

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR FROM APRIL 2011 TO FEBRUARY 2013**  
**SERVICE DELIVERY AGENCIES (SDAs), INCLUDING TAXPAYER-SUPPORTED CROWN CORPORATIONS**  
**(ALL DATES ARE SUBJECT TO CHANGE BY TREASURY BOARD)**

**February 15, 2011**     **2010/11 Third Quarterly Report and 2011/12-2013/14 Budget and Service Plans Tabled in the Legislature (SDAs to have Briefed Ministers Responsible and Provided Them with Briefing Material)**

<b>DUE DATE</b>	<b>ACTIVITY</b>
March 31, 2011	<ul style="list-style-type: none"> <li>SDAs submit Draft Carbon Neutral Action Reports (CNARS) to Climate Action Secretariat (CAS), as per CAS's instructions</li> </ul>
April 2011	<ul style="list-style-type: none"> <li>CARO issues new Government's Letter of Expectations template to inform 2012/13 – 2014/15 Service Plans to Ministries</li> <li>Multiculturalism Branch issues instructions to SDAs to complete annual Multiculturalism Report</li> </ul>
April 08, 2011	<ul style="list-style-type: none"> <li>For SDAs 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 SDAs 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>SDAs submit Final Carbon Neutral Action Reports (CNARS) due to Climate Action Secretariat (CAS), as per CAS's instructions</li> </ul>
April 29, 2011	<ul style="list-style-type: none"> <li>For SDAs 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 SDAs with Mar 31 year end, draft 2010/11 Annual Service Plan Report to Ministry for review</li> </ul>
May 24, 2011	<ul style="list-style-type: none"> <li>For SDAs 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 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>Fourth Quarter Capital Planning Secretariat (CPS) database update – Ministries to update project profiles in CPS database. Revised capital spending totals to be used when preparing quarterly SDA forecasts</li> </ul>
May 25, 2011	<ul style="list-style-type: none"> <li>2011/12 Budget Submission Update &amp; 2012/13-2015/16 Projections to TBS for SDAs reporting changes in the capital plan as submitted to CPS</li> </ul>
May 27, 2011	<ul style="list-style-type: none"> <li>For SDAs with Dec 31 year-end, SDAs send one copy of final board and responsible Minister-approved 2010 Annual Service Plan Report to Minister for tabling with the Clerk of the House</li> </ul>
May 31, 2011	<ul style="list-style-type: none"> <li>SDAs submit Multiculturalism Report to Multiculturalism Branch as per instructions</li> </ul>

**May 31, 2011**

**For SDAs 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>Responsible Minister 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 SDAs with Mar 31 year end, draft 2010/11 Annual Service Plan Report to responsible Minister for comment</li> </ul>
June 23, 2011	<ul style="list-style-type: none"> <li>For SDAs 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 SDAs with Mar 31 year-end, one copy of final board and responsible Minister-approved 2010/11 Annual Service Plan Report to Minister for tabling with the Clerk of the House</li> </ul>
June 30, 2011	<ul style="list-style-type: none"> <li>For Financial Information Act (FIA) SDAs 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 subsequently posted on Crown's website</li> </ul>

**July 2011**

**Release of Public Accounts, 2010/11 Annual Service Plan Reports (including those for SDAs with Mar 31 year end)**

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 SDAs with Dec 31 year end, 2011 Second Quarter YTD Actuals)</li> </ul>
July 22, 2011	<ul style="list-style-type: none"> <li>SDAs to submit capital project information to ministries for use in updating the CPS database. This information is also to be used by the SDAs when completing their First Quarter Revised Forecast for submission on July 29, 2011</li> </ul>

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July 26, 2011	<ul style="list-style-type: none"> <li>• First Quarter CPS database update – Ministries to update project profiles in CPS database using the information submitted to them by the SDAs on July 22, 2011 . Revised capital spending totals to be used when preparing quarterly SDA forecasts.</li> </ul>
July 29, 2011	<ul style="list-style-type: none"> <li>• 2011/12 First Quarter Revised Forecast &amp; 2012/13 – 2015/16 Projections to TBS (for SDAs with Dec 31 year end, 2011 Revised Forecast &amp; 2012-2015 Projections) (to be approved by Boards/Chairs prior to submission)</li> <li>• These projections must be consistent with Treasury Board's direction and approved targets as communicated to the ministries from time to time.</li> </ul>

