

2016/17
Crown Corporation
Annual Service Plan Report
Guidelines

Crown Agencies Resource Office
Ministry of Finance



TABLE OF CONTENTS

TABLE OF CONTENTS	2
PART I. INTRODUCTION	3
1. Purpose of Guidelines.....	3
2. Guiding Legislation and Principles	4
Budget Transparency and Accountability Act (BTAA).....	4
BC Reporting Principles	4
Taxpayer Accountability Principles (TAP).....	4
3. New for 2016/17.....	5
4. Non-Disclosure of Specific Information	5
5. 2016/17 Annual Report Key Dates¹	6
6. Definitions	6
PART II. CONTENT REQUIREMENTS.....	7
1. Title Page and Cover	8
2. Board Chair Accountability Statement.....	8
3. Table of Contents	8
5. Purpose of the Organization	8
6. Strategic Direction and Context.....	9
7. Report on Performance.....	9
8. Financial Report.....	10
Discussion of Results.....	11
9. Information on Subsidiaries and Operating Segments.....	13
10. Additional Information	13
PART III. REVIEW, PUBLICATION AND TABLING PROCESS	14
Review Process	14
Approval	14
Tabling Process.....	14
Website Posting	15
Potential Additional Reviews	16
APPENDIX A – CROWN CORPORATIONS REQUIRED TO PREPARE 2016/17 ANNUAL REPORT.....	17
APPENDIX B – GUIDELINES ON REPORT DISTRIBUTION WHEN THE HOUSE IS NOT SITTING.....	18

PART I. INTRODUCTION

The [Budget Transparency and Accountability Act](#) (BTAA) provides the legislative framework for planning, reporting and accountability for government organizations. The BTAA stipulates that the minister responsible must annually make public three-year Service Plans and Annual Service Plan Reports (Annual Reports) for Crown corporations, unless exempted by the Lieutenant Governor in Council.

Annual Reports can help build public trust and confidence by comparing the actual results for a fiscal year with the targeted results identified in the service plan for that fiscal year. 2016/17 Annual Reports are to be based on the [2016/17– 2018/19 Service Plans](#) tabled with the [Budget 2016](#). The Annual Report should:

- Be substantive – increasing the reader’s understanding of the core business of the Crown corporation, the services provided, the actions taken and the results achieved;
- Be comprehensive – provide sufficient detail to give the reader confidence in the completeness and accuracy of the financial and performance information presented, while being concise; and
- Be transparent – documenting the basis for selecting the goals, strategies, performance measures, and targets, any changes to the way performance is measured, identifying risks and how they were addressed, and demonstrating the reliability of the data used to measure performance.

The Annual Report is an accountability document of the Crown corporation Board of Directors, as the Board is accountable for the Crown corporation’s performance in achieving the intended results as documented in the Crown corporation’s Service Plan. However, because the minister responsible for the Crown corporation is required under the BTAA to table the Annual Report in the Legislature, the minister will review and approve the Annual Report prior to it being finalized. To support the minister responsible in the review, ministry staff, with assistance from the Crown Agencies Resource Office (CARO) and Treasury Board Services, will review the draft Annual Report and provide feedback to the Crown corporation. The Office of the Auditor General and the Select Standing Committee on Public Accounts may also review Annual Reports.

1. Purpose of Guidelines

The purpose of the *Crown Corporation Annual Service Plan Report Guidelines* is to:

- Provide guidance to support complete and transparent reporting;
- Advise Crown corporations on the information that must be included in their 2016/17 Annual Reports;
- Provide support to Crown corporation staff in reporting out on the implementation of the [Taxpayer Accountability Principles](#) (TAP) in their Crown corporation; and
- Assist Crown corporations to develop an Annual Report that is consistent with their 2016/17 – 2018/19 Service Plan, the intent of the BC Reporting Principles, the requirements of the BTAA, and best practices.

