



THE REGIONAL MUNICIPALITY OF NIAGARA
JOINT BOARD OF MANAGEMENT - NIAGARA COURTS
AGENDA

JBM 5-2018

Thursday, December 13, 2018

3:30 p.m.

Campbell East (CE) 102

Niagara Region Headquarters, Campbell East

1815 Sir Isaac Brock Way, Thorold, ON

	Pages
1. <u>CALL TO ORDER</u>	
2. <u>DISCLOSURES OF PECUNIARY INTEREST</u>	
3. <u>PRESENTATIONS</u>	
4. <u>DELEGATIONS</u>	
5. <u>ITEMS FOR CONSIDERATION</u>	
5.1 <u>JBM-C 9-2018</u> Court Services Write-Off Recommendations for the Period Ending October 31, 2018	3 - 7
5.2 <u>JBM-C 12-2018</u> 2019 JBM Meeting Dates	8 - 9
6. <u>CONSENT ITEMS FOR INFORMATION</u>	
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6.2 <u>JBM-C 10-2018</u> 3rd Quarter Variance Analysis and Forecast to December 31, 2018	14 - 17
6.3 <u>JBM-C 11-2018</u>	18 - 19

2019 Joint Board of Management Membership

- 6.4 JBM 3-2018 20 - 22
Joint Board of Management Committee Meeting Minutes
June 7, 2018

- 6.5 JBM 4-2018 23
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August 9, 2018

7. OTHER BUSINESS

8. CLOSED SESSION

- 8.1 Confidential JCM-C 13-2018 - Disposition of Surplus Lands at the
Provincial Offences Court Facility ("POCF") located at 445 East Main
Street, City of Welland

9. BUSINESS ARISING FROM CLOSED SESSION ITEMS

10. NEXT MEETING

The next meeting will be held on Tuesday, January 15, 2019 at 3:30 p.m.
in Committee Room 4.

11. ADJOURNMENT

If you require any accommodations for a disability in order to attend or participate in meetings or events, please contact the Accessibility Advisory Coordinator at 905-980-6000 (office), 289-929-8376 (cellphone) or accessibility@niagararegion.ca (email).

Subject: Court Services Write-Off Recommendations for the Period Ending October 31, 2018

Report to: Joint Board of Management, Niagara Region Courts

Report date: Thursday, December 13, 2018

Recommendations

That this Board recommend to the Corporate Services Committee:

1. That Report JBM-C 9-2018 dated December 13, 2018, respecting the Court Services Write-off Recommendations for the period ending October 31, 2018, **BE RECEIVED**.
2. That the delinquent cases summarized in the Analysis Section of this Report **BE APPROVED** for write-off and removal from the Integrated Court Offences Network (ICON) system in accordance with the Ministry of the Attorney General (MAG) *Provincial Offences Act* Write-off Directive and Operating Guideline and the Niagara Region Courts approved write off criteria (*POA Write-off Criteria*).
3. That the write-off criteria for ICON code PW **BE APPROVED** to include “4. Where technical issues with ICON prevent the case from completing once payment has been satisfied.”

Key Facts

- The purpose of this report is to seek approval to write off and remove the delinquent cases summarized in the Analysis section of this report from the Integrated Court Offences Network (ICON) system.
- In February 2008, the Ministry of the Attorney General (MAG) released a *Provincial Offences Act* Write-Off Directive and Operating Guideline document, which provides municipalities the authority to establish write-off criteria for delinquent cases, deemed uncollectible.
- Staff reported on this issue in report JBM 02-2008 dated September 25, 2008 and pursuant to the MAG directive, the Joint Board of Management and Regional Council approved the POA Write-off Criteria for delinquent Provincial Offences deemed uncollectible (Appendix “I”)
- Writing off these fines will reduce the overall amount for outstanding defaulted receivables for Court Services. It should be noted that these cases would be written

off for accounting purposes only. Such write-offs do not absolve a convicted offender from the requirement to pay a fine, as debts to the Crown are owed in perpetuity.

