

CABRO Information Requirements Calendar

March 2024 – July 2025

*These dates are subject to change. For questions about reporting requirements or dates, please contact the organization requesting the material.

Legend for Key Ministry Contacts		
Lead	Code	Contact
Ministry of Finance Crown Agencies and Board Resourcing Office (CABRO)	CABRO	Katie Harper – katie.harper@gov.bc.ca
Ministry of Attorney General Anti-Racism and Multiculturalism Division (MAG/ARMD)	MAG/ARMD	Sonja Sandhu – sonja.1.sandhu@gov.bc.ca
Office of the Comptroller General (OCG)	OCG	Amar Gill – amar.gill@gov.bc.ca
Ministry of Environment and Climate Change Strategy (ENV)	ENV	Natasha Staffeldt-Jost – carbon.neutral@gov.bc.ca
Public Sector Employers' Council Secretariat (PSECS)	PSECS	Kindree Draper – kindree.draper@gov.bc.ca
Ministry of Finance Treasury Board Staff (TBS)	TBS	Tu Tran – tu.tran@gov.bc.ca

Lead	Target Date	Document Name	Activity
2024			
CABRO	April 2024	2023-24 Annual Service Plan Reports	✚ CABRO issues annual service plan report guidelines and templates to ministries and Crowns.
OCG	April 17, 2024	Preliminary 2023-24 Comparative Financial Statements	✚ Crowns submit their Comparative Financial Statements to the Office of the Comptroller General.
ENV/CAS	April 2024	Carbon Neutral Government Reporting	✚ Consumption data for buildings, fleet, and paper to be entered into the Clean Government Reporting Tool (CGRT). ✚ Self-Certification Checklist to be submitted to Climate Action Secretariat.
MAG/ARMD	May 2024	Multiculturalism Report	✚ Ministries and Crowns to submit annual 'Reports on Multiculturalism' to MAG/ARMD.
PSEC Secretariat	May 2024	2023/24 Executive Compensation Disclosure Statements	✚ The PSEC Secretariat communicates the deadline to submit the draft of Executive Compensation Disclosure Statements and the final Executive Compensation Statements including board chair attestations typically in late March.
ENV/CAS	May 2024	2024 Climate Change Accountability Report	✚ Final Climate Change Accountability Report (or Small Emitters Form) and Climate Change Accountability Survey (voluntary for small emitters) to be submitted by Crowns to the Climate Action Secretariat.

CABRO Information Requirements Calendar

March 2024 – July 2025

*These dates are subject to change. For questions about reporting requirements or dates, please contact the organization requesting the material.

Lead	Target Date	Document Name	Activity
TBS	May 22, 2024	Fourth Quarter Capital Reporting Update	✚ Ministries to update capital financial and capital project data in the Capital Planning Secretariat (CPS) database and other relevant templates using the information submitted to them by the Service Delivery Crowns.
OCG	May 15, 2024	2023/24 Audited Comparative Financial Statements	✚ Crowns submit their Audited Comparative Financial Statements to the Office of the Comptroller General.
TBS	May 27, 2024	Preliminary 2024/25-2027/28 Forecast and Projections	✚ Service Delivery Crowns submit to Treasury Board Staff (only Service Delivery Crowns with significant capital plan or operating changes need to submit). ✚ These projections must be consistent with Treasury Board's direction and approved targets as communicated to the ministry from time to time.
TBS	May 31, 2024	Preliminary 2024/25 – 2027/28 Forecast and Projections	✚ Commercial Crowns submit to Treasury Board Staff (only Commercial Crowns with significant capital plan or operating changes need to submit).
CABRO	June 2024	2023-24 Annual Service Plan Reports	✚ Ministry and Crown annual service plan report drafts submitted to CABRO/TBS for review.
ENV/CAS	June 2024	2023 Offset Payments	✚ Final offset payments must be made by Crowns to the Ministry of Environment.
TBS	June 30, 2024	Board Appointee Remuneration Disclosure	✚ Crowns and Tribunals covered under Treasury Board Directives 1/20 and 2/20 report actual remuneration paid in previous fiscal year to their Board appointees on their own or ministry website and notify Public Sector Employers' Council.
CABRO	July 2024	2023-24 Annual Service Plan Reports	✚ CABRO/TBS review complete. Drafts provided back to ministries and Crowns.
CABRO	July 2024	2023-24 Annual Service Plan Reports	✚ Revised Annual Service Plan report drafts submitted to CABRO/TBS for approval, including financial information. Once approved, ministries then coordinate approvals and final signatures by ministers/Board members.
OCG	July 19, 2024	2024-25 First Quarter Year to Date Actuals	✚ Crowns to submit First Quarter Year to Date Actuals to the Office of the Comptroller General.
TBS	July 17, 2024	First Quarter Capital Reporting Update	✚ Ministries to update capital financial and capital project data in Capital Planning Secretariat (CPS) database and other relevant templates using the information submitted to them by the Service Delivery Crowns.