These Guidelines apply to the commercial and service delivery (taxpayer-supported) Crown corporations listed in Appendix A. These Guidelines are intended to be used with the accompanying Template.

2. Guiding Legislation, Principles, and General Guidelines

Budget Transparency and Accountability Act

Section 16 of the [Budget Transparency and Accountability Act](#) (BTAA) requires a government organization's Annual Report to:

- Compare actual results for the preceding fiscal year with the expected results identified in the Service Plan for that fiscal year; and
- Be made public by the minister responsible no later than August 31, or the end of five months after the end of the preceding fiscal year of the government organization, whichever comes first.

BC Reporting Principles

In 2003, the government, the Legislative Assembly's Select Standing Committee on Public Accounts and the Auditor General reached agreement on a set of performance principles for the British Columbia public sector – the [BC Reporting Principles](#). The BC Reporting Principles are intended to support an open and accountable government and build on best practices in reporting. The BC Reporting Principles do not specify the kinds of information that must be included in an Annual Report, but inform the quality and completeness of the plan. These principles are:

- Explain the public purpose served;
- Link goals and results;
- Focus on the few, critical aspects of performance;
- Relate results to risk and capacity;
- Link resources, strategies and results;
- Provide comparative information;
- Present credible information, fairly interpreted; and
- Disclose the basis for key reporting judgments.

Crown Annual Reports are subject to review against these principles by the Office of the Auditor General. The eight principles should be incorporated consistently throughout the report, rather than being reported on individually.

Taxpayer Accountability Principles

In response to the public's desire for more accountability across the entire public sector, and informed by a number of reviews and audits of Crown corporations, [Taxpayer Accountability Principles](#) (TAP) enshrines the principles of *cost consciousness, accountability, appropriate compensation, service, respect, and integrity* as linchpins of public sector governance and increased accountability to taxpayers. The following TAP action items must be incorporated into Crown corporation Annual Reports:

- An annual chair/CEO report letter that speaks to the organization’s performance against its mandate letter expectations. (TAP Action Item 5)
- A summary of Crown corporation activities undertaken in the fiscal year as part of its evaluation plan. (TAP Action Item 7)
 - Further guidance on this item is provided in the Template. Note that this action item does not require the production of a separate document but is intended to inform the content of the Annual Report and the existing performance measures within the Report.
- A summary of the Crown corporation’s activities to meet the expectations of its strategic engagement plan, intended to help ministries and Crown corporations to work more effectively together and to demonstrate accountability for the outcomes and measurements identified by the minister responsible. (TAP Action Item 8)
 - Further guidance on this item is provided in the Template. Note that this action item does not require the production of a separate document but is meant to inform the content of the Annual Report.
- A summary of Crown corporation activities to undertake more comprehensive and appropriate communication, orientation and training regarding the accountability framework, TAP, and roles and expectations for their boards and executive. (TAP Action Item 9)

General Guidelines

- The length of Annual Reports will be limited to 15 pages. Financial statements, Discussion of Results (DOR), title page, table of contents, and appendices are not included in this limit, but these sections should be kept brief, meaningful and pertinent.
- No photos or graphics are to be included, with the exception of the provincial logo on the front page (and optional Crown logo of the same size on the front page) and the photo of the board chair on page 3.
- The use of the Annual Report Template provides for consistency and easy comparability of Annual Reports. Use only Times New Roman size 12 font for narrative, and size 16, 14 or 12 for headings (as per Template).

3. New for 2016/17

A review of last year’s Annual Reports identified a wide variation in the content, length, and level of detail of financial reporting. The Financial Report sections of the Annual Reports Guidelines and Templates, specifically the Discussion of Results section, have been updated to reflect the Public Sector Accounting Board (PSAB) general principles. Following the general principles suggested by PSAB should lead to more consistent reporting across Crown corporation Annual Reports, and improved reader understandability by presenting facts and matters in simple, plain language, and variance analysis including commentary on trends.

