

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR**

**MARCH 2019 TO MARCH 2021**

SERVICE DELIVERY CROWNS (SDC)

COMMERCIAL CROWNS (CC)

**THESE DATES ARE SUBJECT TO CHANGE. FOR QUESTIONS ABOUT REPORTING REQUIREMENTS OR DATES PLEASE CONTACT THE ORGANIZATION REQUESTING THE MATERIAL.**

*REVISED: APRIL 2019*

Target Date	Document Name	Activity	Source
April 18, 2019	Preliminary 2018/19 Comparative Financial Statements	<ul style="list-style-type: none"> <li>Crowns submit to Office of the Comptroller General (for Crowns with a December 31<sup>st</sup> year end, the 2018 Audited Comparative Financial Statements and the March 2019 Year to Date Actuals).</li> </ul>	Office of the Comptroller General
April 25, 2019	Annual Report Guidelines*	<ul style="list-style-type: none"> <li>CABRO issues Templates and Guidelines to ministries and Crowns.</li> </ul>	Crown Agencies and Board Resourcing Office
April 29, 2019	Multiculturalism Report	<ul style="list-style-type: none"> <li>Multiculturalism Branch issues annual instructions to Crowns.</li> </ul>	Ministry of Tourism, Arts and Culture/ Multiculturalism Branch
April 30, 2019	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 Shared Services BC.</li> </ul>	Ministry of Environment & Climate Change Strategy
May 2, 2019	Guidelines and Templates Webinar	<ul style="list-style-type: none"> <li>CABRO seminar on Ministry and Crown Annual Report Guidelines and Templates.</li> </ul>	Crown Agencies and Board Resourcing Office
May 2, 2019	2018/19 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with December 31<sup>st</sup> year end submit Assistant Deputy Minister approved draft to CABRO SharePoint for review.</li> </ul>	Crown Agencies and Board Resourcing Office
May 6, 2019	2018/19 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with December 31<sup>st</sup> year end, CABRO and Treasury Board Staff post comments to SharePoint for ministry action and feedback to Crowns.</li> </ul>	Crown Agencies and Board Resourcing Office
May 13, 2019	Quarterly Capital Plan Update	<ul style="list-style-type: none"> <li>Crowns submission of capital project information to ministries for use in updating the Capital Planning Secretariat database.</li> </ul>	Ministry of Finance/Capital Planning Secretariat
May 15, 2019	2018 Self-Certification Checklist	<ul style="list-style-type: none"> <li>Crowns to submit Self-Certification Checklist to the Climate Action Secretariat as part of the annual Carbon Neutral Action Report process.</li> </ul>	Ministry of Environment & Climate Change Strategy
May 15, 2019	2018 Offsets Invoice	<ul style="list-style-type: none"> <li>Crowns will receive their 2018 Carbon Offset Purchases invoice.</li> </ul>	Ministry of Environment & Climate Change Strategy
May 17, 2019	2018/19 Audited Comparative Financial Statements	<ul style="list-style-type: none"> <li>Crowns submit to Office of the Comptroller General.</li> </ul>	Office of the Comptroller General
May 22, 2019	Fourth Quarter CPS Database Update	<ul style="list-style-type: none"> <li>Ministries to update project profiles in Capital Planning Secretariat database using the information submitted to them by the Service Delivery Crowns on May 14, 2019.</li> </ul>	Ministry of Finance/Capital Planning Secretariat

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR**

**MARCH 2019 TO MARCH 2021**

SERVICE DELIVERY CROWNS (SDC)	COMMERCIAL CROWNS (CC)
-------------------------------	------------------------

**THESE DATES ARE SUBJECT TO CHANGE. FOR QUESTIONS ABOUT REPORTING REQUIREMENTS OR DATES PLEASE CONTACT THE ORGANIZATION REQUESTING THE MATERIAL.**

*REVISED: APRIL 2019*

May 23, 2019	Multiculturalism Report	<ul style="list-style-type: none"> <li>Ministries and Crowns to submit annual 'Reports on Multiculturalism' to Deputy Ministers.</li> </ul>	Ministry of Tourism, Arts and Culture/ Multiculturalism Branch
May 24, 2019	2018/19 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with March 31<sup>st</sup> year end submit Assistant Deputy Minister approved draft to CABRO SharePoint for review.</li> </ul>	Crown Agencies and Board Resourcing Office
May 29, 2019	Preliminary 2019/20-2022/23 Forecast and Projections	<ul style="list-style-type: none"> <li>Service Delivery Crowns submit to Treasury Board Staff (SDCs with December 31<sup>st</sup> year end, 2019 First Quarter Revised Forecast &amp; 2020-2022 Projections) (only SDCs 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</li> </ul>	Treasury Board Staff
May 29, 2019	Preliminary 2019/20 – 2022/23 Projections	<ul style="list-style-type: none"> <li>Commercial Crowns submit to Treasury Board Staff. (for CC with December 31<sup>st</sup> year end, 2019 First Quarterly Revised Forecast &amp; 2020-2022 Projections).</li> </ul>	Treasury Board Staff
May 30, 2019	Multiculturalism Report	<ul style="list-style-type: none"> <li>Ministries and Crowns submit final report to Multiculturalism Branch as per instructions.</li> </ul>	Ministry of Tourism, Arts and Culture/ Multiculturalism Branch
May 31, 2019	2018/19 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with December 31<sup>st</sup> year end send final Board and Minister-approved 2018/19 Annual Report to ministry per instructions outlined in CABRO Annual Report Guidelines.</li> </ul>	Crown Agencies and Board Resourcing Office
May 31, 2019	2018/19 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with March 31<sup>st</sup> year end submit Assistant Deputy Minister approved draft to CABRO SharePoint for review.</li> </ul>	Crown Agencies and Board Resourcing Office

