in the day.**
 - A revised schedule for line-ministry sign-off is attached.**
 - Line Ministry staff must sign the attached Oath of Confidentiality (DMs do not need to sign).**
 - After sign-off, policy staff may photocopy any LMs' edits but must return the originals to BudSec.**
 - Line ministry edits will be inputted in tracked changes by BudSec.**
 - ADMs will have the opportunity to accept/reject these proposed edits during ADM sign-off. (April 5th & 6th).**
- 2. Document References- The MO has provided us with a list of Document initiatives (see attached). Divisions are asked to draft short narratives for inclusion in the yellows. Please send drafts in password protected documents to me, cc'ing Alana by 5PM today. These will be rolled into the yellows in tracked changes in advance of ADM sign-off. If you are unsure of placement in the yellows please let me know.**

3. ADM Sign-Off- A heads up that the schedule for ADM sign-off may be shifting to accommodate competing priorities. As always, we appreciate your continued flexibility throughout the document process.

Key Upcoming Dates :

April 4: Line Ministry Sign-off

April 4: Final Spring Bill draft due

April 5: ADM/MO Sign-Off

April 6: ADM/MO Sign-Off

April 7-9: Premier and Senior PO review of Papers

April 11-12: DM/MO Sign-off

If you have any questions, please feel free to contact Alana or myself.

Thanks,

Ron

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

From: Jaikaran, Ronald (MOF)

Sent: April-03-17 11:31 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); 'Gavin.He@ofina.on.ca'; Zhang, Christina (OFA); Wallace, Julia (MOF); Tarin, Ghufan (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); 'gavin.he@ofina.on.ca'; 'Serena.ly@ofina.on.ca'; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS); Howard, Joan (MOF); Pho, Kevin (TBS); Rose, Charmaine A. (TBS); Anna.Strathy@ofina.on.ca
Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team
Subject: DPAC Update #19 | MO Feedback | April 3, 2017

Good morning everyone,

Thank you for all of your hard work completing Branch Review and Director sign-off last week. A few updates and reminders for today:

1. Our Minister's Office has reviewed the director sign-off version on the papers. The edits have been saved in their respective section folders on the iDoc drive in folders called "MO Feedback". Staff are being asked to review and roll in these edits in advance of line ministry sign-off tomorrow. The papers will then go on distribution this evening for line ministries to review.
2. Revised drafts of your papers are due to BudSec at 4PM today.
 - DPCs, please submit your papers in the iDoc drive. Once you've saved your file in the drive, please email your BudSec contact, cc'ing Alana and myself to notify us that your paper is ready.
 - After today's distribution, DPCs edit rights will be removed. Any edits after today must be brought to EAs and be raised at ADM sign-off.
 - We will be reaching out to individuals with additional MO comments throughout the day.
3. MO edits must be reviewed and incorporated into the papers. A reminder that if there are MO edits that aren't incorporated into the next distribution, the attached feedback tracker MUST be filled out providing clear rationale for not including the MO's edits.
 - The tracker provides an opportunity to convey comments and considerations to the MO regarding their edits.
 - Completed Feedback Trackers are due to me by 5PM on Monday April 3.
4. Line Ministry Sign-off- Tuesday April 4th
 - All DPCs must review their excerpts that have been pulled for line ministry review at BudSec between 8:00 AM and 9:30 AM. There will not be an opportunity to do this later in the day.
 - The schedule for line-ministry sign-off is attached. A reminder to staff to please send the names of policy staff that will be attending line ministry sign-off to Pauline Padmore.
 - It is recommended that Lead ADMs be presenting during line ministry sign-off. ADMs will be asked to bring any documentation needed to support sign off.
 - Line Ministry staff must sign the attached Oath of Confidentiality (DMs do not need to sign).
 - After sign-off, policy staff may photocopy any LMs' edits but must return the originals to BudSec.
 - Line ministry edits will be inputted in tracked changes by BudSec and ADM's will have the opportunity to accept or reject these proposed edits during ADM sign-off. (April 5th & 6th).

5. Communication Products

- Communication products were distributed on Friday evening.
- DPCs are asked to work closely with their CSB leads to confirm that the revisions made to the papers during Director sign-off and Line-ministry sign-off are reflected in the comms products to ensure alignment with the narrative.
- EAs are asked to consolidate edits to Comms products on behalf of their divisions and relay them to the appropriate Communications Services Branch (CSB) Lead by end of day Wednesday April 5. A list of Comms advisors can be found in the Production Contact List sent out on electronic distribution.

Key Upcoming Dates :

April 3: MO Feedback

April 4: Line Ministry Sign-off

April 4: Final Spring Bill draft due

April 5: ADM/MO Sign-Off

April 6: ADM/MO Sign-Off

April 7-9: Premier and Senior PO review of Papers

April 11-12: DM/MO Sign-off

If you have any questions, please feel free to contact Alana or myself.

Thanks,
Ron

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

From: Jaikaran, Ronald (MOF)

Sent: March-31-17 9:47 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); 'Gavin.He@ofina.on.ca'; Zhang, Christina (OFA); Wallace, Julia (MOF); Tarin, Ghufuran (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Loughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS);

Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); 'gavin.he@ofina.on.ca'; 'Serena.ly@ofina.on.ca'; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS); Howard, Joan (MOF); Pho, Kevin (TBS); Rose, Charmaine A. (TBS)
Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team
Subject: DPAC Update #18 | Director Sign-Off | March 31, 2017

Good morning everyone,

Thank you for all of your hard work completing Branch Review yesterday. As you're aware, it's day two of sign-offs, with director sign-off taking place today. A few updates and reminders for today:

1. We received some edits late last night to several photos and captions. Please note in some cases the photos and captions have changed at the request of the MO. Please review and have your director sign-off.
2. A heads up that we may receive initial comments from PO today. I will connect with the appropriate divisions if any edits are received.
3. Attached is a schedule for director sign-off . Please continue to email Pauline Padmore if there is a change in location or time for your sign-off.
4. Also attached is a schedule for line ministry sign-off. EA's, please send the name of staff that will attend for each ministry's sign-off to Pauline Padmore.
5. A reminder that DPCs will need to clearly identify which sections of the papers are to be pulled for line ministry sign-off on the director-approved papers (*detailed instructions below*).
6. ADM sign-off invites were sent out yesterday. If you did not receive an invite or are unsure if you need to attend, please feel free to contact me.

First Distribution of Communication Products – Friday March 31

- Communication products will be on distribution today.
- DPCs are asked to work closely with their CSB leads to confirm that the revisions made to the papers during Director sign-off are reflected in the comms products to ensure alignment.

- Please contact your respective CSB Lead if you have any further questions identified in the Document Distribution Contact List.