4. Non-Disclosure of Specific Information

Information contained in Annual Reports must comply with the [*Freedom of Information and Protection of Privacy Act \(FOIPPA\)*](#). Crowns should refer to FOIPPA for clarification on the types of information that fall under each category.

5. 2016/17 Annual Report Key Dates¹

Timeline for Fiscal Year-end Crown	Timeline for BC Assessment Authority (Calendar Year-end Crown)	Description of Activity
Late March	Mid-March	Letter and Guidelines sent to DMs and CEOs. Guidelines sent to ministry and Crown contacts – ministry contacts to follow up with Crown contacts. Template and Guidelines made available on the CARO SharePoint site.
Early May	Early April	Office of the Comptroller General begins discussions with ministry Executive Financial Officers to finalize financial results for Public Accounts and Annual Reports.
May 17	April 18	Ministries post Crowns' ADM-approved drafts of Annual Reports to CARO SharePoint ² .
May 26	April 25	CARO and Treasury Board Services post comments and feedback to SharePoint for ministry action and feedback to Crowns. CARO will email any additional detailed tabling instructions.
June 9	May 9	Crowns make final edits and forward copies of board-approved Annual Reports to ministry staff for minister approval.
June 21	May 19	Ministries post the FINAL, minister-approved, board chair-signed Annual Report (in PDF format) to CARO SharePoint.
June 26	May 23	Crowns submit final Annual Report to ministry staff for the ministers to print and table in the Legislature or file with the Clerk. Minister's office provides six copies to Clerk of the House.
June 26-30 (earliest date)	May 23-26	Reports tabled or filed and uploaded to both the Crowns' and the government's BC Budget websites.

¹These are the latest dates/deadlines for submission of drafts. Organizations are encouraged to provide drafts earlier than dates noted.

²Ministries and Crowns are to manage their work plan to ensure submission of ADM-approved Annual Service Plan Report by the required date.

6. Definitions

The following definitions are provided for the purpose of these Guidelines:

- **Crown corporations** are government organizations that are separate legal entities within the Government Reporting Entity and subject to the BTAA. Crown corporations are required to prepare public Annual Reports unless specifically exempted by the Lieutenant Governor in Council.
- **Subsidiaries of Crown corporations** are also government organizations within the Government Reporting Entity and are also subject to the BTAA. An organization is considered a subsidiary of a Crown corporation if it is a separate legal entity and is more than 50% owned and controlled by the parent Crown corporation. Crown corporations must either report on their subsidiaries in the parent organization's Annual Report (including all information listed as required in Section 8 of these Guidelines) or file a separate Annual Report for each subsidiary.

- **Operating segments** include business units or other components of a Crown corporation:
 - that engage in business activities from which they earn revenues and incur expenses (including revenues and expenses relating to transactions with other components of the same organization);
 - for which discrete financial information is available; and
 - where revenues, profits (or losses), or assets are ten per cent or more of the organization’s total revenues, profits (or losses) or assets.

Crown corporations are expected to report on the financial results of operating segments in their Annual Reports.

PART II. CONTENT REQUIREMENTS

This section provides an overview of the key elements to be included in a Crown corporation’s 2016/17 Annual Report to ensure the report meets the requirements of the BTAA, the BC Reporting Principles, Taxpayer Accountability Principles¹ and overarching government direction. A detailed Template will be provided to assist Crown corporations in preparing their Annual Reports and ministry staff with their review of the reports.

Content Requirements for 2016/17 Annual Reports
Title Page
Board Chair’s Accountability Statement
Table of Contents
Chair/CEO Report Letter
Purpose of Organization
Strategic Direction and Context
Report on Performance
Financial Report
<u>Appendices</u>
Appendix A – Reports on Subsidiaries and Operating Segments
Appendix B – Additional Information (including Contact Information)
Appendix C – Crown Corporations Mandate and Actions Summary

Annual Reports are to be consistent with the format provided in these Guidelines and the accompanying Template. Using the provided/required formats, headings, ordering and templates noted in these Guidelines adds to the comparability of Annual Reports with those of other Crown corporations, as required by the BTAA. Crown corporations are welcome to include information other than the headings listed above on their websites should they feel it necessary.

