

# KENORA DISTRICT SERVICES BOARD

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Minutes of the Finance Committee Meeting held Monday, October 15, 2007  
at the Kenora District Services Board Office in Dryden  
Commencing at 9:00 a.m.

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**PRESENT:**      Finance Committee Members

Penny Lucas, Acting Chair  
Garry Parkes  
Kim Thain  
Bill Thompson

Guest Board Members

Ray LeRay  
Jack McKenzie

**STAFF:**

Toni Thurbide, Director of Finance  
Dianne Aplan, Director of Child Care/Ontario Works  
Adrian De Porto, Director of Housing Services  
Peter Marshall, Director of Emergency Medical Services

**ABSENT:**      Brian Larson

**GUESTS:**

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**1.      CALL TO ORDER**

Penny Lucas offered to chair the meeting in the absence of the chair. The meeting of the Finance Committee was called to order by the Acting Chair at 9:12 a.m.

**2.      APPROVAL OF AGENDA**

MOTION NO.: FC2007-14

Moved by Garry Parkes  
Seconded by Kim Thain

RESOLVED THAT the Finance Committee approve the agenda for the standing committee meeting to be held on Monday, October 15, 2007 at the Kenora District Services Board Administration office in Dryden commencing at 9:00 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 September 10, 2007

MOTION NO.: FC2007-15

Moved by Garry Parkes  
Seconded by Bill Thompson

RESOLVED THAT the Finance Committee approve the minutes of September 10, 2007 standing committee meeting.

CALLED; CARRIED

ACTION: File

6. PROGRAM DIRECTOR'S REPORT

None at this time.

7. BUSINESS

7.1 2008 Budget Presentations

The Finance Committee and Guest Board members received presentations from staff with regards to the 2008 budget document. The direction of the Committee of the Whole on August 16<sup>th</sup> "directed staff to develop the 2008 budget based on existing service levels, to identify Program enhancements, and to keep in mind the municipality's ability to pay". The 2008 budget has been developed including ongoing increases to operational items. Enhancements to programs were discussed.

The budget presented identified net local costs totaling \$13,553,158 (an increase of \$387,685 or 2.94% over the 2007 budget). The following highlights were identified in the presentations.

Ontario Disability Support Program

The 2008 budget removes Ontario Drug Benefits as a result of the Provincial uploading of costs for the ODSP program. The anticipated increase in clients causes other benefits to increase. The net overall reduction in net local costs is \$197,750.

Child Care Program

The child care program has remained static with no funding increases from the Ministry. Increased costs in eligible programs will be funded through the Best Start program in 2008.

Increased workload in the child care administration requires enhancement by utilizing the child care clerk 100% of the time in the child care and best start programs. This means removing 50% of this employee's time from the administration department. The increase in net local costs is \$8,720 resulting from increases in the KDSB reallocated administration costs.

Aboriginal Child Care Program

This program is new to the KDSB beginning in late 2007. Costs are covered 100% by the Ministry resulting in no net local costs.

Best Start Program

The Best Start Coordinator retires in March 2008 and a Best Start Manager will be hired in April 2008 in order to oversee the Child Care program, assist in development of policies and procedures, monitoring, budgeting and forecasting. Program costs are covered 100% by the Ministry resulting in no net local costs.

Ontario Works Program

An additional \$200,000 will be provided in wage subsidies/client benefits in the employment program. The result of the investment in the employment program reduces client financial benefits being paid out. The increase in employment benefits is offset by the savings in client transfers.

With the scheduled implementation of the Ontario Child Benefit in July 2008, the budget for NCBS reinvestment strategy has been reduced by half.

Some front line offices are looking for increases to their funding. The net result is an increase of \$54,656 for front line delivery. There are two front line offices reducing their costs in 2008.

Increased workload in the Ontario works administration requires enhancement by utilizing the clerk 100% of the time in the Ontario works programs. This means removing 50% of this employee's time from the administration department.

Any costs related to the potential changes to the Ontario works program with regards to the review of the service delivery model have not been included in the 2008 budget.

The decrease in net local costs is \$40,275.

Housing Services Program

Transfers to non-profit housing providers are expected to increase by \$118,924 as a result of the Provincial benchmark funding formula.

The rent supplement program is expected to increase by \$1,574.

The public housing program is expected to increase by \$243,828. A travel enhancement of \$25,000 has been included to assist Committee members in attending and pursuing housing opportunities with Ministry staff and politicians.