**May 31, 2019** Crowns with December 31<sup>st</sup> year end, last date for Ministers Responsible to table 2018/19 Annual Reports.

May 31, 2019	2018 CNAR	<ul style="list-style-type: none"> <li>Final Carbon Neutral Action Report and survey form to be submitted by Crowns to the Climate Action Secretariat.</li> <li>Final offset payment must be made by Crowns to the Ministry of Environment.</li> </ul>	Ministry of Environment & Climate Change Strategy
May 2019	2018/19 Executive Compensation Disclosure Statements	<ul style="list-style-type: none"> <li>All public sector employers that meet the definition of the <i>Public Sector Employers Act</i>, including Crowns, are required to disclose total compensation paid to the Chief Executive Officer and the next four highest ranking/paid executives. The annual disclosure is coordinated by the Public Sector Employers' Council Secretariat (PSEC). Employers fulfil this requirement by submitting data and information to the Labour Information Gathering and Executive Reporting (LIGER) System. Employer-contacts work with the respective employer's association and PSEC Secretariat in a review process that leads to a</li> </ul>	Public Sector Employer's Council Secretariat

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

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR**

**MARCH 2019 TO MARCH 2021**

SERVICE DELIVERY CROWNS (SDC)	COMMERCIAL CROWNS (CC)
-------------------------------	------------------------

**THESE DATES ARE SUBJECT TO CHANGE. FOR QUESTIONS ABOUT REPORTING REQUIREMENTS OR DATES PLEASE CONTACT THE ORGANIZATION REQUESTING THE MATERIAL.**

*REVISED: APRIL 2019*

		<p>finalized statement that must receive board chair approval in an attestation.</p> <ul style="list-style-type: none"> <li>• Deadline for this year’s finalized content is May 3 to PSEC Secretariat for review.</li> <li>• Finalized submissions that include the summary statement table, the organizations’ compensation philosophy and the board attestation is due on June 7.</li> <li>• A broad disclosure is typically coordinated to coincide with Government’s Public Accounts and released before September.</li> </ul>	
--	--	--	--

**May 31, 2019**

**Crowns with December 31st year end, last date for Ministers Responsible to table 2018/19 Annual Reports.**

June 7, 2019	2021/22 Annual Report*	<ul style="list-style-type: none"> <li>• Crowns with March 31<sup>st</sup> year end, CABRO and Treasury Board Staff post comments to SharePoint site for ministry action and feedback to Crowns.</li> </ul>	Crown Agencies and Board Resourcing Office
June 27, 2019	2018/19 Annual Report*	<ul style="list-style-type: none"> <li>• Crowns with March 31<sup>st</sup> year end send final Board and Minister-approved 2017/18 Annual Report to ministry per instructions outlined in CABRO Annual Report Guidelines. All Annual reports submitted by CABRO to Queen’s Printer for production.</li> </ul>	Crown Agencies and Board Resourcing Office
By June 30, 2019	<i>Financial Information Act (FIA)</i>	<ul style="list-style-type: none"> <li>• Crowns with December 31<sup>st</sup> year end, Financial Information Act reporting requirements to be forwarded to ministry and subsequently posted on Crown’s website.</li> </ul>	Treasury Board Staff
By June 30, 2019	Board Appointee Remuneration Disclosure	<ul style="list-style-type: none"> <li>• Crowns and Tribunals 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 notify Public Sector Employers’ Council.</li> </ul>	Treasury Board Staff
July 16, 2019	2018/19 Annual Report*	<ul style="list-style-type: none"> <li>• All document processing completed by Queen’s Printer for Crowns with March 31<sup>st</sup> year end.</li> </ul>	Crown Agencies and Board Resourcing Office
July 17, 2019	2019/20 First Quarter YTD Actuals	<ul style="list-style-type: none"> <li>• Crowns submit to Office of the Comptroller General (for Crowns with December 31<sup>st</sup> year end, 2019 Second Quarter Year to Date Actuals).</li> </ul>	Office of the Comptroller General
July 17, 2019	Quarterly Capital Plan Update	<ul style="list-style-type: none"> <li>• Crowns submission of capital project information to ministries for use in updating the Capital Planning Secretariat database. This information is also to be used when completing the First Quarter Revised Forecast submission.</li> </ul>	Ministry of Finance/Capital Planning Secretariat
July 24, 2019	First Quarter CPS Database Update	<ul style="list-style-type: none"> <li>• Ministries to update project profiles in Capital Planning Secretariat database using the information submitted to them by the Service Delivery Crowns on July 17, 2019. Revised capital spending totals to be used when preparing quarterly Service Delivery Crowns forecasts.</li> </ul>	Ministry of Finance/Capital Planning Secretariat
July 26, 2019	2019/20 First Quarter Revised Forecast & 2020/21 –	<ul style="list-style-type: none"> <li>• Service Delivery Crowns submit to Treasury Board Staff (for SDCs with December 31<sup>st</sup> year end, 2019 Second Quarter Revised Forecast &amp; 2020-2023 Projections) (to be approved by Boards/Chairs prior to submission); these</li> </ul>	Treasury Board Staff

