

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR – CABRO**

**FEBRUARY 2018 TO FEBRUARY 2020**

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: JULY 2018*

|                          |   |   |
|--------------------------|---|---|
| <b>February 20, 2018</b> | <b>2017/18 Third Quarterly Report and 2018/19 – 2020/21 Budget and Service Plans tabled in the Legislature.</b> |   |
|                          | ➤ <b>Crowns to have briefed Ministers Responsible and provided briefing material.</b>                           |   |
| April 2018               | Multiculturalism Report   | <ul style="list-style-type: none"> <li>Multiculturalism Branch issues annual instructions to Crowns.</li> </ul>   |
| 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 CABRO SharePoint for review.</li> </ul>   |
| April 19, 2018           | 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 2018 YTD Actuals).</li> </ul>   |
| April 25 -26, 2018       | Guidelines and Templates Webinar  | <ul style="list-style-type: none"> <li>CABRO webinar on Ministry and Crown Annual Report Guidelines and Templates.</li> </ul>   |
| April 24, 2018           | 2017/18 Annual Report*  | <ul style="list-style-type: none"> <li>Crowns with December 31st year end, CABRO 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>   |
| May 16, 2018             | 2017/18 Annual Report*  | <ul style="list-style-type: none"> <li>Crowns with March 31st year end, submit ADM approved draft to CABRO SharePoint for review.</li> </ul>  |
| May 18, 2018             | 2017/18 Audited Comparative Financial Statements  | <ul style="list-style-type: none"> <li>Crowns submit to OCG.</li> </ul>   |
| May 18, 2018             | 2017/18 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 CABRO Annual Report Guidelines.</li> </ul>                                    |
| May 22, 2018             | 2017/18 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 23, 2018             | 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 14, 2018. Revised capital spending totals to be used when preparing quarterly SDC forecasts.</li> </ul> |

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| SERVICE DELIVERY CROWNS (SDC) | COMMERCIAL CROWNS (CC) |
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*REVISED: JULY 2018*

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| May 25, 2018 | 2020/21 Annual Report*   | <ul style="list-style-type: none"> <li>Crowns with March 31st year end, CABRO and TBS post comments to SharePoint site for ministry action and feedback to Crowns.</li> </ul>  |
| May 30, 2018 | 2018/19 Budget Submission Update & Preliminary 2019/20-2021/22 Projections   | <ul style="list-style-type: none"> <li>Submit to TBS (for SDCs with December 31st year end, 2018 First Quarter Revised Forecast &amp; 2019-2021 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> |
| May 30, 2018 | 2018/19 Budget Submission Update & Preliminary 2019/20 – 2021/22 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 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 Secretariat). Employers fulfil this requirement by submitting data and information to the Labour Information Gathering and Executive Reporting (LIGER) System. Employer-contacts work with the PSEC Secretariat in a review process that leads to a finalized statement that must receive board chair approval in an attestation. Deadline for this year’s finalized content is May 18. A broad disclosure is typically coordinated to coincide with Government’s Public Accounts and released before September.</li> </ul> |
| June, 2018    | AEST Board Governance Workshop                       | <ul style="list-style-type: none"> <li>A board orientation workshop to be hosted by AEST with support from CABRO and PSEC Secretariat.</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 2016/17 Annual Report to ministry per instructions outlined in CABRO Annual Report Guidelines.</li> </ul>  |
| June 25, 2018 | 2017/18 Annual Report*                               | <ul style="list-style-type: none"> <li>Crowns with March 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>   |
| 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>   |

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

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR – CABRO**

**FEBRUARY 2018 TO FEBRUARY 2020**

SERVICE DELIVERY CROWNS (SDC)

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***REVISED: JULY 2018***

|               |   |  |
|---------------|---|--|
| June 29, 2018 | 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 notifies PSEC.</li> </ul> |
|---------------|---|--|

**By August 31, 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 – 2022/23 Projections | <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 and approved targets as communicated to the ministry from time to time.</li> </ul> |
| August 2018    | Mandate Letters  | <ul style="list-style-type: none"> <li>CABRO 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>   |

**By September 15, 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>CABRO 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>  |

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SERVICE DELIVERY CROWNS (SDC)

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|                  |   |  |
|------------------|---|--|
| October 18, 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, 2018 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>  |
| November 1, 2018 | 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, 2018**

**Release of the Second Quarterly Report**

➤ **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 4, 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 10, 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>   |
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| February 19, 2019 | 2018/19 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.                           |   |
| March/April 2019  | Annual Report Guidelines*  | <ul style="list-style-type: none"> <li>CABRO issues Guidelines to ministries and Crowns.</li> </ul>   |
| April 2019        | Multiculturalism Report  | <ul style="list-style-type: none"> <li>Multiculturalism Branch issues annual instructions to Crowns.</li> </ul>   |
| April 15, 2019    | 2018/19 Annual Report*   | <ul style="list-style-type: none"> <li>Crowns with December 31st year end, submit ADM approved draft to CABRO SharePoint for review.</li> </ul>   |
| TBD               | Preliminary 2018/19 Comparative Financial Statements   | <ul style="list-style-type: none"> <li>Submit to OCG (for Crowns with a December 31st year end, the 2018 Audited Comparative Financial Statements and the March 2018 YTD Actuals).</li> </ul>   |
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| May, 2019         | Multiculturalism Report  | <ul style="list-style-type: none"> <li>Ministries and Crowns to submit annual 'Reports on Multiculturalism' to Deputy Ministers.</li> </ul>   |
| May 7, 2019       | 2018/19 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>  |
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| May 15, 2019      | 2018 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, 2019      | 2018 Offsets Invoice   | <ul style="list-style-type: none"> <li>Crowns will receive their 2018 Carbon Offset Purchases invoice.</li> </ul>   |
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| May 17, 2019      | 2018/19 Annual Report*   | <ul style="list-style-type: none"> <li>Crowns with December 31st year end send final Board and Minister-approved 2018/19 Annual Report to ministry per instructions outlined in CABRO Annual Report Guidelines.</li> </ul>                                    |
| TBD               | 2018/19 Audited Comparative Financial Statements   | <ul style="list-style-type: none"> <li>Crowns submit to OCG.</li> </ul>   |
| May 21, 2019      | 2018/19 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 22, 2019      | 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 14, 2019. Revised capital spending totals to be used when preparing quarterly SDC forecasts.</li> </ul> |

