

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR FROM APRIL 2009 TO FEBRUARY 2011**  
**MAJOR COMMERCIAL CROWN CORPORATIONS**  
**(ALL DATES ARE SUBJECT TO CHANGE BY TREASURY BOARD)**  
**REVISED SEPTEMBER 2009**

DUE DATE	REPORT (DESCRIPTION AND REQUIREMENTS BELOW)
April 16, 2009	<ul style="list-style-type: none"> <li>For Crowns with Dec 31 year end, draft 2008 Annual Service Plan Report to CAsE for review</li> </ul>
April 20 2009	<ul style="list-style-type: none"> <li>Preliminary 2008/09 Comparative Financial Statements to OCG (for Crowns with a Dec 31 year end, the 2008 Audited Comparative Financial Statements and the March 2009 YTD Actuals)</li> </ul>
April 30, 2009	<ul style="list-style-type: none"> <li>For Crowns with Dec 31 year end, draft 2008 Annual Service Plan Report to responsible Ministers for comment</li> </ul>
May 14, 2009	<ul style="list-style-type: none"> <li>For Crowns with Mar 31 year end, draft 2008/09 Annual Service Plan Report to CAsE for review</li> </ul>
May 21, 2009	<ul style="list-style-type: none"> <li>For Crowns with Dec 31 year end, PDF version of final board- and responsible Minister- approved 2008 Annual Service Plan Report to CAsE</li> </ul>
May 22, 2009	<ul style="list-style-type: none"> <li>2009/10 Budget Submission Update &amp; preliminary 2010/11-2013/14 Projections to TBS</li> <li>2008/09 Audited Comparative Financial Statements to OCG</li> </ul>
May 25, 2009	<ul style="list-style-type: none"> <li>For Crowns with Dec 31 year end, printed version of final board- and responsible Minister-approved 2008 Annual Service Plan Report to Minister for tabling in the Legislature, and 4 copies to the Clerk of the House as per procedures provided by CAsE</li> </ul>

**May 29, 2009**      **For Crowns with Dec 31 year end, last date for responsible Ministers to table 2008 Annual Service Plan Reports**

June 1, 2009	<ul style="list-style-type: none"> <li>For Crowns with Mar 31 year end, draft 2008/09 Annual Service Plan Report to responsible Ministers for comment</li> </ul>
June 18, 2009	<ul style="list-style-type: none"> <li>For Crowns with Mar 31 year end, PDF version of final board- and responsible Minister-approved 2008/09 Annual Service Plan Report to CAsE</li> </ul>
June 19, 2009	<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 2008/09 Annual Service Plan Report to Minister for tabling with the Clerk of the House as per procedures provided by CAsE</li> </ul>
June 30, 2009	<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> </ul>

**Mid-July 2009**      **Release of Public Accounts and 2008/09 Annual Service Plan Reports (including those for Crowns with Mar 31 year end)**

June 15 – August 26, 2009	<ul style="list-style-type: none"> <li>Preparation and approvals of revised 2009/10 – 2011/12 Service Plans to be tabled with the September 1, 2009 Budget Update</li> </ul>
July 22, 2009	<ul style="list-style-type: none"> <li>2009/10 First Quarter YTD Actuals to OCG (for Crowns with Dec 31 year end, 2009 Second Quarter YTD Actuals)</li> </ul>
July 24, 2009	<ul style="list-style-type: none"> <li>Distribution of formats for Treasury Board presentations in October</li> </ul>
August 4, 2009	<ul style="list-style-type: none"> <li>2009/10 First Quarter Revised Forecast &amp; 2010/11 – 2013/14 Projections to TBS (for Crowns with Dec 31 year end, 2009 Revised Forecast &amp; 2010-2013 Projections) (to be approved by Boards/Chairs prior to submission)</li> <li>First Quarterly Report communications plans and release information due to TBS for Crowns preparing separate public releases</li> </ul>

**September 1, 2009**      **2009/10 first Quarterly Report and 2009/10-2012/13 Budget Update and revised Service Plans Tabled in the Legislature (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)**

