

KENORA DISTRICT SERVICES BOARD

Minutes of the Finance Committee Meeting held Tuesday, July 29, 2008
at the Kenora District Services Board Office in Dryden
Commencing at 10:00 a.m.

PRESENT: Anne Krassilowsky, Chair
Garry Parkes
Kim Thain
Bill Thompson

STAFF: Sten Lif, Chief Administrative Officer
Toni Thurbide, Director of Finance

REGRETS: Penny Lucas
Brian Larson

1. **CALL TO ORDER**

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

2. **APPROVAL OF AGENDA**

MOTION NO.: FC2008-08

Moved by Bill Thompson
Seconded by Garry Parkes

RESOLVED THAT the Finance Committee approve the agenda for the standing committee meeting to be held on Tuesday, July 29, 2008 at the Kenora District Services Board Administration office in Dryden commencing at 10:00 a.m.

CALLED; CARRIED

ACTION: None

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

None Declared

4. **DELEGATIONS / DEPUTATIONS**

None at this time

5. MINUTES OF PREVIOUS MEETING(S)

5.1 Minutes of Finance Committee Meeting held June 10, 2008

MOTION NO.: FC2008-09

Moved by Bill Thompson
Seconded by Kim Thain

RESOLVED THAT the Finance Committee approve the minutes of June 10, 2008 standing committee meeting.

CALLED; CARRIED

ACTION: File

6. CORRESPONDENCE

None at this time.

7. PROGRAM DIRECTOR'S REPORT

7.1 FC 2008-07(R) Review of Meeting Schedule for Finance Committee (Revised)

The Director of Finance previously proposed changes to the Finance Committee meeting schedule to better facilitate the communication of finance issues to the Board of Directors in a timely manner. The new schedule would be based around key items for discussion:

- review of quarterly financial information
- review of audited financial statements before presentation to the Board of Directors
- presentation of upcoming budget by the standing committees/recommendation of draft budget
- orientation of Finance Committee members at the beginning of each year/term

The Finance Committee reviewed the schedule noting that additional meetings may be called if needed.

7.2 FC 2008-08 Financial Report for the Six Month Period Ending June 30, 2008

The Director of Finance reviewed the report with the Finance Committee. The Committee expressed concern with the higher usage of fee subsidy and informal/formal child care. The Director of Finance indicated that children will be balanced between the fee subsidy, formal child care and best start fee subsidy for the balance of the year ensuring all budget lines are not overspent.

The Committee also noted the Board has not yet taken advantage of the budget set aside for board lobbying. The CAO indicated this was a topic which the Policy Committee would be discussing.

The Director of Finance also indicated additional funds have been allocated to both the best start and social housing programs and a budget amendment will be forwarded to the Committee at their next meeting.

7.3 FC 2008-09 Public Housing Tenant Arrears Write Off Policy

The Director of Finance reviewed the draft policy with the Finance Committee. This policy provides a clear and rational basis for the write off of public housing tenant arrears. The policy will be recommended for approval of the Board of Directors.

8. GENERAL BUSINESS

None at this time

9. RESOLUTIONS/RECOMMENDATIONS

9.1 Approve Finance Committee Meeting Schedule as outlined in FC 2008-07(R)

MOTION NO.: FC2008-10

Moved by Garry Parkes
Seconded by Kim Thain

RESOLVED THAT the Finance Committee approve the Finance Committee Meeting Schedule as outlined in report FC 2008-07(R) (Review of Meeting Schedule for Finance Committee - Revised).

CALLED; CARRIED

ACTION: Finance Committee

9.1 Recommend approval of Public Housing Tenant Arrears Write Off Policy

MOTION NO.: FC2008-11

Moved by Bill Thompson
Seconded by Garry Parkes

RESOLVED THAT the Finance Committee recommend approval of the Public Housing Tenant Arrears Write Off Policy as attached.

CALLED; CARRIED

ACTION: Board of Directors

10. NEXT MEETING

The next regular meeting of the Finance Committee is scheduled for Monday, September 22 and Tuesday, September 23 at 8:00 a.m.

11. ADJOURNAMENT

The meeting adjourned at 11:28 a.m.

Confirmed this 22nd day of September, A.D. 2008.

Resolution No.: FC2008-13

Anne Krassilowsky, Chair