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

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR**

**MARCH 2019 TO MARCH 2021**

SERVICE DELIVERY CROWNS (SDC)	COMMERCIAL CROWNS (CC)
-------------------------------	------------------------

**THESE DATES ARE SUBJECT TO CHANGE. FOR QUESTIONS ABOUT REPORTING REQUIREMENTS OR DATES PLEASE CONTACT THE ORGANIZATION REQUESTING THE MATERIAL.**

*REVISED: APRIL 2019*

	2023/24 Projections	projections must be consistent with Treasury Board's direction and approved targets as communicated to the ministry from time to time.	
August 2019	Mandate Letters	<ul style="list-style-type: none"> <li>CABRO issues the 2020/21 template to the ministry to prepare Government's strategic direction to Crown corporations.</li> </ul>	Crown Agencies and Board Resourcing Office

**Up to August 31, 2019**      **Release of Public Accounts, 2018/19 Annual Service Plan Reports (including Crowns with March 31st year end) and 2019 Financial and Economic Review (about a week after the release of the Public Accounts).**

August 6, 2019	2019/20 First Quarter Revised Forecast & 2020/21 – 2023/24 Projections	<ul style="list-style-type: none"> <li>Commercial Crowns submit to Treasury Board Staff (for CCs with December 31<sup>st</sup> year end, 2019 Second Quarter Revised Forecast &amp; 2020 – 2023 Projections) (to be approved by Boards/Chairs prior to submission).</li> </ul>	Treasury Board Staff
August 6, 2019	First Quarterly Report Communications Plans and Release Information	<ul style="list-style-type: none"> <li>Due to Treasury Board Staff for Commercial Crowns preparing separate public releases.</li> </ul>	Treasury Board Staff
September 27, 2019	<i>Financial Information Act (FIA)</i>	<ul style="list-style-type: none"> <li>Crowns with March 31<sup>st</sup> year end, Financial Information Act reporting requirements to be forwarded to ministry and subsequently posted on Crown's website.</li> </ul>	Treasury Board Staff

**By September 30, 2019**      **Release of the First Quarterly Report**  
**Crowns to have briefed Ministers responsible and provided briefing material.**

September/October	AEST Indigenous Board Member Gathering	<ul style="list-style-type: none"> <li>The Ministry, in collaboration with the First Nations Education Steering Committee and Métis Nation BC, will host to ensure Indigenous board members receive the support and training they require to excel at their positions.</li> </ul>	Crown Agencies and Board Resourcing Office
October 2019	Service Plan Guidelines*	<ul style="list-style-type: none"> <li>CABRO issues Service Plan Guidelines to ministries and Crowns.</li> <li>Crowns begin preparing draft 2020/21 – 2022/23 Service Plans incorporating direction provided in 2019/20 Mandate Letter.</li> </ul>	Crown Agencies and Board Resourcing Office
October 9, 2019	Quarterly Capital Plan Update	<ul style="list-style-type: none"> <li>Crowns submission of capital project information to ministries for use in updating the Capital Planning Secretariat database. This information is also to be used when completing the Second Quarter Revised Forecast submission.</li> </ul>	Ministry of Finance/Capital Planning Secretariat
October 15, 2019	Second Quarter CPS Database Update	<ul style="list-style-type: none"> <li>Ministries to update project profiles in Capital Planning Secretariat database using the information submitted to them by the Service Delivery Crowns on October 9, 2019. Revised capital spending totals to be used when preparing quarterly Service Delivery Crowns forecasts.</li> </ul>	Ministry of Finance/Capital Planning Secretariat
October 16, 2019	2019/20 Second Quarter YTD Actuals	<ul style="list-style-type: none"> <li>Crowns submit to Office of the Comptroller General (for Crowns with December 31<sup>st</sup> year end, 2019 Third Quarter Year to Date Actuals).</li> </ul>	Office of the Comptroller General

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

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR**

**MARCH 2019 TO MARCH 2021**

SERVICE DELIVERY CROWNS (SDC)	COMMERCIAL CROWNS (CC)
-------------------------------	------------------------

**THESE DATES ARE SUBJECT TO CHANGE. FOR QUESTIONS ABOUT REPORTING REQUIREMENTS OR DATES PLEASE CONTACT THE ORGANIZATION REQUESTING THE MATERIAL.**

