



	<b>REPORT No.: 2020-52</b>
<b>MEETING DATE: NOVEMBER 18, 2020</b>	<b>DATE PREPARED: NOVEMBER 3, 2020</b>
<b>SUBJECT: 2020 THIRD QUARTER FINANCIAL REPORT</b>	

**RECOMMENDATION**

For information only.

**REPORT SUMMARY**

To provide The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with the 2020 Third Quarter Financial Report, and projection to year-end.

**BACKGROUND**

The TBDSSAB 2020 Operating Budget was approved at the December 12, 2019 Board Meeting, Report No. 2019-61, The District of Thunder Bay Social Services Administration Board Proposed 2020 Operating and Capital Budgets, and By-Law 06-2019. Subsequently, the Chief Administrative Officer implemented an organization realignment which included consolidating the Client Services and Housing Services Divisions into the Integrated Social Services Division and transferring the Infrastructure & Asset Management Department (formerly Facilities) into the Corporate Services Division.

The annual Budget is an essential tool for effective planning, analysis, and allocation of the Board's resources. To assist Administration in performing its financial management duties, a Realigned 2020 Operating Budget was developed, using the Board-approved Budget, to reflect the financial impact of the organization realignment. The realigned budget was approved by the Board via Report No. 2020-29, Realigned 2020 TBDSSAB Operating Budget.

Although there was no change in the total Budget, there was a shift in costs among the various programs. As a result, the realigned budget levy to municipalities and territories without municipal organization (TWOMO) related to OW is \$262,100 higher. However, this was offset by an equal reduction to the realigned budget levy related to Housing Programs.

In accordance with Budget Policy No. CS-02:83, a Financial Report is prepared and reported to the Board quarterly to provide a comparison of year-to-date and forecast revenues and expenditures to the approved Budget, and includes an explanation of significant variances to the approved Budget, by program area. The year-to-date and forecast information is provided on the same basis that Federal/Provincial funding is provided, where certain accruals for potential future employee entitlements are not considered, and are only funded when paid, and purchases of capital assets are reported as expenditures in the year purchased.

### **COMMENTS**

Overall, total spending on TBDSSAB-delivered programs, for the period ended September 30, 2020, was \$4,622,800 (6.3%) less than the year-to-date Budget, with a net surplus of \$776,100.

The program levy operating surplus projected to year-end is \$352,000, or 1.6% of the 2020 Levy. A summary of net forecast cost variances, by program, is presented below:

**Table 1:**

<b>2020 Forecast Program Levy Operating Surplus/(Deficit)</b>			
<b>Program</b>	<b>Budget</b>	<b>Forecast</b>	<b>Variance</b>
Ontario Works	\$ (262,100)	\$ (108,900)	\$ 153,200
Child Care and Early Years	-	10,000	10,000
Housing Programs	262,100	485,100	223,000
Direct-Owned Community Housing Building Operations	-	-	-
Interest on Unrestricted Funds	-	(34,200)	(34,200)
<b>Forecast Program Levy Operating Surplus</b>	<b>\$ -</b>	<b>\$ 352,000</b>	<b>\$ 352,000</b>

Highlights for the third quarter and full-year forecast to year-end, as well as detailed variance explanations, are provided in Attachment #1 - 2020 Third Quarter Financial Report.

### **FINANCIAL LEGISLATIVE COMPLIANCE**

TBDSSAB is required to file, and remit payment for, certain Federal, Provincial and other payroll remittances and contributions, including Canada Pension Plan, Employment Insurance, Employee Income Tax, Employer Health Tax, Harmonized Sales Tax, and the Ontario Municipal Employee Retirement Savings Plan.

Attachment #2 - Fiduciary Responsibility Checklist, certified by the Director, Corporate Services Division, and the Chief Administrative Officer, indicates that all filings and remittances were made in accordance with the established requirements and timelines, and that TBDSSAB is compliant with all applicable labour laws.

TBDSSAB is also required to file, and submit, certain financial and program reports to the Province, in accordance with its various funding agreements. All reports were filed in accordance with the established requirements and timelines.

**FINANCIAL IMPLICATIONS**

There are no direct financial implications associated with this Report.



**CONCLUSION**

It is concluded that the 2020 Third Quarter Financial Report indicates a year-to-date net surplus of \$776,100, with a forecast program levy operating surplus for the year of \$352,000, or 1.6% of the 2020 Levy.

**REFERENCE MATERIALS ATTACHED**

Attachment #1 [2020 Third Quarter Financial Report](#)

Attachment #2 [Fiduciary Responsibility Checklist](#)

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<b>SUBMITTED / SIGNATURE:</b>	 William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board



**THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD**

**2020 THIRD QUARTER  
FINANCIAL REPORT**

Operating Budget



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## INTRODUCTION

A financial report is prepared and reported to The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) quarterly to provide a comparison of year-to-date and forecast revenues and expenses to the Board-approved budget, and includes an explanation of significant variances to the approved budget, by program area.

This report is provided on the same basis that Provincial funding is provided, and matches the annual budget format, where certain accruals for potential future employee entitlements are not considered and are only funded when paid, and purchases of capital assets are reported as expenditures in the year purchased. This report will identify any anticipated program levy operating surplus, or deficit, for the year.

## EXECUTIVE SUMMARY

Reflecting results for the 9-month period ending September 30, 2020, this Report provides an indication of TBDSSAB's financial status for the year, and identification of any significant variances from the 2020 approved Operating Budget.

Early in 2020, TBDSSAB implemented an organizational realignment which, among other things, transferred the Infrastructure and Asset Management (formerly Facilities) Department into the Corporate Services Division (from the former Housing Services Division), and combined the Client Services and Housing Services Divisions under the Integrated Social Services Division.

To assist Administration in performing its financial management duties, a Realigned 2020 Operating Budget was developed, using the Board-approved Budget, to reflect the financial impact of the organization realignment. Although there was no change in the total Budget, there was a shift in costs among the various programs. As a result, the realigned budget levy to municipalities and territories without municipal organization (TWOMO) related to Ontario Works is \$262,100 higher. However, this is offset by an equal reduction to the realigned budget levy related to Housing Programs.

Overall, from an operating levy perspective, Administration is currently forecasting to be under budget by \$352,000 for the 2020 year. Table 1 provides a breakdown of the forecast year-end variances, by program.



Table 1:

2020 Forecast Program Levy Operating Surplus/(Deficit)			
Program	Budget	Forecast	Variance
Ontario Works	\$ (262,100)	\$ (108,900)	\$ 153,200
Child Care and Early Years	-	10,000	10,000
Housing Programs	262,100	485,100	223,000
Direct-Owned Community Housing Building Operations	-	-	-
Interest on Unrestricted Funds	-	(34,200)	(34,200)
<b>Forecast Program Levy Operating Surplus</b>	<b>\$ -</b>	<b>\$ 352,000</b>	<b>\$ 352,000</b>

Table 2 shows the 2020 Realigned Operating Budget revenue and expenditures, third quarter variances, and year-end projections.

