

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR FROM APRIL 2011 TO FEBRUARY 2013**  
**MAJOR COMMERCIAL CROWN CORPORATIONS**  
**(ALL DATES ARE SUBJECT TO CHANGE BY TREASURY BOARD)**

<b>DUE DATE</b>	<b>REPORT (DESCRIPTION AND REQUIREMENTS BELOW)</b>
March 31, 2011	<ul style="list-style-type: none"> <li>Draft Carbon Neutral Action Reports (CNARS) due to Climate Action Secretariat (CAS), as per CAS's instructions (required by regulation)</li> </ul>
April 2011	<ul style="list-style-type: none"> <li>New Government's Letter of Expectations template to inform 2012/13 – 2014/15 Service Plans issued by CARO.</li> <li>Instructions issued by Multiculturalism Branch to complete annual Multiculturalism Report.</li> </ul>
April 8, 2011	<ul style="list-style-type: none"> <li>For Crowns with Dec 31 year end, draft 2010 Annual Service Plan Report to ministry for review</li> </ul>
April 19 2011	<ul style="list-style-type: none"> <li>Preliminary 2010/11 Comparative Financial Statements to OCG (for Crowns with a Dec 31 year end, the 2010 Audited Comparative Financial Statements and the March 2011 YTD Actuals)</li> </ul>
April 29, 2011	<ul style="list-style-type: none"> <li>Final Carbon Neutral Action Reports (CNARS) due to Climate Action Secretariat (CAS), as per CAS's instructions</li> <li>For Crowns with Dec 31 year end, draft 2010 Annual Service Plan Report to responsible Ministers for comment</li> </ul>
May 13, 2011	<ul style="list-style-type: none"> <li>For Crowns with Mar 31 year end, draft 2010/11 Annual Service Plan Report to ministry for review</li> </ul>
May 19, 2011	<ul style="list-style-type: none"> <li>2010/11 Audited Comparative Financial Statements to OCG</li> </ul>
May 20, 2011	<ul style="list-style-type: none"> <li>2011/12 Budget Submission Update &amp; preliminary 2012/13 – 2015/16 Projections to TBS</li> <li>Quarterly capital plan update: Crowns to update capital plan project information, including forecasts in the Capital Planning Secretariat database (via ministry responsible and copy to TBS)</li> </ul>
May 24, 2011	<ul style="list-style-type: none"> <li>For Crowns with Dec 31 year end, PDF version of final board- and responsible Minister- approved 2010 Annual Service Plan Report to Cabinet Operations</li> </ul>
May 27, 2011	<ul style="list-style-type: none"> <li>For Crowns with Dec 31 year end, four copies of printed version of final board and responsible Minister-approved 2010 Annual Service Plan Report to Minister for tabling with the Clerk of the House as per procedures provided by Cabinet Operations</li> </ul>
May 31, 2011	<ul style="list-style-type: none"> <li>Multiculturalism Report due as per Multiculturalism Branch instructions.</li> </ul>

**May 31, 2011**      **For Crowns with Dec 31 year end, last date for responsible Ministers to table 2010 Annual Service Plan Reports**

June 2011	<ul style="list-style-type: none"> <li>Minister Responsible provides 2012/13 Government's Letter of Expectations to CARO for review. CARO prepares Summary Note for Cabinet</li> </ul>
June 3, 2011	<ul style="list-style-type: none"> <li>For Crowns with Mar 31 year end, draft 2010/11 Annual Service Plan Report to responsible Ministers for comment</li> </ul>
June 23, 2011	<ul style="list-style-type: none"> <li>For Crowns with Mar 31 year end, PDF version of final board- and responsible Minister-approved 2010/11 Annual Service Plan Report to Cabinet Operations</li> </ul>
June 24, 2011	<ul style="list-style-type: none"> <li>For Crowns with Mar 31 year end, four copies of printed version of final board and responsible Minister-approved 2010/11 Annual Service Plan Report to Minister for tabling with the Clerk of the House as per procedures provided by Cabinet Operations</li> </ul>
June 30, 2011	<ul style="list-style-type: none"> <li>For Financial Information Act Crowns with Dec 31 year end, due date for FIA information (statement of assets and liabilities, operations, debt, and guarantee and indemnity agreements, schedule of employee remuneration and payments to suppliers) to be forwarded to Ministry and posted on Crown website</li> <li>Distribution of formats for Treasury Board presentations in October</li> </ul>

