

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR – CARO**

**FEBRUARY 2017 TO FEBRUARY 2019**

SERVICE DELIVERY CROWNS (SDC)

COMMERCIAL CROWNS (CC)

**THESE DATES ARE SUBJECT TO CHANGE. PLEASE CONFIRM DATES SENT OUT BY ORGANIZATION REQUESTING THE MATERIAL.**

**REVISED: AUGUST 14, 2017**

**February 21, 2017**      **2016/17 Third Quarterly Report and 2017/18 – 2019/20 Budget and Service Plans tabled in the Legislature.**  
 ➤ **Crowns to have briefed Ministers Responsible and provided briefing material.**

February/March 2017	Annual Report Guidelines*	<ul style="list-style-type: none"> <li>CARO issues Guidelines to the ministry and Crowns.</li> </ul>
April 2017	Multiculturalism Report	<ul style="list-style-type: none"> <li>Multiculturalism Branch issues annual instructions to Crowns.</li> </ul>
April 18, 2017	2016/17 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with December 31st year end, submit ADM approved draft to CARO SharePoint for review.</li> </ul>
April 20, 2017	Preliminary 2016/17 Comparative Financial Statements	<ul style="list-style-type: none"> <li>Submit to OCG (for Crowns with a December 31st year end, the 2016 Audited Comparative Financial Statements and the March 2016 YTD Actuals).</li> </ul>
April 25, 2017	2016/17 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with December 31st year end, CARO and TBS post comments to SharePoint for ministry action and feedback to Crowns.</li> </ul>
April 28, 2017	Energy, Fuel, and Paper Consumption Data	<ul style="list-style-type: none"> <li>Crown corporations must load all Energy, Fuel, and Paper Consumption Data into SMARTTool for Carbon Reporting. Ministries are exempt from this as their data is loaded by SSBC.</li> </ul>
May 2017	Multiculturalism Report	<ul style="list-style-type: none"> <li>Ministries and Crowns to submit annual 'Reports on Multiculturalism' to Deputy Ministers.</li> </ul>
May 9, 2017	2016/17 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with December 31st year end submit Board approved draft to Ministers for review.</li> </ul>
May 15, 2017	2016 Self-Certification Checklist	<ul style="list-style-type: none"> <li>Self-Certification Checklist must be submitted to the Climate Action Secretariat as part of the annual CNAR (Carbon Neutral Action Report) process.</li> </ul>
May 15, 2017	2016 Offsets Invoice	<ul style="list-style-type: none"> <li>Crowns will receive their 2016 Carbon Offset Purchases invoice.</li> </ul>
May 17, 2017	2016/17 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with March 31<sup>st</sup> year end, submit ADM approved draft to CARO SharePoint for review.</li> </ul>
May 17, 2017	Quarterly Capital Plan Update	<ul style="list-style-type: none"> <li>Submission of capital project information to ministries for use in updating the CPS database. This information is also to be used when completing the First Quarter Revised Forecast submission.</li> </ul>
May 19, 2017	2016/17 Audited Comparative Financial Statements	<ul style="list-style-type: none"> <li>Crowns submit to OCG.</li> </ul>
May 19, 2017	2016/17 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with December 31st year end send final Board and Minister-approved 2016/17 Annual Report to ministry per instructions outlined in CARO Annual Report Guidelines.</li> </ul>
May 23, 2017	2016/17 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with December 31st year end submit final Annual Report to ministry staff for ministers to print and table in the legislature or file with the Clerk.</li> </ul>
May 24, 2017	Fourth Quarter CPS Database Update	<ul style="list-style-type: none"> <li>Ministry to update project profiles in CPS database using the information submitted to them by the SDCs on May 17, 2017. Revised capital spending totals to be used when preparing quarterly SDC forecasts.</li> </ul>

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**FEBRUARY 2017 TO FEBRUARY 2019**

SERVICE DELIVERY CROWNS (SDC)	COMMERCIAL CROWNS (CC)
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**REVISED: AUGUST 14, 2017**