Considerations

- 953 delinquent cases valued at \$548,632.80 have been identified for write-off for the period November 1, 2017 to October 31, 2018.
- Writing off these fines will reduce the overall amount for outstanding defaulted receivables for Court Services; however, there is no impact to the local area municipalities as these cases will be written off for accounting purposes only. Such write-offs do not absolve a convicted offender from the requirement to pay a fine, as debts to the Crown are owed in perpetuity.
- There is no impact to the public and/or service users.

Analysis

- Each fine that meets the criteria for write-off is thoroughly investigated to make sure there are no options to collect the fines such as garnishing wages or adding the delinquent fine to municipal tax roll.
 - Deceased Persons are identified through submissions of Proof of Death either to the Court or to the Ministry of Transportation. Additionally, staff reviews obituaries in local newspapers on a daily basis to further identify deceased offenders.
 - Staff review cases with a small outstanding balance (\$25.00 or less) and if they meet the criteria listed in Appendix I are identified for write-off.
- Each month the Integrated Court Offences Network (ICON) system generates a list of cases that have been identified as meeting the criteria listed in Appendix I.
- At the end of the year, all of the monthly reports are compiled to create the write-off report.
- The electronic record of the delinquent case is removed from ICON, however all original source documents are retained by the court office in accordance with the MAG's Directive.

- If funds are received on a delinquent fine that has been previously written off, the case is written back on and the payment accepted.
- All fines on this report have been investigated and none qualifies for further collections activity.
- Staff submit these cases in accordance with the Ministry of the Attorney General (MAG) *Provincial Offences Act* Write-Off Directive and Operating Guideline and the Niagara Region Courts approved write-off criteria ("POA Write-off Criteria").

2018 COURT SERVICES WRITE-OFF SUMMARY For the period November 1, 2017 to October 31, 2018		
Write-off Category	No. of Cases	Dollar Value
Deceased Person (DP)	751	\$341,628.50
Under Payment (UP)	186	\$3,086.28
POA Write-off - Unable to Enforce (PW)	10	\$410.00
Company in Default – Bankrupt or Insolvent (CD)	2	\$198,454.27
Signed Affidavit (SA)	4	\$5,053.75
TOTAL	953	\$548,632.80

Alternatives Reviewed

No alternatives were reviewed.

Relationship to Council Strategic Priorities

N/A

Other Pertinent Reports

- JBM 02-2008 POA Write-off Criteria for delinquent Provincial Offences deemed uncollectible dated September 25, 2008

Prepared by:

Jackie Foley
Acting Collections Supervisor
Court Services

Recommended by:

Joanne Spriet
Associate Director
Court Services

This report was reviewed by Joanne Spriet, Associate Director, Court Services.

Appendices

Appendix 1

JBM-C 9-2018 Appendix 1

1

ICON Code	Write-off Category	Write-off Criteria	Comments
UP	Under Payment	Case balance of \$25,000 or less	Small balances/Administrative Fees
DP	Deceased Person	Satisfactory proof of death – not applicable when case is secured by a Writ of Seizure and Sale	Satisfactory proof includes: 1. Funeral Director's Death Certificate, or 2. Government issued Death Certificate, or 3. Notification of death from MTO/enforcement agency, or 4. Copy of newspaper obituary.
SA	Signed Affidavit	Requires statutory declaration by the Offender as to payment and payment details	Requires investigation and approval from the Supervisor, POA Collections
CD	Company in Default (Bankrupt, Dissolved, Inactive)	Requires satisfactory proof of dissolution, inactive status or bankrupt corporation	Satisfactory proof includes: 1. Articles of Dissolution, or 2. Notice of Bankruptcy, or 3. Ministry notification that the corporation is inactive/cancelled.
PW	POA Write-off Unable to Enforce	Requires satisfactory proof that the case is unenforceable, that the charging document cannot be located for enforcement or supervisor approval obtained	Applies to cases over 2 years past due : 1. Where the charging document does not contain a date of birth or address, or 2. When the Offender is not a legal entity, or 3. Where the charging document cannot be located for enforcement, or 4. Where technical issues with ICON prevent the case from completing once payment has been satisfied
PW	POA Write-off Deemed Uncollectible	N/A	Applies to aged cases (over six yrs. Past due) once all reasonable collection efforts have been exhausted and the case is deemed uncollectible.
CW	Final Write-Off Code (Approval Obtained)	CW code indicates that appropriate approval from JBM, Treasurer (and where applicable), Corporate Services Committee and Regional Council has been obtained.	CW is the final write-off code. All CW cases will be purged from ICON twice yearly and must be reported to MAG annually.
NOTE:	Cases may be written-off for accounting purposes only and do not absolve a convicted offender from the requirement to pay a fine as debts to the Crown are owed in perpetuity and never forgiven.		