**June 28 – 30, 2011**      **Release of Public Accounts, 2010/11 Annual Service Plan Reports (including those for Crowns with Mar 31 year end) and 2011 Financial and Economic Review**

July/August, 2011	<ul style="list-style-type: none"> <li>2012/13 Government's Letters of Expectations presented by Minister of Finance to Cabinet for approval</li> </ul>
July 20, 2011	<ul style="list-style-type: none"> <li>2011/12 First Quarter YTD Actuals to OCG (for Crowns with Dec 31 year end, 2011 Second Quarter YTD Actuals)</li> </ul>
July 26, 2011	<ul style="list-style-type: none"> <li>Quarterly capital plan update: Crowns to update capital plan project information, including forecasts in the Capital Planning Secretariat database (via ministry responsible and copy to TBS)</li> </ul>
August 5, 2011	<ul style="list-style-type: none"> <li>2011/12 First Quarter Revised Forecast &amp; 2012/13 – 2015/16 Projections to TBS (for Crowns with Dec 31 year end, 2011 Revised Forecast &amp; 2012-2015 Projections) (to be approved by Boards/Chairs prior to submission)</li> <li>First <i>Quarterly Report</i> communications plans and release information due to TBS for Crowns preparing separate public releases</li> </ul>

**September 9 – 15, 2011**      **Release of the First Quarterly Report (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)**

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<b>DUE DATE</b>	<b>REPORT (DESCRIPTION AND REQUIREMENTS BELOW)</b>
September 2011	<ul style="list-style-type: none"> <li>• 2012/13 Government's Letters of Expectations finalized and signed</li> </ul>
September – December 30, 2011	<ul style="list-style-type: none"> <li>• Crown corporations prepare draft 2012/13 – 2014/15 Service Plans incorporating direction provided in Government's Letter of Expectations</li> </ul>
September 9, 2011	<ul style="list-style-type: none"> <li>• Draft Treasury Board presentations to TBS (based on August forecasts)</li> </ul>
September 23, 2011	<ul style="list-style-type: none"> <li>• Board-approved Treasury Board presentations to Ministry and TBS – summaries to reflect Q1 Forecast/Projections</li> </ul>
September 30, 2011	<ul style="list-style-type: none"> <li>• For FIA Crowns with Mar 31 year end, due date for FIA information (statement of assets and liabilities, operations, debt, and guarantee and indemnity agreements, schedule of employee remuneration and payments to suppliers) to be forwarded to Ministry and posted on Crown website</li> </ul>
October 1 – 15, 2011	<ul style="list-style-type: none"> <li>• Ministers present commercial Crown Budget Summaries to Treasury Board</li> </ul>
October 19, 2011	<ul style="list-style-type: none"> <li>• 2011/12 Second Quarter YTD Actuals (for Crowns with Dec 31 year end, 2011 Third Quarter YTD Actuals)</li> </ul>
October 20, 2011	<ul style="list-style-type: none"> <li>• Quarterly capital plan update: Crowns to update capital plan project information, including forecasts in the Capital Planning Secretariat database (via ministry responsible and copy to TBS)</li> </ul>
October 31, 2011	<ul style="list-style-type: none"> <li>• 2011/12 Second Quarter Revised Forecast &amp; 2012/13 – 2015/16 Projections to TBS (for Crowns with Dec 31 year end, 2011 Revised Forecast &amp; 2012 – 2015 Projections) (to be approved by Boards/Chairs prior to submission)</li> <li>• Second <i>Quarterly Report</i> communications plans and release information due to TBS for Crowns preparing separate public releases</li> </ul>

**November 23-30, 2011**      **Release of the Second *Quarterly Report* (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)**