CABRO Information Requirements Calendar

March 2024 – July 2025

*These dates are subject to change. For questions about reporting requirements or dates, please contact the organization requesting the material.

Lead	Target Date	Document Name	Activity
TBS	July 25, 2024	2024-25 – First Quarter Revised Forecast and 2025/26 – 2028-29 Projections	✚ Service Delivery Crowns submit to TBS (to be approved by Boards/Chairs prior to submission); these projections must be consistent with Treasury Board's direction and approved targets as communicated to the ministry from time to time.
CABRO	August, 2024	2025/26 Service Plans	✚ Planning pre-work to be initiated by ministries and Crowns to review goals and objectives and seek executive input and review prior to guidelines distribution.
CABRO	August 2024	2023-24 Annual Service Plan Report	✚ Final, signed annual service plan reports due to CABRO.
TBS	August 1, 2024	2024-25 First Quarter Revised Forecast & 2025/26 – 2028/29 Projections	✚ Commercial Crowns submit to Treasury Board Staff (to be approved by Boards/Chairs prior to submission).
TBS	August 5, 2024	First Quarterly Report Communications Plans and Release Information	✚ Due to Treasury Board Staff for Commercial Crowns preparing separate public releases.
CABRO	September 2024	2025-26 Service Plans	✚ CABRO issues Service Plan Guidelines and templates to ministries and Crowns. ✚ Ministries & Crowns begin preparing draft 2025/26 – 2027/28 Service Plans
TBS	September 30, 2024	<i>Financial Information Act (FIA)</i>	✚ Crowns with March 31 st year end, <i>Financial Information Act</i> reporting requirements to be forwarded to ministry and subsequently posted on Crown's website.
OCG	October 16, 2024	2024-25 Second Quarter Year to Date Actuals	✚ Crowns to submit their Second Quarter Year to Date Actuals to the Office of the Comptroller General.
TBS	October 16, 2024	Second Quarter Capital Reporting Update	✚ Ministries to update capital financial and capital project data in Capital Planning Secretariat (CPS) database and other relevant templates submitted to them by the Service Delivery Crowns
TBS	October 18, 2024	2024/25 Second Quarter Revised Forecast & 2025/26 – 2028/29 Projections	✚ Service Delivery Crowns submit to Treasury Board Staff (to be approved by Boards/Chairs prior to submission). ✚ These projections must be consistent with Treasury Board's direction and approved targets as communicated to the ministry from time to time.
TBS	October 25, 2024	2024/25 Second Quarter Revised Forecast & 2025/26 – 2028/29 Projections	✚ Commercial Crowns submit to Treasury Board Staff (to be approved by Boards/Chairs prior to submission).
TBS	October 28, 2024	Second Quarterly Report Communications Plans and Release Information	✚ Due to Treasury Board Staff for Commercial Crowns preparing separate public releases.
CABRO	November 2024	2025-26 Service Plans	✚ Ministry and Crown service plan drafts submitted to CABRO/TBS for review.

CABRO Information Requirements Calendar

March 2024 – July 2025

*These dates are subject to change. For questions about reporting requirements or dates, please contact the organization requesting the material.

Lead	Target Date	Document Name	Activity
CABRO	December 2024	2025-26 Service Plans	CABRO/TBS review complete. Drafts provided back to ministries and Crowns.
2025			
OCG	January 15, 2025	2025/26 Third Quarter Year to Date Actuals	Crowns to submit Third Quarter Year to Date Actuals to the Office of the Comptroller General.
TBS	January 30, 2025	Third Quarterly Report Communications Plans and Release Information	Due to Treasury Board Staff for Commercial Crowns preparing separate public releases.
CABRO	January 2025	2025-26 Service Plans	Revised drafts submitted to CABRO/TBS for approval, including financial information.
TBS	February 3, 2025	Third Quarter and Budget 2025 Capital Reporting Update	Ministries to update capital financial and capital project data in Capital Planning Secretariat (CPS) database and other relevant templates using the information submitted to them by the Service Delivery Crowns.
TBS	February 5, 2025	2024/25 Third Quarter Revised Forecast and 2025/26 – 2028/29 Budget Projections	Service Delivery Crowns submit to Treasury Board Staff (to be approved by Boards/Chairs prior to submission); these projections must be consistent with Treasury Board's direction and approved targets as communicated to the ministry.
TBS	February 12, 2025	2024/25 Third Quarter Revised Forecast and 2025/26 – 2028/29 Budget Projections	Commercial Crowns submit to Treasury Board Staff (to be approved by Boards/Chairs prior to submission).
CABRO	February 2025	2025-26 Service Plans	Final signed service plans due to CABRO.
CABRO	March 2025	2024-25 Annual Service Plan Reports	CABRO issues annual service plan report guidelines and templates to ministries and Crowns.
OCG	TBC	Preliminary 2024-25 Comparative Financial Statements	Crowns to submit Comparative Financial Statements to the Office of the Comptroller General.
ENV/CAS	April 2025	Carbon Neutral Government Reporting	Consumption data for buildings, fleet, and paper to be entered into the Clean Government Reporting Tool (CGRT). Self-Certification Checklist to be submitted to Climate Action Secretariat.
OCG	TBC	2024/25 Audited Comparative Financial Statements	Crowns to submit Audited Comparative Financial Statements to the Office of the Comptroller General.

