



	REPORT No.: 2020-25
MEETING DATE: MAY 21, 2020	DATE PREPARED: APRIL 20, 2020
SUBJECT: 2021 BUDGET SCHEDULE	

RECOMMENDATION

THAT with respect to Report No. 2020-25 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the 2021 Budget Schedule as presented.

REPORT SUMMARY

To provide the proposed 2021 Budget Schedule to The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) for approval.

BACKGROUND

Administration prepares and presents annual operating and capital budgets to the Board for review and approval. To support this effort, the Board approves a Budget Schedule which identifies when the budget will be presented to the Board as well as certain Administrative milestones during the budget process.

COMMENTS

In accordance with the Budget Policy #CS-02:83, the Budget Schedule is to be presented to the Board no later than June in each year. Table 1, below, presents the 2021 Budget Schedule as proposed by Administration at this time.

The proposed Budget will be presented to the Board at the November 2020 Board meeting for review and deliberation. Administration will incorporate any feedback from the Board, as well as any additional information provided by the Province, and resubmit the Budget for approval at the December 2020 Board meeting.

However, these proposed timelines, in particular the budget presentation to the Board and the related presentation for final approval, may be subject to change, given Provincial funding announcements, the potential impact of the COVID-19 pandemic and timelines related to the future years' funding allocations.

Administration will provide further information regarding the Budget Schedule to the Board if/as required.

Table 1: 2021 Budget Schedule	
Budget deliberations with Senior Management Team	August 4 - September 24, 2020
Draft Capital Budget and 10-Year Capital Forecast submitted to Finance	August 31, 2020
Draft Operating Budgets submitted to Finance	September 25, 2020
Financial Context, and Reserve and Reserve Fund Strategy Updates presented to Board	October 15, 2020
Draft Budget presented to Chief Administrative Officer	October 20, 2020
Draft Budget package provided to Board for review	October 29, 2020
Draft Budget presented to Board; Administration will be available to answer questions	November 19, 2020
Final Draft Budget presented to Board for approval, including By-law approval	December 17, 2020

FINANCIAL IMPLICATIONS



There are no direct financial implications to this report.

CONCLUSION

It is concluded that the proposed 2021 Budget Schedule has been developed to maximize the efficient and effective development of the 2021 Budget Package, with a target date for final Board approval of December 17, 2020, and that the Schedule should be approved.

REFERENCE MATERIALS ATTACHED

None.

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APPROVED / SIGNATURE:	 Georgina Daniels, FCPA, FCA, Director-Corporate Services Division The District of Thunder Bay Social Services Administration Board
SUBMITTED / SIGNATURE:	 William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board