May 26, 2017	2016/17 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with March 31st year end, CARO and TBS post comments to SharePoint for ministry action and feedback to Crowns.</li> </ul>
May 31, 2017	2017/18 Budget Submission Update & Preliminary 2018/19-2021/22 Projections	<ul style="list-style-type: none"> <li>SDCs submit to TBS reporting changes in the capital plan as submitted to CPS; these projections must be consistent with Treasury Board's direction and approved targets as communicated to the ministry from time to time.</li> </ul>
May 31, 2017	2017/18 Budget Submission Update & Preliminary 2018/19 – 2021/22 Projections	<ul style="list-style-type: none"> <li>CCs submit to TBS.</li> </ul>
May 31, 2017	2016 Carbon Neutral Action Report (CNAR)	<ul style="list-style-type: none"> <li>Final CNAR and survey form to be submitted to the Climate Action Secretariat.</li> <li>Final offset payment must be made to the Ministry of Environment.</li> </ul>
May 31, 2017	Multiculturalism Report	<ul style="list-style-type: none"> <li>Ministries and Crowns submit final report to Multiculturalism Branch as per instructions.</li> </ul>

**Prior to May 26, 2017**

**Crowns with December 31st year end, last date for Ministers Responsible to table 2016/17 Annual Reports.**

May 2017	2016/17 Executive Compensation Disclosure Statements	<ul style="list-style-type: none"> <li>All public sector employers, including Crowns, disclose total compensation paid to the Chief Executive Officer and the next four highest ranking/paid executives by submitting pre-populated excel templates provided by the Public Sector Employer's Council (PSEC) Secretariat. Send updated compensation philosophies, finalized summary compensation statements, and board attestations to PSEC by May 9. A broad disclosure is coordinated by government for release before September.</li> </ul>
June 9, 2017	2016/17 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with March 31<sup>st</sup> year end submit Board approved draft to Ministers for review.</li> </ul>
June 21, 2017	2016/17 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with March 31st year end send final Board and Minister-approved 2016/17 Annual Report to ministry per instructions outlined in CARO Annual Report Guidelines.</li> </ul>
June 26, 2017	2016/17 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with March 31st year end submit final Annual Report to ministry staff. CARO to print and table in the legislature or file with the Clerk in connection with the release of Public Accounts.</li> </ul>
June 30, 2017	<i>Financial Information Act (FIA)</i>	<ul style="list-style-type: none"> <li>Crowns with December 31st year end, FIA reporting requirements to be forwarded to ministry and subsequently posted on Crown's website.</li> </ul>
June 30, 2017	Board Appointee Remuneration Disclosure	<ul style="list-style-type: none"> <li>Crowns covered under Treasury Board Directives 1/17 and 2/17 report actual remuneration paid in previous fiscal year to their Board appointees on their own or ministry website and notifies PSEC.</li> </ul>

**June 26-30, 2017**

**Release of Public Accounts, 2016/17 Annual Service Plan Reports (including Crowns with March 31st year end) and 2017 Financial and Economic Review.**

July 14, 2017	2017/18 First Quarter YTD Actuals	<ul style="list-style-type: none"> <li>Submit to OCG (for Crowns with December 31st year end, 2017 Second Quarter YTD Actuals).</li> </ul>
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\*See CARO Guidelines for complete instructions and timelines. Note: Not all detailed deadlines are included in this calendar.

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR – CARO**

**FEBRUARY 2017 TO FEBRUARY 2019**

SERVICE DELIVERY CROWNS (SDC)

COMMERCIAL CROWNS (CC)

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**REVISED: AUGUST 14, 2017**