Table 2:

Description	Year-To-Date				Year 2020			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
<b>Financing</b>								
Levy to municipalities & TWOMO	16,884.4	16,884.4	-	0.0%	22,512.5	22,512.5	-	0.0%
Federal grants	7,721.9	7,842.1	120.1	1.6%	10,295.9	12,846.9	2,551.0	24.8%
Provincial grants	41,785.4	38,115.7	(3,669.6)	-8.8%	55,713.8	53,485.6	(2,228.2)	-4.0%
Rents	8,240.9	8,163.1	(77.9)	-0.9%	10,987.9	10,907.7	(80.2)	-0.7%
Other revenue	280.1	310.8	30.7	11.0%	373.4	472.5	99.1	26.5%
Income on unrestricted funds	131.3	113.8	(17.5)	-13.3%	175.0	140.8	(34.2)	-19.5%
Income on restricted funds	150.0	92.4	(57.6)	-38.4%	200.0	200.0	-	0.0%
From (to) reserve funds	(1,761.2)	(1,936.1)	(174.9)	9.9%	(2,348.3)	(2,578.5)	(230.2)	9.8%
<b>Total Financing</b>	<b>73,432.7</b>	<b>69,586.0</b>	<b>(3,846.6)</b>	<b>-5.2%</b>	<b>97,910.2</b>	<b>97,987.5</b>	<b>77.3</b>	<b>0.1%</b>
<b>Expenses</b>								
Personnel services	10,501.7	10,417.2	84.5	0.8%	14,002.3	13,839.3	163.0	1.2%
Interest on long-term debt	304.1	293.9	10.2	3.4%	405.5	393.0	12.5	3.1%
Materials	13,263.9	12,527.3	736.6	5.6%	17,685.2	18,083.6	(398.4)	-2.3%
Contract services	181.4	154.6	26.8	14.8%	241.8	298.5	(56.7)	-23.4%
Rents and financial expenses	155.2	220.1	(64.9)	-41.8%	206.9	250.1	(43.2)	-20.9%
External transfers	47,002.7	43,169.2	3,833.5	8.2%	62,670.3	62,073.8	596.5	1.0%
Loan principal repayment	2,023.7	2,027.6	(3.9)	-0.2%	2,698.2	2,697.2	1.0	0.0%
<b>Total Expenses</b>	<b>73,432.7</b>	<b>68,809.9</b>	<b>4,622.8</b>	<b>6.3%</b>	<b>97,910.2</b>	<b>97,635.5</b>	<b>274.7</b>	<b>0.3%</b>
<b>Excess (Deficiency) of Revenues over Expenses</b>	<b>-</b>	<b>776.1</b>	<b>776.1</b>	<b>n/a</b>	<b>-</b>	<b>352.0</b>	<b>352.0</b>	<b>n/a</b>

## 2020 THIRD QUARTER OPERATING BUDGET RESULTS

The Third Quarter Report provides an indication of TBDSSAB's financial status as at September 30, 2020, and a projection for the year, and identifies any significant variances from the 2020 Operating Budget. A net surplus of \$776,100 was recorded in Q3, and a surplus of \$352,000, or 1.6% of the 2020 Levy, is projected to year-end.

### A. Board and Office of the Chief Administrative Officer

This section includes expenses associated with the Board, and Office of the Chief Administrative Officer (CAO), including Human Resources.

Table 3:

Description	Year-To-Date				Year 2020			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
<b>Allocation</b>								
Direct-owned community housing building operations	194.9	148.2	(46.7)	-24.0%	259.8	226.7	(33.1)	-12.7%
Ontario Works	466.4	368.2	(98.2)	-21.1%	621.9	551.3	(70.6)	-11.4%
Child care and early years programs	141.0	122.2	(18.8)	-13.4%	188.0	173.0	(15.0)	-8.0%
Housing programs	165.4	143.9	(21.5)	-13.0%	220.5	203.2	(17.3)	-7.8%
<b>Total Allocation</b>	<b>967.7</b>	<b>782.4</b>	<b>(185.3)</b>	<b>-19.1%</b>	<b>1,290.2</b>	<b>1,154.2</b>	<b>(136.0)</b>	<b>-10.5%</b>
<b>Expenses</b>								
Personnel services	715.1	666.0	49.1	6.9%	953.5	927.3	26.2	2.7%
Materials	179.6	81.5	98.0	54.6%	239.4	153.7	85.7	35.8%
Contract services	73.0	34.8	38.1	52.3%	97.3	73.2	24.1	24.8%
<b>Total Expenses</b>	<b>967.7</b>	<b>782.4</b>	<b>185.3</b>	<b>19.1%</b>	<b>1,290.2</b>	<b>1,154.2</b>	<b>136.0</b>	<b>10.5%</b>
<b>Excess (Deficiency) of Revenues over Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>

Table 3, above, shows the 2020 Operating Budget revenues and expenditures, third quarter variances and year-end projections for the Board and Office of the CAO.

Expenses related to the Board and Office of the CAO are allocated to programs as Internal Administration Allocation, based on a predetermined weighting approved through the annual Operating Budget. Expense highlights for Q3 and the full-year forecast include:

<b>Materials</b>	<b>Forecast \$85,700 (35.8%) favourable</b>
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Materials expenses were under budget in Q3 and are forecast to be under budget by \$85,700 at year-end due to COVID-19 pandemic restrictions including lower travel, training, and in-person meetings.



## B. Corporate Services

Corporate Services includes costs associated with Purchasing, Finance, Information Services, and Infrastructure and Asset Management.

Table 4:

Description	Year-To-Date				Year 2020			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
<b>Allocation</b>								
Direct-owned community housing building operations	2,436.4	2,394.6	(41.8)	-1.7%	3,248.5	3,218.2	(30.3)	-0.9%
Ontario Works	1,608.8	1,606.8	(2.0)	-0.1%	2,145.0	2,125.3	(19.7)	-0.9%
Child care and early years programs	102.4	102.9	0.5	0.5%	136.5	135.9	(0.6)	-0.4%
Housing programs	142.3	141.4	(0.9)	-0.6%	189.7	186.8	(2.9)	-1.5%
<b>Total Allocation</b>	<b>4,289.8</b>	<b>4,245.6</b>	<b>(44.2)</b>	<b>-1.0%</b>	<b>5,719.7</b>	<b>5,666.2</b>	<b>(53.5)</b>	<b>-0.9%</b>
<b>Financing</b>								
Levy to municipalities and TWOMO	(131.3)	(131.3)	-	0.0%	(175.0)	(175.0)	-	0.0%
Income on unrestricted funds	131.3	113.8	(17.5)	-13.3%	175.0	140.8	(34.2)	-19.5%
Income on restricted funds	150.0	92.4	(57.6)	-38.4%	200.0	200.0	-	0.0%
Other revenue	14.5	25.4	11.0	75.8%	19.3	33.2	13.9	72.0%
From (to) reserve funds	(112.5)	(92.4)	20.1	-17.9%	(150.0)	(150.0)	-	0.0%
<b>Total Financing</b>	<b>52.0</b>	<b>8.0</b>	<b>(44.0)</b>	<b>-84.7%</b>	<b>69.3</b>	<b>49.0</b>	<b>(20.3)</b>	<b>-29.3%</b>
<b>Expenses</b>								
Personnel services	3,524.3	3,527.8	(3.5)	-0.1%	4,699.0	4,693.3	5.7	0.1%
Materials	895.5	878.3	17.2	1.9%	1,194.0	1,166.9	27.1	2.3%
Contract services	78.4	39.5	38.9	49.7%	104.5	117.4	(12.9)	-12.3%
Rents and financial expenses	14.6	9.5	5.1	35.2%	19.5	15.3	4.2	21.5%
<b>Total Expenses</b>	<b>4,512.8</b>	<b>4,455.0</b>	<b>57.8</b>	<b>1.3%</b>	<b>6,017.0</b>	<b>5,992.9</b>	<b>24.1</b>	<b>0.4%</b>
<b>Recoveries</b>								
From housing programs	43.3	55.8	(12.5)	-28.9%	57.7	73.1	(15.4)	-26.7%
From homelessness programs	7.2	7.7	(0.5)	-6.7%	9.6	9.7	(0.1)	-1.0%
From EarlyON	12.5	12.5	-	0.0%	16.6	16.6	-	0.0%
From HQ building operations	108.1	108.1	-	0.0%	144.1	144.1	-	0.0%
<b>Total Expenses Less Recoveries</b>	<b>4,341.8</b>	<b>4,271.0</b>	<b>70.7</b>	<b>1.6%</b>	<b>5,789.0</b>	<b>5,749.4</b>	<b>39.6</b>	<b>0.7%</b>
<b>Excess (Deficiency) of Revenues over Expenses</b>	<b>-</b>	<b>(17.5)</b>	<b>(17.5)</b>	<b>n/a</b>	<b>-</b>	<b>(34.2)</b>	<b>(34.2)</b>	<b>n/a</b>

Table 4, above, shows the 2020 Operating Budget revenues and expenditures, third quarter variances and year-end projections for Corporate Services.

**Income on Unrestricted Funds Forecast \$34,200 (19.5%) Unfavourable**

Income on Unrestricted Funds was lower than budget in Q3 and is forecast to be under budget by \$34,200 at year-end as the Bank of Canada has reduced the prime interest rate by 1.5 basis points since March.





## 2020 Third Quarter Financial Report Operating Budget

Expenses related to Corporate Services are allocated to programs as Internal Administration Allocation, based on a predetermined weighting approved through the annual Operating Budget. Expense highlights for Q3 and the full-year forecast include:

<b>Materials</b>	<b>Forecast \$27,100 (2.3%) favourable</b>
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Materials expenses were lower than budget in Q3 and are forecast to be under budget by \$27,100 at year-end due to lower spending on office supplies, furniture, and fleet.

### C. Office Headquarters Building Operations

Table 5, below, shows the 2020 Operating Budget revenues and expenditures, third quarter variances and year-end projections for the Office Headquarters Building Operations. Overall, expenses were slightly over budget in Q3 but are forecast to be materially on budget at year-end.

Table 5:

Description	Year-To-Date				Year 2020			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
<b>Allocation</b>								
Direct-owned community housing building operations	112.2	112.2	-	0.0%	149.6	149.6	-	0.0%
Ontario Works	703.7	703.7	-	0.0%	938.2	938.2	-	0.0%
Child care and early years programs	51.0	51.0	-	0.0%	68.0	68.0	-	0.0%
Housing programs	153.0	153.0	-	0.0%	204.0	204.0	-	0.0%
<b>Total Allocation</b>	<b>1,019.9</b>	<b>1,019.9</b>	<b>-</b>	<b>0.0%</b>	<b>1,359.8</b>	<b>1,359.8</b>	<b>-</b>	<b>0.0%</b>
<b>Financing</b>								
Other revenue	2.6	3.7	1.1	40.6%	3.5	4.9	1.4	40.0%
From (to) reserve funds	(143.5)	(143.5)	-	0.0%	(191.3)	(191.3)	-	0.0%
Imputed rent adjustment	(84.2)	(81.3)	2.9	-3.5%	(112.3)	(112.3)	-	0.0%
<b>Total Financing</b>	<b>(225.1)</b>	<b>(221.1)</b>	<b>4.0</b>	<b>-1.8%</b>	<b>(300.1)</b>	<b>(298.7)</b>	<b>1.4</b>	<b>-0.5%</b>
<b>Expenses</b>								
Interest on long-term debt	87.6	75.5	12.1	13.8%	116.8	101.9	14.9	12.8%
Materials	383.0	392.7	(9.6)	-2.5%	510.7	525.3	(14.6)	-2.9%
Contract services	-	1.7	(1.7)	n/a	-	1.7	(1.7)	n/a
Loan principal repayment	203.3	208.0	(4.8)	-2.3%	271.0	271.0	-	0.0%
Internal administrative expense	120.9	120.9	-	0.0%	161.2	161.2	-	0.0%
<b>Total Expenses</b>	<b>794.8</b>	<b>798.7</b>	<b>(4.0)</b>	<b>-0.5%</b>	<b>1,059.7</b>	<b>1,061.1</b>	<b>(1.4)</b>	<b>-0.1%</b>
<b>Excess (Deficiency) of Revenues over Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>

Expenses related to Office Headquarters Building Operations are allocated to programs as an Imputed Rent, based on a predetermined calculation approved through the annual Operating Budget.

### D. Integrated Social Services Program Support

Integrated Social Services (ISS) Program Support includes costs associated with integrated program eligibility, policy and data research, and the shared intake and reception area located at TBDSSAB headquarters.

Table 6, below, shows the 2020 Operating Budget revenues and expenditures, third quarter variances and year-end projections for ISS Program Support.