CABRO Information Requirements Calendar

March 2024 – July 2025

*These dates are subject to change. For questions about reporting requirements or dates, please contact the organization requesting the material.

Lead	Target Date	Document Name	Activity
PSEC Secretariat	May 2025	2024/25 Executive Compensation Disclosure Statements	✚ The PSEC Secretariat communicates the deadline to submit the draft Executive Compensation Disclosure Statements and the final executive compensation statements including board chair attestations typically in late March.
ENV/CAS	May 2025	2025 Climate Change Accountability Report	✚ Final Climate Change Accountability Report (or Small Emitters Form) and Climate Change Accountability Survey (voluntary for small emitters) to be submitted by Crowns to the Climate Action Secretariat.
MAG/ARMD	May 2025	Multiculturalism Report	✚ Ministries and Crowns to submit annual 'Reports on Multiculturalism' to MAG/ARMD.
TBS	May 21, 2025	Fourth Quarter Capital Reporting Update	✚ Ministries to update capital financial and capital project data in Capital Planning Secretariat (CPS) database and other relevant templates using the information submitted to them by the Service Delivery Crowns.
TBS	May 27, 2025	Preliminary 2025/26 - 2028/29 Forecast and Projections	✚ Service Delivery Crowns submit to Treasury Board Staff (only Service Delivery Crowns with significant capital plan or operating changes need to submit); these projections must be consistent with Treasury Board's direction and approved targets as communicated to the ministry from time to time.
TBS	May 30, 2025	Preliminary 2025/26 – 2028/29 Forecast and Projections	✚ Commercial Crowns submit to Treasury Board Staff (only Commercial Crowns with significant capital plan or operating changes need to submit)
CABRO	June 2025	2024-25 Annual Service Plan Reports	✚ Ministry and Crown annual service plan report drafts submitted to CABRO/TBS for review.
ENV/CAS	June 2025	2024 Offset Payments	✚ Final offset payments must be made by Crowns to the Ministry of Environment.
TBS	June 30, 2025	Board Appointee Remuneration Disclosure	✚ Crowns and Tribunals covered under Treasury Board Directives 1/20 and 2/20 report actual remuneration paid in previous fiscal year to their Board appointees on their own or ministry website and notify Public Sector Employers' Council.
CABRO	July 2025	2024-25 Annual Service Plan Reports	✚ CABRO/TBS review complete. Drafts provided back to ministries and Crowns.
CABRO	July 2025	2024-25 Annual Service Plan Reports	✚ Revised annual service plan report drafts submitted to CABRO/TBS for approval, including financial information. Once approved, ministries then coordinate approvals and final signatures by ministers/Board members.

CABRO Information Requirements Calendar

March 2024 – July 2025

*These dates are subject to change. For questions about reporting requirements or dates, please contact the organization requesting the material.

Lead	Target Date	Document Name	Activity
OCG	July 2025	2025-26 First Quarter Year to Date Actuals	✚ Crowns to submit First Quarter Year to Date Actuals to the Office of the Comptroller General.
TBS	July 16, 2025	First Quarter Capital Reporting Update	✚ Ministries to update capital financial and capital project data in Capital Planning Secretariat (CPS) database and other relevant templates using the information submitted to them by the Service Delivery Crowns.
TBS	July 23, 2025	2025-26 – First Quarter Revised Forecast and 2026/27 – 2029-30 Projections	✚ Service Delivery Crowns submit to TBS (to be approved by Boards/Chairs prior to submission); these projections must be consistent with Treasury Board's direction and approved targets as communicated to the ministry from time to time.
TBS	July 28, 2025	2025-26 – First Quarter Revised Forecast and 2026/27 – 2029-30 Projections	✚ Commercial Crowns submit to TBS (to be approved by Boards/Chairs prior to submission).