¹ Please note that the term “Taxpayer Accountability Principles” must be spelled out at all times in Annual Service Plan Reports. The acronym TAP is used in CARO Guidelines and Templates for convenience, but is not be used in the ASPRs themselves.

1. Title Page and Cover

Crowns are to use the common title page as shown in the 2016/17 *Crown Annual Service Plan Report Template*, and must include the provincial government logo. Inclusion of the Crown's logo is optional.

2. Board Chair Accountability Statement

Each Report must include a Chair's Accountability Statement, such as that provided below:

The (*Name of Crown Corporation*) 2016/17 *Annual Service Plan Report* compares the actual results to the expected results identified in the 2016/17 - 2018/19 *Service Plan*. I am accountable for those results as reported.

3. Table of Contents

The Table of Contents must list the sections in the Annual Report, and include items such as the *Board Chair's Accountability Statement* that appear before the Table of Contents page.

4. Chair/CEO Report Letter

The Chair/CEO letter requirement is from the TAP Action 5, which states: "An annual Chair/CEO report letter with respect to the organization's performance concerning the mandate letter expectations to be established as a new accountability requirement."

More detailed direction on the formatting of the letter is provided in the Template for Crown Annual Service Plan Reports. **Please note for reporting on the TAP Action Items noted above, Crown corporations are not being asked to develop separate documents or create new materials that do not currently exist.** Rather, the intent with this section of the Annual Report is to capture in a concise narrative form the current state of the Crown corporation's compliance with the TAP Action Items (e.g. demonstrating alignment with mandate letter direction), including a summary of current Crown corporations' practices and activities with respect to strategic engagement and on evaluating organizational health and performance.

If further clarification is required on this section, webinars for ministry and Crown corporation staff will be held in April 2017 to review the Guidelines and Templates and provide clarifications and answer questions as needed.

5. Purpose of the Organization

The intent of this section is to provide the reader with a brief (approximately a half page), clear understanding of why the Crown corporation exists and/or the benefit of services provided to the public, and should include the following elements:

- The enacting legislation or Order In Council under which the Crown corporation was established;

- Describe what the Crown corporation does, for whom and why. The section should also describe in general terms who delivers the services (e.g. the Crown corporation or a third party); and
- A reference to any subsidiaries for which the Crown corporation is responsible and one or two sentences describing the purpose. Subsidiaries sharing a common purpose (e.g. numbered holding companies for investment properties) can be combined into a single description in this section. A complete list of all subsidiaries and operating segments must be provided in Appendix A (see accompanying Template).

6. Strategic Direction and Context

This section must succinctly describe the Crown corporation's internal and external operating environment. The information should be retrospective and focus on events that occurred in 2016/17, rather than being a theoretical discussion of generic trends and risks.

This section must outline the specific strategic priority actions given by government, including a hyperlink to the Crown corporation's 2016/17 Mandate Letter, which informed the Crown corporation's Service Plan. It should also refer to TAP as an overarching government priority.

Identify any shifts experienced in the Crown corporation's operating environment that had a significant effect on results in 2016/17 (e.g. reorganization, expansion, divestiture of non-core business operations, changes or enhancements to information systems, changes in products or services, etc.). Identify economic, industry, demographic and social factors, trends, opportunities and challenges that had a significant favourable or unfavourable impact on performance in the reporting year. Crowns and ministry Annual Reports must use the same economic assumptions for GDP growth, inflation, etc. as government (will be provided by Treasury Board Staff, Ministry of Finance in a standard economic statement, distributed by CARO).

