

INFORMATION REQUIREMENTS AND EVENTS CALENDAR FROM APRIL 2009 TO FEBRUARY 2011
SERVICE DELIVERY AGENCIES
(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"> For SDAs with Dec 31 year end, draft 2008 Annual Service Plan Report to CAsE for review
April 20 2009	<ul style="list-style-type: none"> Preliminary 2008/09 Comparative Financial Statements to OCG (for SDAs with a Dec 31 year end, the 2008 Audited Comparative Financial Statements and the March 2009 YTD Actuals)
April 30, 2009	<ul style="list-style-type: none"> For SDAs with Dec 31 year end, draft 2008 Annual Service Plan Report to responsible Ministers for comment
May 14, 2009	<ul style="list-style-type: none"> For SDAs with Mar 31 year end, draft 2008/09 Annual Service Plan Report to Ministries for review
May 21, 2009	<ul style="list-style-type: none"> For SDAs with Dec 31 year end, PDF version of final board- and responsible Minister- approved 2008 Annual Service Plan Report to CAsE
May 22, 2009	<p>For selected SDAs:</p> <ul style="list-style-type: none"> 2009/10 Budget Submission Update & preliminary 2010/11-2013/14 Projections to TBS <p>For all SDAs:</p> <ul style="list-style-type: none"> 2008/09 Audited Comparative Financial Statements to OCG
May 25, 2009	<ul style="list-style-type: none"> For SDAs 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

May 29, 2009 **For SDAs 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"> For SDAs with Mar 31 year end, draft 2008/09 Annual Service Plan Report to responsible Ministers for comment
June 18, 2009	<ul style="list-style-type: none"> For SDAs with Mar 31 year end, PDF version of final board- and responsible Minister-approved 2008/09 Annual Service Plan Report to CAsE
June 19, 2009	<ul style="list-style-type: none"> For SDAs 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
June 30, 2009	<ul style="list-style-type: none"> For 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 posted on SDA website

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

June 15 – August 26, 2009	<ul style="list-style-type: none"> Preparation and approvals of revised 2009/10 – 2011/12 SDA Service Plans to be tabled with the September 1, 2009 Budget Update
July 22, 2009	<ul style="list-style-type: none"> 2009/10 First Quarter YTD Actuals to OCG (for SDAs with Dec 31 year end, 2009 Second Quarter YTD Actuals)
July 22, 2009	<ul style="list-style-type: none"> 2009/10 First Quarter Revised Forecast & 2010/11 – 2013/14 Projections to TBS (for SDAs with Dec 31 year end, 2009 Revised Forecast & 2010-2013 Projections) (to be approved by Boards/Chairs prior to submission). These projections must be consistent with and accurately reflect information provided to responsible Ministries as part of the Budget process as determined by Treasury Board

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

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September 1 – October 2, 2009	<ul style="list-style-type: none"> • Develop new SDA Shareholder's Letter of Expectations to inform 2010/11 – 2012/13 Service Plan
September 1 – December 31, 2009	<ul style="list-style-type: none"> • Boards prepare draft 2010/11 – 2012/13 Service Plans incorporating direction provided in Shareholder's Letter of Expectations
September 30, 2009	<ul style="list-style-type: none"> • For 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 posted on SDA website
October 2, 2009	<ul style="list-style-type: none"> • Shareholder's Letters of Expectations and Minister's briefing notes submitted by ministry staff to Ministers Responsible for review and approval
October 13, 2009	<ul style="list-style-type: none"> • Minister Responsible provides approved unsigned Shareholder's Letter of Expectations and Minister's briefing note to CAsE for review
October 21, 2009	<ul style="list-style-type: none"> • 2009/10 Second Quarter YTD Actuals (for SDAs with Dec 31 year end, 2009 Third Quarter YTD Actuals)
October 23 – 28, 2009	<ul style="list-style-type: none"> • CAsE prepares Summary Note and collates materials (Shareholder's Letters of Expectations and briefing notes for all Crowns) for Cabinet consideration
October 26, 2009	<ul style="list-style-type: none"> • 2009/10 Second Quarter Revised Forecast & 2010/11-2013/14 Projections to TBS (for SDAs with Dec 31 year end, 2009 Revised Forecast & 2010-2013 Projections) (to be approved by Boards/Chairs prior to submission)
October - November, 2009	<ul style="list-style-type: none"> • Treasury Board / Envelope Committees review Ministry/SDA budget submissions
November 4, 2009	<ul style="list-style-type: none"> • 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 required
November 9 – 27, 2009	<ul style="list-style-type: none"> • Cabinet approved Shareholder's Letter of Expectations finalized and signed by Minister Responsible and Chair of Board

November 23-30, 2009 Release of the Second Quarterly Report (SDAs to have Briefed Ministers Responsible and Provided Them with Briefing Material)

December, 2009	<ul style="list-style-type: none"> • Treasury Board decisions conveyed to responsible Ministers • Responsible Ministers inform SDAs of Treasury Board directions and budget allocations
December 31, 2009	<ul style="list-style-type: none"> • Draft 2010/11-2012/13 Service Plans to Ministries for review, subject to resource summary updates to reflect Treasury Board decisions and budget allocations
January 12, 2010	<ul style="list-style-type: none"> • 2009/10 Third Quarter YTD Actuals to OCG (for SDAs with Dec 31 year end, 2009 Preliminary Actuals) (draft, subject to final confirmation by January 30) • 2009/10 Third Quarter Revised Forecast and 2010/11-2013/14 Budget Projections to TBS (for SDAs with Dec 31 year end, 2009 Preliminary Actuals & 2010-2013 Projections) (to be approved by Boards/Chairs prior to submission)
January 15 - 22, 2010	<ul style="list-style-type: none"> • SDAs provide penultimate 2010/11-2012/13 Service Plans to responsible Ministers for comment
February 16, 2010	<ul style="list-style-type: none"> • 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
March 2, 2010	<ul style="list-style-type: none"> • Release of the Third Quarterly Report (SDAs to have Briefed Ministers Responsible and Provided Them with Briefing Material) • 2010/11-2012/13 Budget and Service Plans Tabled in the Legislature (SDAs to have Briefed Ministers Responsible and Provided Them with Briefing Material)
April 1 – April 30, 2010	<ul style="list-style-type: none"> • Develop new Shareholder's Letter of Expectations to inform 2011/12 – 2013/14 Service Plan

