

# KENORA DISTRICT SERVICES BOARD

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Minutes of the Finance Committee Meeting held  
Tuesday, July 28, 2009  
at the Kenora District Services Board Office in Dryden  
Commencing at 10:00 a.m.

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**PRESENT:** Anne Krassilowsky, Chair  
Ray Leray  
Dianne Loubier  
Garry Parkes  
Kim Thain

**STAFF:** Toni Thurbide, Director of Finance

**REGRETS:** Sten Lif, Chief Administrative Officer

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1. **CALL TO ORDER**

The meeting of the Finance Committee was called to order at 10:05 a.m.

2. **ELECTION OF CHAIRPERSON - removed from agenda**

3. **APPROVAL OF AGENDA**

**MOTION NO.: FC2009-06**

Moved by Garry Parkes  
Seconded by Ray Leray

**RESOLVED THAT** the Finance Committee approve the agenda for the standing committee meeting to be held on Tuesday, July 28, 2009 at the Kenora District Services Board Administration office in Dryden commencing at 10:00 a.m.

**CALLED; CARRIED**

**ACTION: None**

4. **DISCLOSURE OF INTEREST AND THE GENERAL NATURE THEREOF**

None Declared

5. DELEGATIONS / DEPUTATIONS

None at this time

6. MINUTES OF PREVIOUS MEETING(S)

6.1 Minutes of Finance Committee Meeting held April 28, 2009

MOTION NO.: FC2009-07

Moved by Kim Thain  
Seconded by Dianne Loubier

RESOLVED THAT the Finance Committee approve the minutes of April 28, 2009 standing committee meeting.

CALLED; CARRIED

ACTION: File

7. CORRESPONDENCE

None

8. PROGRAM DIRECTOR'S REPORT

8.1 FC 2009-16 Financial Report for the Six Month Period Ending June 30, 2009

The Director of Finance reviewed the financial report for the second quarter of 2009. The Director reported that the debenture for the Parkview renovations is being secured by the City of Dryden. The Committee commented that the debenture amount should be reduced by any amount of available reserve funds before it is financed. The Director identified the specific purposes of the existing reserve and reserve funds. The Committee directed that if the debenture has not been issued by the City of Dryden, the process should be put on hold until a recommendation can be made to the Board to fund a portion of the costs from the Social Housing Capital Reserve Fund. The Director will contact the Treasurer for the City of Dryden and provide an update to the Finance Committee via email.

Concerns were noted in the following programs:

- Ontario Disability Support Program - The ODSP allowances budget was based on 808 cases averaging \$910 per month. At May 31<sup>st</sup> the number of cases is averaging 814 and the average monthly benefit is \$921. As this trend continues, the Ontario Disability Support Program will be over budget at year end. Staff will continue to monitor this program as the year progresses.
- Ontario Works Program - Financial benefits paid to clients is 25% over budget at June 30<sup>th</sup>. This directly relates to the increase caseload; 662 average cases compared to 564 in 2008. When we net the revenue against these expenses, the increase in net local costs for this budget line is \$83,171 to June 30<sup>th</sup>. As this trend continues, the financial benefits paid to clients will be over budget at year end.
- Land Ambulance Program - Paramedic staffing is over budget at June 30<sup>th</sup> by \$101,554. Cost increases reflect negotiated rates for on-call and night/weekend premiums. Increased usage of parental and bereavement benefits are reflected as well. This line will be monitored by staff. To June 30<sup>th</sup> no funding disbursed for the first response team training and equipment initiative. Grant confirmations have not been received from the Ministry

for the First Nations Funding nor have they confirmed the amount they will pay for TWOMO.

- Reserve for Working Funds - Interest being earned on general funds is less than the budget.

**9. GENERAL BUSINESS**

**9.1 April 2009 Disbursement**

The April disbursement report was reviewed by the Finance Committee members. No issues were raised.

**9.2 May 2009 Disbursement**

The May disbursement report was reviewed by the Finance Committee members. A member questioned the payment to Crestline Coach Ltd in the amount of \$259,840.88. The payment was for the purchase of two land ambulance vehicles. No other issues were raised.

**9.3 June 2009 Disbursement**

The June disbursement report was reviewed by the Finance Committee members. No issues were raised.

**9.4 Policy Review**

The Director of Finance provided revisions to the financial services policies of the Board. The policy revisions were drafted in order to separate the policy direction from the procedural direction. The Director of Finance was seeking a recommendation to bring forward the policies to the Board for approval.

The Committee determined that they would not recommend policies without being able to recommend the procedural directives at the same time. The Director of Finance explained that the process was to have the policy direction approved by the Board of Directors and the procedural direction would be drafted and provided to the CAO. The Committee believes that all policies along with the corresponding directives/procedures should be reviewed by the individual Committees for input purposes and to subsequently recommend approval of the Board. The Committee felt that the Board should be reviewing both documents as they are ultimately responsible for the governance of the organization by establishing policies and directives to provide staff with the tools to guide their work. The Committee was unwilling to make a recommendation and the item was deferred to a future meeting of the Finance Committee.

**10. RESOLUTIONS/RECOMMENDATIONS**

**10.1 Recommend Revisions to Financial Services Policies**

This item was not tabled as the discussion was deferred to a future Finance Committee meeting as outlined in item 9.4 above.

**11. NEXT MEETING**

The next regular meeting of the Finance Committee is scheduled for Monday, September 14 and Tuesday, September 15, 2009 at 8:00 a.m.

12. ADJOURNMENT

The meeting adjourned on at 11:48 p.m.

Confirmed this 14th day of September, A.D. 2009,

By Resolution No.: FC2009-09

Kim Thain, Acting Chair