*REVISED: APRIL 2019*

October 24, 2019	2019/20 Second Quarter Revised Forecast & 2020/21 – 2023/24 Projections	<ul style="list-style-type: none"> <li>Service Delivery Crowns submit to Treasury Board Staff (for SDCs with December 31<sup>st</sup> year end, 2019 Revised Forecast &amp; 2020 – 2023 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>	Treasury Board Staff
October 31, 2019	2019/20 Second Quarter Revised Forecast & 2020/21 – 2023/24 Projections	<ul style="list-style-type: none"> <li>Commercial Crowns submit to Treasury Board Staff (for Commercial Crowns with December 31<sup>st</sup> year end, 2019 Third Quarter Revised Forecast &amp; 2020 – 2023 Projections) (to be approved by Boards/Chairs prior to submission).</li> </ul>	Treasury Board Staff
October 31, 2019	Second Quarterly Report Communications Plans and Release Information	<ul style="list-style-type: none"> <li>Due to Treasury Board Staff for Commercial Crowns preparing separate public releases.</li> </ul>	Treasury Board Staff

**By November 30, 2019**

**Release of the Second Quarterly Report  
Crowns to have briefed Ministers Responsible and provided briefing material.**

December 9–13, 2019	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>	Treasury Board Staff
December 10, 2019	Quarterly Capital Plan Update	<ul style="list-style-type: none"> <li>Crowns submission of capital project information to ministries for use in updating the Service Delivery Crowns database. This information is also to be used when completing the Third Quarter Revised Forecast submission.</li> </ul>	Ministry of Finance/Capital Planning Secretariat
January 2, 2020	Third Quarter CPS Database Update	<ul style="list-style-type: none"> <li>Ministries to update project profiles in Service Delivery Crowns database using the information submitted to them by the Service Delivery Crowns on December 10, 2019. Revised capital spending totals to be used when preparing quarterly Service Delivery Crowns forecasts.</li> </ul>	Ministry of Finance/Capital Planning Secretariat
January 9, 2020	2019/20 Third Quarter Revised Forecast and 2020/21 - 2023/24 Budget Projections	<ul style="list-style-type: none"> <li>Service Delivery Crowns submit to Treasury Board Staff (for Service Delivery Crowns with December 31<sup>st</sup> year end, 2019 Preliminary Actuals &amp; 2020 - 2023 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>	Treasury Board Staff
January 10, 2020	2019/20 Third Quarter YTD Actuals	<ul style="list-style-type: none"> <li>Crowns submit to Office Comptroller General (for Crowns with December 31<sup>st</sup> year end, 2019 Preliminary Actuals) (draft, subject to final confirmation by January 31).</li> </ul>	Office of the Comptroller General
January 15, 2020	2019/20 Third Quarter Revised Forecast and	<ul style="list-style-type: none"> <li>Commercial Crowns submit to Treasury Board Staff (for CCs with December 31<sup>st</sup> year end, 2019 Preliminary</li> </ul>	Treasury Board Staff

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

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR**

**MARCH 2019 TO MARCH 2021**

SERVICE DELIVERY CROWNS (SDC)	COMMERCIAL CROWNS (CC)
-------------------------------	------------------------

**THESE DATES ARE SUBJECT TO CHANGE. FOR QUESTIONS ABOUT REPORTING REQUIREMENTS OR DATES PLEASE CONTACT THE ORGANIZATION REQUESTING THE MATERIAL.**

*REVISED: APRIL 2019*

	2020/21 – 2023/24 Budget Projections	Actuals & 2020 – 2023 Projections) (to be approved by Boards/Chairs prior to submission).	
January 15, 2020	Third Quarterly Report Communications Plans and Release Information	<ul style="list-style-type: none"> <li>Due to Treasury Board Staff for Commercial Crowns preparing separate public releases.</li> </ul>	Treasury Board Staff

**February 18, 2020**

**2019/20 Third Quarterly Report and 2020/21 – 2022/23 Budget and Service Plans tabled in the Legislature. Crowns to have briefed Ministers Responsible and provided briefing material.**