Table 6:

Description	Year-To-Date				Year 2020			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
<b>Allocation</b>								
Direct-owned community housing building operations	107.1	104.4	(2.7)	-2.5%	142.8	136.0	(6.8)	-4.8%
Ontario Works	826.4	777.4	(48.9)	-5.9%	1,101.8	1,036.9	(64.9)	-5.9%
Child care and early years programs	295.7	289.7	(6.0)	-2.0%	394.3	382.2	(12.1)	-3.1%
Housing programs	224.4	219.3	(5.1)	-2.3%	299.2	289.2	(10.0)	-3.3%
<b>Total Allocation</b>	<b>1,453.6</b>	<b>1,390.9</b>	<b>(62.7)</b>	<b>-4.3%</b>	<b>1,938.1</b>	<b>1,844.3</b>	<b>(93.8)</b>	<b>-4.8%</b>
<b>Financing</b>								
Other revenue	40.3	54.3	14.0	34.8%	53.7	68.4	14.7	27.4%
From (to) reserve funds	-	-	-	n/a	-	-	-	n/a
<b>Total Financing</b>	<b>40.3</b>	<b>54.3</b>	<b>14.0</b>	<b>34.8%</b>	<b>53.7</b>	<b>68.4</b>	<b>14.7</b>	<b>27.4%</b>
<b>Expenses</b>								
Personnel services	1,660.0	1,629.0	31.0	1.9%	2,213.3	2,155.7	57.6	2.6%
Materials	39.5	15.8	23.7	60.0%	52.6	20.5	32.1	61.0%
Contract services	3.8	-	3.8	100.0%	5.0	6.0	(1.0)	-20.0%
<b>Total Expenses</b>	<b>1,703.2</b>	<b>1,644.8</b>	<b>58.4</b>	<b>3.4%</b>	<b>2,270.9</b>	<b>2,182.2</b>	<b>88.7</b>	<b>3.9%</b>
<b>Recoveries</b>								
From housing programs	25.5	16.3	9.2	36.3%	34.0	32.9	1.1	3.2%
From homelessness programs	85.1	84.7	0.5	0.6%	113.5	105.0	8.5	7.5%
From EarlyON	85.9	85.9	-	0.0%	114.5	114.5	-	0.0%
From HQ building operations	12.8	12.8	-	0.0%	17.1	17.1	-	0.0%
<b>Total Expenses Less Recoveries</b>	<b>1,493.9</b>	<b>1,445.2</b>	<b>48.7</b>	<b>3.3%</b>	<b>1,991.8</b>	<b>1,912.7</b>	<b>79.1</b>	<b>4.0%</b>
<b>Excess (Deficiency) of Revenues over Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>

Expenses related to ISS Program Support are allocated to programs as Internal Administration Allocation, based on a predetermined weighting approved through the annual Operating Budget. Expense highlights for Q3 and the full-year forecast include:

#### Personnel Services Forecast **\$57,600 (2.6%) favourable**

Personnel Services costs were less than budget in Q3 and are forecast to be under budget by \$57,600 at year-end, due to temporarily vacant positions throughout the year. All positions are now filled or are in the recruitment process.



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**Materials**

**Forecast \$32,100 (61.0%) favourable**

Material costs were lower than budget in Q3 and are expected to be under budget by \$32,100 at year-end, primarily resulting from less travel and meeting costs due to COVID-19 restrictions.

**E. Social Assistance**

Through the Ontario Works (OW) program, TBDSSAB provides short-term social assistance to, or on behalf of, eligible individuals and families in the form of financial and employment benefits to assist recipients to reach financial independence through employment.

The following significant events have impacted, or will impact, the financial performance within the OW program:

- COVID-19 Pandemic – The full social and economic impact of the COVID-19 Pandemic and the resulting social distancing and other measures imposed by all levels of government are not yet known. TBDSSAB has experienced a decline in its OW caseload during 2020, likely due to OW recipients leaving, or not applying for, social assistance to participate in the Canada Emergency Response Benefit (CERB).
- The Province established the Emergency Benefit as a monthly discretionary benefit for OW recipients who were not in receipt of the CERB and who were seeking assistance for exceptional COVID-19 costs. Over \$900,000 was issued to recipients from March to July, however this benefit was 100% Provincially funded.

Table 7, below, shows the 2020 Operating Budget revenues and expenditures, third quarter variances and year-end projections for the OW program. Overall, OW program expenses were lower than revenues in Q3, and are forecast to be higher than revenues by \$61,100 at year-end resulting in a levy surplus of \$153,200 compared to the realigned 2020 Budget.



Table 7:

Description	Year-To-Date				Year 2020			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
<b>Financing</b>								
Levy to municipalities & TWOMO	2,805.0	2,805.0	-	0.0%	3,740.0	3,740.0	-	0.0%
Provincial grants	24,759.8	25,050.2	290.4	1.2%	33,013.1	33,105.2	92.1	0.3%
Other revenues	-	-	-	n/a	-	-	-	n/a
From (to) reserve funds	-	-	-	n/a	-	-	-	n/a
Imputed rent adjustment	58.1	56.1	(2.0)	-3.5%	77.4	77.4	-	0.0%
<b>Total Financing</b>	<b>27,623.0</b>	<b>27,911.3</b>	<b>288.3</b>	<b>1.0%</b>	<b>36,830.5</b>	<b>36,922.6</b>	<b>92.1</b>	<b>0.3%</b>
<b>Expenses</b>								
Personnel services	2,979.8	2,928.3	51.5	1.7%	3,973.1	3,865.3	107.8	2.7%
Materials	547.3	424.1	123.2	22.5%	729.7	1,082.3	(352.6)	-48.3%
Contract services	7.5	54.8	(47.3)	-630.2%	10.0	65.2	(55.2)	-552.0%
Rents and financial expenses	88.7	93.6	(4.9)	-5.5%	118.2	113.3	4.9	4.1%
External transfers	20,586.5	20,884.8	(298.3)	-1.4%	27,448.6	27,236.8	211.8	0.8%
Internal administration allocation	2,992.0	2,842.8	149.1	5.0%	3,989.3	3,834.1	155.2	3.9%
Imputed rent recovery	703.7	703.7	-	0.0%	938.2	938.2	-	0.0%
<b>Total Expenses</b>	<b>27,905.3</b>	<b>27,932.0</b>	<b>(26.7)</b>	<b>-0.1%</b>	<b>37,207.1</b>	<b>37,135.2</b>	<b>71.9</b>	<b>0.2%</b>
<b>Recoveries</b>								
From homelessness programs	85.9	84.0	(1.8)	-2.1%	114.5	103.7	(10.8)	-9.4%
<b>Total Expenses Less Recoveries</b>	<b>27,819.5</b>	<b>27,848.0</b>	<b>(28.5)</b>	<b>-0.1%</b>	<b>37,092.6</b>	<b>37,031.5</b>	<b>61.1</b>	<b>0.2%</b>
<b>Excess (Deficiency) of Revenues over Expenses</b>	<b>(196.5)</b>	<b>63.3</b>	<b>259.8</b>	<b>-132.2%</b>	<b>(262.1)</b>	<b>(108.9)</b>	<b>153.2</b>	<b>-58.5%</b>

Provincial grants are determined by applying the various cost-sharing formulae to actual expenses. Expense highlights for Q3 and the full-year forecast include:

<b>Personnel Services</b>	<b>Forecast \$107,800 (2.7%) favourable</b>
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Personnel Services expenses were under budget in Q3 and are forecast to be under budget by \$107,800 at year-end due to temporarily vacant positions early in the year. All positions are now filled or are in the recruitment process.