December 19 – 23, 2011	<ul style="list-style-type: none"> <li>• Treasury Board decisions conveyed to Responsible Ministers</li> <li>• Responsible Ministers inform Crowns of Treasury Board directions, if any</li> <li>• Crown corporations send Draft 2012/13-2014/15 Service Plans to CARO for review. (CARO will send draft plan to ministry responsible and TBS for review)</li> </ul>
January 2012	<ul style="list-style-type: none"> <li>• Crown corporations receive instructions and templates from Climate Action Secretariat (CAS) to prepare and submit 2011 Carbon Neutral Action Reports (CNARS) (drafts due March 31, 2012)</li> </ul>
January 10, 2012	<ul style="list-style-type: none"> <li>• Quarterly capital plan update: Crowns to update capital plan project information, including forecasts in the Capital Planning Secretariat database (via ministry responsible and copy to TBS)</li> </ul>
January 13, 2012	<ul style="list-style-type: none"> <li>• 2011/12 Third Quarter YTD Actuals to OCG (for Crowns with Dec 31 year end, 2011 Preliminary Actuals) (draft, subject to final confirmation by January 31)</li> <li>• Third <i>Quarterly Report</i> communications plans and release information due to TBS for Crowns preparing separate public releases</li> <li>• 2011/12 Third Quarter Revised Forecast and 2012/13– 2015/16 Budget Projections to TBS (for Crowns with Dec 31 year end, 2011 Preliminary Actuals &amp; 2012 – 2015 Projections) (to be approved by Boards/Chairs prior to submission)</li> </ul>
January 20, 2012	<ul style="list-style-type: none"> <li>• Crowns sends draft Board approved 2012/13 – 2014/15 Service Plans to Ministers Responsible for review and input</li> </ul>
January 31, 2012	<ul style="list-style-type: none"> <li>• Final board and Minister Responsible approved 2012/13 – 2014/15 Service Plans sent to Cabinet Operations in pdf format. (Service plans to use financial projections provided to TBS on January 13th unless approval for change received from the Deputy Minister of Finance)</li> </ul>

**February 21, 2012**      **2011/12 Third *Quarterly Report* and 2012/13 – 2014/15 Budget and Service Plans Tabled in the Legislature (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)**

March 30, 2012	<ul style="list-style-type: none"> <li>• Draft Carbon Neutral Action Reports (CNARS) due to Climate Action Secretariat (CAS), as per CAS's instructions (required by regulation)</li> </ul>
April 2012	<ul style="list-style-type: none"> <li>• New Government's Letter of Expectations template to inform 2013/14 – 2015/16 Service Plans issued by CARO.</li> <li>• Instructions issued by Multiculturalism Branch to complete annual Multiculturalism Report.</li> </ul>