March/April 2020	Annual Report Guidelines*	<ul style="list-style-type: none"> <li>CABRO issues Guidelines to ministries and Crowns.</li> </ul>	Crown Agencies and Board Resourcing Office
April 2020	Multiculturalism Report	<ul style="list-style-type: none"> <li>Multiculturalism Branch issues annual instructions to Crowns.</li> </ul>	Ministry of Tourism, Arts and Culture/ Multiculturalism Branch
April 13, 2020	2019/20 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with December 31<sup>st</sup> year end submit Assistant Deputy Minister approved draft to CABRO SharePoint for review.</li> </ul>	Crown Agencies and Board Resourcing Office
TBD	Preliminary 2019/20 Comparative Financial Statements	<ul style="list-style-type: none"> <li>Crowns submit to Office of the Comptroller General (for Crowns with a December 31<sup>st</sup> year end, the 2019 Audited Comparative Financial Statements and the March 2019 Year to Date Actuals).</li> </ul>	Office of the Comptroller General
April 20, 2020	2019/20 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with December 31<sup>st</sup> year end, CABRO and Treasury Board Staff post comments to SharePoint for ministry action and feedback to Crowns.</li> </ul>	Crown Agencies and Board Resourcing Office
April 24-25, 2020	Guidelines and Templates Webinar	<ul style="list-style-type: none"> <li>CABRO webinar on Ministry and Crown Annual Report Guidelines and Templates.</li> </ul>	Crown Agencies and Board Resourcing Office
April 30, 2020	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 Shared Services BC.</li> </ul>	Ministry of Environment & Climate Change Strategy
May 2020	Multiculturalism Report	<ul style="list-style-type: none"> <li>Ministries and Crowns to submit annual 'Reports on Multiculturalism' to Deputy Ministers.</li> </ul>	Ministry of Tourism, Arts and Culture/ Multiculturalism Branch
May 2020	2019/20 Executive Compensation Disclosure Statements	<ul style="list-style-type: none"> <li>All public sector employers that meet the definition of the <i>Public Sector Employers Act</i>, including Crowns, are required to disclose total compensation paid to the Chief Executive Officer and the next four highest ranking/paid executives. The annual disclosure is coordinated by the Public Sector Employers' Council Secretariat (PSEC). Employers fulfil this requirement by submitting data and information to the Labour Information Gathering and Executive Reporting (LIGER) System. Employer-contacts</li> </ul>	Public Sector Employer's Council Secretariat

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

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR**

**MARCH 2019 TO MARCH 2021**

SERVICE DELIVERY CROWNS (SDC)	COMMERCIAL CROWNS (CC)
-------------------------------	------------------------

**THESE DATES ARE SUBJECT TO CHANGE. FOR QUESTIONS ABOUT REPORTING REQUIREMENTS OR DATES PLEASE CONTACT THE ORGANIZATION REQUESTING THE MATERIAL.**

*REVISED: APRIL 2019*

		<p>work with the respective employers' association and PSEC Secretariat in a review process that leads to a finalized statement that must receive board chair approval in an attestation.</p> <ul style="list-style-type: none"> <li>• Deadline for this year's finalized content is in May.</li> <li>• Finalized submissions that include the summary statement table, the organizations' compensation philosophy and the board attestation is due in June.</li> <li>• A broad disclosure is typically coordinated to coincide with Government's Public Accounts and released before September.</li> </ul>	
May 5, 2020	2019/20 Annual Report*	<ul style="list-style-type: none"> <li>• Crowns with December 31<sup>st</sup> year end submit Board approved draft to Ministers for review.</li> </ul>	Crown Agencies and Board Resourcing Office
May 11, 2020	Quarterly Capital Plan Update	<ul style="list-style-type: none"> <li>• Crowns submission of capital project information to ministries for use in updating the Capital Planning Secretariat database.</li> </ul>	Ministry of Finance/Capital Planning Secretariat
May 13, 2020	2019/20 Annual Report*	<ul style="list-style-type: none"> <li>• Crowns with March 31<sup>st</sup> year end submit Assistant Deputy Minister approved draft to CABRO SharePoint for review.</li> </ul>	Crown Agencies and Board Resourcing Office
May 15, 2020	2019/20 Annual Report*	<ul style="list-style-type: none"> <li>• Crowns with December 31<sup>st</sup> year end send final Board and Minister-approved 2019/20 Annual Report to ministry per instructions outlined in CABRO Annual Report Guidelines.</li> </ul>	Crown Agencies and Board Resourcing Office
May 15, 2020	2019 Self-Certification Checklist	<ul style="list-style-type: none"> <li>• Crowns to submit Self-Certification Checklist to the Climate Action Secretariat as part of the annual Carbon Neutral Action Report process.</li> </ul>	Ministry of Environment & Climate Change Strategy
May 15, 2020	2019 Offsets Invoice	<ul style="list-style-type: none"> <li>• Crowns will receive their 2019 Carbon Offset Purchases invoice.</li> </ul>	Ministry of Environment & Climate Change Strategy
TBD	2019/20 Audited Comparative Financial Statements	<ul style="list-style-type: none"> <li>• Crowns submit to Office of the Comptroller General.</li> </ul>	Office of the Comptroller General
May 19, 2020	2019/20 Annual Report*	<ul style="list-style-type: none"> <li>• Crowns with December 31<sup>st</sup> 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>	Crown Agencies and Board Resourcing Office
May 20, 2020	Fourth Quarter CPS Database Update	<ul style="list-style-type: none"> <li>• Ministries to update project profiles in Capital Planning Secretariat database using the information submitted to them by the Service Delivery Crowns on May 14, 2020.</li> </ul>	Ministry of Finance/Capital Planning Secretariat
May 22, 2020	2019/20 Annual Report*	<ul style="list-style-type: none"> <li>• Crowns with March 31<sup>st</sup> year end, CABRO and TBS post comments to SharePoint site for ministry action and feedback to Crowns.</li> </ul>	Crown Agencies and Board Resourcing Office