Director Sign-off Instructions

1. DPCs are to pick up their sign-off binder shell from BudSec on the morning of Director Sign-off.
 - Verify that the sign-in sheet is included.
 - Print the sign-off checklist at the end of the sign-off instructions (attached).
 - DPCs must print their own chapter and insert single-sided in their binder.
 - o MO edits must be reviewed and incorporated into the papers. A reminder that If there are MO edits that aren't incorporated into the next distribution, the attached feedback tracker MUST be filled out providing clear rationale for not including the MO's edits.
 - o Completed Feedback Trackers are due to me, cc'ing Alana by 5PM today.
2. When staff arrive, have them fill out the sign-in sheet with their printed name, telephone number and initials.
3. Staff will be responsible for reviewing and initialing content indicating their approval. There should be initials on every line/sentence/number/chart/table/photo/caption in every paper.
 - Postcards are to be signed-off today.
4. If staff makes an edit, he/she must wait until all staff have inputted their edits in that chapter before it can be reprinted. All changes must be marked on the master copy of the Document.
5. Once all staff have reviewed and approved their sections, DPCs are required to incorporate all edits by staff and print a clean copy of their chapter.
6. The lead DPC's director will be responsible for reviewing edits and ensuring that all edits have been captured.
 - The director-approved copy will need to clearly identify which sections of the papers are to be pulled for line ministry sign-off.
7. Hardcopies with staff signatures are to be delivered to BudSec at 4:00pm today.
8. When your sign-off is complete, DPCs please remember to place your paper in the iDoc and let your BudSec coordinator know that your paper is ready for pick up. It is the same process as other paper submissions.

Key Upcoming Dates :

Mar. 31: Director Sign-off

Apr. 4: Line Ministry Sign-off

April 4: Final Spring Bill draft due

April 5: ADM/MO Sign-Off

April 6: ADM/MO Sign-Off

April 7-9: Premier and Senior PO review of Papers

April 11-12: DM/MO Sign-off

-

If you have any questions, please feel free to contact Alana or myself.

Thanks,

Ron

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

From: Jaikaran, Ronald (MOF)

Sent: March-30-17 9:49 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); 'Gavin.He@ofina.on.ca'; Zhang, Christina (OFA); Wallace, Julia (MOF); Tarin, Ghufuran (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); 'gavin.he@ofina.on.ca'; 'Serena.ly@ofina.on.ca'; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS); Howard, Joan (MOF); Pho, Kevin (TBS); Rose, Charmaine A. (TBS)

Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team

Subject: DPAC Update #17 | Branch Review | March 30, 2017

Good morning everyone,

We've made significant progress on the papers and are now beginning the next phase of the process, sign-offs.

-

Branch Review/Staff sign marks the beginning of the sign-off process.

- The schedule for each chapter's sign-off is attached.
- If there are any last minute changes please let Pauline Padmore know to ensure the schedule is kept up-to-date.

Branch Review Instructions

1. DPCs are to pick up their sign-off binder shell from BudSec on the morning of Branch Review
 - Verify that the sign-in sheet is included.
 - Print the sign-off checklist at the end of the sign-off instructions (attached).
 - DPCs must print their own chapter that incorporates MO and additional staff edits single-sided and insert in their binder.
 - o MO edits must be reviewed and incorporated into the papers. A reminder that If there are MO edits that aren't incorporated into the next distribution, the attached feedback tracker MUST be filled out providing clear rationale for not including the MO's edits.
 - o Completed Feedback Trackers are due to me, cc'ing Alana by 5PM on Friday March 31.
2. When staff arrive, have them fill out the sign-in sheet with their printed name, telephone number and initials.
3. Staff will be responsible for reviewing and initialing content indicating their approval. There should be initials on every line/sentence/number/chart/table/photo/caption in every paper.
 - Postcards were also put on distribution. They must also be signed-off today.
4. If an employee makes an edit, he/she must wait until all staff have inputted their edits in that chapter before it can be reprinted. All changes must be marked on the master copy of the Document.
5. Once all staff have reviewed and approved their sections, DPCs are required to incorporate all edits by staff and print a clean copy of their chapter.
6. The lead DPC's manager will be responsible for reviewing edits and ensuring that all edits have been captured.
7. Hardcopies with staff signatures are to be delivered to BudSec at 4:00pm today.

Other Updates

- Line Ministry Sign-off: All line ministries are have been invited to sign-off on April 4. See attached email for details.
- ADM Sign-off: Outlook invites will be sent out later today

- Further instructions for Director and Line-Ministry sign-off will follow in the coming days.

-
-
-
Key Upcoming Dates :

Mar. 30: Branch Review

Mar. 31: Director Sign-off

Apr. 4: Line Ministry Sign-off

April 4: Final Spring Bill draft due

April 5: ADM/MO Sign-Off

April 6: ADM/MO Sign-Off

If you have any questions, please feel free to contact Alana or myself.

Thanks,
Ron

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

From: Jaikaran, Ronald (MOF)

Sent: March-28-17 10:23 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); 'Gavin.He@ofina.on.ca'; Zhang, Christina (OFA); Wallace, Julia (MOF); Tarin, Ghufan (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); 'gavin.he@ofina.on.ca'; 'Serena.ly@ofina.on.ca'; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS); Howard, Joan (MOF); Pho, Kevin (TBS)

Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team

Subject: DPAC Update #16 | MO Feedback on Sixth Distribution | March 28, 2017

Good morning everyone,

Our Minister's Office has reviewed the sixth distribution of the papers. The edits have been saved in their respective section folders on the iDoc drive in folders called "MO Feedback".

MO FEEDBACK & GENERAL COMMENTS

A few comments for the next round:

- The MO has advised that several previously removed sections are making their way back into the narrative. Please be mindful of this. If a section has been removed multiple times by the MO - it should not be reinserted into the papers.
- EAs, we have attached an updated version of the Outstanding Approvals Tracker reflecting the latest distribution. Please review and provide us with comments. This will help determine the remaining narrative loose ends and identify areas we need to follow up.
 - o As we approach sign-off, initiatives in the yellows that have already received approval should have square brackets removed. Please review these placeholders and ensure that the correct labels are being applied to the pending text.
- Technical and Other Amendments - This section should on its own page. All items currently tracking for inclusion in the Spring Bill should reference the proposed amendment. If Spring Bill initiatives don't fit the narrative, they should be moved to the Other Amendments section and shortened to 1-2 sentences.
- I have a few more specific comments and edits but will be reaching out to those DPCs individually throughout the day today.

PROCESS

1. A reminder that MO and additional staff edits must be rolled in before Branch Review. This is to ensure that a clean as possible version is available for sign-off. The papers will be distributed that evening once all chapters have been signed off (see attached Sign-Off instructions for details).
 - DPCs – please remember to send your sign-off locations/times to Pauline Padmore using the attached Boardroom templates.
2. MO edits must be reviewed and incorporated into the papers. A reminder that If there are MO edits that aren't incorporated into the next distribution, the attached feedback tracker MUST be filled out providing clear rationale for not including the MO's edits.
 - The tracker provides an opportunity to convey comments and considerations to the MO regarding their edits.
 - Completed Feedback Trackers are due to me by 5PM on Thursday March 30.
 - Please let me know if you will sending your tracker late

3. Post Cards - These were also put on distribution last Friday.
Postcards will need to be signed-off along with the papers.

-

Key Upcoming Dates :

Mar. 28: Final Instructions for Spring Bill items due

Mar. 30: Branch Review

Mar. 31: Director Sign-off

Apr. 4: Line Ministry Sign-off

April 4: Final Spring Bill draft due

April 5: ADM/MO Sign-Off

April 6: ADM/MO Sign-Off

If you have any questions, please feel free to contact Alana or myself.