MEMORANDUM

JBM-C 12-2018

Subject: 2019 JBM Meeting Dates

Date: December 13, 2018

To: The Joint Board of Management, Niagara Region Courts

From: Joanne Spriet, Associate Director, Court Services

Attached as Appendix "A" is a list of proposed meeting dates in 2019 that have been identified for meetings of the Joint Board of Management (JBM). The Board meets four times per year at a minimum pursuant to the Inter-Municipal Agreement. Additional meetings can be scheduled as required and at the pleasure of the Chair.

Due to the timing of the 2018 municipal election, the normal budget cycle at the Region has been impacted and budget presentations for 2019 were delayed. As a result an additional JBM meeting has been proposed for January 15, 2019. At that meeting the 2019 Court Services Budget will be presented to JBM for approval in advance of the presentation to the Budget Review Committee of the Whole scheduled for January 31, 2019.

At the request of JBM approximately three years ago an additional meeting was scheduled in August of each year solely to receive timely financial information concerning budget variances and the forecast to year end. As the material for this meeting is for information purposes, it is recommended that the financial information be provided to JBM via email/mail out in lieu of a meeting.

It is recommended that the attached schedule of meeting dates for 2019 be approved by the Joint Board of Management.

Respectfully submitted and signed by

Joanne Spriet,
Associate Director, Court Services

**JOINT BOARD OF MANAGEMENT – NIAGARA REGION
COURTS
2019 MEETING SCHEDULE**

MEETING DATES

January 15, 2019

March 21, 2019

June 13, 2019

November 14, 2019

December 12, 2019

Meetings are held on Thursday at 3:30 p.m. in Committee Room 4 unless otherwise noted above.

MEMORANDUM

JBM-C 8-2018

Subject: POA Online Services Update

Date: August 9, 2018

To: Joint Board of Management, Niagara Region Courts

From: Jackie Foley, Acting Associate Director, Court Services

Attached for your information is a copy of a recent email correspondence from Jeremy Griggs, Senior Manager, Process Design & Improvement, Innovation Office, Modernization Division, Ministry of the Attorney General regarding an update to POA Online Services.

Communications about these new online services will be sent to Regional Council and the CAO when the POA Online Services launch on August 13, 2018.

Respectfully submitted and signed by

Jackie Foley
Acting Associate Director, Court Services

c.c. Carmen D'Angelo, CAO
Todd Harrison, Commissioner ERMS

From: "Griggs, Jeremy (MAG)" <Jeremy.Griggs@ontario.ca>

Sent: Thursday, August 2, 2018

Subject: RE: POA Online Services Update

Hello Everyone,

Further to my email below, I am writing to confirm that POA Online Services, including province-wide case status look-up and early resolution meeting requests in participating municipal court offices, will go live on Monday, August 13, 2018.

This new system will allow Ontarians to go online to look up the status of millions of POA charges province-wide. This includes, for example, information about the fine amount owing; how to pay; and where and when a trial is scheduled.

As noted in my email below, the system also offers an optional early resolution meeting request feature for the formal early resolution process set out in the Provincial Offences Act. This feature allows eligible defendants or their representatives to fill out an online form to request an early resolution meeting for appropriate cases in participating municipalities. If you are interested in offering this feature, please email me at <<mailto:Jeremy.Griggs@Ontario.ca>>. In your email, please provide the dedicated email address your municipal court office would like to use to receive confirmations of early resolution meeting requests submitted online using POA Online Services. We will work to make this functionality available as soon as possible after receiving a request.