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR FROM APRIL 2009 TO FEBRUARY 2011**  
**MAJOR COMMERCIAL CROWN CORPORATIONS**  
**(ALL DATES ARE SUBJECT TO CHANGE BY TREASURY BOARD)**  
**REVISED SEPTEMBER 2009**

September 1 – October 2, 2009	<ul style="list-style-type: none"> <li>• Develop new Shareholder's Letter of Expectations to inform 2010/11 – 2012/13 Service Plan</li> </ul>
September 1 – December 31, 2009	<ul style="list-style-type: none"> <li>• Boards prepare draft 2010/11 – 2012/13 Service Plans incorporating direction provided in Shareholder's Letter of Expectations</li> </ul>
September 25, 2009	<ul style="list-style-type: none"> <li>• Draft Treasury Board presentations to TBS (based on August forecasts)</li> </ul>
September 30, 2009	<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 2, 2009	<ul style="list-style-type: none"> <li>• Shareholder's Letters of Expectations and Minister's briefing notes submitted by ministry staff to Ministers Responsible for review and approval</li> </ul>
October 9, 2009	<ul style="list-style-type: none"> <li>• Board-approved Treasury Board presentations to Ministry and TBS – summaries to reflect Q1 Forecast/Projections</li> </ul>
October 13, 2009	<ul style="list-style-type: none"> <li>• Minister Responsible provides approved unsigned Shareholder's Letter of Expectations and Minister's briefing note to CAsE for review</li> </ul>
October 21, 2009	<ul style="list-style-type: none"> <li>• 2009/10 Second Quarter YTD Actuals (for Crowns with Dec 31 year end, 2009 Third Quarter YTD Actuals)</li> </ul>
October 22, 2009	<ul style="list-style-type: none"> <li>• Ministers present commercial Crown Budget Summaries to Treasury Board</li> </ul>
October 23 – 28, 2009	<ul style="list-style-type: none"> <li>• CAsE prepares Summary Note and collates materials (Shareholder's Letters of Expectations and briefing notes for all Crowns) for Cabinet consideration</li> </ul>
October 30, 2009	<ul style="list-style-type: none"> <li>• 2009/10 Second Quarter Revised Forecast &amp; 2010/11-2013/14 Projections to TBS (for Crowns with Dec 31 year end, 2009 Revised Forecast &amp; 2010-2013 Projections) (to be approved by Boards/Chairs prior to submission)</li> <li>• Second Quarterly Report communications plans and release information due to TBS for Crowns preparing separate public releases</li> </ul>
November 4, 2009	<ul style="list-style-type: none"> <li>• Shareholder's Letters of Expectations presented by Minister of Finance to Cabinet for approval. Ministers Responsible respond to questions on individual Crowns in their portfolios as requested</li> </ul>
November 9 – 27, 2009	<ul style="list-style-type: none"> <li>• Cabinet approved Shareholder's Letters of Expectations finalized and signed by Minister Responsible and Chair of Board</li> </ul>

**November 23-30, 2009**

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

December 7 – 11, 2009	<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> </ul>
December 31	<ul style="list-style-type: none"> <li>• Draft 2010/11-2012/13 Service Plans to CAsE for review, subject to resource summary updates</li> </ul>
January 15, 2010	<ul style="list-style-type: none"> <li>• 2009/10 Third Quarter YTD Actuals to OCG (for Crowns with Dec 31 year end, 2009 Preliminary Actuals) (draft, subject to final confirmation by January 29)</li> <li>• 2009/10 Third Quarter Revised Forecast and 2010/11-2013/14 Budget Projections to TBS (for Crowns with Dec 31 year end, 2009 Preliminary Actuals &amp; 2010-2013 Projections) (to be approved by Boards/Chairs prior to submission)</li> <li>• Third Quarterly Report communications plans and release information due to TBS for Crowns preparing separate public releases</li> </ul>
January 15 - 22, 2010	<ul style="list-style-type: none"> <li>• Crowns provide penultimate 2010/11-2012/13 Service Plans to responsible Ministers for comment</li> </ul>
February 16, 2010	<ul style="list-style-type: none"> <li>• Final board- and responsible Minister-approved 2010/11-2012/13 Service Plans to CAsE, service plans to use financial projections provided to TBS on January 12 unless approval for change received from the Deputy Minister of Finance</li> </ul>