Thanks,
Ron

-

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

-

From: Jaikaran, Ronald (MOF)

Sent: March-27-17 11:00 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF);
Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF);
Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon
(MOF); 'Gavin.He@ofina.on.ca'; Zhang, Christina (OFA); Wallace, Julia (MOF);
Tarin, Ghufuran (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe,
Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James
(MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick,
Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS);
Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au,
David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree
(MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y.
(TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS);
Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner,
Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo,
Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF);
Merkur, Mark (MOF); Saeed, Ather (TBS); 'gavin.he@ofina.on.ca';
'Serena.ly@ofina.on.ca'; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF);
Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry,
Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka
(MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF);
Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney,
Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh,
Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy
(MOF); Walsh, Laura M. (TBS); Howard, Joan (MOF); Pho, Kevin (TBS)
Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF);
Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi
(MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-
L-O-OB-All; @FIN-L-O-BudSec Production Team
Subject: DPAC Update #15 | Revised Timelines | March 27, 2017

-

Hi everyone,

I wanted to provide you with an update to the production schedule as there have been a few revisions. Updated calendars were distributed on Friday evening.

1. Sign-Off Date Changes

- Branch Review and Director sign-off dates have shifted by one day (March 30th and 31st respectively).
- Line-Ministry sign-off has moved to the following week (April 4). A Deputy memo will be sent out inviting line ministries. Once this goes out, I will let everyone know.

2. MO Feedback on 6th Distribution – Tuesday March 28th

- We still expect edits from the MO on Tuesday morning as previously communicated.
- Tracked changes versions will be available to DPC's in the iDoc around 10:00am.
- MO edits will need to be incorporated as part of Branch Review.
- As always, please wait for the email from myself to advise that the files are ready for pick up.

3. Sign-off Instructions are attached

- DPC's, please review in advance of sign-off training which is scheduled for this afternoon.
- Using the attached templates, if you could please let Pauline Padmore know where your Branch Review and Director-sign off will take place by EOD Tuesday March 28th.

Key Upcoming Dates :

Mar. 28: MO feedback on the 6th Distribution

Mar. 28: Final Instructions for Spring Bill items due

Mar. 30: Branch Review

Mar. 31: Director Sign-off

Apr. 4: Line Ministry Sign-off

April 4: Final Spring Bill draft due

April 5: ADM/MO Sign-Off

April 6: ADM/MO Sign-Off

If you have any questions, please feel free to contact Alana or myself.

Thanks,
Ron

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

From: Jaikaran, Ronald (MOF)

Sent: March-24-17 11:25 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); 'Gavin.He@ofina.on.ca'; Zhang, Christina (OFA); Wallace, Julia (MOF); Tarin, Ghufuran (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); 'gavin.he@ofina.on.ca'; 'Serena.ly@ofina.on.ca'; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS); Howard, Joan (MOF); Pho, Kevin (TBS)
Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team
Subject: DPAC Update #14 | Sixth Distribution | March 24, 2017

Good morning everyone,

Today is the sixth distribution of papers, the last before we begin the sign-off process.

PROCESS

- 1. The sixth draft of your papers are due to BudSec at NOON today.**
 - DPCs, please submit your papers in the iDoc drive. Once you've saved your file in the drive, please email your BudSec contact, cc'ing Alana and myself to notify us that your paper is ready.**
- 2. MO edits must be reviewed and incorporated into the papers. A reminder that If there are MO edits that aren't incorporated into the next distribution, the attached feedback tracker MUST be filled out providing clear rationale for not including the MO's edits.**
 - The tracker provides an opportunity to convey comments and considerations to the MO regarding their edits.**
 - Completed Feedback Trackers are due to me by 3PM on Friday March 24.**
 - Please let me know if you will sending your tracker late**
- 3. A friendly reminder to please identify chapter contributors throughout each section of the papers.**
 - Each subsection should have a contributing author identified using**

square brackets.

-
- 4. In order to comply with Accessibility for Ontario's with Disabilities Act, we must include "Alt Text" for all images, charts and graphs. Accessibility Text must be included on the last page(s) of your chapters for Branch Review. A template has been attached.

When creating your description(s) consider the following:

- o Why is this chart/image/table here?
- o What information is it presenting?
- o What purpose does it fulfil?
- o If I could not use the non-text content, what words would I use to convey the same function and/or information

TIMELINES

-
- 5. The Minister's Office will provide feedback on the sixth distribution on March 28.
 - The edits will be provided in track changes and will be made available in the iDoc drive.
 - I will notify divisions when the edits become available.

Key Upcoming Dates :

Mar. 24: Sixth draft of papers due to BudSec at NOON for the sixth Distribution

Mar. 28: MO feedback on the 6th Distribution

Mar. 28: Final Instructions for Spring Bill items due

Mar. 29: Branch Review

Mar. 30: Director Sign-off

Mar. 31: Line Ministry Sign-off

April 4: Final Spring Bill draft due

April 5: ADM/MO Sign-Off

April 6: ADM/MO Sign-Off

If you have any questions, please feel free to contact Alana or myself.

Thanks,
Ron

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

From: Jaikaran, Ronald (MOF)

Sent: March-22-17 9:58 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); 'Gavin.He@ofina.on.ca'; Zhang, Christina (OFA); Wallace, Julia (MOF); Tarin, Ghufuran (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); 'gavin.he@ofina.on.ca'; 'Serena.ly@ofina.on.ca'; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shaker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS); Howard, Joan (MOF); Pho, Kevin (TBS)
Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team
Subject: DPAC Update #13 | MO Feedback on Fifth Distribution | March 22, 2017

Good morning everyone,

Our Minister's Office has reviewed the fifth distribution of the papers. The edits have been saved in their respective section folders on the iDoc drive in folders called "MO Feedback".

- DPCs, if you have issues accessing your files or need access to a paper you do not lead, please contact your BudSec paper Coordinator (listed in the Production Contact List).

MO FEEDBACK & GENERAL COMMENTS

A few comments for the next round:

- What We Have Been Doing Since 2013 - You will notice in a few chapters that the "Achievements" sections have been revised and cut down. Moving forward, these sections will be on their own page and will include visuals. BudSec will work with the various DPCs to revise these sections for the next turn.
- A reminder to DPCs and contributing all initiatives that do not have the appropriate approvals in place must be identified (i.e., items that require LRC, TB/MBC or Cabinet approval must be square bracketed). Staff are required to indicate where the initiative is tracking and what date using square brackets. This must be inputted into the papers. Square-bracketed items are being rolled up for review. We will communicate next steps once the list has been reviewed.

- Items currently tracking for inclusion in the Spring Bill must be referenced in the Document. If the item does not fit the narrative of a particular chapter, it should be moved to the Technical Amendments section in the Tax Chapter (Chp. 7). (See the [2015 Budget](#) (pg. 343) and [2016 Budget](#) (pg. 338) for examples).
- Please continue to identify chapter contributors throughout each section of the papers.
 - Each subsection should have a contributing author identified using square brackets.
- I have a few more specific comments in terms of narrative but will be reaching out to those DPCs individually throughout the day today.

PROCESS

1. MO edits must be reviewed and incorporated into the papers. A reminder that if there are MO edits that aren't incorporated into the next distribution, the attached feedback tracker MUST be filled out providing clear rationale for not including the MO's edits.
 - The tracker provides an opportunity to convey comments and considerations to the MO regarding their edits.
 - Completed Feedback Trackers are due to me by 3PM on Friday March 24.
 - Please let me know if you will be sending your tracker late

TIMELINES

2. As you may know, sign-offs are scheduled to take place next week.
 - Detailed instructions will be circulated later this week.
 - DPCs you should have received a meeting invite for training from Melissa Ouzas. If you did not receive this invite please let her know.
 - Branch Review will take place the following week on Wednesday March 29th.
3. The MO will be providing feedback on the sixth distribution on Tuesday March 28

Key Upcoming Dates :

Mar. 24: Sixth draft of papers due to BudSec at NOON for the sixth Distribution

Mar. 28: MO feedback on the 6th Distribution

Mar. 28: Final Instructions for Spring Bill items due

Mar. 29: Branch Review

Mar. 30: Director Sign-off
Mar. 31: Line Ministry Sign-off
April 4: Final Spring Bill draft due

If you have any questions, please feel free to contact Alana or myself.

