



To: His Worship the Mayor and Members of Council
From: Karen DePrest, Chief Administrative Officer
Report Number: CAO-2025-09
Subject: April Monthly CAO-Treasury Report
Meeting Date: April 16, 2025

Recommendation:

THAT Report CAO-2025-09 be received for Council's information.

Report:

Special Events:

On Tuesday, April 15th, Jennifer Albrecht is facilitating a meeting between individuals and user groups who organize and promote special events within the Township of East Zorra-Tavistock. Oxford County OPP will be in attendance along with other support agencies to discuss safety expectations as well as organizational requirements for events going forward.

Recreation Advisory Committee:

The meeting original planned for March 26th and then moved to April 9th to allow for livestreaming and recording was cancelled at the end of the workday on April 9th in accordance with Section 3.20 of the Procedural By-law. Staff spoke with the Mayor and explained that due to some unforeseen absences noted on April 9th the meeting would not have met quorum requirements. The meeting is planned to be rescheduled before the end of April and currently staff are polling members of the Committee to find an appropriate date for the rescheduled meeting.

2024 Year-End Audit:

Staff continue to compile and do adjusting entries to finalize the 2024-year end position for our annual audit. Scrimgeour and Associates will be on site on Monday, April 28th and Tuesday, April 29th to conduct their field work.

2025 Township Budget:

After receiving approval of the budget by-law on Wednesday, March 19th the Township budget has now been loaded to the financial system and the first quarter budget monitoring report summary is provided below for council's information.

2023 Financial Indicator Review:

Attached is the Annual Financial Indicator Review from the 2023 Financial information Return. As EZT has in the past, we have achieved low financial risk in all categories of the review. There are no additional comments or areas of note from the Province and EZT continues to increase its financial flexibility by not taking on additional debt having used cash reserves to fund large capital projects through prudent financial forecasting and planning.

Financial Implications:

Township of East Zorra-Tavistock

Revised Date: 10-Apr-25

SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS

% Budget Period: 27.40%

2025 Approved Operating and Capital Budgets

Net Budgets By Department	2025 Approved	2025 Actual to Date	Difference (Budget - Actual)	% Actual/Budget	Remarks
Building, By-law, Locates, and Drainage	178,122	15,071	163,051	8.46%	
Fire and Emergency Management Services	1,627,725	75,301	1,552,424	4.63%	includes some capital grant funding rec'd for SCBAs
Office of the CAO/Treasury Services	466,919	47,975	418,944	10.27%	
Planning, Community, and Recreation Services	2,141,119	439,848	1,701,272	20.54%	Book King revenues posted to February 2024
Public Works and Parks Services	3,995,283	1,599,316	2,395,966	40.03%	funding of capital expenses to date still outstanding
	8,409,168	2,177,511	6,231,657	25.89%	

Strategic Plan Linkage:

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

Attachments:

- 2023 Financial Indicator Review