July 19, 2017	Quarterly Capital Plan Update	<ul style="list-style-type: none"> <li>Submission of capital project information to ministries for use in updating the CPS database. This information is also to be used when completing the First Quarter Revised Forecast submission.</li> </ul>
July 26, 2017	First Quarter CPS Database Update	<ul style="list-style-type: none"> <li>Ministry to update project profiles in CPS database using the information submitted to them by the SDCs on July 19, 2017. Revised capital spending totals to be used when preparing quarterly SDC forecasts.</li> </ul>
July 28, 2017	2017/18 First Quarter Revised Forecast & 2018/19 – 2021/22 Projections	<ul style="list-style-type: none"> <li>Submit to TBS (for SDCs with December 31st year end, 2017 Second Quarter Revised Forecast &amp; 2018-2021 Projections) (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.</li> </ul>
August 2017	Mandate Letters	<ul style="list-style-type: none"> <li>CARO issues the 2018/19 template to the ministry to prepare Government’s strategic direction to Crown corporations.</li> </ul>
August 4, 2017	2017/18 First Quarter Revised Forecast & 2018/19 – 2021/22 Projections	<ul style="list-style-type: none"> <li>Submit to TBS (for CCs with December 31st year end, 2017 Second Quarter Revised Forecast &amp; 2018 – 2021 Projections) (to be approved by Boards/Chairs prior to submission).</li> </ul>
August 4, 2017	First Quarterly Report Communications Plans and Release Information	<ul style="list-style-type: none"> <li>Due to TBS for CCs preparing separate public releases.</li> </ul>
August 10, 2017	2017/18 – 19/20 Revised Service Plan	<ul style="list-style-type: none"> <li>Ministries post ADM and CEO approved drafts of Crown Service Plans to CARO SharePoint site.</li> </ul>
August 26-30, 2017	2017/18 – 19/20 Revised Service Plan	<ul style="list-style-type: none"> <li>Ministries post final Board Chair signed and Minister approved Service Plans to CARO SharePoint site.</li> </ul>

**September 4–8, 2017 Release of the First Quarterly Report**

➤ **Crowns to have briefed Ministers responsible and provided briefing material.**

September 30, 2017	<i>Financial Information Act (FIA)</i>	<ul style="list-style-type: none"> <li>Crowns with March 31st year end, FIA reporting requirements to be forwarded to ministry and subsequently posted on Crown’s website.</li> </ul>
October 2017	Service Plan Guidelines*	<ul style="list-style-type: none"> <li>CARO issues Service Plan Guidelines to ministry and Crowns.</li> <li>Crowns begin preparing draft 2018/19 – 2020/21 Service Plans incorporating direction provided in 2018/19 Mandate Letter.</li> </ul>
October 11, 2017	Quarterly Capital Plan Update	<ul style="list-style-type: none"> <li>Submission of capital project information to ministries for use in updating the CPS database. This information is also to be used when completing the First Quarter Revised Forecast submission.</li> </ul>
October 13, 2017	2017/18 Second Quarter YTD Actuals	<ul style="list-style-type: none"> <li>Submit to OCG (for Crowns with December 31st year end, 2017 Third Quarter YTD Actuals).</li> </ul>
October 20, 2017	Second Quarter CPS Database Update	<ul style="list-style-type: none"> <li>Ministry to update project profiles in CPS database using the information submitted to them by the SDCs on October 14, 2017. Revised capital spending totals to be used when preparing quarterly SDC forecasts.</li> </ul>
October 24, 2017	2017/18 Second Quarter Revised Forecast & 2018/19 – 2021/22	<ul style="list-style-type: none"> <li>Submit to TBS (for SDCs with December 31st year end, 2016 Revised Forecast &amp; 2018 – 2021 Projections) (to be approved by Boards/Chairs prior to submission).</li> <li>These projections must be consistent with Treasury Board’s direction and approved targets as communicated to the ministry from time to time.</li> </ul>

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**FEBRUARY 2017 TO FEBRUARY 2019**

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	Projections	
October 31, 2017	2017/18 Second Quarter Revised Forecast & 2018/19 – 2021/22 Projections	<ul style="list-style-type: none"> <li>Submit to TBS (for CCs with December 31st year end, 2017 Third Quarter Revised Forecast &amp; 2018 – 2021 Projections) (to be approved by Boards/Chairs prior to submission).</li> </ul>
October 31, 2017	Second Quarterly Report Communications Plans and Release Information	<ul style="list-style-type: none"> <li>Due to TBS for CCs preparing separate public releases.</li> </ul>

**November 20 – 24, 2017**

**Release of the Second Quarterly Report**

➤ **Crowns to have briefed Ministers Responsible and provided briefing material.**