Thanks,
Ron

Ronald Jaikaran
Team Lead, Document Policy Advisor and Coordinator
Document Development and Support Unit
Office of the Budget | Ministry of Finance
Phone: 416-212-9335
ronald.jaikaran@ontario.ca

From: Jaikaran, Ronald (MOF)
Sent: March-17-17 11:50 AM
To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF);
Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF);
Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon
(MOF); 'Gavin.He@ofina.on.ca'; Zhang, Christina (OFA); Wallace, Julia (MOF);
Tarin, Ghufuran (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe,
Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James
(MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick,
Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS);
Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au,
David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree
(MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y.
(TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS);
Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner,
Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo,
Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF);
Merkur, Mark (MOF); Saeed, Ather (TBS); 'gavin.he@ofina.on.ca';
'Serena.ly@ofina.on.ca'; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF);
Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry,
Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka
(MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF);
Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney,
Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh,
Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy
(MOF); Walsh, Laura M. (TBS); Howard, Joan (MOF); Pho, Kevin (TBS)
Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF);
Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi
(MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-
L-O-OB-All; @FIN-L-O-BudSec Production Team
Subject: DPAC Update #12 | Fifth Distribution | March 17, 2017

Good morning everyone,

Today is the fifth distribution of papers.

PROCESS

1. The fifth draft of your papers are due to BudSec at NOON today.
DPCs, please submit your papers in the iDoc drive. Once
you've saved your file in the drive, please email your
BudSec contact, cc'ing Alana and myself to notify us that
your paper is ready.

-
- 2. MO edits must be reviewed and incorporated into the papers. A reminder that If there are MO edits that aren't incorporated into the next distribution, the attached feedback tracker MUST be filled out providing clear rationale for not including the MO's edits.
 - The tracker provides an opportunity to convey comments and considerations to the MO regarding their edits.
 - Completed Feedback Trackers are due to me by 3PM on Friday March 17.
 - Please let me know if you will sending your tracker late
- 3. A friendly reminder to please identify chapter contributors throughout each section of the papers.
 - Each subsection should have a contributing author identified using square brackets.

TIMELINES

-
- 4. The Minister's Office will provide feedback on the fifth distribution on March 22.
 - The edits will be provided in track changes and will be made available in the iDoc drive.
 - I will notify divisions when the edits become available.
-

Key Upcoming Dates :

March 17: Fifth draft of papers due to BudSec at NOON for the fifth Distribution

Mar. 22: MO Feedback on the 5th Distribution

Mar. 24: Sixth draft of papers due to BudSec at NOON for the sixth Distribution

Mar. 28: MO feedback on the 6th Distribution

Mar. 28: Final Instructions for Spring Bill items due

Mar. 29: Branch Review

Mar. 30: Director Sign-off

Mar. 31: Line Ministry Sign-off

April 4: Final Spring Bill draft due

If you have any questions, please feel free to contact Alana or myself.

Thanks,
Ron

-
Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

-

-

From: Jaikaran, Ronald (MOF)

Sent: March-15-17 11:39 AM

**To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); Gavin.He@ofina.on.ca ; Zhang, Christina (OFA); Wallace, Julia (MOF); Tarin, Ghufuran (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); gavin.he@ofina.on.ca ; Serena.ly@ofina.on.ca ; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS); Howard, Joan (MOF); Pho, Kevin (TBS)
Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team**

Subject: DPAC Update #11 | MO Feedback on Fourth Distribution | March 15, 2017

Good morning everyone,

Thank you for your patience. Our Minister's Office has completed reviewing the fourth distribution of the papers. The edits have been saved in their respective section folders on the iDoc drive in folders called "MO Feedback".

- DPCs, if you have issues accessing your files or need access to a paper you do not lead, please contact your BudSec paper Coordinator (listed in the Production Contact List).**

MO FEEDBACK & GENERAL COMMENTS

A few comments for the next round:

- A reminder to DPCs and contributing authors that all initiatives that do not have the appropriate approvals in place must be identified (i.e., items that require LRC, TB/MBC or Cabinet approval must be square bracketed). Staff are required to indicate where the initiative is tracking and what date using square brackets. This must be inputted into the papers.**
- Items currently tracking for inclusion in the Spring Bill must be referenced in the Document. If the item does not fit the narrative**

of a particular chapter, it should be moved to the Technical Amendments section in the Tax Chapter (Chp. 7). (See the [2015 Budget](#) (pg. 343) and [2016 Budget](#) (pg. 338) for examples).

- The papers are being reviewed by proofreaders as well as the MO. Please ensure to incorporate as many proof-reader edits where applicable. The edits are labelled (MOF8).
- Comms advisors may be in touch with DPCs to include placeholder language on Budget Talks initiatives in this turn of the papers. These should be included in the papers as break out boxes.
- Please identify chapter contributors throughout each section of the papers.
 - Each subsection should have a contributing author identified using square brackets.

PROCESS

1. EA's a friendly reminder that the Outstanding Approvals Tracker is due EOD today. If there are difficulties connecting with lead authors or if you anticipate missing this deadline please let me know.
2. MO edits must be reviewed and incorporated into the papers. It has been brought to our attention that edits are not being accepted and rational is not being provided by divisions. A reminder that If there are MO edits that aren't incorporated into the next distribution, the attached feedback tracker MUST be filled out providing clear rationale for not including the MO's edits.
 - The tracker provides an opportunity to convey comments and considerations to the MO regarding their edits.
 - Completed Feedback Trackers are due to me by 3PM on Friday March 17.
 - Please let me know if you will sending your tracker late

TIMELINES

3. As you may know, the timelines for sign-off have shifted one week later.
 - MO will provide edits on the 5th distribution on Wednesday March 22nd. These edits will be made available in the iDoc drive.
 - Branch Review will take place the following week on Wednesday March 29th.

Key Upcoming Dates :

March 17: Fifth draft of papers due to BudSec at NOON for the fifth Distribution

Mar. 22: MO Feedback on the 5th Distribution

Mar. 24: Sixth draft of papers due to BudSec at NOON for the sixth Distribution

Mar. 28: MO feedback on the 6th Distribution

Mar. 28: Final Instructions for Spring Bill items due

Mar. 29: Branch Review

Mar. 30: Director Sign-off

Mar. 31: Line Ministry Sign-off

April 4: Final Spring Bill draft due

If you have any questions, please feel free to contact Alana or myself.

Thanks,

Ron

-

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

-

From: Jaikaran, Ronald (MOF)

Sent: March-10-17 10:03 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); Gavin.He@ofina.on.ca ; Zhang, Christina (OFA); Wallace, Julia (MOF); Tarin, Ghufan (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); gavin.he@ofina.on.ca ; Serena.ly@ofina.on.ca ; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS); Howard, Joan (MOF); Pho, Kevin (TBS)
Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team
Subject: DPAC Update #10 | Fourth Distribution | March 10, 2017

-

Good morning everyone,

Today is the fourth distribution of papers.