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<b>DUE DATE</b>	<b>REPORT (DESCRIPTION AND REQUIREMENTS BELOW)</b>
April 11, 2012	<ul style="list-style-type: none"> <li>For Crowns with Dec 31 year end, draft 2011 Annual Service Plan Report to ministry for review</li> </ul>
April 17, 2012	<ul style="list-style-type: none"> <li>Preliminary 2011/12 Comparative Financial Statements to OCG (for Crowns with a Dec 31 year end, the 2011 Audited Comparative Financial Statements and the March 2012 YTD Actuals)</li> </ul>
April 27, 2012	<ul style="list-style-type: none"> <li>For Crowns with Dec 31 year end, draft 2011 Annual Service Plan Report to responsible Ministers for comment</li> </ul>
April 30, 2012	<ul style="list-style-type: none"> <li>Final Carbon Neutral Action Reports (CNARS) due to Climate Action Secretariat (CAS), as per CAS's instructions</li> </ul>
May 18, 2012	<ul style="list-style-type: none"> <li>2012/13 Budget Submission Update &amp; preliminary 2013/14 – 2016/17 Projections to TBS</li> <li>2011/12 Audited Comparative Financial Statements to OCG</li> </ul>
May 22, 2012	<ul style="list-style-type: none"> <li>Quarterly capital plan update: Crowns to update capital plan project information, including forecasts in the Capital Planning Secretariat database (via ministry responsible and copy to TBS)</li> </ul>
May 22, 2012	<ul style="list-style-type: none"> <li>For Crowns with Mar 31 year end, draft 2011/12 Annual Service Plan Report to ministry for review</li> <li>For Crowns with Dec 31 year end, PDF version of final board- and responsible Minister- approved 2011 Annual Service Plan Report to Cabinet Operations</li> </ul>
May 25, 2012	<ul style="list-style-type: none"> <li>For Crowns with Dec 31 year end, four copies of printed version of final board- and responsible Minister-approved 2011 Annual Service Plan Report to Minister for tabling with the Clerk of the House as per procedures provided by Cabinet Operations</li> </ul>
May 31, 2012	<ul style="list-style-type: none"> <li>Multiculturalism Report due as per Multiculturalism Branch instructions.</li> </ul>
<b>May 31, 2012</b>	<b>For Crowns with Dec 31 year end, last date for responsible Ministers to table 2011 Annual Service Plan Reports</b>
June 2012	<ul style="list-style-type: none"> <li>Minister Responsible provides 2013/14 Government's Letter of Expectations to CARO for review. CARO prepares Summary Note for Cabinet</li> </ul>
June 1, 2012	<ul style="list-style-type: none"> <li>For Crowns with Mar 31 year end, draft 2011/12 Annual Service Plan Report to responsible Ministers for comment</li> </ul>
June 21, 2012	<ul style="list-style-type: none"> <li>For Crowns with Mar 31 year end, PDF version of final board- and responsible Minister-approved 2011/12 Annual Service Plan Report to Cabinet Operations</li> </ul>
June 22, 2012	<ul style="list-style-type: none"> <li>For Crowns with Mar 31 year end, four copies of printed version of final board- and responsible Minister-approved 2011/12 Annual Service Plan Report to Minister for tabling with the Clerk of the House as per procedures provided by Cabinet Operations</li> </ul>
June 29, 2012	<ul style="list-style-type: none"> <li>For FIA Crowns with Dec 31 year end, due date for FIA information (statement of assets and liabilities, operations, debt, and guarantee and indemnity agreements, schedule of employee remuneration and payments to suppliers) to be forwarded to Ministry and posted on Crown website</li> <li>Distribution of formats for Treasury Board presentations in October</li> </ul>
<b>Late June – Mid-July 2012</b>	<b>Release of Public Accounts, 2011/12 Annual Service Plan Reports (including those for Crowns with Mar 31 year end) and 2012 Financial and Economic Review</b>
July/August, 2012	<ul style="list-style-type: none"> <li>2013/14 Government's Letters of Expectations presented by Minister of Finance to Cabinet for approval</li> </ul>
July 20, 2012	<ul style="list-style-type: none"> <li>2012/13 First Quarter YTD Actuals to OCG (for Crowns with Dec 31 year end, 2012 Second Quarter YTD Actuals)</li> </ul>
July 24, 2012	<ul style="list-style-type: none"> <li>Quarterly capital plan update: Crowns to update capital plan project information, including forecasts in the Capital Planning Secretariat database (via ministry responsible and copy to TBS)</li> </ul>
August 3, 2012	<ul style="list-style-type: none"> <li>2012/13 First Quarter Revised Forecast &amp; 2013/14 – 2016/17 Projections to TBS (for Crowns with Dec 31 year end, 2012 Revised Forecast &amp; 2013 – 2016 Projections) (to be approved by Boards/Chairs prior to submission)</li> <li>First <i>Quarterly Report</i> communications plans and release information due to TBS for Crowns preparing separate public releases</li> </ul>

**September 7 – 14, 2012** **Release of the First *Quarterly Report* (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)**