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR**

**MARCH 2019 TO MARCH 2021**

SERVICE DELIVERY CROWNS (SDC)	COMMERCIAL CROWNS (CC)
-------------------------------	------------------------

**THESE DATES ARE SUBJECT TO CHANGE. FOR QUESTIONS ABOUT REPORTING REQUIREMENTS OR DATES PLEASE CONTACT THE ORGANIZATION REQUESTING THE MATERIAL.**

*REVISED: APRIL 2019*

<p><b>May 22, 2020</b> Crowns with December 31st year end, last date for Ministers Responsible to table 2019/20 Annual Reports.</p>			
May 27, 2020	Preliminary 2020/21-2023/24 Forecasts and Projections	<ul style="list-style-type: none"> <li>Service Delivery Crowns submit to Treasury Board Staff (SDCs with December 31<sup>st</sup> year end, 2020 First Quarter Revised Forecast &amp; 2021-2023 Projections) (only SDCs 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.</li> </ul>	Treasury Board Staff
May 27, 2020	Preliminary 2020/21 – 2023/24 Projections	<ul style="list-style-type: none"> <li>Commercial Crowns submit to Treasury Board Staff (for CC with December 31<sup>st</sup> year end, 2020 First Quarterly Revised Forecast &amp; 2021-2023 Projections).</li> </ul>	Treasury Board Staff
May, 2020	Multiculturalism Report	<ul style="list-style-type: none"> <li>Ministries and Crowns submit final report to Multiculturalism Branch as per instructions.</li> </ul>	Ministry of Tourism, Arts and Culture/ Multiculturalism Branch
May 31, 2020	2019 CNAR	<ul style="list-style-type: none"> <li>Final Carbon Neutral Action Report and survey form to be submitted by Crowns to the Climate Action Secretariat.</li> <li>Final offset payment must be made by Crowns to the Ministry of Environment.</li> </ul>	Ministry of Environment & Climate Change Strategy
June 5, 2020	2019/20 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>	Crown Agencies and Board Resourcing Office
June 17, 2020	2019/20 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with March 31<sup>st</sup> year end send final Board and Minister-approved 2019/20 Annual Report to ministry per instructions outlined in CABRO Annual Report Guidelines.</li> </ul>	Crown Agencies and Board Resourcing Office
June 22, 2020	2019/20 Annual Report*	<ul style="list-style-type: none"> <li>Crowns with March 31<sup>st</sup> 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>	Crown Agencies and Board Resourcing Office
<p><b>June 22-26, 2020</b> Release of Public Accounts, 2019/20 Annual Service Plan Reports (including Crowns with March 31st year end) and 2020 Financial and Economic Review.</p>			
By June 30, 2020	Financial Information Act (FIA)	<ul style="list-style-type: none"> <li>Crowns with December 31<sup>st</sup> year end, Financial Information Act reporting requirements to be forwarded to ministry and subsequently posted on Crown's website.</li> </ul>	Treasury Board Staff
By June 30, 2020	Board Appointee Remuneration Disclosure	<ul style="list-style-type: none"> <li>Crowns and Tribunals 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 notify Public Sector Employers' Council.</li> </ul>	Treasury Board Staff
July 15, 2020	Quarterly Capital Plan Update	<ul style="list-style-type: none"> <li>Crowns submission of capital project information to ministries for use in updating the Capital Planning Secretariat database. This information is also to be used when completing the First Quarter Revised Forecast submission.</li> </ul>	Ministry of Finance/Capital Planning Secretariat

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



**INFORMATION REQUIREMENTS AND EVENTS CALENDAR**

**MARCH 2019 TO MARCH 2021**

SERVICE DELIVERY CROWNS (SDC)	COMMERCIAL CROWNS (CC)
-------------------------------	------------------------

**THESE DATES ARE SUBJECT TO CHANGE. FOR QUESTIONS ABOUT REPORTING REQUIREMENTS OR DATES PLEASE CONTACT THE ORGANIZATION REQUESTING THE MATERIAL.**