PROCESS

- 1. The fourth draft of your papers are due to BudSec at NOON today.
 - DPCs, please submit your papers in the iDoc drive. Once you've saved your file in the drive, please email your BudSec contact, cc'ing Alana and myself to notify us that your paper is ready.
- 2. If there are MO edits that aren't incorporated into the next distribution, the attached feedback tracker must be filled out providing clear rationale for not including the MO's edits.
 - The tracker provides an opportunity to convey comments and considerations to the MO regarding their edits.
 - Completed Feedback Trackers are due to me by 3PM on Friday March 10.
- 3. Sign-offs are a few weeks away. Instructions will be circulated to divisions next week.
 - We will also be hosting sign-off training for DPCs. You will receive a calendar invite in the near future.

TIMELINES

- 4. The Minister's Office will provide feedback on the fourth distribution on March 15.
 - The edits will be provided in track changes and will be made available in the iDoc drive.
 - I will notify divisions when the edits become available.
-

Key Upcoming Dates :

March 10: Fourth draft of papers due to BudSec at NOON for the fourth Distribution

March 15: MO Feedback on the 4th Distribution

March 15: Initial Spring Bill instructions

March 17: Fifth draft of papers due to BudSec at NOON for the fifth Distribution

March 21: MO Feedback on the 5th Distribution

March 22: Branch Review

March 23: Director Sign-off

March 24: Line Ministry Sign-Off

March 28: Final Spring Bill Instructions due

If you have any questions, please feel free to contact Alana or myself.

Thanks,
Ron

Ronald Jaikaran

From: Jaikaran, Ronald (MOF)

Sent: March-08-17 10:01 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); Gavin.He@ofina.on.ca ; Zhang, Christina (OFA); Wallace, Julia (MOF); Tarin, Ghufuran (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); gavin.he@ofina.on.ca ; Serena.ly@ofina.on.ca ; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS)
Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team
Subject: DPAC Update #9 | MO Feedback on Third Distribution | March 8, 2017

Good morning everyone,

Our Minister's Office has reviewed the third distribution of the papers. The edits have been saved in their respective section folders on the iDoc drive in folders called "MO Feedback".

- DPCs, if you have issues accessing your files or need access to a paper you do not lead, please contact your BudSec paper Coordinator (listed in the Production Contact List).

MO FEEDBACK & GENERAL COMMENTS

A few comments for the next round:

- All subtitles throughout the Document, should contain a verb describing the action being taken with each initiative. (i.e., Strengthening, Modernizing, Expanding, Implementing, etc.)
- Rename "Commitments Since 2013" sections to "Achievements Since 2013".

- DPCs and contributing authors must identify all initiatives that do not have the appropriate approvals in place (i.e., items that require LRC, TB/MBC or Cabinet approval must be square bracketed). Staff are required to indicate where the initiative is tracking and what date using square brackets. This must be inputted into the papers.

PROCESS

1. A reminder that lead DPC's should be reaching out to key contributors to relay MO edits or any other key information related to the chapter.
 - If you have any questions about the required edits, please send me an email and I can follow up with our Minister's Office.
2. MO edits must be reviewed and incorporated into the papers . If there are MO edits that aren't incorporated into the next distribution, the attached feedback tracker must be filled out providing clear rationale for not including the MO's edits.
 - The tracker provides an opportunity to convey comments and considerations to the MO regarding their edits.
 - Completed Feedback Trackers are due to me by 3PM on Friday March 10.

TIMELINES

3. The fourth distribution is this Friday. Revised papers are due to Budget Secretariat at 12PM on Friday March 10.

Key Upcoming Dates :

March 8: MO Feedback on the 3rd Distribution

March 10: Fourth draft of papers due to BudSec at NOON for the fourth Distribution

March 15: MO Feedback on the 4th Distribution

March 15: Initial Spring Bill instructions

March 17: Fifth draft of papers due to BudSec at NOON for the fifth Distribution

March 21: MO Feedback on the 5th Distribution

March 22: Branch Review

March 23: Director Sign-off

March 24: Line Ministry Sign-Off

March 28: Final Spring Bill Instructions due

From: Jaikaran, Ronald (MOF)

Sent: March-03-17 6:11 PM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon

(MOF); Gavin.He@ofina.on.ca ; Zhang, Christina (OFA); Wallace, Julia (MOF); Tarin, Ghufuran (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); gavin.he@ofina.on.ca ; Serena.ly@ofina.on.ca ; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS)
Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team
Subject: DPAC Update #8 | Revised Timelines | March 3, 2017

Hi everyone,

Thank you for submitting your papers for this evening's distribution. As promised, I wanted to provide you with an update to the production schedule.

1. Tentative Release Date Change

- The tentative release date has been revised. New calendars will be put on distribution today that provide details of the changes.
- Two additional distributions have been added to the schedule (March 10th and March 17th).
- A reminder that the release date is confidential and should not be shared with anyone outside of MOF/TBS.

2. MO Feedback on 3rd Distribution – Wednesday March 8

- As a result of the date change, we expect edits from the MO on Wednesday morning (not Tuesday as mentioned earlier today).
- Tracked changes versions will be available to DPC's in the iDoc around 10:00am.
- As always, please wait for the email from myself to advise that the files are ready for pick up.

3. Distribution #4 – Friday March 10

- Papers are to be submitted to BudSec on Friday March 10 at 12:00pm.

Key Upcoming Dates :

March 3: Third Distribution of the papers

March 8: MO Feedback on the 3rd Distribution

March 10: Fourth draft of papers due to BudSec at NOON for the fourth Distribution

March 15: MO Feedback on the 4th Distribution

March 17: Fifth draft of papers due to BudSec at NOON for the fifth Distribution

March 21: MO Feedback on the 5th Distribution

March 22: Branch Review

March 23: Director Sign-off

-

Thanks for your ongoing flexibility during the process. If you have any questions, please feel free to contact Alana or myself.

Have a great weekend!

Ron

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

-

From: Jaikaran, Ronald (MOF)

Sent: March-03-17 11:16 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Hancock, Julia (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); Gavin.He@ofina.on.ca ; Zhang, Christina (OFA); Wallace, Julia (MOF); Tarin, Ghufuran (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); gavin.he@ofina.on.ca ; Serena.ly@ofina.on.ca ; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS)

Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF) 1; MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS);

@FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team

Subject: DPAC Update #7 | Third Distribution | March 3, 2017

-

Good morning everyone,

Today is the third distribution of papers.

PROCESS

- 1. The third draft of your papers are due to BudSec at NOON today.
 - DPCs, please submit your papers in the iDoc drive. Once you've saved your file in the drive, please email your BudSec contact, cc'ing Alana and myself to notify us that your paper is ready.
- 2. If there are MO edits that aren't incorporated into the next distribution, the attached feedback tracker must be filled out providing clear rationale for not including the MO's edits.
 - The tracker provides an opportunity to convey comments and considerations to the MO regarding their edits.
 - Completed Feedback Trackers are due to me by 3PM on Friday March 3.

TIMELINES

- 3. The document production timelines are currently being reviewed .
An update will be provided later this evening once available.
- 4. Under the current timelines, the Minister's Office will provide feedback on the third distribution on March 7.
 - The edits will be provided in track changes and will be made available in the iDoc drive.
 - I will notify divisions when the edits become available.
-
-

Key Upcoming Dates :

March 3: Third draft of papers due to BudSec at NOON for the third Distribution

March 7: MO Feedback on the 3rd Distribution (TBD)

March 7: Branch Review (TBD)

March 8: Director Sign-Off (TBD)

March 9: Line-Ministry Sign-off (TBD)

If you have any questions, please feel free to contact myself or Alana Rowe.