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<b>DUE DATE</b>	<b>REPORT (DESCRIPTION AND REQUIREMENTS BELOW)</b>
September 2012	<ul style="list-style-type: none"> <li>• 2013/14 Government's Letters of Expectations finalized and signed</li> </ul>
September – December 31, 2012	<ul style="list-style-type: none"> <li>• Crown corporations prepare draft 2013/14 – 2015/16 Service Plans incorporating direction provided in Government's Letter of Expectations</li> </ul>
September 14, 2012	<ul style="list-style-type: none"> <li>• Draft Treasury Board presentations to TBS (based on August forecasts)</li> </ul>
September 25, 2012	<ul style="list-style-type: none"> <li>• Board-approved Treasury Board presentations to Ministry and TBS – summaries to reflect Q1 Forecast/Projections</li> </ul>
September 28, 2012	<ul style="list-style-type: none"> <li>• For FIA Crowns with Mar 31 year end, due date for FIA information (statement of assets and liabilities, operations, debt, and guarantee and indemnity agreements, schedule of employee remuneration and payments to suppliers) to be forwarded to Ministry and posted on Crown website</li> </ul>
October 1 – 15, 2012	<ul style="list-style-type: none"> <li>• Ministers present commercial Crown Budget Summaries to Treasury Board</li> </ul>
October 19, 2012	<ul style="list-style-type: none"> <li>• 2012/13 Second Quarter YTD Actuals to OCG (for Crowns with Dec 31 year end, 2012 Third Quarter YTD Actuals)</li> </ul>
October 23, 2012	<ul style="list-style-type: none"> <li>• Quarterly capital plan update: Crowns to update capital plan project information, including forecasts in the Capital Planning Secretariat database (via ministry responsible and copy to TBS)</li> </ul>
October 31, 2012	<ul style="list-style-type: none"> <li>• 2012/13 Second Quarter Revised Forecast &amp; 2013/14 – 2016/17 Projections to TBS (for Crowns with Dec 31 year end, 2012 Revised Forecast &amp; 2013 – 2016 Projections) (to be approved by Boards/Chairs prior to submission)</li> <li>• Second <i>Quarterly Report</i> communications plans and release information due to TBS for Crowns preparing separate public releases</li> </ul>

**November 23-30, 2012**     **Release of the Second *Quarterly Report* (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)**

December 19 – 23, 2012	<ul style="list-style-type: none"> <li>• Treasury Board decisions conveyed to responsible Ministers</li> <li>• Responsible Ministers inform Crowns of Treasury Board directions, if any</li> <li>• Draft 2013/14 – 2015/16 Service Plans to DMPS for review, subject to resource summary updates</li> </ul>
January 2013	<ul style="list-style-type: none"> <li>• Crown corporations receive instructions and templates from Climate Action Secretariat (CAS) to prepare and submit 2012 Carbon Neutral Action Reports (CNARS) (drafts due March 28, 2013)</li> </ul>
January 8, 2013	<ul style="list-style-type: none"> <li>• Quarterly capital plan update: Crowns to update capital plan project information, including forecasts in the Capital Planning Secretariat database (via ministry responsible and copy to TBS)</li> </ul>
January 11, 2013	<ul style="list-style-type: none"> <li>• 2012/13 Third Quarter YTD Actuals to OCG (for Crowns with Dec 31 year end, 2012 Preliminary Actuals) (draft, subject to final confirmation by January 31)</li> <li>• Third <i>Quarterly Report</i> communications plans and release information due to TBS for Crowns preparing separate public releases</li> <li>• Crowns provide penultimate 2013/14 – 2015/16 Service Plans to responsible Ministers for comment</li> </ul>
January 16, 2013	<ul style="list-style-type: none"> <li>• 2012/13 Third Quarter Revised Forecast and 2013/14 – 2016/17 Budget Projections to TBS (for Crowns with Dec 31 year end, 2012 Preliminary Actuals &amp; 2013 – 2016 Projections) (to be approved by Boards/Chairs prior to submission)</li> <li>• Crowns provide penultimate 2013/14 – 2015/16 Service Plans to responsible Ministers for comment</li> </ul>
January 25, 2013	<ul style="list-style-type: none"> <li>• Responsible Ministers to provide comments on penultimate 2013/14 – 2015/16 Service Plans to Crowns</li> </ul>
January 31, 2013	<ul style="list-style-type: none"> <li>• Final board- and responsible Minister-approved 2013/14 – 2015/16 Service Plans to Cabinet Operations, service plans to use financial projections provided to TBS on January 16 unless approval for change received from the Deputy Minister of Finance</li> </ul>

**February 19, 2013**     **2012/13 Third *Quarterly Report* and 2013/14 – 2015/16 Budget and Service Plans Tabled in the Legislature (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)**