In discussing the operating environment, identify any significant financial and operational risks and opportunities identified in the previous year's plan that impacted the organization's performance during the reporting period, and the effectiveness of mitigation measures implemented in response to those risks. Crown corporations may also provide hyperlinks to more substantive supporting documents such as risk assessments, SWOT analyses or environmental scans if they are suitable for the public, and add meaningful context to the report.

The Strategic Direction and Context section must not exceed one page in length.

7. Report on Performance

The purpose of this section is to provide the reader with a clear understanding of the organization's actual results compared to the goals, objectives, strategies, and performance measures established in its 2016/17 – 2018/19 Service Plan. In the opening paragraph of this section, Crown corporations should report on their performance against their Mandate Letter. When reporting on performance, the following information should be included in table form, as per the Template:

1. Results for the last three to five years (unless changes to those performance measures have been reflected and explained in the 2016/17 – 2018/19 Service Plan);
2. Targets for 2016/17, and actual results for the 2016/17; and
3. Performance targets for the following two years (ensure compatibility with any forward set targets provided in the 2017/18 – 2019/20 Service Plan).

The following information should be provided as notes and bullets, below the table:

- a) The reasons for variances (negative or positive) between the 2016/17 – 2018/19 Service Plan targets and the actual results achieved. The variance discussion must include what actions were taken or are planned to address the variances (or state why no actions are planned or required).
- b) An explanation of, for example:
 - Why the goals, objectives, strategies, and performance measures included in the report are of critical importance to the organization and why the measure was chosen;
 - How the performance measures and objectives relate back to the goals;
 - How the goals, objectives, strategies and performance measures will help the organization achieve its mandate and long-term vision;
 - If no comparable benchmark information has yet been identified, the progress being made to identify suitable benchmark;
 - The data source for each performance measure (e.g. internal computer systems, third party sources, audited financial statements, manual systems, calculations made to produce the data);
 - How management ensures that the data sources being used to track performance are accurate and can be relied on (e.g. they are reviewed by internal/external audit, strong internal controls, testing and documentation of systems, outside verification, verification of third party information, etc.); and
 - Any limitations to the accuracy and reliability of the data source for each measure (use of estimates, etc.).

All performance measures published in the 2016/17 - 2018/19 Service Plan must be reported in the 2016/17 Annual Report. No new performance measures may be added to the 2016/17 Annual Report.

In most circumstances, the baselines and targets reported will be identical to those stated in the 2016/17 – 2018/19 Service Plan. Should the baseline or the 2017/18 – 2019/20 Service Plan targets have changed, the revised targets should be reported with the most current information and the reason for the adjustment. For example, if targets for 2018/19 were revised with the release of the 2017/18 – 2019/20 Service Plan, use the revised targets and explain the change/variance rationale in the discussion that follows.

8. Financial Report

This section includes the following elements:

- Discussion of Results and Financial Report Summary Table;
- Auditor's Report;
- Audited Financial Statements; and

- Accompanying Notes on the Financial Statements.

These Guidelines focus on the Discussion of Results section. The other elements of the financial report must be prepared in accordance with Generally Accepted Accounting Principles, and be consistent with the requirements of the *Financial Information Act*.

Discussion of Results

Together with the Financial Report Summary Table (FRST), the Discussion of Results (DOR) should enable readers to assess the Crown corporation's financial performance during the year and its year-end position. The DOR should briefly summarize financial trends, risks and opportunities that affected financial results during the reporting year, variances from planning expectations with explanations as to why they occurred, and how the impact was managed or mitigated.

The DOR should be able to stand on its own merits. While information required for the DOR may be in other parts of the Annual Report, users of the report should be able to read the DOR to obtain all of the relevant information. The DOR needs to be written in plain language understandable by the average reader.

Highlights

This section should include a qualitative, concise summary of the high level business and policy environment and significant events affecting the financial performance of the organization. A user of the Annual Reports should be able to read this brief section and understand the major items that impacted the financial performance in the relevant year and may impact the years to come. The remainder of the DOR should expand upon this high level summary.