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

September, 2011	<ul style="list-style-type: none"> <li>• 2012/13 Government's Letters of Expectations finalized and signed</li> </ul>
September – December 2011	<ul style="list-style-type: none"> <li>• SDAs prepare draft 2012/13 – 2014/15 Service Plans incorporating direction provided in Government's Letter of Expectations.</li> </ul>
September 30, 2011	<ul style="list-style-type: none"> <li>• For Financial Information Act (FIA) SDAs 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 subsequently posted on Crown website.</li> </ul>
October 19, 2011	<ul style="list-style-type: none"> <li>• 2011/12 Second Quarter YTD Actuals to OCG (for SDAs with Dec 31 year end, 2011 Third Quarter YTD Actuals).</li> </ul>
October 19, 2011	<ul style="list-style-type: none"> <li>• SDAs to submit capital project information to ministries for use in updating the CPS database. This information is also to be used by the SDAs when completing their Second Quarter Revised Forecast for submission on October 25, 2011.</li> </ul>
October 20, 2011	<ul style="list-style-type: none"> <li>• Second Quarter CPS database update – Ministries to update project profiles in CPS database using the information submitted to them by the SDAs on October 19, 2011. Revised capital spending totals to be used when preparing quarterly SDA forecasts.</li> </ul>
October 25, 2011	<ul style="list-style-type: none"> <li>• 2011/12 Second Quarter Revised Forecast &amp; 2012/13 – 2015/16 Projections to TBS (for SDAs with Dec 31 year end, 2011 Revised Forecast &amp; 2012 – 2015 Projections) (to be approved by Boards/Chairs prior to submission).</li> <li>• These projections must be consistent with Treasury Board's direction and approved targets as communicated to the ministries from time to time.</li> </ul>

**November 23-30, 2011**      **Release of the Second *Quarterly Report***  
**(SDAs 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 Ministers Responsible.</li> <li>• Responsible Ministers inform SDAs if there are any Treasury Board directions</li> <li>• SDAs sends draft 2012/13-2014/15 Service Plans to Ministry Responsible for review. Ministry responsible staff uploads draft plan to Cabinet Operations SharePoint site for TBS review.</li> </ul>
January 2012	<ul style="list-style-type: none"> <li>• SDAs 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 6, 2012	<ul style="list-style-type: none"> <li>• SDAs to submit capital project information to ministries for use in updating the CPS database. This information is also to be used by the SDAs when completing their Third Quarter Revised Forecast for submission on January 13, 2012.</li> </ul>
January 10, 2012	<ul style="list-style-type: none"> <li>• Third Quarter CPS database update – ministries to update project profiles in CPS database using the information submitted to them by the SDAs on January 6, 2012 . Revised capital spending totals to be used when preparing quarterly SDA forecasts.</li> </ul>
January 13, 2012	<ul style="list-style-type: none"> <li>• 2011/12 Third Quarter YTD Actuals to OCG (for SDAs with Dec 31 year end, 2011 Preliminary Actuals) (draft, subject to final confirmation by January 31)</li> <li>• 2011/12 Third Quarter Revised Forecast and 2012/13 - 2015/16 Budget Projections to TBS (for SDAs with Dec 31 year end, 2011 Preliminary Actuals &amp; 2012 - 2015 Projections) (to be approved by Boards/Chairs prior to submission)</li> <li>• These projections must be consistent with Treasury Board's direction and approved targets as communicated to the ministries.</li> <li>• Final board-approved financial and forecast information sent by SDAs to ministry responsible. Ministry responsible staff uploads draft plan to Cabinet Operations SharePoint site for TBS final review.</li> </ul>
January 20, 2012	<ul style="list-style-type: none"> <li>• SDAs provide penultimate 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>• SDAs send Final board and Minister Responsible-approved 2012/13 – 2014/15 Service Plans in PDF to their Ministry contacts. Ministry responsible uploads the Final board and Minister Responsible-approved 2012/13 – 2014/15 Service Plans to Cabinet Operations SharePoint site. (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 (SDAs to have Briefed Ministers Responsible and Provided Them with Briefing Material)**