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April 16, 2010	<ul style="list-style-type: none"> For SDAs with December 31 year end, draft 2009 Annual Service Plan Reports to ministry for review
April 19, 2010	<ul style="list-style-type: none"> Preliminary 2009/10 Comparative Financial Statements to OCG (for SDAs with a Dec 31 year end, the 2009 Audited Comparative Financial Statements and the March 2010 YTD Actuals)
April 30, 2010	<ul style="list-style-type: none"> For SDAs with Dec 31 year end, draft 2009 Annual Service Plan Report to responsible Ministers for comment
May 01, 2010	<ul style="list-style-type: none"> Responsible Minister provides 2011/12 Shareholder's Letter of Expectations to CAsE for review. CAsE prepares Summary Note for Cabinet
May 13, 2010	<ul style="list-style-type: none"> For SDAs with Mar 31 year end, draft 2009/10 Annual Service Plan Report to Ministries for review
May 20, 2010	<ul style="list-style-type: none"> For SDAs with Dec 31 year end, PDF version of final board- and responsible Minister- approved 2009 Annual Service Plan Report to CAsE
May 21, 2010	<ul style="list-style-type: none"> 2010/11 Budget Submission Update & preliminary 2011/12-2014/15 Projections to TBS 2009/10 Audited Comparative Financial Statements to OCG
May 25, 2010	<ul style="list-style-type: none"> For SDAs 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

May 28, 2010 **For SDAs with Dec 31 year end, last date for responsible Ministers to table 2009 Annual Service Plan Reports**

June 1 – 30, 2010	<ul style="list-style-type: none"> 2011/12 Shareholder's Letter of Expectations presented by Minister of Finance to Cabinet for approval 2011/12 Shareholder's Letter of Expectations finalized and signed
June 1, 2010	<ul style="list-style-type: none"> For SDAs with Mar 31 year end, draft 2009/10 Annual Service Plan Report to responsible Ministers for comment
June 16, 2010	<ul style="list-style-type: none"> For SDAs with Mar 31 year end, PDF version of final board- and responsible Minister-approved 2009/10 Annual Service Plan Report to CAsE
June 21, 2010	<ul style="list-style-type: none"> For SDAs 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
June 30, 2010	<ul style="list-style-type: none"> For 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 posted on SDA website

Mid-July 2010 **Release of Public Accounts and 2009/10 Annual Service Plan Reports (including those for SDAs with March 31 year end)**

July 1 – December 31, 2010	<ul style="list-style-type: none"> Boards prepare draft 2011/12 – 2013/14 Service Plans incorporating direction provided in Shareholder's Letter of Expectations
July 21, 2010	<ul style="list-style-type: none"> 2010/11 First Quarter YTD Actuals to OCG (for SDAs with Dec 31 year end, 2010 Second Quarter YTD Actuals)
July 30, 2010	<ul style="list-style-type: none"> 2010/11 First Quarter Revised Forecast & 2011/12 – 2014/15 Projections to TBS (for SDAs with Dec 31 year end, 2010 Revised Forecast & 2011-2014 Projections) (to be approved by Boards/Chairs prior to submission). These projections must be consistent with and accurately reflect information provided to responsible Ministries as part of the Budget process as determined by Treasury Board

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

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September 30, 2010	<ul style="list-style-type: none"> For 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 posted on SDA website
October 20, 2010	<ul style="list-style-type: none"> 2010/11 Second Quarter YTD Actuals (for SDAs with Dec 31 year end, 2010 Third Quarter YTD Actuals)
October 25, 2010	<ul style="list-style-type: none"> 2010/11 Second Quarter Revised Forecast & 2011/12-2014/15 Projections to TBS (for SDAs with Dec 31 year end, 2010 Revised Forecast & 2011-2014 Projections) (to be approved by Boards/Chairs prior to submission)
October - November, 2010	<ul style="list-style-type: none"> Treasury Board / Envelope Committees review Ministry / SDA budget submissions

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

December, 2010	<ul style="list-style-type: none"> Treasury Board decisions conveyed to responsible Ministers Responsible Ministers inform SDAs of Treasury Board directions and budget allocations Draft 2011/12-2013/14 Service Plans to Ministries for review, subject to resource summary updates to reflect Treasury Board decision and allocations
January 11, 2011	<ul style="list-style-type: none"> 2010/11 Third Quarter YTD Actuals to OCG (for SDAs with Dec 31 year end, 2010 Preliminary Actuals) (draft, subject to final confirmation by January 31) 2010/11 Third Quarter Revised Forecast and 2011/12-2014/15 Budget Projections to TBS (for SDAs with Dec 31 year end, 2010 Preliminary Actuals & 2011-2014 Projections) (to be approved by Boards/Chairs prior to submission)
January 8 - 13, 2011	<ul style="list-style-type: none"> SDAs provide penultimate 2011/12-2013/14 Service Plans to responsible Ministers for comment
January 20, 2011	<ul style="list-style-type: none"> Responsible Ministers to provide comments on penultimate 2011/12-2013/14 Service Plans to SDAs
January 25, 2011	<ul style="list-style-type: none"> 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

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)**