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR FROM APRIL 2009 TO FEBRUARY 2011**  
**MAJOR COMMERCIAL CROWN CORPORATIONS**  
**(ALL DATES ARE SUBJECT TO CHANGE BY TREASURY BOARD)**  
**REVISED SEPTEMBER 2009**

<b>March 2, 2010</b>	<ul style="list-style-type: none"> <li>• <b>Release of the Third Quarterly Report (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)</b></li> <li>• <b>2010/11-2012/13 Budget and Service Plans Tabled in the Legislature (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)</b></li> </ul>
April 1 – April 30, 2010	<ul style="list-style-type: none"> <li>• Develop new Shareholder's Letter of Expectations to inform 2011/12 – 2013/14 Service Plans</li> </ul>
April 16, 2010	<ul style="list-style-type: none"> <li>• For Crowns with Dec 31 year end, draft 2009 Annual Service Plan Report to CAsE for review</li> </ul>
April 19, 2010	<ul style="list-style-type: none"> <li>• Preliminary 2009/10 Comparative Financial Statements to OCG (for Crowns with a Dec 31 year end, the 2009 Audited Comparative Financial Statements and the March 2010 YTD Actuals)</li> </ul>
April 30, 2010	<ul style="list-style-type: none"> <li>• For Crowns with Dec 31 year end, final draft 2009 Annual Service Plan Report to responsible Ministers for comment</li> </ul>
May 1, 2010	<ul style="list-style-type: none"> <li>• Minister Responsible provides 2011/12 Shareholder's Letter of Expectations to CAsE for review. CAsE prepares Summary Note for Cabinet</li> </ul>
May 13, 2010	<ul style="list-style-type: none"> <li>• For Crowns with Mar 31 year end, draft 2009/10 Annual Service Plan Report to CAsE for review</li> </ul>
May 20, 2010	<ul style="list-style-type: none"> <li>• For Crowns with Dec 31 year end, PDF version of final board- and responsible Minister- approved 2009 Annual Service Plan Report to CAsE</li> </ul>
May 21, 2010	<ul style="list-style-type: none"> <li>• 2010/11 Budget Submission Update &amp; preliminary 2011/12-2014/15 Projections to TBS</li> <li>• 2009/10 Audited Comparative Financial Statements to OCG</li> </ul>
May 25, 2010	<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 2009 Annual Service Plan Report to Minister for tabling with the Clerk of the House as per procedures provided by CAsE</li> </ul>
<b>May 31, 2010</b>	<b>For Crowns with Dec 31 year end, last date for responsible Ministers to table 2009 Annual Service Plan Reports</b>
June 1 – 30, 2010	<ul style="list-style-type: none"> <li>• 2011/12 Shareholder's Letters of Expectations presented by Minister of Finance to Cabinet for approval</li> <li>• 2011/12 Shareholder's Letters of Expectations finalized and signed</li> </ul>
June 1, 2010	<ul style="list-style-type: none"> <li>• For Crowns with Mar 31 year end, draft 2009/10 Annual Service Plan Report to responsible Ministers for comment</li> </ul>
June 16, 2010	<ul style="list-style-type: none"> <li>• For Crowns with Mar 31 year end, PDF version of final board- and responsible Minister-approved 2009/10 Annual Service Plan Report to CAsE</li> </ul>
June 21, 2010	<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 2009/10 Annual Service Plan Report to Minister for tabling with the Clerk of the House as per procedures provided by CAsE</li> </ul>
June 30, 2010	<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> </ul>
<b>Mid-July 2010</b>	<b>Release of Public Accounts and 2009/10 Annual Service Plan Reports (including those for Crowns with Mar 31 year end)</b>
July 1 – December 31, 2010	<ul style="list-style-type: none"> <li>• Boards prepare draft 2011/12 – 2013/14 Service Plans incorporating direction provided in Shareholder's Letter of Expectations</li> </ul>
July 21, 2010	<ul style="list-style-type: none"> <li>• 2010/11 First Quarter YTD Actuals to OCG (for Crowns with Dec 31 year end, 2010 Second Quarter YTD Actuals)</li> </ul>

