

Senior Management Team

Corporate Services - Update

Presented by: Pamela Papadopoulos, Controller

September 26, 2019

Corporate Services – Priorities

- Communications and Events Guide and Policies – Includes an updated Brand Guide, Writing Style Guide, Best Practices and Operating Procedures.
- ITM - Mobile phone rationalization project.
- ITM/HR/Finance – Dayforce Phase II including Recruiting, Onboarding, Performance Management & Document Management underway.
- PMO - Finalizing the Ashbridges Bay Landform Implementation agreement (\$94M).
- Finance – Q3 Timelines.
- SBPP – Q3 Variance, 2020 Budget Sheets, Peel Climate Change KPI Project.

Corporate Services – Required Cooperation

- Communications staff are scheduling planning meetings with all business units for 2020, with the goal of developing communications plans for all major programs/initiatives by year-end.
- Please ensure that laptops are locked and secured, along with phones and other devices, within your offices. ITM intends on conducting cubicle visits and will take unsecured laptops.
- Endorsement of the updated TRCA Port Lands Flood Protection Project Charter to ensure continued successful inter-divisional coordination on project delivery.
- Regardless of whether legislative changes are proposed, we need cooperation for the 2021 budget process, due to changes in levy composition and to respond to municipal requests and changing priorities.

Corporate Services – Required Cooperation

- Please ensure all phone greetings are current and in line with customer service protocol.
- All grants/funding applications need to go through SBPP.
- All contracts need to be signed by an authorized signatory, which are the CEO and CFOO. New authorized signing officers policy is under review, and will be available this fall.
- Please adhere to clean desk policy.
- Please remember to stay on top of your e-mail inbox.
- Sign out CFN files before taking them from the file room.
- Ensure outgoing mail is delivered to Corporate Records no later than 4 PM for processing.

Corporate Services – Heads Up

- Dayforce Phase II implementation commenced this past summer – roll out delayed to late fall and early 2020 to ensure it fully suits our organization's needs.
- Dayforce email notifications are live effective September 26th – timesheet reminders & time away from work requests will be received in Outlook.
- Finance Q3 timelines available on the Staff Hub Finance page. Please start planning for the end of year now. Review your accounts and ensure invoicing is up to date, payments are current, and please request appropriate transfers from the Foundation now – do not leave until January.
- Scan to OneDrive planned for the Xerox multi-function printers by end of year.

Corporate Services – Heads Up

- The Meadoway and Broadview and Eastern Flood Protection Class EAs will be complete and filed by the end of 2019 to set the stage for project implementation
- Discussions on the long-term Operational and Maintenance Plan for the Port Lands have begun with the City of Toronto, Ports Toronto and Waterfront Toronto
- Unmet needs prioritization underway
- Business synopsis and rationale reports - synthesizing information (Associate Directors/Directors will review for comment if errors)
- Organization-wide consultation on metrics collection



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