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| May 29, 2019 | 2019/20 Budget Submission Update & Preliminary 2020/21-2022/23 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 directions and approved targets as communicated to the ministry from time to time.</li> </ul> |
| May 29, 2019 | 2019/20 Budget Submission Update & Preliminary 2020/21 – 2022/23 Projections | <ul style="list-style-type: none"> <li>CCs submit to TBS.</li> </ul>  |
| May 31, 2019 | 2018 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>  |
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May 24, 2019      **Crowns with December 31st year end, last date for Ministers Responsible to table 2018/19 Annual Reports.**

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| 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 Secretariat). Employers fulfil this requirement by submitting data and information to the Labour Information Gathering and Executive Reporting (LIGER) System. Employer-contacts work with the PSEC Secretariat in a review process that leads to a finalized statement that must receive board chair approval in an attestation. Deadline for this year’s finalized content is May 18. A broad disclosure is typically coordinated to coincide with Government’s Public Accounts and released before September.</li> </ul> |
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| June 28, 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 PSEC.</li> </ul>   |

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**By August 31, 2019**      **Release of Public Accounts, 2018/19 Annual Service Plan Reports (including Crowns with March 31st year end) and 2018 Financial and Economic Review.**

|                |  |  |
|----------------|--|--|
| July 17, 2019  | 2019/20 First Quarter YTD Actuals                                      | <ul style="list-style-type: none"> <li>Submit to OCG (for Crowns with December 31st year end, 2019 Second Quarter YTD Actuals).</li> </ul>   |
| July 17, 2019  | 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 24, 2019  | 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 17, 2019. Revised capital spending totals to be used when preparing quarterly SDC forecasts.</li> </ul>   |
| July 26, 2019  | 2019/20 First Quarter Revised Forecast & 2020/21 – 2023/24 Projections | <ul style="list-style-type: none"> <li>Submit to TBS (for SDCs with December 31st year end, 2019 Second Quarter Revised Forecast &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 from time to time.</li> </ul> |
| 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>   |
| August 6, 2019 | 2019/20 First Quarter Revised Forecast & 2020/21 – 2023/24 Projections | <ul style="list-style-type: none"> <li>Submit to TBS (for CCs with December 31st year end, 2019 Second Quarter Revised Forecast &amp; 2020 – 2023 Projections) (to be approved by Boards/Chairs prior to submission).</li> </ul>   |
| August 6, 2019 | 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>   |

**By September 15, 2019**      **Release of the First Quarterly Report**  
 ➤ **Crowns to have briefed Ministers responsible and provided briefing material.**

|                    |  |  |
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| September 27, 2019 | <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 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> |
| October 9, 2019    | 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 16, 2019   | 2019/20 Second Quarter YTD Actuals     | <ul style="list-style-type: none"> <li>Submit to OCG (for Crowns with December 31st year end, 2019 Third Quarter YTD Actuals).</li> </ul>  |

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

## INFORMATION REQUIREMENTS AND EVENTS CALENDAR – CABRO

**FEBRUARY 2018 TO FEBRUARY 2020**

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: JULY 2018*

|                  |   |  |
|------------------|---|--|
| October 17, 2019 | 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, 2019. Revised capital spending totals to be used when preparing quarterly SDC forecasts.</li> </ul>  |
| October 24, 2019 | 2019/20 Second Quarter Revised Forecast & 2020/21 – 2023/24 Projections | <ul style="list-style-type: none"> <li>Submit to TBS (for SDCs with December 31st year end, 2019 Revised Forecast &amp; 2021 – 2024 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> |
| October 31, 2019 | 2019/20 Second Quarter Revised Forecast & 2020/21 – 2023/24 Projections | <ul style="list-style-type: none"> <li>Submit to TBS (for CCs with December 31st year end, 2019 Third Quarter Revised Forecast &amp; 2019 – 2022 Projections) (to be approved by Boards/Chairs prior to submission).</li> </ul>  |
| October 31, 2019 | 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  
18 – 22, 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>   |
| December 10, 2019     | 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, 2020       | 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 10, 2019. Revised capital spending totals to be used when preparing quarterly SDC forecasts.</li> </ul>   |
| January 10, 2020      | 2018/19 Third Quarter YTD Actuals   | <ul style="list-style-type: none"> <li>Submit to OCG (for Crowns with December 31st year end, 2019 Preliminary Actuals) (draft, subject to final confirmation by January 31).</li> </ul>   |
| January 11, 2020      | 2019/20 Third Quarter Revised Forecast and 2020/21 - 2023/24 Budget Projections | <ul style="list-style-type: none"> <li>Submit to TBS (for SDCs with December 31st 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> |
| January 15, 2020      | 2019/20 Third Quarter Revised Forecast and 2020/21 – 2023/24 Budget Projections | <ul style="list-style-type: none"> <li>Submit to TBS (for CCs with December 31st year end, 2019 Preliminary Actuals &amp; 2020 – 2023 Projections) (to be approved by Boards/Chairs prior to submission).</li> </ul>   |
| January 15, 2020      | 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>   |