

2012/13 – 2014/15 Crown Corporation Service Plan Checklist

Crown Corporation:

Reviewed by:

Date:

Information Included in Service Plan	Yes/No/Comments
<ul style="list-style-type: none"> • Concise and readable <ul style="list-style-type: none"> ○ not more than 30 pages in length ○ web-links or references for additional information ○ form and language accessible to general reader 	
<ul style="list-style-type: none"> • Government logo 	
<ul style="list-style-type: none"> • Signed Message from Board Chair to Minister Responsible (incorporating Accountability Statement) <ul style="list-style-type: none"> ○ overview of organization’s significant activities for the next three years ○ planning focus for 2012/13 year ○ major changes since last service plan or expected in coming year ○ market and industry issues ○ significant risks, opportunities, successes and challenges expected in 2012/13, potential effects, and monitoring/mitigation strategies ○ signed accountability statement 	
<ul style="list-style-type: none"> • Table of Contents 	
Organizational Overview	
<ul style="list-style-type: none"> • Enabling legislation 	
<ul style="list-style-type: none"> • Legislated mandate 	
<ul style="list-style-type: none"> • Vision 	
<ul style="list-style-type: none"> • Values 	
<ul style="list-style-type: none"> • Overview of core business areas 	
<ul style="list-style-type: none"> • Benefit or service provided to the public 	
<ul style="list-style-type: none"> • Principal partners, clients and stakeholders 	
<ul style="list-style-type: none"> • How services are delivered 	
<ul style="list-style-type: none"> • Location of operations 	
Corporate Governance	
<ul style="list-style-type: none"> • The role and membership list of the Board of Directors 	
<ul style="list-style-type: none"> • The purpose and membership list of each Board Committee 	

<ul style="list-style-type: none"> • The names and job titles of senior management 	
<ul style="list-style-type: none"> • The organization's governance principles 	
<ul style="list-style-type: none"> • Key accountability relationships 	
<ul style="list-style-type: none"> • Disclosure of whether governance practices are in compliance with Board Resourcing and Development Office's Governance Guidelines • Hyperlink to location of Crown corporation's governance disclosure on Crown corporation's website 	
Strategic Context	
<ul style="list-style-type: none"> • Any expected shifts in internal operating environment • Expected economic and industry factors, trends, opportunities and challenges that could impact performance in 2012/13 	
<u>Risks and Opportunities</u>	
<ul style="list-style-type: none"> • Significant financial and operational risks and opportunities expected during the planning period • The potential impact they might have on planned results • How the organization plans to monitor, address or mitigate impacts 	
<u>Organizational Capacity</u>	
<ul style="list-style-type: none"> • Current organizational capacity to meet planned results • Plans to increase or retain capacity • Any adjustments to goals or targets that might be required to manage capacity issues 	
Goals, Objectives, Key Strategies, Measures and Targets	
<ul style="list-style-type: none"> • Goals 	
<ul style="list-style-type: none"> • Strategies 	
<ul style="list-style-type: none"> • Performance measures for each of the three years 	
<ul style="list-style-type: none"> • Targets for each year of 2012/13 – 2014/15, plus 2010/11 target results and 2011/12 target forecast to provide context (if measures/targets have not changed) • Why the specific target numbers included in the plan were selected • How these targets will help demonstrate success in achieving goals 	
<ul style="list-style-type: none"> • Why these goals, strategies and measures are 	

critical to organization and how they relate to the mandate	
<ul style="list-style-type: none"> Any significant changes to goals, objectives or measures since the previous service plan and why they were made 	
<ul style="list-style-type: none"> Performance Management Systems <ul style="list-style-type: none"> sources of data for each target or group of related targets what management does to ensure data is accurate and reliable any limitations of the accuracy and reliability of data 	
<ul style="list-style-type: none"> Benchmarks with other organizations: <ul style="list-style-type: none"> companies or information will be benchmarking against performance measures that will be compared to outside benchmarks if no benchmarks yet identified, a discussion of progress in identifying suitable benchmarks is required 	
<p>Government’s Letter of Expectations (GLE)</p> <ul style="list-style-type: none"> Specific government direction from the Specific Corporate Accountabilities section of the 2012/13 GLE How the organization plans to address this GLE direction during 2012/13 Action planned on climate change and carbon neutrality initiatives in 2012/13 	
<p>Summary Financial Outlook for the Service Plan Period</p>	
<p>Actual financial information should be provided for 2010/11, forecast for 2011/12 and budgeted for 2012/13 – 2014/15</p> <ul style="list-style-type: none"> Total revenue by core business area and major sources of revenue/funding Total expenses by core business area and major type Operating expenses Net income or loss Debt total – even if zero Retained earnings total – even if zero 	
<ul style="list-style-type: none"> Key assumptions for the three year planning period Sensitivity analysis (for larger corporations) Future financial outlook for the three year 	

planning period	
<ul style="list-style-type: none"> Confirmation that budget information agrees to funding approved by government and that forecast information is consistent with government's fiscal plan (Ministry staff to confirm) 	
Capital Plan and Major Capital Projects <ul style="list-style-type: none"> Total capital spending by year Planned capital spending by major type Status and cost of any major capital projects over \$50 million 	
Information on Subsidiaries and Operating Segments	
<u>Subsidiaries</u> <ul style="list-style-type: none"> For each active subsidiary: <ul style="list-style-type: none"> subsidary name primary business list of board members Senior management names 2010/11 actual, 2011/12 forecast and budgeted 2012/13 – 2014/15 revenues, expenses and net income any planned capital expenditures link to subsidiary's website For each inactive subsidiary: <ul style="list-style-type: none"> name primary business list of board members current status reason for inactivity 	
<u>Operating Segments</u> <ul style="list-style-type: none"> 2010/11 actual, 2011/12 forecast and budgeted 2012/13 – 2014/15 revenues, expenses and net income Any planned capital expenditures 	
Other Requirements <ul style="list-style-type: none"> An explanation for any confidential information excluded from the service plan 	
<ul style="list-style-type: none"> Contact information 	