Financial Report Summary Table

As part of the DOR, the following information is required for the organization as a whole, and should be contained in a FRST, the format of which is found in the Template:

- actual revenues, expenditures and net income for the previous three years;
- actual revenues, expenditures and net income for the 2016/17 year;
- budgeted revenues, expenditures and net income for 2016/17;
- a reporting line for any dividends paid to the Crown;
- a variance column showing the difference between the 2016/17 budget and 2016/17 actuals; and
- a variance column showing the difference between 2015/16 actuals and 2016/17 actuals.

For each of the periods above, and for each core business area, present:

- revenue by major sources (e.g., funding source or type of revenue);
- expense by program area or function;
- breakdown of operating/administration expenses (e.g., salaries, rent, consultants, operating costs, transfer to 3rd party, etc.);
- net income/excess of revenue over expenses/annual surplus (deficit);
- total liabilities/debt (**even if zero**);
- accumulated surplus/retained earnings/equity (**even if zero**); and

- Crown's total capital spending, breaking out the major types of planned capital spending (i.e., computer systems, infrastructure, machinery, etc.).

The FRST is a starting point for the DOR. If additional financial and non-financial data is needed to enhance the users' understanding, this data should be included in the DOR. Additional financial tables may be added if/as necessary to improve the overall understanding of the financial position of the organization.

Variance and Trend Analysis

The Variance and Trend Analysis and Risk and Uncertainties sections of the DOR should reflect PSAB general principles. Therefore, they should include variance analysis to budget and prior years presented in the FRST, including commentary on trends and events impacting the financial performance. Where necessary, the FRST should be supplemented by additional financial and non-financial data to enhance the understanding of the financial information.

The intent of this analysis is to enhance the reader's understanding of the information in the financial statements. This qualitative analysis should identify the root causes of variance.

Risks and Uncertainties

Following PSAB general principles, the DOR should include a section that explicitly addresses how the organization manages or mitigates the impacts. The users of the Annual Report need to understand the entity's exposure to risk, uncertainties, and the implications of such risks on the entity's financial position and changes in financial position, and the potential implications on future operations.

Summary of Capital Plan and Major Projects (\$50 Million Commitment or above)

Crown corporations must include a financial summary table, and a brief narrative paragraph for each major project (\$50 million commitment or above) summarizing:

- Objectives of the project;
- Estimated total capital cost and benefits of the project;
- Risks associated with those costs and benefits; and
- Project capital costs incurred as of March 31, 2017.

A "commitment" includes the amount of any money, the value of any land, facilities, rights or other benefits, and the amount of any guarantee contributed or anticipated to be provided by the government reporting entity toward the capital cost of the project.

See the accompanying Template for a formatting example.

Key Financial Data for the Past Five Years

- For the past five years, identify the key financial data including financial performance measures (ratios, trends, etc.).

Qualitative Information

Include qualitative information in the DOR that provides:

- an overview of the internal and external business and policy environment affecting financial operations over the past year; and
- major risks and uncertainties that affected financial performance during the year, their influence on results, and how the impact was managed or mitigated.

9. Information on Subsidiaries and Operating Segments

For each **active subsidiary**, the parent Crown corporation's Annual Report must separately disclose in an appendix:

- subsidiary name;
- primary business;
- budgeted and actual revenues, expenditures and net income for the 2016/17 year;
- revenues, expenditures and net income for the previous fiscal year;
- explanation for any significant variances from previous year's actuals or current year's budget;
- any capital expenditures for the year; and
- the same information on major capital projects as required for the Crown itself under section 8 above.

If the subsidiary has a website, a link should be included.

For **nominee holding companies**, the Annual Report should include a description of the purpose and quantity of nominee holding companies held by the Crown corporation, and a list of them by name. A separate appendix for each holding company is not required.

For **inactive/dormant** subsidiaries, the Annual Report should include a list of names and the year each became dormant.