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(ALL DATES ARE SUBJECT TO CHANGE BY TREASURY BOARD)**

March 30, 2012	<ul style="list-style-type: none"> <li>SDAs submit Draft Carbon Neutral Action Reports (CNARS) to Climate Action Secretariat (CAS), as per CAS's instructions.</li> </ul>
April 2012	<ul style="list-style-type: none"> <li>CARO issues new Government's Letter of Expectations template to inform 2013/14 – 2015/16 Service Plans to Ministries</li> <li>Multiculturalism Branch issues instructions to SDAs to complete annual Multiculturalism Report.</li> </ul>
April 11, 2012	<ul style="list-style-type: none"> <li>For SDAs 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 SDAs with a Dec 31 year-end, the 2010 Audited Comparative Financial Statements and the March 2011 YTD Actuals).</li> </ul>
April 30, 2012	<ul style="list-style-type: none"> <li>SDAs submit Final Carbon Neutral Action Reports (CNARS) due to Climate Action Secretariat (CAS), as per CAS's instructions.</li> </ul>
April 27, 2012	<ul style="list-style-type: none"> <li>For SDAs with Dec 31 year end, draft 2011 Annual Service Plan Report to responsible Ministers for comment.</li> </ul>
May 18, 2012	<ul style="list-style-type: none"> <li>2011/12 Audited Comparative Financial Statements to OCG.</li> </ul>
May 18, 2012	<ul style="list-style-type: none"> <li>SDAs to submit capital project information to ministries for use in updating the CPS database. This information is also to be used by the SDAs when completing their Budget Submission Update for submission on May 25, 2012.</li> </ul>
May 22, 2012	<ul style="list-style-type: none"> <li>Fourth Quarter CPS database update – ministries to update project profiles in CPS database using the information submitted to them by the SDAs on May 18, 2012 . Revised capital spending totals to be used when preparing quarterly SDA forecasts.</li> </ul>
May 22, 2012	<ul style="list-style-type: none"> <li>For SDAs with Mar 31 year-end, draft 2011/12 Annual Service Plan Report to Ministry for review.</li> </ul>
May 22, 2012	<ul style="list-style-type: none"> <li>For SDAs with Dec 31 year end, PDF version of final board and Minister Responsible approved 2011 Annual Service Plan Report to Cabinet Operations.</li> </ul>
May 25, 2012	<ul style="list-style-type: none"> <li>2012/13 Budget Submission Update &amp; Preliminary 2013/14-2016/17 Projections to TBS for SDAs reporting changes in the capital plan as submitted to CPS.</li> <li>These projections must be consistent with Treasury Board's direction and approved targets as communicated to the ministries from time to time.</li> </ul>
May 25, 2012	<ul style="list-style-type: none"> <li>For SDAs with Dec 31 year-end, SDAs send one copy of final board and Minister Responsible-approved 2011 Annual Service Plan Report to Minister for tabling with the Clerk of the House.</li> </ul>
May 31, 2012	<ul style="list-style-type: none"> <li>SDAs submit Multiculturalism Report to Multiculturalism Branch as per instructions.</li> </ul>

**May 31, 2012**

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

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 SDAs 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 SDAs with Mar 31 year-end, PDF version of final board- and Minister Responsible-approved 2011/12 Annual Service Plan Report to Cabinet Operations.</li> </ul>
June 22, 2012	<ul style="list-style-type: none"> <li>For SDAs with Mar 31 year-end, one copy of final board and responsible Minister-approved 2011/12 Annual Service Plan Report to Minister for tabling with the Clerk of the House.</li> </ul>
June 29, 2012	<ul style="list-style-type: none"> <li>For Financial Information Act (FIA) SDAs 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 subsequently posted on Crown's website.</li> </ul>

**July 2012**

**Release of Public Accounts, 2011/12 Annual Service Plan Reports (including those for SDAs with Mar 31 year end)**

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 SDAs with Dec 31 year end, 2012 Second Quarter YTD Actuals).</li> </ul>
July 23, 2012	<ul style="list-style-type: none"> <li>SDAs to submit capital project information to ministries for use in updating the CPS database. This information is also to be used by the SDAs when completing their First Quarter Revised Forecast for submission on July 27, 2012.</li> </ul>

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July 25, 2012	<ul style="list-style-type: none"> <li>• First Quarter CPS database update – Ministries to update project profiles in CPS database using the information submitted to them by the SDAs on July 23, 2012 . Revised capital spending totals to be used when preparing quarterly SDA forecasts.</li> </ul>
July 27, 2012	<ul style="list-style-type: none"> <li>• 2012/13 First Quarter Revised Forecast &amp; 2013/14 – 2016/17 Projections to TBS (for SDAs with Dec 31 year end, 2012 Revised Forecast &amp; 2013-2016 Projections) (to be approved by Boards/Chairs prior to submission).</li> <li>• These projections must be consistent with Treasury Board’s direction and approved targets as communicated to the ministries from time to time.</li> </ul>

