

CABRO Information Requirements Calendar

March 2025 – October 2026

*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	Kyle Yakiwchuk – kyle.yakiwchuk@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
2025			
CABRO	March 2025	2025-28 Service Plans	✚ Service Plans are tabled on Budget Day
CABRO	April 2025 (Tentative)	2024-25 Annual Service Plan Reports	✚ CAS distributes ASPR development information, including timelines for review and approvals.
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	April 16, 2025	Preliminary 2024-25 Comparative Financial Statements	✚ Crowns to submit Comparative Financial Statements to the Office of the Comptroller General.
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.

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Lead	Target Date	Document Name	Activity
MAG/ARMD	May 2025	Multiculturalism Report	✚ Ministries and Crowns to submit annual 'Reports on Multiculturalism' to MAG/ARMD.
OCG	May 16, 2025	2024/25 Audited Comparative Financial Statements	✚ Crowns to submit Audited Comparative Financial Statements to the Office of the Comptroller General.
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)
ENV/CAS	June 2025	2024 Offset Payments	✚ Final offset payments must be made by Crowns to the Ministry of Environment.
PSECS	June 30, 2025	Board Appointee Remuneration Disclosure	✚ Crowns and Tribunals covered under Treasury Board Directives 1/24 and 2/24 report actual remuneration paid in previous fiscal year to their Board appointees on their own or ministry website and notify Public Sector Employers' Council.
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.
OCG	July 18, 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 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.

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Lead	Target Date	Document Name	Activity
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).
CABRO	August 2025	2024-25 Annual Service Plan Reports	✚ Annual Service Plan Reports are published before August 31 st
CABRO	October 2025 (Tentative)	2026-29 Service Plans	✚ CAS distributes SP development information, including timelines for review and approvals.
TBS	October 14, 2025	Second 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.
OCG	October 17, 2025	2025/26 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 17, 2025	2025-26 – Second 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	October 24, 2025	2025-26 – Second Quarter Revised Forecast and 2026/27 – 2029-30 Projections	✚ Commercial 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.
2026			
TBS	January 6, 2026	Third Quarter and Budget 2026 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	January 9, 2026	2025-26 – Third Quarter Revised Forecast and 2026/27 – 2029-30 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.
OCG	January 12, 2026	2025/26 Third Quarter Year to Date Actuals	✚ Crowns to submit Third Quarter Year to Date Actuals to the Office of the Comptroller General.

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Lead	Target Date	Document Name	Activity
TBS	January 16, 2026	2025-26 – Third Quarter Revised Forecast and 2026/27 – 2029-30 Projections	✚ Commercial Crowns submit to Treasury Board Staff (to be approved by Boards/Chairs prior to submission).
TBS	January 30, 2026	Third Quarterly Report Communications Plans and Release Information	✚ Due to Treasury Board Staff for Commercial Crowns preparing separate public releases.
CABRO	February 2026 (Tentative)	2026-29 Service Plans	✚ Service Plans are tabled on Budget Day
CABRO	April 2026 (Tentative)	2025-26 Annual Service Plan Reports	✚ CAS distributes ASPR development information, including timelines for review and approvals.
OCG	April 17, 2026	Preliminary 2025-26 Comparative Financial Statements	✚ Crowns to submit Comparative Financial Statements to the Office of the Comptroller General.
OCG	May 15, 2026	2025/26 Audited Comparative Financial Statements	✚ Crowns to submit Audited Comparative Financial Statements to the Office of the Comptroller General.
TBS	May 20, 2026	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 26, 2026	Preliminary 2026/27 – 2029/30 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 29, 2026	Preliminary 2026/27 – 2029/30 Forecast and Projections	✚ Commercial Crowns submit to Treasury Board Staff (only Commercial Crowns with significant capital plan or operating changes need to submit)
PSECS	June 30, 2026	Board Appointee Remuneration Disclosure	✚ Crowns and Tribunals covered under Treasury Board Directives 1/24 and 2/24 report actual remuneration paid in previous fiscal year to their Board appointees on their own or ministry website and notify Public Sector Employers' Council.
TBS	July 15, 2026	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.

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Lead	Target Date	Document Name	Activity
TBS	July 22, 2026	2026/27 – First Quarter Revised Forecast and 2027/28 – 2030/31 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 29, 2026	2026/27 – First Quarter Revised Forecast and 2027/28 – 2030/31 Projections	✚ Commercial Crowns submit to TBS (to be approved by Boards/Chairs prior to submission).
CABRO	August 2026	2025-26 Annual Service Plan Reports	✚ Annual Service Plan Reports are published before August 31st
TBS	October 13, 2026	Second 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	October 16, 2026	2026/27 – Second Quarter Revised Forecast and 2027/28 – 2030/31 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	October 23, 2026	2026/27 – Second Quarter Revised Forecast and 2027/28 – 2030/31 Projections	✚ Commercial Crowns submit to TBS (to be approved by Boards/Chairs prior to submission).