December 11 – 15, 2017	Budget Direction	<ul style="list-style-type: none"> <li>Treasury Board decisions conveyed to responsible Ministers.</li> <li>Responsible Ministers inform Crowns if there are any Treasury Board directions.</li> </ul>
December 12, 2017	Quarterly Capital Plan Update	<ul style="list-style-type: none"> <li>Submission of capital project information to ministries for use in updating the CPS database. This information is also to be used when completing the First Quarter Revised Forecast submission.</li> </ul>
January 3, 2018	Third Quarter CPS Database Update	<ul style="list-style-type: none"> <li>Ministry to update project profiles in CPS database using the information submitted to them by the SDCs on December 15, 2017. Revised capital spending totals to be used when preparing quarterly SDC forecasts.</li> </ul>
January 10, 2018	2017/18 Third Quarter YTD Actuals	<ul style="list-style-type: none"> <li>Submit to OCG (for Crowns with December 31st year end, 2017 Preliminary Actuals) (draft, subject to final confirmation by January 31).</li> </ul>
January 11, 2018	2017/18 Third Quarter Revised Forecast and 2018/19 - 2021/22 Budget Projections	<ul style="list-style-type: none"> <li>Submit to TBS (for SDCs with December 31st year end, 2016 Preliminary Actuals &amp; 2018 - 2021 Projections) (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.</li> </ul>
January 16, 2018	2017/18 Third Quarter Revised Forecast and 2018/19 – 2021/22 Budget Projections	<ul style="list-style-type: none"> <li>Submit to TBS (for CCs with December 31st year end, 2016 Preliminary Actuals &amp; 2018 – 2021 Projections) (to be approved by Boards/Chairs prior to submission).</li> </ul>
January 16, 2018	Third Quarterly Report Communications Plans and Release Information	<ul style="list-style-type: none"> <li>Due to TBS for CCs preparing separate public releases.</li> </ul>

**February 20, 2018**

**2017/18 Third Quarterly Report and 2018/19 – 2020/21 Budget and Service Plans tabled in the Legislature.**

➤ **Crowns to have briefed Ministers Responsible and provided briefing material.**

February/March 2018	Annual Report Guidelines*	<ul style="list-style-type: none"> <li>CARO issues Guidelines to ministries and Crowns.</li> </ul>
April 2018	Multiculturalism Report	<ul style="list-style-type: none"> <li>Multiculturalism Branch issues annual instructions to Crowns.</li> </ul>

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April 17, 2018	2017/18 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with December 31st year end, submit ADM approved draft to CARO SharePoint for review.</li> </ul>
TBD	Preliminary 2017/18 Comparative Financial Statements	<ul style="list-style-type: none"> <li>Submit to OCG (for Crowns with a December 31st year end, the 2017 Audited Comparative Financial Statements and the March 2017 YTD Actuals).</li> </ul>
April 24, 2018	2017/18 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with December 31st year end, CARO and TBS post comments to SharePoint for ministry action and feedback to Crowns.</li> </ul>
April 30, 2018	Energy, Fuel, and Paper Consumption Data	<ul style="list-style-type: none"> <li>Crown corporations must load all Energy, Fuel, and Paper Consumption Data into SMARTTool for Carbon Reporting. Ministries are exempt from this as their data is loaded by SSBC.</li> </ul>
May, 2018	Multiculturalism Report	<ul style="list-style-type: none"> <li>Ministries and Crowns to submit annual 'Reports on Multiculturalism' to Deputy Ministers.</li> </ul>
May 8, 2018	2017/18 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with December 31st year end, submit Board approved draft to Ministers for review.</li> </ul>
May 14, 2018	Quarterly Capital Plan Update	<ul style="list-style-type: none"> <li>Submission of capital project information to ministries for use in updating the CPS database. This information is also to be used when completing the First Quarter Revised Forecast submission.</li> </ul>
May 15, 2018	2017 Self-Certification Checklist	<ul style="list-style-type: none"> <li>Self-Certification Checklist must be submitted to the Climate Action Secretariat as part of the annual CNAR (Carbon Neutral Action Report) process.</li> </ul>
May 15, 2018	2017 Offsets Invoice	<ul style="list-style-type: none"> <li>Crowns will receive their 2017 Carbon Offset Purchases invoice.</li> </ul>
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May 30, 2018	2018/19 Budget Submission Update & Preliminary 2019/20-2022/23 Projections	<ul style="list-style-type: none"> <li>SDCs submit to TBS reporting changes in the capital plan as submitted to CPS; these projections must be consistent with Treasury Board's direction and approved targets as communicated to the ministry from time to time.</li> </ul>