For each **operating segment**, the Crown corporation should disclose, at minimum:

- actual and budgeted revenues, expenditures and net income for the current year;
- actual revenues, expenditures and net income for the previous year;
- explanation of any significant variances from previous year's or current year's budget;
- any capital expenditures for the year; and
- the same information on major capital projects as required for the Crown itself under section 8 above.

10. Additional Information

An additional appendix may be added to provide information on Organizational Overview (such as corporate structure) and Governance (board members, CEO and key personnel) and Contact Information for the Crown and its operating components, including full name, address, phone number, email and websites. Any other information deemed relevant may be added to this appendix, so long as it is concise and is in keeping with the BC Reporting Principles and TAP.

PART III. REVIEW, PUBLICATION AND TABLING PROCESS

Under the BTAA, the minister responsible for the Crown corporation makes the Annual Report public. This involves tabling the Annual Report in the Legislative Assembly if the Legislature is in session, or filing it with the Clerk of the House if the Legislature is not in session.

Crowns should allow sufficient time in their schedule for the board chair and minister to review/approve the document. Crown and ministry staff are encouraged to reserve time in their executives' calendars early, keeping in mind that ministers will not be available after the writ is dropped (April 11th), before the election (May 9th), and after the election until the next Cabinet is sworn in (the weeks following the election).

Review Process

Ministry staff review draft Annual Reports for consistency with the Guidelines and Template and alignment with government policy, and provide Crown corporations with feedback on the draft Reports. After securing ADM approval, ministry responsible staff post the drafts to CARO's SharePoint site and coordinate the transmittal of consolidated CARO/Treasury Board Services feedback on all Crown corporation Annual Reports. The process continues as follows:

- Ministry sends consolidated ministry and CARO/Treasury Board Services feedback to Crown corporation;
- Crown corporation revises its draft Report accordingly, and obtains board chair approval of the revised draft Report;
- Crown corporation sends the final, chair-approved draft Annual Report to the ministry responsible for minister review and approval. Ministry staff advise the minister as to whether or not the Annual Report meets the requirements of the BTAA and the Annual Report Guidelines; and
- Crown corporation incorporates changes required by the minister before the report is finalized for publication and signed by the chair.

Approval

The minister responsible has the requirement under the BTAA to table Crown corporation Annual Reports, therefore, the minister must review and approve the content and presentation of the Annual Report before it is finalized. The Crown corporation's chair, in consultation with the board of directors and the minister responsible, must sign the final, minister-approved version of the Annual Report prior to it being tabled or filed with the Clerk of the House. Once the Crown corporation's Annual Report is approved by the minister responsible and signed by the chair, ministry staff will post a final PDF copy to the [Crown Agencies Resource Office \(CARO\) SharePoint site](#). The files should be named "FINAL (Crown name abbreviation) 2016-17 Annual Report".

Tabling Process

The BC provincial general election is scheduled for May 9th and the new Cabinet swearing in will take place in the weeks following the election. Under the BTAA, the minister responsible for the Crown corporation makes the Annual Report public. This involves tabling the Annual Report in the Legislative Assembly if the Legislature is in session, or filing it with the Clerk of

the House if the Legislature is not in session. The 2016/17 fiscal year-end Annual Service Plan Reports will be released with Public Accounts, no later than August 31, 2017. The legal deadline for the year-end Crown (BC Assessment Authority) to table its reports is May 31, 2017.

Process for Tabling the Annual Report when the House is in Session

The House is not expected to be in session when this year's Annual Reports will be tabled. Should this happen, CARO will send more specific tabling instructions to ministries.

If and when the House is in session, the minister responsible for the Crown corporation is required to table one copy of the report in the House. The Crown corporation sends one PDF copy of the final, board and minister-approved Annual Report electronically to the minister with a cover letter that provides the following information:

- that the Annual Report is being sent to the minister responsible so that the minister can table it in the House; and
- the deadline for tabling the report to meet BTAA requirements.