*REVISED: APRIL 2019*

July 17, 2020	2020/21 First Quarter YTD Actuals	<ul style="list-style-type: none"> <li>Submit to Office of the Comptroller General (for Crowns with December 31<sup>st</sup> year end, 2020 Second Quarter Year to Date Actuals).</li> </ul>	Office of the Comptroller General
July 22, 2020	First Quarter CPS Database Update	<ul style="list-style-type: none"> <li>Ministries to update project profiles in Capital Planning Secretariat database using the information submitted to them by the Service Delivery Crowns on July 15, 2020. Revised capital spending totals to be used when preparing quarterly SDC forecasts.</li> </ul>	Ministry of Finance/Capital Planning Secretariat
July 24, 2020	2020/21 First Quarter Revised Forecast & 2021/22 – 2024/25 Projections	<ul style="list-style-type: none"> <li>Service Delivery Crowns submit to Treasury Board Staff (for SDCs with December 31<sup>st</sup> year end, 2020 Second Quarter Revised Forecast &amp; 2021-2024 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>	Treasury Board Staff
August 2020	Mandate Letters	<ul style="list-style-type: none"> <li>CABRO issues the 2021/22 template to the ministry to prepare Government's strategic direction to Crown corporations.</li> </ul>	Crown Agencies and Board Resourcing Office
August 4, 2020	2020/21 First Quarter Revised Forecast & 2021/22 – 2024/25 Projections	<ul style="list-style-type: none"> <li>Submit to Treasury Board Staff (for Commercial Crowns with December 31<sup>st</sup> year end, 2020 Second Quarter Revised Forecast &amp; 2021 – 2024 Projections) (to be approved by Boards/Chairs prior to submission).</li> </ul>	Treasury Board Staff
August 4, 2020	First Quarterly Report Communications Plans and Release Information	<ul style="list-style-type: none"> <li>Due to Treasury Board Staff for Commercial Crowns preparing separate public releases.</li> </ul>	Treasury Board Staff

**By September 15, 2020** **Release of the First Quarterly Report**  
**Crowns to have briefed Ministers responsible and provided briefing material.**

September 25, 2020	<i>Financial Information Act (FIA)</i>	<ul style="list-style-type: none"> <li>Crowns with March 31<sup>st</sup> year end, FIA reporting requirements to be forwarded to ministry and subsequently posted on Crown's website.</li> </ul>	Treasury Board Staff
October 2020	Service Plan Guidelines*	<ul style="list-style-type: none"> <li>CABRO issues Service Plan Guidelines to ministries and Crowns.</li> <li>Crowns begin preparing draft 2021/22 – 2023/24 Service Plans incorporating direction provided in 2020/21 Mandate Letter.</li> </ul>	Crown Agencies and Board Resourcing Office
October 7, 2020	Quarterly Capital Plan Update	<ul style="list-style-type: none"> <li>Crowns submission of capital project information to ministries for use in updating the Capital Planning Secretariat database. This information is also to be used when completing the Second Quarter Revised Forecast submission.</li> </ul>	Ministry of Finance/Capital Planning Secretariat
October 13, 2020	Second Quarter CPS Database Update	<ul style="list-style-type: none"> <li>Ministries to update project profiles in Capital Planning Secretariat database using the information submitted to them by the Service Delivery Crowns on October 7, 2020.</li> </ul>	Ministry of Finance/Capital Planning Secretariat

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

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR**

**MARCH 2019 TO MARCH 2021**

SERVICE DELIVERY CROWNS (SDC)	COMMERCIAL CROWNS (CC)
-------------------------------	------------------------

**THESE DATES ARE SUBJECT TO CHANGE. FOR QUESTIONS ABOUT REPORTING REQUIREMENTS OR DATES PLEASE CONTACT THE ORGANIZATION REQUESTING THE MATERIAL.**

*REVISED: APRIL 2019*

		Revised capital spending totals to be used when preparing quarterly SDC forecasts.	
October 16, 2020	2020/21 Second Quarter YTD Actuals	<ul style="list-style-type: none"> <li>Crowns submit to Office of the Comptroller General (for Crowns with December 31<sup>st</sup> year end, 2020 Third Quarter Year to Date Actuals).</li> </ul>	Office of the Comptroller General
October 22, 2020	2020/21 Second Quarter Revised Forecast & 2021/22 – 2024/25 Projections	<ul style="list-style-type: none"> <li>Service Delivery Crowns submit to Treasury Board Staff (for SDCs with December 31<sup>st</sup> year end, 2020 Revised Forecast &amp; 2021 – 2024 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>	Treasury Board Staff
October 29, 2020	2019/20 Second Quarter Revised Forecast & 2021/22 – 2024/25 Projections	<ul style="list-style-type: none"> <li>Commercial Crowns submit to Treasury Board Staff (for CCs with December 31<sup>st</sup> year end, 2020 Third Quarter Revised Forecast &amp; 2021 – 2024 Projections) (to be approved by Boards/Chairs prior to submission).</li> </ul>	Treasury Board Staff
October 29, 2020	Second Quarterly Report Communications Plans and Release Information	<ul style="list-style-type: none"> <li>Due to Treasury Board Staff for Commercial Crowns preparing separate public releases.</li> </ul>	Treasury Board Staff

**By November 30, 2020 Release of the Second Quarterly Report Crowns to have briefed Ministers Responsible and provided briefing material.**