Thanks,
Ron

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

From: Jaikaran, Ronald (MOF)

Sent: March-01-17 10:58 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Waddell, Colleen (MOF); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); Gavin.He@ofina.on.ca; Zhang, Christina (OFA); Wallace, Julia (MOF); Tarin, Ghufan (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); gavin.he@ofina.on.ca; Serena.ly@ofina.on.ca; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); Ize-Dukuze, Marilyn (MOF); Kang, Lucy (MOF); Walsh, Laura M. (TBS)
Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Kim, Minzi (MOF) 1; MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team
Subject: DPAC Update #6 | Second Distribution | March 1, 2017

Good morning everyone,

Our Minister's Office has reviewed the second distribution of the papers. The edits have been saved in their respective section folders on the iDoc drive in folders called "MO Feedback".

- DPCs, if you have issues accessing your files or need access to a paper you do not lead, please contact your BudSec paper Coordinator (listed in the Production Contact List).**

MO FEEDBACK & GENERAL COMMENTS

A few comments for the next round:

- Items currently tracking for inclusion in the Spring Bill must be referenced in the Document. If the item does not fit the narrative of a particular chapter, it should be moved to the Technical Amendments section in the Tax Chapter (Chp. 7). (See the [2015 Budget](#) (pg. 343) and [2016 Budget](#) (pg. 338) for examples).**
- The content in the Commitments since 2013 text boxes should be presented in the form of infographics, similar to the 2016 FES brochures. Text boxes should no longer be used. (See the following links for examples: [Education](#), [Health Care](#), [Jobs](#))**

- In the yellows, you may see comments that say “To be discussed at weeklies”. The MO would like to discuss these items further at their weekly meetings with divisions. If you require further information or context, I’m happy to follow up with the MO.

PROCESS

1. A reminder that lead DPC’s should be reaching out to key contributors to relay MO edits or any other key information related to the chapter.
 - If you have any questions about the required edits, please send me an email and I can follow up with our Minister’s Office.
2. MO edits must be reviewed and incorporated into the papers . If there are MO edits that aren’t incorporated into the next distribution, the attached feedback tracker must be filled out providing clear rationale for not including the MO’s edits.
 - The tracker provides an opportunity to convey comments and considerations to the MO regarding their edits.
 - Completed Feedback Trackers are due to me by 3PM on Friday March 3.
3. Our Deputy has reached out to line ministries regarding Document security. Please see attached memo and protocols. You may reach out to LMs as required. Please remember that your ADM should be aware of any line ministry outreach.

TIMELINES

4. The third distribution is this Friday. Revised papers are due to Budget Secretariat at 12PM on Friday March 3.
5. The current production schedule is under review. We will provide updates later this week of any changes to the current timelines.

Key Upcoming Dates :

March 3: Third draft of papers due to BudSec at NOON for third Distribution

March 6: MO Feedback on the 3rd Distribution

March 7: Branch Review (TBD)

March 8: Director Sign-Off (TBD)

March 9: Line-Ministry Sign-off (TBD)

If you have any questions, please feel free to contact myself or Alana Rowe.

Thanks,
Ron

Ronald Jaikaran
Team Lead, Document Policy Advisor and Coordinator
Document Development and Support Unit
Office of the Budget | Ministry of Finance
Phone: 416-212-9335
ronald.jaikaran@ontario.ca

From: Jaikaran, Ronald (MOF)
Sent: February-24-17 11:06 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Waddell, Colleen (ENERGY); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); Gavin.He@ofina.on.ca; Zhang, Christina (OFA); Wallace, Julia (MOF); Tarin, Ghufuran (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); gavin.he@ofina.on.ca; Serena.ly@ofina.on.ca; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcio, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF)
Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Ize-Dukuze, Marilyn (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team
Subject: DPAC Update #5 | Second Distribution | February 24, 2017

Good morning everyone,

Happy Friday! Today is the second distribution of papers.

PROCESS

1. The second draft of your papers are due to BudSec at NOON today.
 - . DPCs, please submit your papers in the iDoc drive. Once you've saved your file in the drive, please email your BudSec contact, cc'ing Alana and myself to notify us that your paper is ready.
 - . If you have any technical or timing issues with submitting, please contact your BudSec paper coordinator.
 - . The papers will be distributed this evening.
2. A reminder to contributing authors to work with lead DPCs to ensure your content is inserted in the correct chapter.
 - . The revised contact list has been attached if you are unsure who you should be connecting with.

3. Alana and I connected with impacted DPCs yesterday in regards to chapter title changes. Please ensure that these changes are reflected in this turn of the papers it would be appreciated. If you need a reminder please get in touch with us.
4. If there are MO edits that aren't incorporated into the next distribution, the attached feedback tracker must be filled out providing clear rationale for not including the MO's edits.
 - The tracker provides an opportunity to convey comments and considerations to the MO regarding their edits.
 - Completed Feedback Trackers are due to me by 3PM on Friday February 24.
5. The Minister's Office will provide feedback on the second distribution on March 1.
 - o The edits will be provided in track changes and will be made available in the iDoc drive.
 - o I will notify divisions when the edits become available.

Key Upcoming Dates:

February 24: Second draft of papers due to BudSec at NOON for Second Distribution

February 24: MO Feedback Tracker due at 3PM

March 1: MO Feedback on the 2nd Distribution

March 3: Third draft of papers due to BudSec at NOON for third Distribution

March 6: MO Feedback on the 3rd Distribution

March 7: Branch Review

If you have any questions, please feel free to contact myself or Alana Rowe.

Thanks,
Ron

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

From: Jaikaran, Ronald (MOF)

Sent: February-22-17 10:20 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Waddell, Colleen (ENERGY); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); Gavin.He@ofina.on.ca; Zhang, Christina (OFA); Wallace, Julia (MOF); Tarin, Ghufuran (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis,

Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); gavin.he@ofina.on.ca ; Serena.ly@ofina.on.ca ; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF); Maimona, Mashoka (MOF); Giannini, Anna (MOF); Patel, Lesley (MOF); Quarcoo, Irene (MOF); Sylvain, Matthew (MOF); Tibando, Lindsay (MOF); Hsu, Priscilla (MOF); Maloney, Martha (MOF); Savage, Lorraine (MOF); Thirunavukkarasu, Myuri (MOF); Rameh, Shakker (MOF); Kula, Mark (MOF); Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Ize-Dukuze, Marilyn (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team
Subject: DPAC Update #4 | MO Feedback on First Distribution | February 22, 2017

Good morning everyone,

Our Minister's Office has reviewed the first distribution of the papers. The edits have been saved in their respective section folders on the iDoc drive in folders called "MO Edits".

- DPCs, if you have issues accessing your files or need access to a paper you do not lead, please contact your BudSec paper Coordinator (listed in the Production Contact List).

MO FEEDBACK & GENERAL COMMENTS

1. Overall, our Minister's Office was pleased with the first draft of the papers. A few comments for the second distribution:

a. All chapters should be written using the following structure:

Introduction

- This should be a summary of the chapter and no more than 2 pages
- It should summarize the types of commitments the chapter will cover
- Include value statements (i.e., Why this section/topic is important? What outcome is the government is trying to achieve?)

