



EAST ZORRA-TAVISTOCK

**To:** His Worship the Mayor and Members of Council  
**From:** Karen DePrest, Chief Administrative Officer  
**Report Number:** CAO-2024-10  
**Subject:** Monthly Report – October 2024  
**Meeting Date:** November 20, 2024

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**Recommendation:**

**THAT Report** CAO-2024-10 be received as information.

**AND THAT** the 2024 Asset Management Plan Update as attached to Report CAO-2024-10 be approved for submission to the Province.

**Report:**

Further to Council's request at its last meeting to increase the frequency of update reporting by senior staff members, Council will receive one report per month from senior staff at the first meeting of each month. Fire reports will be received in December, April, and August. Public Works reporting will occur in March, July, and November. Building reports will be provided in February, June and October with Recreation reporting provided in January, May, and September. The CAO/Treasurer will continue to provide monthly reports at the second meetings of each month.

As noted in last month's report, staff continue to receive and compile information for the 2025 operating budget. And in keeping with Council's strategic plan, staff will be presenting a five-year capital budget forecast covering the period of 2025 to 2029.

Staff have calculated the average Ontario CPI rate from October 1, 2023, to September 30, 2024, in accordance with Human Resources Policy 1.06 Wage Grid Administration (Attachment A) and the increase to be included in the 2025 Operating Budget for all salary classifications is 2.76%. The local average increase for most municipalities is in the 3% range.

Staff have received EZT’s 2025 OCIF Formula Based Allocation information (Attachment B). We will be receiving \$131,081 which will be applied to our Bridge #005 project for 2025. This amount is down slightly from our prior \$154,213. Staff are hoping that with our updated Asset Management Plan forthcoming in 2025 that our allocation may increase once again when the replacement values for our assets are more accurately reflected. Staff have attached the 2024 version of our Asset Management Plan (AMP) for Council’s formal approval (Attachment C). At the time of its completion in late July 2024, staff were already in the process of reviewing its content for its mandatory update in July 2025 and were advised that it did not require Council approval for its acceptance. Staff are now aware that the AMP must be approved by Council for submission to the Province.

Our 2025 OMPF Allocation Notice was received last week and our grant funding under the program has once again increased to \$920,600 from \$809,400 in 2024. This \$111,200 increase can be used to offset the increase mentioned in my previous monthly report for policing of \$215,004. It should be noted that the online seminar the Mayor and CAO were invited to attend regarding the 2025 OPP budget was cancelled and no rescheduling has occurred to date.

Finally, Will Jaques received correspondence between the five rural partners in the Police Services Board and we can anticipate a slight decrease (approximately \$5,000) in our overall Police Services Board budget for 2025 as part of the shared resources and standardization of compensation across the partner municipalities under the new requirements.

The updated 2024 monthly budget monitoring report summary is provided below. Our net departmental budgets are more in line with the 87.12% of the year to date up to November 13, 2024.

**Township of East Zorra-Tavistock** **Revised Date:** 13-Nov-24  
**SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS** **% Budget Period:** 87.12%  
2024 Approved Operating and Capital Budgets

Net Budgets By Department	2024 Approved	2024 Actual to Date	Difference (Budget - Actual)	% Actual/Budget	Remarks
Building, Locates and Drainage	498,516	378,570	119,947	75.94%	Shared staff with Corporate Services and PW
Corporate Services	2,531,274	2,338,881	192,394	92.40%	Unrecovered shared staff costs between departments
Fire and Protective Services	1,465,406	918,759	546,646	62.70%	No fire salaries recorded until December 2024
Parks and Recreation	1,078,628	914,801	163,827	84.81%	Book King revenue posted to August 2024
Public Works	3,163,170	3,165,840	(2,670)	100.08%	Capital project funding to be completed Dec 2024
Treasury Services	(968,624)	(1,201,764)	233,140	124.07%	Final billing completed and supplementals to date
	<b>7,768,370</b>	<b>6,515,086</b>	<b>1,253,284</b>	<b>83.87%</b>	

A couple of key notes for the remainder of the 2024 budget:

- at the time of preparation 22 of 26 regular pay periods have been processed, however the firefighter annual pay will not be processed until the first pay in December so a better surplus projection will be available on the next report.
- a key capital project in Fire, for the SCBA equipment remains outstanding as pricing from the CANOE vendors for both Scott and MSA was not received until the end of October. Chief Alexander will be meeting with his station chiefs to discuss the options, and the hope is to have the equipment ordered including new larger bottles prior to end of the year.
- interest revenue on our bank continues to exceed budget levels with one month of additional interest expected.

**Strategic Plan Linkage:**

- Financial Sustainability
- Good Governance
- Infrastructure
- Service Delivery
- Community Vitality
- Environmental Awareness

**Attachments:**

- Attachment A – HR Policy 1.06 Wage Grid Administration
- Attachment B – 2025 OCIF Formula-Based Funding Allocation
- Attachment C – 2024 Asset Management Plan Update
- Attachment D – 2025 OMPF Allocation Notice

## Report Approval Details

Document Title:	Monthly Report – October 2024.docx
Attachments:	<ul style="list-style-type: none"><li>- Attachment A – HR Policy 1.06 Wage Grid Administration.pdf</li><li>- Attachment B – 2025 OCIF Formula Based Funding Allocation.pdf</li><li>- Attachment C – 2024 Asset Management Plan Update.pdf</li><li>- Attachment D – 2025 OMPF Allocation Notice.pdf</li></ul>
Final Approval Date:	Nov 14, 2024

This report and all of its attachments were approved and signed as outlined below:

Karen DePrest