



**To:** His Worship the Mayor and Members of Council  
**From:** Karen DePrest, Chief Administrative Officer  
**Report Number:** CAO2024-04  
**Subject:** CAO/Treasury Monthly Report  
**Meeting Date:** May 15, 2024

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**Recommendation:**

THAT Report CAO2024-04 be received for information.

**Report:**

- All the required information for our 2023-year end audit has been compiled and sent to the municipal auditor in preparation for their on-site work to be conducted Tuesday and Wednesday, May 14<sup>th</sup>, and 15<sup>th</sup>.
- Attached is the updated Capital Project for the Township Administration Building project. The project has been deemed to be “substantially complete” with the final holdback release (10% statutory holdback) scheduled for May 31<sup>st</sup>. The final payment certificate was issued in early 2024 so a closing project record will be provided to a future meeting of Council inclusive of the final project costs incurred in 2024 for the paving of the parking lot, audio visual equipment additions and interior blind installations.
- The grand opening celebration for the Tavistock Spray Pad is scheduled for Friday, May 17<sup>th</sup>.
- Staff have prepared the first of future monthly updates on the budget to actuals to date. As noted on the report the summary the Township is currently at 29.7% of budget while the days elapsed in the year at the time of the report is 34.52%. Detailed departmental spending by account is available if Council requires additional information.

**Township of East Zorra-Tavistock**  
**SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS**  
**2024 Approved Operating and Capital Budgets**

**Revised Date:** 08-05-2024  
**% Budget Period:** 34.52%

<b>Net Budgets By Department</b>	<b>2024 Approved</b>	<b>2024 Actual to Date</b>	<b>Difference (Budget - Actual)</b>	<b>% Actual/Budget</b>
Building, Locates and Drainage	498,515	76,410	422,106	15.33%
Corporate Services	2,531,274	1,158,297	1,372,976	45.76%
Fire and Protective Services	1,465,405	141,179	1,324,225	9.63%
Parks and Recreation	1,078,629	461,220	617,409	42.76%
Public Works	3,163,170	926,460	2,236,710	29.29%
Treasury Services	(968,625)	(456,389)	(512,235)	47.12%
	<b>7,768,368</b>	<b>2,307,177</b>	<b>5,461,191</b>	<b>29.70%</b>

**Attachments:**

1. Updated Capital Project Record (CPR) Township Admin Building

**Financial Implications:**

None at this time.

Respectfully Submitted by:




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Karen DePrest  
 CAO/Treasurer

	<b>Capital Project Record (CPR) - UPDATED</b> <b>2020 to 2029 Budget</b>	FS-20-02 9130
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<b>Project Name:</b>	<b>New Office Building</b>	<b>Project Lead:</b>	Karen DePrest
<b>Project Description:</b>	New Township Admin Building (Updated 2024)		
<b>Project Justification:</b> (select all that apply)	Currently unavailable	<b>Department:</b>	Corporate Services

Financial Summary:	Notes	Prior Years		2020		2021		2022		2023		Total (2019-2023)		2024	Overbudget to date	
		Approved Budget	Actual	Approved Budget	Actual	Approved Budget	Actual	Approved Budget	Actual	Approved Budget	Actual	Budget	Actual	Forecast		
<b>Capital Expenditures</b>																
Architect	+VG	-	-	250,000	-	-	-	-	250,665	-	33,984	250,000	284,649	-	-	34,649
Engineering	K Smart	-	-	-	1,463	-	927	50,000	18,377	-	11,385	50,000	32,152	-	-	17,848
General Contractor	Michael Clark Construction	-	-	2,500,000	-	-	-	2,000,000	745,622	1,250,000	4,919,530	5,750,000	5,665,152	-	-	84,848
Furniture and Equipment	Technology, Furniture, Kitchen, Medical	-	21,818	13,750	15,604	-	27,457	400,000	5,931	-	375,108	413,750	445,918	306,643	-	32,168
Site Preparation	Remediation, Septic, Water, Parking Lot	-	11,096	-	10,007	-	95,173	100,000	78,217	-	65,843	100,000	260,336	100,000	-	160,336
EZT PW Staff	Demolition, Grading, Site Work	-	-	-	478	-	998	100,000	24,345	-	25,283	100,000	51,104	-	-	48,896
Software	Laserfiche, eScribe	-	-	-	32,717	100,000	-	-	-	-	35,768	100,000	68,485	-	-	31,515
Security	Bulldog	-	-	-	-	-	-	-	-	-	45,292	-	45,292	-	-	45,292
Utilities	Hydro, Water, Gas @ site	-	-	-	-	-	-	50,000	-	-	31,957	50,000	31,957	-	-	18,043
Other	Permits, fence rentals, surveying, licences	-	-	-	5,848	-	5,714	50,000	40,763	-	266	50,000	52,590	-	-	2,590
<b>Total Capital Expenditures</b>		-	<b>32,914</b>	<b>2,763,750</b>	<b>66,117</b>	<b>100,000</b>	<b>130,269</b>	<b>2,750,000</b>	<b>1,163,920</b>	<b>1,250,000</b>	<b>5,544,415</b>	<b>6,863,750</b>	<b>6,937,635</b>	<b>406,643</b>	-	<b>73,885</b>
<b>Sources of Financing</b>																
Operating Budget (Tax Rate)	PW staff time accounted for annually	-	-	-	246	-	-	250,000	-	-	256,451	250,000	256,697	30,000	-	6,697
Rate Stabilization Reserve	Non-debt alternative to funding	-	32,914	1,550,000	35,188	100,000	-	2,250,000	351,887	-	3,424,924	3,900,000	3,844,912	-	-	55,088
Asset Management Reserve	Supplemental funding for contract costs	-	-	-	-	-	-	-	-	1,250,000	1,250,000	1,250,000	1,250,000	-	-	-
Admin Building Reserve	50-75 year asset	-	-	635,000	-	-	102,905	-	532,095	-	-	635,000	635,000	-	-	0
Admin Equipment Reserve	Full staff IT and furniture replacements	-	-	6,120	-	-	12,552	125,000	5,931	-	125,000	131,120	143,483	-	-	12,363
Safe Restart Funding (COVID)	Touchless faucets, toilets, hand dryers	-	-	-	-	-	939	125,000	-	-	125,000	125,000	125,939	-	-	939
Service Modernization Funding	Provincial Grant (applicable to new build)	-	-	547,630	30,683	-	11,541	-	274,008	-	231,398	547,630	547,630	-	-	-
Rural Fibre Technology	OxCo contribution to UBF project offset	-	-	-	-	-	-	-	-	-	131,643	-	131,643	266,643	-	131,643
Building Code Act - Deferred	Building Department Share	-	-	-	-	-	-	-	-	-	-	-	-	100,000	-	-
Sundry Revenue	Scrap Metal Proceeds (from demolitions)	-	-	-	-	-	2,332	-	-	-	-	-	2,332	-	-	2,332
Donations	Hickson Lions Club	-	-	25,000	-	-	-	-	-	-	-	25,000	-	10,000	-	25,000
<b>Total Sources of Financing</b>		-	<b>32,914</b>	<b>2,763,750</b>	<b>66,117</b>	<b>100,000</b>	<b>130,269</b>	<b>2,750,000</b>	<b>1,163,920</b>	<b>1,250,000</b>	<b>5,544,415</b>	<b>6,863,750</b>	<b>6,937,635</b>	<b>406,643</b>	-	<b>73,885</b>
<b>Net Budget Impact</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ (0)	\$ -	\$ -	\$ (0)