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR FROM APRIL 2009 TO FEBRUARY 2011**  
**MAJOR COMMERCIAL CROWN CORPORATIONS**  
**(ALL DATES ARE SUBJECT TO CHANGE BY TREASURY BOARD)**  
**REVISED SEPTEMBER 2009**

July 23, 2010	<ul style="list-style-type: none"> <li>• Distribution of formats for Treasury Board presentations of in October</li> </ul>
August 11, 2010	<ul style="list-style-type: none"> <li>• 2010/11 First Quarter Revised Forecast &amp; 2011/12 – 2014/15 Projections to TBS (for Crowns with Dec 31 year end, 2010 Revised Forecast &amp; 2011-2014 Projections) (to be approved by Boards/Chairs prior to submission)</li> <li>• First Quarterly Report communications plans and release information due to TBS for Crowns preparing separate public releases</li> </ul>

**September 10 – 15, 2010      Release of the First Quarterly Report (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)**

September 24, 2010	<ul style="list-style-type: none"> <li>• Draft Treasury Board presentations to TBS (based on August forecasts)</li> </ul>
September 30, 2010	<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 8, 2010	<ul style="list-style-type: none"> <li>• Board-approved Treasury Board presentations to Ministry and TBS – summaries to reflect Q1 Forecast/Projections</li> </ul>
October 20, 2010	<ul style="list-style-type: none"> <li>• 2010/11 Second Quarter YTD Actuals (for Crowns with Dec 31 year end, 2010 Third Quarter YTD Actuals)</li> </ul>
October 18 – 22, 2010	<ul style="list-style-type: none"> <li>• Ministers present commercial Crown Budget Summaries to Treasury Board</li> </ul>
October 29, 2010	<ul style="list-style-type: none"> <li>• 2010/11 Second Quarter Revised Forecast &amp; 2011/12-2014/15 Projections to TBS (for Crowns with Dec 31 year end, 2010 Revised Forecast &amp; 2011-2014 Projections) (to be approved by Boards/Chairs prior to submission)</li> <li>• Second Quarterly Report communications plans and release information due to TBS for Crowns preparing separate public releases</li> </ul>

**November 22-30, 2010      Release of the Second Quarterly Report (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)**

December 6 – 10, 2010	<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 2011/12-2013/14 Service Plans to CAsE for review, subject to resource summary updates</li> </ul>
January 11, 2011	<ul style="list-style-type: none"> <li>• 2010/11 Third Quarter YTD Actuals to OCG (for Crowns with Dec 31 year end, 2010 Preliminary Actuals) (draft, subject to final confirmation by January 31)</li> <li>• 2010/11 Third Quarter Revised Forecast and 2011/12-2014/15 Budget Projections to TBS (for Crowns with Dec 31 year end, 2010 Preliminary Actuals &amp; 2011-2014 Projections) (to be approved by Boards/Chairs prior to submission)</li> <li>• Third Quarterly Report communications plans and release information due to TBS for Crowns preparing separate public releases</li> </ul>
January 8 - 13, 2011	<ul style="list-style-type: none"> <li>• Crowns provide penultimate 2011/12-2013/14 Service Plans to responsible Ministers for comment</li> </ul>
January 20, 2011	<ul style="list-style-type: none"> <li>• Responsible Ministers to provide comments on penultimate 2011/12-2013/14 Service Plans to Crowns</li> </ul>
January 25, 2011	<ul style="list-style-type: none"> <li>• Final board- and responsible Minister-approved 2011/12-2013/14 Service Plans to CAsE, service plans to use financial projections provided to TBS on January 11 unless approval for change received from the Deputy Minister of Finance</li> </ul>

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