Highlights since 2013

- This should be in the form of a text box/call-out box on a separate page following the introduction
- Highlights/accomplishments should be written in succinct bullet points
- The page can include pictures, graphics, icons or other visuals.

Initiatives

- When describing individual initiatives, the narrative

should follow our lens and answer the following:

§ What is the government's commitment?

§ Why it's important?

§ What outcomes is the government trying to achieve? What are the key performance indicators?

- b. When referencing investments, please be specific about where/what region in Ontario the investments are taking place.
- c. Some MO comments in the papers say "Suggested KMs" – these Key Messages are meant to be a guide and not copied word-for-word into the narrative.

PROCESS

- 2. A reminder that lead DPC's should be reaching out to key contributors to relay MO edits or any other key information related to the chapter.
 - If you have any questions about the required edits, please send me an email and I can follow up with our Minister's Office.
- 3. MO edits must be reviewed and incorporated into the papers . If there are MO edits that aren't incorporated into the next distribution, the attached feedback tracker must be filled out providing clear rationale for not including the MO's edits.
 - The tracker provides an opportunity to convey comments and considerations to the MO regarding their edits.
 - Completed Feedback Trackers are due to me by 3PM on Friday February 24.
- 4. EAs, please remember to set up weekly meetings with your teams and MO advisors to discuss Document narratives and feedback.
 - MO Advisors are listed in the table of contents that was part of the first distribution
 - If you're unsure of who you should be contacting, please feel free to get in touch with me.
- 5. A teleconference will be set up later this week to check in and to discuss any issues that may arise before the second distribution. Stay tuned for further details. As always, feel free to contact Alana or myself with any additional questions you may have.

TIMELINES

- 6. The second distribution is this Friday. Revised papers are due to Budget Secretariat at 12PM on Friday February 24.

Key Upcoming Dates :

February 22: MO Feedback on 1st Distribution

February 22: Security Awareness Training (2:00 pm- 3:00 pm)

February 24: Second draft of papers due to BudSec at NOON for Second Distribution

February 24: MO Feedback Tracker due at 3PM

March 1: MO Feedback on the 2nd Distribution

March 3: Third draft of papers due to BudSec at NOON for third Distribution

March 6: MO Feedback on the 3rd Distribution

March 7: Branch Review

If you have any questions, please feel free to contact myself or Alana Rowe.

**Thanks,
Ron**

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

From: Jaikaran, Ronald (MOF)

Sent: February-17-17 9:22 AM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Waddell, Colleen (ENERGY); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); Gavin.He@ofina.on.ca; Wynberg, Lynsey (OFA); Wallace, Julia (MOF); Tarin, Ghufan (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (TBS); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); gavin.he@ofina.on.ca; Serena.ly@ofina.on.ca; Hamilton, Ross (MOF); Mukherjee, Sumon (MOF); Defend, Charles (TBS); Jamal, Zaynah (TBS); Chowdhury, Rumana (MOF); Henry, Eric (MOF); Bucci, Andrew W. (MOF); Ingram, Kelsey (MOF)

Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Ize-Dukuze, Marilyn (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team

Subject: DPAC Update #3 | Lockdown & First Distribution | February 17, 2017

Hi everyone,

Today is the first day of Lockdown and the first distribution of papers.

PROCESS

1. A friendly reminder that the first draft of your papers are due to BudSec at NOON today

- DPCs, please submit your papers in the iDoc drive.
- Once you've saved your file in the drive, please email your BudSec contact, cc'ing Alana and myself to notify us that your paper is ready.
- If you have any technical or timing issues with submitting, please contact your BudSec paper coordinator.
- The papers will be distributed this evening.

2. EAs, please submit your line ministry (LM) contacts template by EOD today

- Divisions are asked to use the attached template to identify LMs that you think will need to be involved in developing major components of the Document narrative in advance of line-ministry sign-off .
- The complete list of LMs will be reviewed by our Deputy and Minister's Office. Once approved, we will be reaching out to the identified contacts to ensure they have the appropriate security training needed to be involved in the Document process.

3. The Minister's Office will provide feedback on the first distribution on February 22.

- o The edits will be provided in track changes and will be made available in the iDoc drive.
- o I will notify divisions when the edits become available.

4. Document Protocols (Production, Communication & Security)

- Please take a few minutes to review the attached protocols. They identify roles, responsibilities and outline the best practices and guidelines during the Document process.

SECURITY

5. Today is the first day of Document Lockdown. The Frost building will be under enhanced security protocols (*see attached Security Bulletin for details*) . Please keep in mind the following protocols:

- Watch out for "piggybacking" at both the main entrance and the entrance to your floor. Every person must swipe in. Staff should not hold the door open for any unknown guests.
- Please ensure that yellow papers are never left unattended and are locked whenever you are away from your desk.
- Yellow paper should not be put in the shredding bins.
- All Document-related files must be password protected with the 2017 Document internal or external passwords.

Key Upcoming Dates :

February 17: Lockdown Begins

February 17: First draft of papers due to BudSec at NOON for First Distribution

February 20: Family Day

February 22: MO Feedback on 1st Distribution

February 22: Security Awareness Training (2:00 pm- 3:00 pm)

February 24: Second draft of papers due to BudSec at NOON for Second Distribution

March 1: MO Feedback on the 2nd Distribution

You may also feel free to "unsubscribe" to these updates at any time.

**Thanks,
Ron**

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

From: Jaikaran, Ronald (MOF)

Sent: February-15-17 6:59 PM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Waddell, Colleen (ENERGY); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); Gavin.He@ofina.on.ca; Wynberg, Lynsey (OFA); Wallace, Julia (MOF); Tarin, Ghufuran (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS); Pearce, James (TBS); Bramble, Veralyn (MOF); Manning, Catalina (TBS); Kuzmanovic, Diana (TBS); Au, David (TBS); Johnson, Malcolm (TBS); Williams, Kent (MOF); Fernandez, Desiree (MOF); Jung, Choya (MOF); Mohsenzadeh, Shabnam (TBS); Zhao, Henry G.Y. (TBS); Palmer, Corinne (TBS); Bugajski, Tomasz (OFA); Marescaux, Monika (TBS); Fang, Helen (TBS); Shepherd, Catherine (TBS); Ghan, Susan (TBS); Skinner, Rachel (TBS); Lim, Michael (MOF); Yim, Terence (MOF); Clarke, Asha (MOF); Vo, Kim (MOF); Saboor, Ibrahim (TBS); Katz, Emily (MOF); Afzal, Sasha (MOF); Merkur, Mark (MOF); Saeed, Ather (TBS); gavin.he@ofina.on.ca; Serena.ly@ofina.on.ca

Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, Christopher (MOF);

Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Ize-Dukuze,

Marilyn (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS);

@FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team

Subject: DPAC Update #2 | Revised ToC | February 15, 2017

Good evening everyone,

Thanks for your input on the table of contents. Attached is a revised version. Please see below for further updates:

NARRATIVE

- 1. Attached is a revised Table of Contents outlining the structure for developing DOC narratives. We included your input and worked**

with the Minister's Office to update the ToC. A few things to note:

- a. Some sections have changed or merged and initiatives have also been moved around.
- b. MO advisors and DPCs have been added.