The minister responsible will then table one copy of the Annual Report in the Legislature to complete the BTAA requirement for tabling the Annual Report. As well, the minister's office is responsible for providing six paper copies of the report to the Office of the Clerk (Queen's Printer is not responsible for printing or delivering Crown corporation Annual Reports).

Process for Tabling the Annual Report when the House is Not in Session

Again, the House is not expected to be in session when this year's Annual Reports will be tabled. For tabling the Annual Report when the House is not in session, the Crown corporation (or the Ministry responsible) is responsible for sending one PDF copy of the final, minister-approved and chair-signed Annual Report electronically to the minister responsible's office along with the following two documents:

- a) **A cover letter** from the Crown corporation to the minister responsible with the following information:
 - that the Report is being sent to the minister responsible from the Crown corporation so that the minister can file the annual report with the Clerk of the House; and
 - that the Report is required to be filed by the date that the Public Accounts are released; and
- b) **A draft memo** from the minister responsible to the Clerk, for the minister's signature. See Appendix B for memo template.

The minister's office is required to provide and deliver six copies of the Crown corporation Annual Report to the Office of the Clerk. This completes the requirement for the minister to make the Annual Report public when the House is not in session.

Website Posting

Crown corporations must not post their Annual Reports on their websites or make copies available to the public prior to Public Accounts day (the one exception is for BC Assessment, the calendar year-end Crown). Once the Annual Report has been tabled in the Legislative Assembly or has been filed with the Clerk of the House, Crown corporations must post their Annual Reports on their websites and may also make hard copies available to the public upon request.

Potential Additional Reviews

Crown corporations should be prepared to have their Annual Reports reviewed by the [Select Standing Committee on Public Accounts](#). If a Crown corporation is selected for review, it will be required, prior to the scheduled meeting, to supply the Committee with its most recent Annual Report and Service Plan, and any other information requested. Executive staff of the Crown corporation will be required to make a presentation at the meeting and to answer any questions posed by the Committee members. CARO staff can provide examples and are available to support the process.

The [Office of the Auditor General](#) may review Annual Reports of selected Crown corporations as part of their review process. Office of the Auditor General reports are made public.

Appendix A – Crown Corporations Required To Prepare 2016/17 Annual Report

BC Assessment Authority
BC Games Society
BC Housing Management Commission
BC Hydro and Power Authority
BC Immigrant Investment Fund Ltd
BC Innovation Council
BC Lottery Corporation
BC Pavilion Corporation
BC Securities Commission
BC Transit
British Columbia Council for International Education
Columbia Basin Trust
Columbia Power Corporation
Community Living BC
Destination BC
First Peoples' Cultural Council
Forestry Innovation Investment Ltd.
Industry Training Authority
Insurance Corporation of British Columbia
Knowledge Network
Legal Services Society
Liquor Distribution Branch
Oil and Gas Commission
Partnerships BC
Royal British Columbia Museum
Transportation Investment Corporation

APPENDIX B – GUIDELINES ON REPORT DISTRIBUTION WHEN THE HOUSE IS NOT SITTING

For Annual Reports that are tabled when the House is not in session, it is the responsibility of the minister responsible for the Crown corporation to officially file a copy of the report with the Office of the Clerk of the House with a covering memo. This memo is prepared by the Crown corporation, and forwarded to the minister responsible's office along with one PDF copy of the Annual Report.

SAMPLE MEMO

From: Crown corporation XX

Date:

To: Craig James
Clerk of the Legislative Assembly
Room 221, Parliament Buildings
Victoria, B.C. V8V 1X4

RE: ANNUAL REPORT FOR XX

Pursuant to section 18 (a) (ii) of the *Budget Transparency and Accountability Act*, please find attached for filing with your office one copy of the 2016/2017 Annual Report for XX.

Signature
(Minister responsible for the Crown corporation)