<b>Materials</b>	<b>Forecast \$352,600 (48.3%) unfavourable</b>
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Materials expenses were under budget in Q3 but are forecast to be higher than budget by \$352,600 at year-end. TBDSSAB has received an additional funding allocation from the Province to implement an electronic document management system and digitize all OW client records. The funding is cost shared 50/50 between the Province and municipalities and must be spent by the end of the calendar year. The municipal share will be covered from in-year operating levy surplus.

<b>External Transfers</b>	<b>Forecast \$211,800 (0.8%) favourable</b>
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The full impact of the COVID-19 Pandemic on external transfers, payments to eligible individuals, and families, is uncertain. Financial Assistance payments were trending higher prior to the implementation of social distancing measures. As well, TBDSSAB issued additional funds to clients through the Province's "Emergency Benefit" to assist clients with additional financial challenges caused by COVID-19. However, the caseload

has decreased significantly in recent months resulting in lower financial assistance issuances. Administration continues to monitor this variance. OW financial assistance benefits are 100% Provincially funded so there is no financial impact on the levy.

<b>Internal Administration Allocation</b>	<b>Forecast \$155,200 (3.9%) favourable</b>
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Internal Administration is comprised of Board, Office of the Chief Administrative Officer, Corporate Services, and Integrated Social Services Program Support. These costs are allocated to programs based on a predetermined weighting approved through the annual Operating Budget. Further variance explanation was provided above.

<b>F. Child Care and Early Years</b>
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TBDSSAB is the service system manager for child care and early years' services in the District of Thunder Bay and administers Child Care and EarlyON programs to create a comprehensive, consistent, quality-driven system to support children and families.

The following significant events have impacted, or will impact, the financial performance within the Child Care and Early Years programs:

- COVID-19 Pandemic – In March, in response to the COVID-19 Pandemic, the Province temporarily closed all Child Care and EarlyON centres. Subsequently, certain child care centres were allowed to re-open to provide emergency child care services for front-line workers. On June 12, all child care centres were allowed to open under new strict guidelines, however child care centres took a measured approach to re-opening with many not opening until September.

Table 8, below, shows the 2020 Operating Budget revenues and expenditures, third quarter variances, and year-end projections for Child Care and Early Years programs. Overall, Child Care and Early Years program expenses were slightly less than revenues in Q3 and are forecast to be materially on budget at year-end, although total expenses are expected to be much less.



Table 8:

Description	Year-To-Date				Year 2020			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
<b>Financing</b>								
Levy to municipalities & TWOMO	1,305.9	1,305.9	-	0.0%	1,741.2	1,741.2	-	0.0%
Federal grants	-	505.5	505.5	n/a	-	2,408.8	2,408.8	n/a
Provincial grants	12,173.0	7,061.7	(5,111.3)	-42.0%	16,230.7	12,237.3	(3,993.4)	-24.6%
From (to) reserve funds	-	-	-	n/a	-	-	-	n/a
Imputed rent adjustment	4.2	4.1	(0.1)	-3.2%	5.6	5.6	-	0.0%
<b>Total Financing</b>	<b>13,483.1</b>	<b>8,877.1</b>	<b>(4,606.0)</b>	<b>-34.2%</b>	<b>17,977.5</b>	<b>16,392.9</b>	<b>(1,584.6)</b>	<b>-8.8%</b>
<b>Expenses</b>								
Personnel services	303.1	307.7	(4.6)	-1.5%	404.1	407.4	(3.3)	-0.8%
Materials	36.8	34.1	2.8	7.5%	49.1	39.0	10.1	20.6%
Contract services	0.8	-	0.8	100.0%	1.0	1.0	-	0.0%
External transfers	12,454.1	7,863.9	4,590.2	36.9%	16,605.4	15,045.3	1,560.1	9.4%
Internal administration allocation	783.2	758.9	24.4	3.1%	1,044.3	1,016.6	27.7	2.7%
Imputed rent recovery	51.0	51.0	-	0.0%	68.0	68.0	-	0.0%
<b>Total Expenses</b>	<b>13,628.9</b>	<b>9,015.5</b>	<b>4,613.4</b>	<b>33.9%</b>	<b>18,171.9</b>	<b>16,577.3</b>	<b>1,594.6</b>	<b>8.8%</b>
<b>Recoveries</b>								
Other recoveries	145.8	145.8	-	0.0%	194.4	194.4	-	0.0%
<b>Total Expenses Less Recoveries</b>	<b>13,483.1</b>	<b>8,869.7</b>	<b>4,613.4</b>	<b>34.2%</b>	<b>17,977.5</b>	<b>16,382.9</b>	<b>1,594.6</b>	<b>8.9%</b>
<b>Excess (Deficiency) of Revenues over Expenses</b>	<b>-</b>	<b>7.4</b>	<b>7.4</b>	<b>n/a</b>	<b>-</b>	<b>10.0</b>	<b>10.0</b>	<b>n/a</b>

Federal and Provincial grants are determined by applying the various cost-sharing formulae to actual expenses. Expense highlights for Q3 and the full-year forecast include:

<b>External Transfers</b>	<b>Forecast \$1,560,100 (9.4%) favourable</b>
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External transfers for child care and early years were significantly less than budget in Q3 and are expected to be less than budget at year-end. A further breakdown of External Transfers is provided in Table 9, below:

Table 9:

Description	Year-To-Date				Year 2020			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
External Transfers								
Fee Subsidy	3,375.0	1,273.6	2,101.4	62.3%	4,500.0	2,619.3	1,880.7	41.8%
Special Needs	1,193.0	1,184.7	8.3	0.7%	1,590.6	1,582.3	8.3	0.5%
General Operating	4,116.1	3,006.0	1,110.1	27.0%	5,488.1	5,109.5	378.6	6.9%
Occupancy Incentive	225.0	75.1	149.9	66.6%	300.0	173.1	126.9	42.3%
Wage Enhancement	918.9	277.9	641.0	69.8%	1,225.2	702.3	522.9	42.7%
Other	241.3	51.5	189.8	78.7%	321.7	79.3	242.4	75.3%
Expansion Plan	-	-	-	n/a	-	-	-	n/a
Early Learning and Child Care	-	505.5	(505.5)	n/a	-	788.8	(788.8)	n/a
Federal Safe Restart	-	-	-	n/a	-	1,620.0	(1,620.0)	n/a
EarlyON	1,501.8	807.8	694.0	46.2%	2,002.4	1,228.3	774.1	38.7%
Journey Together	883.1	681.8	201.2	22.8%	1,177.4	1,142.4	35.0	3.0%
<b>Total</b>	<b>12,454.1</b>	<b>7,863.9</b>	<b>4,590.2</b>	<b>36.9%</b>	<b>16,605.4</b>	<b>15,045.3</b>	<b>1,560.1</b>	<b>9.4%</b>



The Provincial order resulted in the closure of all child care centres. Some EarlyON centres and special needs programs continued to provide virtual programming during the closure period.