A preventative maintenance program has been included totaling \$63,496. Preventative maintenance is intended to lengthen the useful life of assets, improve reliability of equipment, minimize insurance risks and improve the look of the housing projects.

The janitorial costs have been enhanced to include the hiring of casual staff to cover for vacation and sick leave of custodial staff. The cost is estimated at \$20,181.

The full year costing of the debenture payment for the Parkview Seniors Complex has been included in the 2008 budget.

Although recommended by the Social Housing Committee, the 2008 budget does not include the hiring of an administrative assistant for the Director of Housing Services.

The increase in net local costs is \$364,326 in the housing services program.

Land Ambulance Program

Included in the 2008 budget are costs related to the Manager of Quality Assurance, Training and Development two year contract. Also included is the cost of replacing the three-season jackets due to a change in the standards. The funding for both items will be from the general purposes reserve fund.

The 2008 budget includes a proposal to increase staff at the Red Lake base to 24/7 coverage from the existing 7 day shift/3 night shift coverage. The estimated increase is \$190,000 and funding would need to be confirmed from the Ministry before implementation of this enhancement.

To enhance the training of staff in conjunction with the quality assurance, training and development program the paramedic training budget has been enhanced by \$80,000. This provides for staff wages to attend training sessions, training aids and materials. The funding would need to be confirmed from the Ministry or provided from the general purpose reserve fund.

Any costs related to the potential changes to the land ambulance program with regards to the transfer of medically stable patients via land ambulance have not been included in the 2008 budget.

Administration Department

Staffing enhancements in both the child care and Ontario works programs removes a full-time equivalent person from the finance department. The 2008 budget includes provisions for the replacement by hire of an accounting clerk effective January 1, 2008.

The challenges relating to staff workspace for the additional staff required in the finance department, contract positions in the land ambulance, child care and Ontario works programs were outlined. In addition, staff from the City of Dryden has been looking for space for their Ontario Works department. Staff has had preliminary discussions with the landlord at 211 Princess Street, Dryden regarding space coming open in the building. Space sufficient to accommodate both the City of Dryden Ontario Works department and the additional staff of the KDSB was available at a potential cost savings of \$8,000 annually. Initial discussions have taken place with City staff though no positive response has been received. The cost savings relating to staff accommodation have not been included in the 2008 budget.

The Board Member representing the City of Dryden stated categorically that the Ontario Works office not be relocated.

In 2008 staff will account for tangible capital assets. Software packages have not been identified, nor has the cost of the project been included in the 2008 budget.

Board Costs

The ongoing costs for the Board are similar in nature to the 2007 budget with the exception of the governance and operational review. An estimate of \$90,000 has been included in the budget and no external funding has been identified to offset the cost.

Reserve for Working Funds

Interest earned from general funds is being used to offset net local costs of municipalities and unincorporated areas.

Capital

The estimated cost of the land ambulance base in Kenora has been included in the budget at \$1,500,000.

Dianne Loubier joined the meeting at 9:15 a.m.  
Joyce Timpson joined the meeting at 9:40 a.m.; left the meeting at 1:00 p.m. and rejoined the meeting at 2:15 p.m.  
Anne Krassilowsky joined the meeting at 10:20 a.m.; left the meeting at 12:00 noon and rejoined the meeting at 1:45 p.m.  
Jack McKenzie left the meeting at 2:00 p.m.

8. RESOLUTIONS/RECOMMENDATIONS

- 8.1 Recommended this draft be revised to include costs relating to the administrative assistant in the social housing department; the project costs related to the reporting of tangible capital assets; the costs of accommodating staff workspace; and minor costs related to renovating of Ontario works interview rooms. Also recommended for the cost of the operational and governance review be funded from the Reserve for Working Funds.

9. NEXT MEETING

The 2008 budget will be presented at a Committee of the Whole meeting on November 1, 2007 at 10:00 a.m.

The next regular meeting of the Finance Committee previously scheduled for Tuesday, November 6<sup>th</sup> at 10:00 a.m. has been moved to Monday, November 5 at 1:00 p.m.

10. ADJOURNAMENT

The meeting adjourned at 2:48 p.m.

Confirmed this 5th day of November, A.D. 2007.

Moved By: *Garry Parkes*  
Seconded By: *Kim Thain*