



Tabling of Documents Policy

Issue Date: December 31, 1996

Revised Date: September 12, 2016

The Tabling of Documents Policy provides information on the tabling of subsidiary financial statements (Part A) as well as the tabling of information describing the incorporation of business corporations (Part B). This policy includes tabling requirements for financial statements and format approval.

PART A: TABLING OF SUBSIDIARY FINANCIAL STATEMENTS

Authority:

Crown Corporations Act, 1993
CIC Board Minute # 51/2003

Applicability:

This policy applies to CIC and its subsidiary corporations.

Purpose:

The purpose of this policy is to:

- Ensure subsidiary corporations will be tabled with reference to *The Crown Corporations Act, 1993*. Tabling of subsidiary corporations will be coordinated with CIC as to timing and release of the corporation's results.
- Outline the requirement for tabled subsidiaries to have an external audit performed unless specifically exempted by CIC.
- Specify that subsidiary corporations are subject to format approval by CIC as required by *The Financial Administration Act, 1993*.
- All subsidiaries affected by confidentiality clauses, or that have no current operations, can only be exempted from tabling by written request by the subsidiary Crown and a written exemption from CIC, annually.
- Ensure all financial statements tabled will be made available to the public upon request.

Definitions:

Format Approval- Each CIC Crown corporation, through its external auditor, shall provide CIC with a copy of all financial statements to be tabled. Financial statements provided must have the format approved by CIC before these statements may be tabled with the Saskatchewan Legislative Assembly. While CIC doesn't have a formal format, financial statements should be comparable to industry and must comply with International Financial Reporting Standards (IFRS).



Policy Statement:

Financial statements of all Crown subsidiaries shall be provided to ensure full public disclosure of all CIC Crown activities, unless exempted by CIC. Financial statements will be tabled with the Saskatchewan Legislative Assembly on a timeline consistent with CIC direction and *The Crown Corporations Act, 1993*.

Background:

All CIC Crown corporations are required by *The Crown Corporations Act, 1993*, to table an annual report with the Saskatchewan Legislative Assembly. To provide full disclosure of all activities of a CIC subsidiary corporation, CIC is requiring all other subsidiary financial statements to be tabled based on the guidelines provided.

Administrative Information:

Contact: Corporate Controller, Finance & Administration, CIC, (306) 787-7264

Reviewed: September 12, 2016



PART B: TABLING OF INCORPORATION OF BUSINESS CORPORATIONS

Authority:

Crown Corporations Act, 1993
CIC Board Minute # 51/2003

Applicability:

This policy applies to CIC and its subsidiary Crown corporations.

Purpose:

- All CIC Crown corporations will lay before the Legislative Assembly a report outlining the name of the body corporate being incorporated and the reasons for the incorporation (Draft versions of the documents that need to be filed with the Legislative Assembly in Appendices B.1, B.2a, B.2b)
- All CIC Crown corporations will provide Notice of the incorporation of a body corporate to be published in the Saskatchewan Gazette (Draft versions of the documents that need to be filed with the Queen's Printer in Appendices B.3a, B.3b).
- The publication of the notice in the Saskatchewan Gazette and the tabling of the report in the Legislative Assembly must be completed no later than 120 days after the incorporation of the body corporate.

Definitions:

Body corporate - Any corporate legal entity used to provide goods or services by the Crown corporation including share capital, limited partnerships and not-for-profit entities.

Policy Statements:

All CIC Crown corporations will lay before the Saskatchewan Legislative Assembly the body corporate being incorporated and the reason for incorporation to provide full disclosure of all activities of the Crown corporation.

Background:

All CIC Crowns are to provide full disclosure of all activities whether they are provided directly by the Crown or through another operating entity.

Administrative Information:

Contact: Legal Counsel, Human Resource Policy, Legal & Governance, CIC, (306) 787-0542



APPENDIX B.1

January 7, 2016

Honourable _____,
Minister of Crown Investments
#___ Legislative Building
Regina, Saskatchewan
S4S 0B3

Dear Minister:

Re: Tabling of Documents under The Crown Corporations Act, 1993

Section 30 of The Crown Corporations Act, 1993 requires that where a Crown corporation incorporates a body corporate a notice must be tabled with the Legislature outlining the name of the body corporate and the reasons for its incorporation. In that regard, Crown Investments Corporation of Saskatchewan through its wholly owned subsidiary CIC Asset Management Inc. (CIC AMI) has incorporated the following:

- CIC OSB Products Inc.

Accordingly, notices of incorporation must be filed in the Legislature, and, to that end, I enclose the proposed filing documents and a letter for your execution. In addition, notice of incorporation of this corporation must be published in the Saskatchewan Gazette. Once the enclosed notices are tabled, I will submit the Gazette notices for publication. If you have any questions please call me at 306-787-5892.

Yours truly,

General Counsel and Corporate Secretary
Crown Investments Corporation

Enclosures



APPENDIX B.2a

January 7, 2016

Name
Clerk of the Legislative Assembly
#__ Legislative Building
Regina, Saskatchewan
S4S 0B3

Dear _____:

Re: Tabling of Documents Under The Crown Corporations Act, 1993

Pursuant to section 30 of The Crown Corporations Act, 1993 and enclosed for tabling are the following documents:

- Notice of the incorporation by Crown Investments Corporation of Saskatchewan (CIC) through its wholly owned subsidiary CIC Asset Management Inc. of CIC OSB Products Inc.

Yours truly,

Honourable
Minister of Crown Investments Corporation

Enclosures



APPENDIX B.2b

NOTICE

Pursuant to Section 30(3) of The Crown Corporations Act, 1993, Crown Investments Corporation of Saskatchewan, through its wholly owned subsidiary CIC Asset Management Inc., has caused to be incorporated a subsidiary called: CIC OSB Products Inc.

Reasons for Incorporation:

CIC OSB Products Inc. was incorporated for the purposes of providing an investment in Meadow Lake OSB Mill Corporation.



APPENDIX B.3a

January 7, 2016

Name
Queen's Printer
3085 Albert Street
Regina, Saskatchewan
S4S 0B1

Dear _____ :

Re: Notice of Incorporation under The Crown Corporations Act, 1993.

Pursuant to section 30(2) of The Crown Corporations Act, 1993, enclosed for publication in the Saskatchewan Gazette is the following document:

Notice of the incorporation by Crown Investments Corporation of Saskatchewan (CIC) through its wholly owned subsidiary CIC Asset Management Inc., of CIC OSB Products Inc.

Yours truly,

General Counsel and Corporate Secretary
Crown Investments Corporation

Enclosures



APPENDIX B.3b

The Crown Corporations Act, 1993 [Section 30(2)]

NOTICE OF INCORPORATION

Pursuant to section 30(2) of The Crown Corporations Act, 1993, notice is hereby given that Crown Investments Corporation of Saskatchewan, through its wholly owned subsidiary CIC Asset Management Inc., has incorporated a body corporate described as CIC OSB Products Inc. in the Province of Saskatchewan.

Dated at Regina, Saskatchewan, January 7, 2016

Minister of Crown Investments Corporation