2. Staff should begin drafting their narratives according to the revised ToC. Divisions are asked to craft their narratives according to the following narrative lens below. All narratives should respond to the following questions:

- a. What is the government's commitment? What did the government commit to in the 2016 Budget?
- b. Why the commitment is important?
- c. What outcomes will the government's plan achieve?

• Divisions should be working together on their narratives as many sections throughout the Document have multiple contributing authors.

SECURITY

3. Each year, line ministries (LMs) are involved in developing the Document narratives. This year, we're introducing a new security measure in accordance with the recommendations of our recent review of Document security measures.

- a. Divisions are asked to use the attached template to identify LMs that you think will need to be involved in this year's Document development in advance of line-ministry sign-off.
 - i. The complete list of LMs will be reviewed by our Deputy and Minister's Office. Once approved, we will be reaching out to the identified contacts to ensure they have the appropriate security training needed to be involved in the Document process.
- b. Please send your completed templates by end of day Friday Feb. 17.

4. A reminder that security training sessions are still being held for new staff and anyone that would like a refresher. The following sessions are still available:

- o Thursday February 16 – 2pm to 3pm
- o Wednesday February 22 – 2 pm to 3 pm
- o Thursday February 23 – noon to 1 pm
- o Friday February 24 – 10am to 11am

- a. Please contact Lee Zavagno to enroll your staff in security training.
- b. If additional sessions are required, please let me know, we'll arrange to have those set up.

PROCESS

5. You should all have received an email from Document, Production (MOF) requesting your computer information. Please review that email and submit your computer information. This will ensure that you receive distributions when they are sent out.

TIMELINES

6. A complete planning and production calendar is still under development and will be circulated to divisions via secure distribution later this week.

Key Upcoming Dates :

February 16: Security Awareness Training (2:00 pm- 3:00 pm)

February 17: Lockdown Begins

February 17: First draft of papers due to BudSec at NOON for First Distribution

February 20: *Family Day*

February 22: MO Feedback on 1st distribution

February 22: Security Awareness Training (2:00 pm- 3:00 pm)

February 24: Second draft of papers due to BudSec at NOON for Second Distribution

Please don't hesitate to contact me with questions.

You may also feel free to "unsubscribe" to these updates at any time.

Thanks,
Ron

Ronald Jaikaran

Team Lead, Document Policy Advisor and Coordinator

Document Development and Support Unit

Office of the Budget | Ministry of Finance

Phone: 416-212-9335

ronald.jaikaran@ontario.ca

From: Jaikaran, Ronald (MOF)

Sent: February-13-17 5:32 PM

To: Harten, Jayne (MOF); Reynolds, Samantha (MOF); Gobeil, Diana (MOF); Skoberne, Vivienne (MOF); Waddell, Colleen (ENERGY); Buckland Foster, Jamie (MOF); Symeonides, Nicole (MOF); Lewis, Shannon (MOF); Gavin.He@ofina.on.ca ; Wynberg, Lynsey (OFA); Wallace, Julia (MOF); Tarin, Ghufan (MOF); Agboola, Ola (MOF); Salman, Sadruddin (MOF); Howe, Jyllian (MOF); Morier, Rebecca (MOF); Maloney, Martha (MOF); Buttivant, James (MOF); Laughton, Patrick (TBS); Law, Rex (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Tsirtsimpis, Katerina (TBS); Lin, Kim (TBS)

Cc: Chaput, Brandon (MOF); McLean, David (MOF); Pearce, James (TBS); Young, Gwendolynne (MOF); Clarke-Darshanand, Jamille (MOF); Ize-

Dukuze, Marilyn (MOF); MacIntyre, Kyle (TBS); Simone, Nicole (TBS); Nelson, Dane (TBS); @FIN-L-O-OB-All; @FIN-L-O-BudSec Production Team
Subject: DPAC Update #1 | Welcome to the 2017 Document Process | February 13, 2017

Good evening,

As many of you already know, the 2017 Budget process is well underway. Similar to years past, I'll be providing regular DPAC Updates to ensure we're on the same page and remain aligned throughout the process. There will be a mix of email updates, teleconferences and in-person meetings this process.

Please feel free to forward this email along to staff and/or let me know if you'd like me to add anyone to this email distribution list.

Last Friday we held a Document Planning session with your ADMs. At the meeting the following items were discussed:

NARRATIVE

1. The preliminary Table of Contents outlines a structure for developing DOC narratives. It outlines key contacts throughout the process.
 - a. A request for divisions to review, provide comments and identify key contacts where necessary was sent to EAs on Friday. Thank you to those that have submitted their feedback. Please provide revisions to Alana cc'ing myself as soon as possible.
2. Staff should begin drafting their narratives according to the ToC. Divisions are asked to craft their narratives according to the following narrative lens below. All narratives should include the following format:
 - a. What is the government's commitment?
 - b. Why the commitment is important?
 - c. What outcomes will the government's plan achieve?

PROCESS

3. Budget Secretariat has sent out a few requests for divisions to:
 - a. Identify Divisional Paper Coordinators (DPCs), Production Staff Persons (PSPs) and Briefing Book Coordinators (BBCs). Please review the request and provide a response by Monday February 13th.
 - b. Review Divisional Distribution Lists, based on previous document processes, to be updated for the upcoming 2017 Spring Document Process. Please review and provide a response by Tuesday February 14th at noon.
4. A briefing schedule is currently being developed and will be circulated to divisions in the near future.

SECURITY

5. Maintaining high standards of confidentiality help preserve the integrity of the document development process. It is important that we adhere to the best practices throughout the process.

a. Passwords : The new 2017 DOC passwords were communicated verbally to all divisions. Please feel free to call me if you do not know the 2017 DOC passwords. The passwords should not be shared via email.

b. Security Awareness Training : Sessions have been set up (See attached email). Attendance is mandatory for all new staff, however existing Frost Complex staff are encouraged to attend security training for a refresher . Sessions will take place on:

- o Tuesday February 14 – 11 am to noon
- o Wednesday February 15 – noon to 1pm
- o Thursday February 16 – 2pm to 3pm
- o Wednesday February 22 – 2 pm to 3 pm
- o Thursday February 23 – noon to 1 pm
- o Friday February 24 – 10am to 11am

c. Please contact Lee Zavagno to enroll your staff in security training.

d. If additional sessions are required, please let me know, we'll arrange to have those set up.

TIMELINES

6. A complete planning and production calendar will be circulated to divisions via secure distribution later this week.

Key Upcoming Dates :

February 13: Deadline to identify DPCs and PSPs

February 14: Deadline to submit Distribution Lists (Noon)

February 14: Security Awareness Training (11:00 am-12:00 pm)

February 15: DPC Training

February 15: Security Awareness Training (12:00 pm- 1:00 pm)

February 16: Security Awareness Training (2:00 pm- 3:00 pm)

February 17: Lockdown Begins

February 17: First draft of papers due to BudSec at NOON for First Distribution

February 22: MO Feedback on 1st distribution

February 22: Security Awareness Training (2:00 pm- 3:00 pm)

February 24: Second draft of papers due to BudSec at NOON for Second Distribution

Please don't hesitate to contact me with questions.

You may also feel free to "unsubscribe" to these updates at any time.

Thanks,
Ron

-

Ronald Jaikaran
Team Lead, Document Policy Advisor and Coordinator
Document Development and Support Unit
Office of the Budget | Ministry of Finance
Phone: 416-212-9335
ronald.jaikaran@ontario.ca

-