

LABC BOARD BUSINESS CALENDAR JANUARY 2021 TO DECEMBER 2021
(as of May 28, 2021)

APPENDIX B

- Finance Committee** • **Wednesday, January 13, 2021**
- Recommend and approve the Preliminary 2021/22 - 2023/24 Budget Management Plan
 - Review 2020/21 Third Quarter Forecast and 2020/21 - 2024/25 Projections (submitted to Treasury Board January 15, 2021)
- Executive Committee** • **Thursday, January 14, 2021**
- Receive 2020/21 Third Quarter Financial reports
 - Approve Preliminary 2021/22 - 2023/24 Budget Management Plan
- Stakeholder Engagement Committee** • **Thursday, January 28, 2021**
- Confirm six-month engagement strategy for meetings with key stakeholders
- Finance Committee** • **Thursday, February 4, 2021 (Placeholder meeting only if required)**
- Approve and recommend Third Quarter Submission to Treasury Board for Board approval
- BOARD** • **Friday, February 12, 2021**
- Approve Final Budget 2021/22 - 2023/24 Budget Management Plan
 - Approve Final LABC 2021/22 - 2023/24 Service Plan
 - Approve annual 2021 LABC Mandate letter
 - Receive 2020/21 Third Quarter Financial Results
 - Receive and approve 2020/21 Third Quarter Forecast and 2021/22 - 2024/25 Projections (submitted to Treasury Board)
- SPECIAL BOARD** • **Tuesday, February 16, 2021**
- Approve Budget surplus requests from the Ministry
- Executive Committee** • **Friday, March 12, 2021**
- Finalize issues for annual Board Performance Assessment 2021
 - Finalize timelines for Board Performance Assessments
- Executive Committee** • **Tuesday, March 30, 2021**
- Approve Final LABC 2021/22 - 2023/24 Service Plan
- ★ **Tuesday, April 20, 2021 BC Budget day**
- Finance Committee** • **Monday, May 10, 2021**
- Review 2020/21 Fourth Quarter Financial Results
 - Review and Recommend for approval 2020/21 Draft Audited Financial Statements (to be submitted to the Office of Comptroller General week of May 10, 2021)
 - Opportunity to meet with Auditors
- Executive Committee** • **Monday, May 10, 2021**
- Review of Financial Audit Issues - non-financial and reputational risks
 - Review of Draft 2020/2021 Annual Service Plan Report
 - Review and approval in principle of new proposed Board Governance Policy and amendment to new Board Governance By-laws
- BOARD** • **Friday, May 14, 2021**
- Approve 2020/2021 Draft Audited Financial Statements (to be submitted to the Office of the Comptroller General)
 - Approve 2020/2021 Annual Service Plan Report (*deferred*)
 - Monitor financial performance and service deviation
 - Rescind existing By-laws and approve new Board Governance By-laws and Policy
 - Elect Chair and members of the Executive Committee
- ★ **Monday, May 17, 2021**
Final submission of Audited Financial Statements

SPECIAL BOARD



Friday, May 28, 2021

- Approve Final LABC 2021/22 - 2023/24 Budget Management Plan (*Budget due June 4*)

SPECIAL BOARD



Friday, July 16, 2021

- Approve 2020/21 Annual Service Plan Report

- Finance Committee** • **Wednesday, August 18, 2021**

 - Review 2021/22 First Quarter Financial Results
 - Review 2021/22 First Quarter Forecast and 2022/23 - 2025/26 Projections (submitted to *Treasury Board July 2021)
 - Approve 2020/21 Financial Information Act (FIA) for submission to Treasury Board Sept. 2021

- BOARD** • **Friday, August 27, 2021**

 - Receive 2021/22 First Quarter Financial Results
 - Receive 2021/22 First Quarter Forecast and 2021/22 - 2024/25 Projections
 - Receive Board Evaluation Results and options for training
 - Monitor financial performance & service deviation

- ◆ **Labour Day: Monday, September 6, 2021**

- BOARD Planning Session** • **Friday, October 15, 2021**

 - Review of revenue and expenditures
 - Review of LABC services and programs
 - Discussion on Board's strategic priorities

- Finance Committee** • **Thursday, November 12, 2021**

 - Review 2021/22 Second Quarter Financial Results
 - Review 2021/22 Second Quarter Forecast and 2022/23 - 2025/26 Projections (submitted to *Treasury Board Oct. 2021)
 - Review of the 2022/23 - 2024/25 Preliminary Budget Management Plan (BMP)

- Executive Committee** • **Thursday, November 18, 2021**

 - Review Draft Service Plan 2022/23 - 2024/25 (not including the Financial Outlook/ Budget Management Plan)

- Finance Committee** • **Thursday, December 2, 2021**

 - Final Review of the Preliminary 2022/23 - 2024/25 Preliminary Budget Management Plan (BMP) and furtherance to the Dec 2021 Board meeting for approval

- BOARD** • **Friday, December 10, 2021**

 - Receive and Approve the 2022 annual Mandate Letter
 - Approve the assumptions for the Preliminary 2022/23 - 2024/25 Budget Management Plan
 - Review of Service Plan 2022/2023 - 2024/2025 (not including the Financial Outlook/ Budget Management Plan)
 - Receive the 2021/22 Second Quarter & Third Quarter Financial Results
 - Receive the 2021/22 Third Quarter Forecast and 2021/22 - 2024/25 Projections (to be submitted to Treasury Board)