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May 30, 2018	2018/19 Budget Submission Update & Preliminary 2019/20 – 2022/23 Projections	<ul style="list-style-type: none"> <li>CCs submit to TBS.</li> </ul>
May 31, 2018	2017 Carbon Neutral Action Report (CNAR)	<ul style="list-style-type: none"> <li>Final CNAR and survey form to be submitted to the Climate Action Secretariat.</li> <li>Final offset payment must be made to the Ministry of Environment.</li> </ul>
May 31, 2018	Multiculturalism Report	<ul style="list-style-type: none"> <li>Ministries and Crowns submit final report to Multiculturalism Branch as per instructions.</li> </ul>

May 25, 2018 **Crowns with December 31st year end, last date for Ministers Responsible to table 2017/18 Annual Reports.**

May 2018	2017/18 Executive Compensation Disclosure Statements	<ul style="list-style-type: none"> <li>All public sector employers, including Crowns, disclose total compensation paid to the Chief Executive Officer and the next four highest ranking/paid executives by submitting pre-populated excel templates provided by the Public Sector Employer's Council (PSEC) Secretariat. Send updated compensation philosophies, finalized summary compensation statements, and board attestations to PSEC by May 8. A broad disclosure is coordinated by government for release before September.</li> </ul>
June 8, 2018	2017/18 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with March 31<sup>st</sup> year end submit Board approved draft to Ministers for review.</li> </ul>
June 20, 2018	2017/18 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with March 31st year end send final Board and Minister-approved 2017/18 Annual Report to ministry per instructions outlined in CARO Annual Report Guidelines.</li> </ul>
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June 29, 2018	<i>Financial Information Act (FIA)</i>	<ul style="list-style-type: none"> <li>Crowns with December 31st year end, FIA reporting requirements to be forwarded to ministry and subsequently posted on Crown's website.</li> </ul>
June 29, 2018	Board Appointee Remuneration Disclosure	<ul style="list-style-type: none"> <li>Crowns covered under Treasury Board Directives 1/17 and 2/17 report actual remuneration paid in previous fiscal year to their Board appointees on their own or ministry website and notifies PSEC.</li> </ul>

**June 25-29, 2018 Release of Public Accounts, 2017/18 Annual Service Plan Reports (including Crowns with March 31st year end) and 2018 Financial and Economic Review.**

July 13, 2018	2018/19 First Quarter YTD Actuals	<ul style="list-style-type: none"> <li>Submit to OCG (for Crowns with December 31st year end, 2018 Second Quarter YTD Actuals).</li> </ul>
July 18, 2018	Quarterly Capital Plan Update	<ul style="list-style-type: none"> <li>Submission of capital project information to ministries for use in updating the CPS database. This information is also to be used when completing the First Quarter Revised Forecast submission.</li> </ul>
July 25, 2018	First Quarter CPS Database Update	<ul style="list-style-type: none"> <li>Ministry to update project profiles in CPS database using the information submitted to them by the SDCs on July 18, 2018. Revised capital spending totals to be used when preparing quarterly SDC forecasts.</li> </ul>
July 27, 2018	2018/19 First Quarter Revised Forecast & 2019/20	<ul style="list-style-type: none"> <li>Submit to TBS (for SDCs with December 31st year end, 2018 Second Quarter Revised Forecast &amp; 2019-2022 Projections) (to be approved by Boards/Chairs prior to submission); these projections must be consistent with Treasury Board's direction</li> </ul>

\*See CARO Guidelines for complete instructions and timelines. Note: Not all detailed deadlines are included in this calendar.

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**REVISED: AUGUST 14, 2017**

	– 2022/23 Projections	and approved targets as communicated to the ministry from time to time.
August 2018	Mandate Letters	<ul style="list-style-type: none"> <li>CARO issues the 2019/20 template to the ministry to prepare Government’s strategic direction to Crown corporations.</li> </ul>
August 7, 2018	2018/19 First Quarter Revised Forecast & 2019/20 – 2022/23 Projections	<ul style="list-style-type: none"> <li>Submit to TBS (for CCs with December 31st year end, 2018 Second Quarter Revised Forecast &amp; 2019 – 2022 Projections) (to be approved by Boards/Chairs prior to submission).</li> </ul>
August 7, 2018	First Quarterly Report Communications Plans and Release Information	<ul style="list-style-type: none"> <li>Due to TBS for CCs preparing separate public releases.</li> </ul>

**September 3–9, 2018**

**Release of the First Quarterly Report**

➤ **Crowns to have briefed Ministers responsible and provided briefing material.**

