



To: His Worship the Mayor and Members of Council
From: Karen DePrest, Chief Administrative Officer
Report Number: CAO-2025-08
Subject: March Monthly CAO-Treasury Report
Meeting Date: March 19, 2025

Recommendation:

THAT Report CAO-2025-08 be received for Council's information.

Report:

As noted in previous monthly update reports, the Township is pleased to welcome Nicole Larder to the position of Customer and Administrative Support Services Clerk. Nicole started on Monday, March 10th and is replacing Ashley Bickle who recently accepted employment at another municipality closer to her home.

Jennifer Albrecht, Township Human Resources and Health and Safety Coordinator, has graciously offered to champion the Township's work on special events coordination in conjunction with County OPP. Jennifer will be reaching out to all community groups and event organizers to assist them in obtaining support from service agencies (police, EMS, health unit, etc.) and municipal authorities (including the County) in planning their events.

The next municipal Recreation Advisory Committee (RAC) meeting is scheduled for Wednesday, March 26th at 7:00 p.m. at the Township office. Staff have been in contact with members of the Committee for ideas or suggestions for agenda items. Staff have also considered if it is possible to begin livestreaming and recording those meetings but currently do not have the dedicated trained staff resources to do so. Staff have recommended to the Committee that we would continue to rotate the meetings through the three settlement areas to ensure that residents throughout EZT have a local opportunity to attend. Staff would like to consider Council's thoughts on livestreaming and/or recording of RAC meetings.

The 2025 Operating Budget and 5-Year Capital Forecast, having been considered at both a Special Meeting of Council and Public Meeting of Council, are being presented for approval under By-law 2025-09. Staff are pleased to note that two of our major capital projects included in this budget have both come in below budget after the tendering process was completed. This will mean that both the Bridge Reserve and the Roads Projects Reserve will maintain healthy balances for future projects. It should be noted that neither of the projects were tax-rate supported so they have no direct impact on the rate increase for 2025.

The 2024 Rural Oxford Economic Development Corporation year-end audit preparation work was completed on Wednesday, March 12th and submitted to the auditor for financial statement preparation. The Treasury team has now turned its attention to the 2024 Township year end audit preparation work with our auditor expected to be onsite to complete the work on April 28th and 29th.

Financial Implications:

The updated 2024 final budget monitoring report summary is provided below. Staff are continuing to project a small operating surplus for 2024.

Township of East Zorra-Tavistock Revised Date: 13-Mar-25
 SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS % Budget Period: 100.00%
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	423,449	75,067	84.94%	Shared staff with Corporate Services and PW
Corporate Services	2,529,384	2,855,524	(326,140)	112.89%	Unrecovered shared staff costs between departments
Fire and Protective Services	1,465,405	1,390,586	74,819	94.89%	Fire payroll has been completed and posted for 2024
Parks and Recreation	1,080,520	974,368	106,151	90.18%	Book King revenue projected to December 2024
Public Works	3,163,170	3,331,175	(168,005)	105.31%	Shared staff with Parks and Rec and PW
Treasury Services	(968,624)	(1,278,774)	310,150	132.02%	Final billing completed and supplementals to date
	7,768,371	7,696,329	72,042	99.07%	

Strategic Plan Linkage:

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

Attachments:

None.