**September 10 – 15, 2012**

**Release of the First *Quarterly Report* (SDAs to have Briefed Ministers Responsible and Provided Them with Briefing Material)**

September 2012	<ul style="list-style-type: none"> <li>• 2013/14 Government’s Letters of Expectations finalized and signed.</li> </ul>
September – December 30, 2012	<ul style="list-style-type: none"> <li>• SDAs prepare draft 2013/14 – 2015/16 Service Plans incorporating direction provided in Government’s Letter of Expectations.</li> </ul>
September 28, 2012	<ul style="list-style-type: none"> <li>• For Financial Information Act (FIA) SDAs 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 subsequently posted on Crown website.</li> </ul>
October 19, 2012	<ul style="list-style-type: none"> <li>• 2012/13 Second Quarter YTD Actuals to OCG (for SDAs with Dec 31 year end, 2011 Third Quarter YTD Actuals).</li> </ul>
October 19, 2012	<ul style="list-style-type: none"> <li>• SDAs to submit capital project information to ministries for use in updating the CPS database. This information is also to be used by the SDAs when completing their Second Quarter Revised Forecast for submission on October 26, 2012.</li> </ul>
October 23, 2012	<ul style="list-style-type: none"> <li>• Second Quarter CPS database update – Ministries to update project profiles in CPS database using the information submitted to them by the SDAs on October 19, 2012 . Revised capital spending totals to be used when preparing quarterly SDA forecasts.</li> </ul>
October 26, 2012	<ul style="list-style-type: none"> <li>• 2012/13 Second Quarter Revised Forecast &amp; 2013/14 – 2016/17 Projections to TBS (for SDAs with Dec 31 year end, 2012 Revised Forecast &amp; 2013 – 2016 Projections) (to be approved by Boards/Chairs prior to submission)</li> <li>• These projections must be consistent with Treasury Board’s direction and approved targets as communicated to the ministries from time to time.</li> </ul>

**November 26 - 30, 2012**

**Release of the Second *Quarterly Report* (SDAs 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 SDAs if there are any Treasury Board directions.</li> <li>• Draft 2013/14-2015/16 Service Plans to Ministry 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 31, 2013).</li> </ul>
January 4, 2013	<ul style="list-style-type: none"> <li>• SDAs to submit capital project information to ministries for use in updating the CPS database. This information is also to be used by the SDAs when completing their Third Quarter Revised Forecast for submission on January 11, 2013.</li> </ul>
January 8, 2013	<ul style="list-style-type: none"> <li>• Third Quarter CPS database update – ministries to update project profiles in CPS database using the information submitted to them by the SDAs on January 6, 2012 . Revised capital spending totals to be used when preparing quarterly SDA forecasts.</li> </ul>
January 11, 2013	<ul style="list-style-type: none"> <li>• 2012/13 Third Quarter YTD Actuals to OCG (for SDAs with Dec 31 year end, 2011 Preliminary Actuals) (draft, subject to final confirmation by January 31).</li> <li>• 2012/13 Third Quarter Revised Forecast and 2013/14 - 2016/17 Budget Projections to TBS (for SDAs with Dec 31 year end, 2012 Preliminary Actuals &amp; 2013 - 2016 Projections) (to be approved by Boards/Chairs prior to submission).</li> <li>• These projections must be consistent with Treasury Board’s direction and approved targets as communicated to the ministries.</li> </ul>
January 11, 2013	<ul style="list-style-type: none"> <li>• SDAs provide penultimate 2013/14-2015/16 Service Plans to Ministers Responsible for comment.</li> </ul>
January 25, 2013	<ul style="list-style-type: none"> <li>• Ministers Responsible to provide comments on penultimate 2013/14-2015/16 Service Plans to SDAs.</li> </ul>
January 31, 2013	<ul style="list-style-type: none"> <li>• Final board and Minister Responsible-approved 2013/14-2015/16 Service Plans to Cabinet Operations, service plans to use financial projections provided to TBS on January 18 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 (SDAs to have Briefed Ministers Responsible and Provided Them with Briefing Material)**