

Senior Management Team

TRCA Reporting and Budget Timelines:

Taking into account Partner Municipality and TRCA Board of Directors reporting requirements

Presented by:

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SBPP – Corporate and Variance Reporting Timeframes:

- Government and Partner Municipalities have indicated increased need for accurate reporting, especially in the context of COVID-19
- Corporate Reporting: Strategic Plan and Annual Metrics
 - September reporting due October 9
 - October reporting due November 6
 - November reporting due December 11
 - December reporting due January 8
- TRCA's annual report is largely based on CPR metrics and visuals of TRCA projects, for the benefit of our stakeholders
- Variance Reporting:
 - Q3 in October 2020
 - Q4 in February 2021
- Extremely important to support any required adjustments to maintain business continuity and needs of our funding partners
- 2021 Budget Kickoff – September 30

Upcoming Budget Timelines

Timeline	Process
September 2020	SBPP Budget Communication to staff
October 2020	2021 Staff Allocation Meetings and finalization
	CAO Level 2021 Budget Meetings and ongoing partner municipality budget discussions*
	Q3 Variance Reporting Period
November 2020	2021 Budget Sheet Meetings
	Preliminary 2021 Budget Update to Board of Directors
December 2020	2021 Budget Finalization (Director level)
January 2021	COVID Impact Update to Board of Directors
	2021 Draft Budget Document to TRCA Executive Committee
February 2021	Q4 2020 Variance Reporting Period
	2020 Carryforward discussions
March 2021	Partner Municipality 2021 Budget Council approvals*
April 2021	2021 Final Budget Document

*External Timeline

Required Cooperation by SMT

- Due dates are driven by the needs of our stakeholders – They need to be met
- SMART Metrics are set by divisions/business units and need to provide best information to TRCA's stakeholders
- Ongoing open communication with SBPP throughout the year
- Adherence to the SBPP process for all proposed new/modified initiatives



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