
REPORT NAME

Dates for 2025 Quarterly Reporting

RECOMMENDATION

That Council accepts the following dates for 2025 Quarterly Reporting:

- Q1 and Q2 (Jan. to June) – Regular Council August 26, 2025
- Q3 and partial Q4 (Jan. to Nov. 30) – Regular Council Jan. 13, 2026
- Q4 (Jan. to Dec. 31) – Governance and Priorities Committee April 7, 2026

IMPLICATIONS

Reason: N/A

Authority: (MGA section/bylaw/policy number): N/A

Amount of funding required: N/A

Funding source: N/A

BACKGROUND

It is the County's practice to complete comprehensive reporting on a quarterly basis to provide Council and the public with progress updates on our projects, programs and strategic objectives. This demonstrates our commitment to achieving positive results, and helps foster open, transparent communication.

In 2025, the County is implementing new Enterprise Resource Planning (ERP) software to replace the current financial software. ERP software is a centralized platform allowing data sharing, automation and collaboration within the organization as well as data entry and reporting capabilities of financial software. This is a foundational, critical software that supports all financial processes in the organization. Due to late end-of-life notification from our current software provider, the ERP implementation has an aggressive timeline with a go-live date of Dec. 1, 2025.

Given the impact of the ERP implementation on organizational capacity, administration is proposing a change for 2025 reporting as follows:

- Consolidate Q1 reporting with Q2
 - Reporting would be presented to Council on August 26 and would include updates for the period of Jan. to June 2025. (In 2024, Q1 was done May 7, 2024 and Q2 was completed Aug. 27, 2024).
 - Historically, Q1 reporting has fewer updates as projects are being initiated in the first quarter. The deferral of Q1 reporting allows staff that contribute to the creation of quarterly reporting and are working on the ERP implementation, to focus their attention on the ERP software design meetings.
- Extend Q3 reporting to include information to Nov. 30
 - With the proposed change, reporting would be presented to Council on Jan. 13, 2026 but would include information to Nov. 30 instead of Oct. 31. (In 2024, Q3 reporting was completed on Dec. 3, 2024).

Submitted by: Renee Klimosko, Deputy County Manager

Reviewed by: Duane Coleman, County Manager

Date: 03/04/25

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- Organizational capacity within the Finance department in October and November will be required to finalize the 2026 interim budget and prepare for the ERP go-live date of Dec. 1, 2025. Given these priorities, there is limited capacity to complete the work required for quarterly reporting during this time.
 - Q4 reporting
 - No change to current practice is being proposed for Q4 reporting.
 - Q4 reporting would be presented April 7, 2026 (Q4 2024 reporting is scheduled for April 1, 2025).

ATTACHMENTS

None