The Province introduced a fixed-cost funding model for child care centres during the closure period. This model required child care centres to apply for any/all federal funding programs, primarily the Canada Emergency Wage Subsidy (CEWS) which covers the lesser of 75% or \$847 of weekly wages. TBDSSAB was able to provide 100% federal Early Learning and Child Care (ELCC) funding to top-up wage and benefit costs. TBDSSAB's 2020 planning allocation included \$1,045,572 for ELCC. This "financial sustainability" funding model replaced the traditional fee subsidy and general operating funding models during the closure and re-opening transition periods. As a result, less TBDSSAB subsidy was provided to child care centres during these periods.

In September, all child care centres re-opened and regular funding resumed. Administration has reconciled the financial information provided by child care centres for the closure and re-opening periods and has submitted the reconciliation to the Ministry of Education. The forecast reflects the expected subsidy to be provided to child care centres for the 2020 year. In addition, TBDSSAB received \$1.8 million Federal Safe Restart Funding allocation to help child care and EarlyON centres adapt to the COVID-19 environment and address the unique needs of child care centres. These funds will be issued to child care centres in Q4.

<b>Internal Administration Allocation</b>	<b>Forecast \$27,700 (2.7%) favourable</b>
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Internal Administration is comprised of Board, Office of the Chief Administrative Officer, Corporate Services, and Integrated Social Services Program Support. These costs are allocated to programs based on a predetermined weighting approved through the annual Operating Budget. Further variance explanation was provided above.

## **G. Housing Programs**

TBDSSAB is the service system manager for various housing and homelessness programs and services in the District of Thunder Bay. TBDSSAB supports 929 housing units operated by non-profit housing providers, and over 600 units through rent supplement agreements.

The following significant events have impacted, or will impact, the financial performance within Housing Programs:

- COVID-19 Pandemic – In response to the COVID-19 Pandemic, the Province announced the Social Services Relief Fund (SSRF) through the Community Homelessness Prevention Initiative (CHPI) in April. TBDSSAB has used the SSRF to assist partner organizations offering housing and related supports to individuals and households dealing with the COVID-19 Pandemic. A further allocation, SSRF



Phase 2, was approved in October, however most of this allocation will be included in the 2021 Operating Budget.

Table 10, below, shows the 2020 Operating Budget revenues and expenditures, third quarter variances and year-end projections for Housing Programs.

Table 10:

Description	Year-To-Date				Year 2020			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
<b>Financing</b>								
Levy to municipalities & TWOMO	7,717.3	7,717.3	-	0.0%	10,289.7	10,289.7	-	0.0%
Federal grants	5,466.9	5,081.6	(385.3)	-7.0%	7,289.2	7,431.4	142.2	2.0%
Provincial grants	4,852.5	6,003.9	1,151.4	23.7%	6,470.0	8,143.1	1,673.1	25.9%
Other revenue	7.3	27.6	20.3	279.2%	9.7	89.2	79.5	819.6%
From (to) reserve funds	195.0	-	(195.0)	-100.0%	260.0	260.0	-	0.0%
Imputed rent adjustment	12.6	12.2	(0.4)	-3.2%	16.9	16.9	-	0.0%
<b>Total Financing</b>	<b>18,251.6</b>	<b>18,842.5</b>	<b>591.0</b>	<b>3.2%</b>	<b>24,335.5</b>	<b>26,230.3</b>	<b>1,894.8</b>	<b>7.8%</b>
<b>Expenses</b>								
Personnel services	1,319.5	1,358.4	(38.9)	-3.0%	1,759.3	1,790.3	(31.0)	-1.8%
Materials	1,089.2	1,279.0	(189.8)	-17.4%	1,452.3	1,911.4	(459.1)	-31.6%
Contract services	18.0	23.9	(5.9)	-32.5%	24.0	34.0	(10.0)	-41.7%
Rents and financial expenses	8.1	6.4	1.7	21.5%	10.8	10.8	-	0.0%
External transfers	13,962.2	14,420.6	(458.4)	-3.3%	18,616.3	19,791.7	(1,175.4)	-6.3%
Internal administration allocation	2,031.4	2,012.2	19.2	0.9%	2,708.5	2,690.2	18.3	0.7%
Imputed rent recovery	153.0	153.0	-	0.0%	204.0	204.0	-	0.0%
<b>Total Expenses</b>	<b>18,581.4</b>	<b>19,253.4</b>	<b>(672.0)</b>	<b>-3.6%</b>	<b>24,775.2</b>	<b>26,432.4</b>	<b>(1,657.2)</b>	<b>-6.7%</b>
<b>Recoveries</b>								
From Ontario Works	90.5	90.5	-	0.0%	120.6	120.6	-	0.0%
From housing programs	64.8	43.8	(21.0)	-32.4%	86.4	83.3	(3.1)	-3.6%
From homelessness programs	371.1	366.2	(4.9)	-1.3%	494.8	483.3	(11.5)	-2.3%
<b>Total Expenses Less Recoveries</b>	<b>18,055.1</b>	<b>18,753.0</b>	<b>(698.0)</b>	<b>-3.9%</b>	<b>24,073.4</b>	<b>25,745.2</b>	<b>(1,671.8)</b>	<b>-6.9%</b>
<b>Excess (Deficiency) of Revenues over Expenses</b>	<b>196.5</b>	<b>89.5</b>	<b>(107.0)</b>	<b>-54.5%</b>	<b>262.1</b>	<b>485.1</b>	<b>223.0</b>	<b>85.1%</b>

Overall, Housing Program expenses are lower than revenues in Q3, and are forecast to be less than budget by \$485,100 at year-end, resulting in a levy surplus of \$223,000 compared to the realigned 2020 Budget.

Federal and Provincial grants are determined by applying various cost-sharing formulae to actual expenses. Expense highlights for Q3 and the full-year forecast include:

<b>Materials</b>	<b>Forecast \$459,100 (31.6%) unfavourable</b>
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Materials were higher than budget in Q3 and are expected to be \$459,100 higher than budget at year-end. A further breakdown of this variance is provided in Table 11, below:





Table 11:

Description	Year-To-Date				Year 2020			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Materials								
OPHI	750.0	728.5	21.5	2.9%	1,000.0	974.4	25.6	2.6%
COCHI	167.0	105.4	61.6	36.9%	222.7	416.8	(194.1)	-87.2%
SHAIP	-	305.4	(305.4)	n/a	-	305.4	(305.4)	n/a
Other	172.2	139.7	32.5	18.9%	229.6	214.8	14.8	6.4%
<b>Total</b>	<b>1,089.2</b>	<b>1,279.0</b>	<b>(189.8)</b>	<b>-17.4%</b>	<b>1,452.3</b>	<b>1,911.4</b>	<b>(459.1)</b>	<b>-31.6%</b>

One project under the Social Housing Apartment Improvement Program (SHAIP) was expected to be complete in the 2019 year, however, was extended into 2020, resulting in an unfavourable variance. SHAIP is 100% Provincially funded, so there is no impact on the levy. The Ontario Priorities Housing Initiative (OPHI) and Canada Ontario Community Housing Initiative (COCHI) are also 100% funded by the Federal and Provincial government.