September 28, 2018	<i>Financial Information Act (FIA)</i>	<ul style="list-style-type: none"> <li>Crowns with March 31st year end, FIA reporting requirements to be forwarded to ministry and subsequently posted on Crown’s website.</li> </ul>
October 2018	Service Plan Guidelines*	<ul style="list-style-type: none"> <li>CARO issues Service Plan Guidelines to ministries and Crowns.</li> <li>Crowns begin preparing draft 2019/20 – 2021/22 Service Plans incorporating direction provided in 2019/20 Mandate Letter.</li> </ul>
October 10, 2018	Quarterly Capital Plan Update	<ul style="list-style-type: none"> <li>Submission of capital project information to ministries for use in updating the CPS database. This information is also to be used when completing the First Quarter Revised Forecast submission.</li> </ul>
October 12, 2018	2018/19 Second Quarter YTD Actuals	<ul style="list-style-type: none"> <li>Submit to OCG (for Crowns with December 31st year end, 2018 Third Quarter YTD Actuals).</li> </ul>
October 16, 2018	Second Quarter CPS Database Update	<ul style="list-style-type: none"> <li>Ministry to update project profiles in CPS database using the information submitted to them by the SDCs on October 10, 2018. Revised capital spending totals to be used when preparing quarterly SDC forecasts.</li> </ul>
October 24, 2018	2018/19 Second Quarter Revised Forecast & 2019/20 – 2022/23 Projections	<ul style="list-style-type: none"> <li>Submit to TBS (for SDCs with December 31st year end, 2017 Revised Forecast &amp; 2019 – 2022 Projections) (to be approved by Boards/Chairs prior to submission).</li> <li>These projections must be consistent with Treasury Board’s direction and approved targets as communicated to the ministry from time to time.</li> </ul>
November 1, 2018	2018/19 Second Quarter Revised Forecast & 2019/20 – 2022/23 Projections	<ul style="list-style-type: none"> <li>Submit to TBS (for CCs with December 31st year end, 2018 Third Quarter Revised Forecast &amp; 2019 – 2022 Projections) (to be approved by Boards/Chairs prior to submission).</li> </ul>
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**REVISED: AUGUST 14, 2017**

**November 20 – Release of the Second Quarterly Report**  
**24, 2017** ➤ **Crowns to have briefed Ministers Responsible and provided briefing material.**

December 11 – 15, 2018	Budget Direction	<ul style="list-style-type: none"> <li>Treasury Board decisions conveyed to responsible Ministers.</li> <li>Responsible Ministers inform Crowns if there are any Treasury Board directions.</li> </ul>
December 11, 2018	Quarterly Capital Plan Update	<ul style="list-style-type: none"> <li>Submission of capital project information to ministries for use in updating the CPS database. This information is also to be used when completing the First Quarter Revised Forecast submission.</li> </ul>
January 3, 2019	Third Quarter CPS Database Update	<ul style="list-style-type: none"> <li>Ministry to update project profiles in CPS database using the information submitted to them by the SDCs on December 11, 2018. Revised capital spending totals to be used when preparing quarterly SDC forecasts.</li> </ul>
January 10, 2019	2018/19 Third Quarter YTD Actuals	<ul style="list-style-type: none"> <li>Submit to OCG (for Crowns with December 31st year end, 2018 Preliminary Actuals) (draft, subject to final confirmation by January 31).</li> </ul>
January 11, 2019	2018/19 Third Quarter Revised Forecast and 2019/20 - 2022/23 Budget Projections	<ul style="list-style-type: none"> <li>Submit to TBS (for SDCs with December 31st year end, 2018 Preliminary Actuals &amp; 2019 - 2022 Projections) (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.</li> </ul>
January 16, 2019	2018/19 Third Quarter Revised Forecast and 2019/20 – 2022/23 Budget Projections	<ul style="list-style-type: none"> <li>Submit to TBS (for CCs with December 31st year end, 2018 Preliminary Actuals &amp; 2019 – 2022 Projections) (to be approved by Boards/Chairs prior to submission).</li> </ul>
January 16, 2019	Third Quarterly Report Communications Plans and Release Information	<ul style="list-style-type: none"> <li>Due to TBS for CCs preparing separate public releases.</li> </ul>