December 7–11, 2020	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>	Treasury Board Staff
December 8, 2020	Quarterly Capital Plan Update	<ul style="list-style-type: none"> <li>Crowns submission of capital project information to ministries for use in updating the Capital Planning Secretariat database. This information is also to be used when completing the Third Quarter Revised Forecast submission.</li> </ul>	Ministry of Finance/Capital Planning Secretariat
January 7, 2021	Third Quarter CPS Database Update	<ul style="list-style-type: none"> <li>Ministries to update project profiles in Capital Planning Secretariat database using the information submitted to them by the Service Delivery Crowns on December 8, 2020. Revised capital spending totals to be used when preparing quarterly SDC forecasts.</li> </ul>	Ministry of Finance/Capital Planning Secretariat
January 8, 2021	2020/21 Third Quarter Revised Forecast and 2021/22 - 2024/25 Budget Projections	<ul style="list-style-type: none"> <li>Service Delivery Crowns submit to Treasury Board Staff (for SDCs with December 31<sup>st</sup> year end, 2020 Preliminary Actuals &amp; 2021 - 2024 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>	Treasury Board Staff

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR**

**MARCH 2019 TO MARCH 2021**

SERVICE DELIVERY CROWNS (SDC)	COMMERCIAL CROWNS (CC)
-------------------------------	------------------------

**THESE DATES ARE SUBJECT TO CHANGE. FOR QUESTIONS ABOUT REPORTING REQUIREMENTS OR DATES PLEASE CONTACT THE ORGANIZATION REQUESTING THE MATERIAL.**

*REVISED: APRIL 2019*

January 11, 2021	2019/20 Third Quarter YTD Actuals	<ul style="list-style-type: none"> <li>Crowns submit to Office of the Comptroller General (for Crowns with December 31<sup>st</sup> year end, 2020 Preliminary Actuals) (draft, subject to final confirmation by January 31).</li> </ul>	Office of the Comptroller General
January 13, 2021	2020/21 Third Quarter Revised Forecast and 2021/22 – 2024/25 Budget Projections	<ul style="list-style-type: none"> <li>Commercial Crowns submit to Treasury Board Staff (for CCs with December 31<sup>st</sup> year end, 2020 Preliminary Actuals &amp; 2021 – 2024 Projections) (to be approved by Boards/Chairs prior to submission).</li> </ul>	Treasury Board Staff
January 13, 2021	Third Quarterly Report Communications Plans and Release Information	<ul style="list-style-type: none"> <li>Due to Treasury Board Staff for Commercial Crowns preparing separate public releases.</li> </ul>	Treasury Board Staff
<b>February 16, 2021</b>	<b>2020/21 Third Quarterly Report and 2021/22 – 2023/24 Budget and Service Plans tabled in the Legislature. Crowns to have briefed Ministers Responsible and provided briefing material.</b>		
March/April 2021	Annual Report Guidelines*	<ul style="list-style-type: none"> <li>CABRO issues Guidelines to ministries and Crowns.</li> </ul>	Crown Agencies and Board Resourcing Office

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR**

**MARCH 2019 TO MARCH 2021**

SERVICE DELIVERY CROWNS (SDC)

COMMERCIAL CROWNS (CC)

**THESE DATES ARE SUBJECT TO CHANGE. FOR QUESTIONS ABOUT REPORTING REQUIREMENTS OR DATES PLEASE CONTACT THE ORGANIZATION REQUESTING THE MATERIAL.**

***REVISED: APRIL 2019***

Source	Contact
Ministry of Finance/Crown Agencies and Board Resourcing Office	Shannon Haszard - <a href="mailto:Shannon.Haszard@gov.bc.ca">Shannon.Haszard@gov.bc.ca</a> , <a href="#">CABRO</a>
Ministry of Tourism, Arts and Culture/Multiculturalism Branch	Stephanie Mannix - <a href="mailto:Stephanie.Mannix@gov.bc.ca">Stephanie.Mannix@gov.bc.ca</a> and Elizabeth Matheson - <a href="mailto:Elizabeth.Matheson@gov.bc.ca">Elizabeth.Matheson@gov.bc.ca</a> , <a href="#">Tourism, Arts and Culture</a>
Office of the Comptroller General	Corinna Laird - <a href="mailto:Corinna.Laird@gov.bc.ca">Corinna.Laird@gov.bc.ca</a> , <a href="#">Office of the Comptroller General</a>
Ministry of Environment & Climate Change Strategy	Binaipal Gill – <a href="mailto:Binaipal.Gill@gov.bc.ca">Binaipal.Gill@gov.bc.ca</a> , <a href="#">Ministry of Environment &amp; Climate Change Strategy</a>
Ministry of Finance/Capital Planning Secretariat	Albert Law - <a href="mailto:Albert.Law@gov.bc.ca">Albert.Law@gov.bc.ca</a> , <a href="#">Ministry of Finance</a>
Public Sector Employer’s Council Secretariat	Kindree Draper - <a href="mailto:Kindree.Draper@gov.bc.ca">Kindree.Draper@gov.bc.ca</a> , <a href="#">Public Sector Employers' Council Secretariat</a>
Ministry of Finance/Treasury Board Staff	Albert Law - <a href="mailto:Albert.Law@gov.bc.ca">Albert.Law@gov.bc.ca</a> , <a href="#">Ministry of Finance</a>