**External Transfers** **Forecast \$1,175,400 (6.3%) unfavourable**

External transfers for Housing Programs were higher than budget in Q3 and are expected to be \$1,175,400 higher than budget at year-end. A further breakdown of this variance is provided in Table 14, below:

Table 12:

Description	Year-To-Date				Year 2020			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
External Transfers								
Provincial Reformed	4,657.5	4,634.0	23.5	0.5%	6,210.0	6,040.3	169.7	2.7%
Urban Native housing program	1,392.4	1,461.1	(68.7)	-4.9%	1,856.5	1,743.8	112.7	6.1%
Private landlord rent supplement	2,402.6	2,419.7	(17.1)	-0.7%	3,203.4	3,227.5	(24.1)	-0.8%
Non-profit rent supplement	541.3	539.9	1.4	0.3%	721.7	722.0	(0.3)	0.0%
Strong Communities rent supplement	320.6	301.9	18.7	5.8%	427.5	407.8	19.7	4.6%
Portable Housing Benefit	247.3	239.4	7.9	3.2%	329.7	320.5	9.2	2.8%
IAH Rent Supplement	47.3	17.1	30.1	63.7%	63.0	23.6	39.4	62.5%
IAH Ontario Renovates	-	181.4	(181.4)	n/a	-	201.4	(201.4)	n/a
IAH Ext rental housing	85.5	-	85.5	100.0%	114.0	211.9	(97.9)	-85.9%
IAH Ext Ontario Renovates	-	121.3	(121.3)	n/a	-	183.0	(183.0)	n/a
IAH-SIF rental housing	397.3	-	397.3	100.0%	529.7	529.7	-	0.0%
IAH-SIF housing allowance	28.7	38.1	(9.4)	-32.9%	38.2	54.4	(16.2)	-42.4%
IAH-SIF Ontario Renovates	-	2.2	(2.2)	n/a	-	2.2	(2.2)	n/a
OPHI Ontario Renovates	342.5	208.3	134.2	39.2%	456.7	456.7	-	0.0%
COCHI capital repairs	207.4	-	207.4	100.0%	276.5	-	276.5	100.0%
COCHI rent supplement	109.1	100.6	8.5	7.8%	145.5	156.7	(11.2)	-7.7%
Reaching Home	8.3	31.8	(23.5)	-282.1%	11.1	90.6	(79.5)	-716.2%
CHPI	2,287.4	3,218.8	(931.3)	-40.7%	3,049.9	4,212.9	(1,163.0)	-38.1%
Home for Good	887.2	905.1	(17.9)	-2.0%	1,182.9	1,206.7	(23.8)	-2.0%
<b>Total</b>	<b>13,962.2</b>	<b>14,420.6</b>	<b>(458.4)</b>	<b>-3.3%</b>	<b>18,616.3</b>	<b>19,791.7</b>	<b>(1,175.4)</b>	<b>-6.3%</b>

The unfavorable variance is mainly due to the new SSRF (\$1,168,300) under CHPI. The SSRF was established by the Province in April, in response to the COVID-19 pandemic. The SSRF is 100% Provincially funded and does not impact the levy.

Administration also expects unfavourable variances in the various Investment in Affordable Housing (IAH) programs due to timing of project completions. IAH programs are also funded 100% by the Federal and Provincial government.

The favorable variance in Provincial Reformed and Urban Native Housing Programs reflects the balances due to TBDSSAB as a result of completed year-end settlements with housing providers.

## H. Direct-Owned Community Housing Building Operations

TBDSSAB operates and maintains 2,488 direct-owned housing units throughout the District of Thunder Bay. Table 13, below, shows the 2020 Operating Budget revenues and expenditures, third quarter variances and year-end projections for Direct-Owned Community Housing Building Operations. Overall, expenses are less than revenues in Q3, but are forecast to be on budget at year-end.

Table 13:

Description	Year-To-Date				Year 2020			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
<b>Financing</b>								
Levy to municipalities & TWOMO	5,187.5	5,187.5	-	0.0%	6,916.6	6,916.6	-	0.0%
Federal grants	2,255.0	2,255.0	-	0.0%	3,006.7	3,006.7	-	0.0%
Rents	8,240.9	8,163.1	(77.9)	-0.9%	10,987.9	10,907.7	(80.2)	-0.7%
Other revenue	215.4	199.7	(15.7)	-7.3%	287.2	276.8	(10.4)	-3.6%
From (to) reserve funds	(1,700.3)	(1,700.3)	-	0.0%	(2,267.0)	(2,497.2)	(230.2)	10.2%
Imputed rent adjustment	9.3	8.9	(0.4)	-3.8%	12.4	12.4	-	0.0%
<b>Total Financing</b>	<b>14,207.9</b>	<b>14,114.0</b>	<b>(93.9)</b>	<b>-0.7%</b>	<b>18,943.8</b>	<b>18,623.0</b>	<b>(320.8)</b>	<b>-1.7%</b>
<b>Expenses</b>								
Interest on long-term debt	216.5	218.4	(1.9)	-0.9%	288.7	291.1	(2.4)	-0.8%
Materials	10,093.1	9,421.8	671.2	6.7%	13,457.4	13,184.5	272.9	2.0%
Rents and financial expenses	43.8	110.7	(66.9)	-152.6%	58.4	110.7	(52.3)	-89.6%
Loan principal repayment	1,820.4	1,819.6	0.8	0.0%	2,427.2	2,426.2	1.0	0.0%
Internal administration allocation	2,738.3	2,647.2	91.2	3.3%	3,651.1	3,580.9	70.2	1.9%
Imputed rent recovery	112.2	112.2	-	0.0%	149.6	149.6	-	0.0%
<b>Total Expenses</b>	<b>15,024.3</b>	<b>14,329.8</b>	<b>694.5</b>	<b>4.6%</b>	<b>20,032.4</b>	<b>19,743.0</b>	<b>289.4</b>	<b>1.4%</b>
<b>Recoveries</b>								
From Non-Profit rent supplement	788.3	822.3	34.0	4.3%	1,051.1	1,084.7	33.6	3.2%
From IAH rent supplement	19.5	18.4	(1.1)	-5.9%	26.0	24.9	(1.1)	-4.2%
From HFG housing allowance	8.6	8.6	(0.0)	-0.2%	11.5	10.4	(1.1)	-9.6%
<b>Total Expenses Less Recoveries</b>	<b>14,207.9</b>	<b>13,480.5</b>	<b>727.3</b>	<b>5.1%</b>	<b>18,943.8</b>	<b>18,623.0</b>	<b>320.8</b>	<b>1.7%</b>
<b>Excess (Deficiency) of Revenues over Expenses</b>	<b>-</b>	<b>633.4</b>	<b>633.4</b>	<b>n/a</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>



Highlights for Q3 and the full-year forecast include:

**Materials** Forecast **\$272,900 (2.0%) favourable**

Materials costs were lower than budget in Q3 and are expected to be \$272,900 less than budget at year-end. A further breakdown of Direct-Owned Community Housing Building Operations Materials is provided in Table 14, below:

Table 14:

Description	Year-To-Date				Year 2020			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Materials								
Repairs and maintenance	1,450.3	1,293.4	156.8	10.8%	1,933.7	2,050.3	(116.6)	-6.0%
Operating services	1,358.2	1,222.0	136.1	10.0%	1,810.9	1,769.6	41.3	2.3%
Insurance	413.9	410.5	3.4	0.8%	551.8	552.8	(1.0)	-0.2%
Gas	459.0	363.6	95.4	20.8%	612.0	534.5	77.5	12.7%
Electricity	1,256.4	1,134.3	122.1	9.7%	1,675.2	1,649.3	25.9	1.5%
Water	1,070.8	1,082.3	(11.5)	-1.1%	1,427.7	1,436.3	(8.6)	-0.6%
Hot water tanks	63.2	49.5	13.7	21.7%	84.3	84.3	-	0.0%
Municipal taxes	4,021.4	3,866.2	155.2	3.9%	5,361.8	5,107.4	254.4	4.7%
<b>Total</b>	<b>10,093.1</b>	<b>9,421.8</b>	<b>671.2</b>	<b>6.7%</b>	<b>13,457.4</b>	<b>13,184.5</b>	<b>272.9</b>	<b>2.0%</b>

The favourable variance is mainly due to lower municipal property tax expense, a result of the reduction in the multi-residential tax ratio in the City of Thunder Bay. Gas and Electricity expenses have been trending under-budget in 2020. In recent years, TBDSSAB has undertaken significant capital improvement projects to update equipment and improve energy efficiency. Repairs and maintenance are expected to be over budget due mainly to higher costs related to leaks and other plumbing issues.

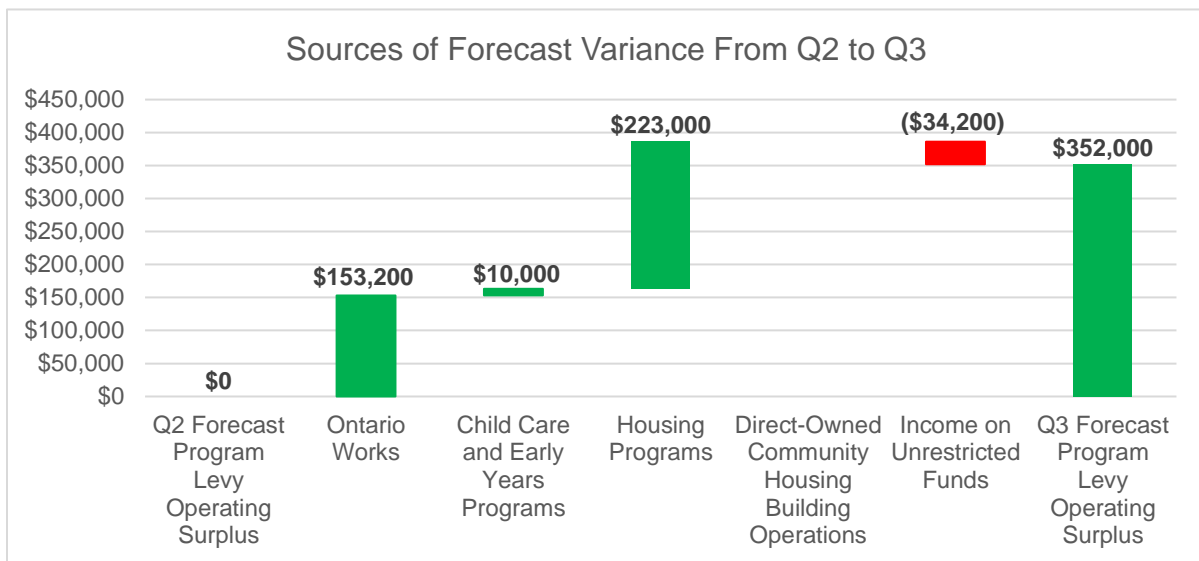
**Internal Administration Allocation** Forecast **\$70,200 (1.9%) favourable**

Internal Administration is comprised of the Board, Office of the CAO, Corporate Services, and Integrated Social Services Program Support. These costs are allocated to programs based on a predetermined weighting approved through the annual Operating Budget. Further variance explanation has been provided above.

## CONCLUSION

The 2020 Second Quarter Financial Report identified the overall program levy operating forecast equal to budget with a surplus of \$108,700 in Ontario Works offset by unfavourable variance of \$65,700 in Housing Programs and \$43,000 in Interest on Unrestricted Funds.

Through the 2020 Third Quarter Financial Report, Administration is projecting a program levy operating surplus of \$352,000 for the 2020 year. The chart below summarizes the change in estimates from Q2 to Q3, by program.





**THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD**

**Fiduciary Responsibility Checklist**

Year: 2020

[Supporting Documents](#)

	Q1	Q2	Q3	Q4	Comments
<b>Corporate Filings</b>					
Canada Pension Plan Contributions	X	X	X		
Employment Insurance Premiums	X	X	X		
Employer Health Tax (EHT) Premiums	X	X	X		
Income Tax Deductions	X	X	X		
OMERS Contributions	X	X	X		
Workplace Safety and Insurance Board Remittances	X	X	X		
T4s	X				
EHT Annual Return	X				
Harmonized Sales Tax Rebate	X		X		
Tax Filing (TBDHC)		X			
<b>Internal Governance</b>					
Bank Reconciliation	X	X	X		
Listing of Cheques	X	X	X		
Debt Payments Made	X	X	X		
Insurance Renewal	X				
<b>Provincial Reporting</b>					
Ontario Works Monthly Subsidy Claim (20 <sup>th</sup> of each month)	X	X	X		
OW Budget Submission					
OW Mid-Year and Year-End Report	X				
Child Care & Early Years Estimates Report					
Child Care & Early Years Financial Statement Report					
Service Manager Annual Information Return	X				
Canada-Ontario Community Housing Initiative Report	X	X	X		
Canada-Ontario Housing Benefit			X		
Investment in Affordable Housing Report	X	X	X		
Ontario Priorities Housing Initiative Report	X	X	X		
Social Housing Apartment Improvement Program Report	X				
Community Homelessness Prevention Initiative Report	X	X			
Home for Good Report	X	X			

I certify, to the best of my knowledge and belief, that the above remittances, contributions, filings, and reporting requirements were completed during the period in accordance with established requirements and timelines.

And, I certify, to the best of my knowledge and belief, that TBDSSAB is in compliance with all applicable labour laws, including the Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act, Employment Standards Act, and Canada Labour Code.

Director - Corporate Services Division  
Nov 9/20  
Date

Chief Administrative Officer  
Nov 9/20  
Date