Please note that we also plan to send communications about these new online services to your Head of Council and CAO when the POA Online Services launch on August 13, 2018.

In advance of the launch, I am also happy to provide you with the attached POA Online Services Toolkit. This toolkit offers important information about the system, how it works, your role and answers to frequently asked questions that municipal court staff may be asked about the system. Sample communications materials are also attached (for ER and Non-ER locations, in English and French and in colour and B&W), to help you to raise awareness of these new online services. It would be good to encourage people to use this self-service option rather than calling, emailing or visiting your court office.

Lastly, I would like to take this opportunity to thank the Municipal Court Managers Association Board of Directors and, in particular, Leesa Shanley and Joanne Spriet, for their help in developing these new online services.

Thank you,

Jeremy Griggs
Senior Manager, Process Design & Improvement
Innovation Office, Modernization Division
Ministry of the Attorney General
(416) 428-5314

From: Griggs, Jeremy (MAG)

Sent: Tuesday, July 17, 2018
Subject: POA Online Services Update

Hello Everyone,

As you may be aware the Ministry of the Attorney General has been working with the Municipal Court Managers' Association (MCMA) over the past few years to make the process for resolving POA charges simpler, more accessible and more convenient. This includes streamlining court procedures and putting more parts of the process online.

At this year's MCMA conference, we demonstrated a system that would allow Ontarians to go online to look up the status of millions of POA charges province-wide. This includes, for example, information about the fine amount owing; how to pay; and where and when a trial is scheduled.

The system would also offer an Early Resolution meeting request feature to allow eligible defendants or their representatives to fill out an online form to request an Early Resolution meeting for appropriate cases in participating municipalities. Upon submission of a request, the system would send an email with the details of the request to the corresponding municipality for scheduling. This feature is optional and will only be available if your municipal court office chooses to offer it. If you are interested in offering this feature, please email me at Jeremy.Griggs@Ontario.ca <<mailto:Jeremy.Griggs@Ontario.ca>>, providing a copy of the dedicated email address your municipal court office would like to use to receive confirmations of Early Resolution meeting requests submitted online using the proposed POA Online Services.

Work is underway to finalize testing of this proposed system and ensure it is ready to launch. We hope to share more information and a confirmed date for go-live soon.

Thank you,
Jeremy Griggs
Senior Manager, Process Design & Improvement

Innovation Office, Modernization Division
Ministry of the Attorney General
(416) 428-5314

MEMORANDUM

JBM-C 10-2018

Subject: 3rd Quarter Variance Analysis and Forecast to December 31, 2018

Date: December 13, 2018

To: Joint Board of Management, Niagara Region Courts

From: Joanne Spriet, Associate Director, Court Services

As a result of a recent forecasting exercise undertaken, the following is a summary of the status of the 2018 Court Services budget as at September 30, 2018. The variance analysis is attached as **Appendix 1**.

Revenue is over budget by 10.7% due to an increase in infraction revenue and delinquent revenue collected, as well as the payment of a number of larger than average fine amounts.

Operational expenditures are over budget by 4.6%, due primarily to an increase in the net revenue distribution owing to the local area municipalities for 2018. The larger share of distribution owing is based on the year-to-date surplus resulting from increased revenues as of September 30, 2018 and the vacancy management of two positions in Q1 to Q3.

Appendix 2 to this memo is a spreadsheet illustrating the forecast of our revenue and expenses to the end of 2018. At this time, revenue is forecasted to be over budget by 8.1% or \$542,663 by year-end. Total expenditures are expected to come in over budget by 2.7% or \$171,926 resulting in net revenue of \$1,821,118 (\$910,559 for the local area municipalities and \$910,559 for The Region). This actual year-end result would ultimately affect the net revenue distribution share to the area municipalities, which at this time is forecast to be favourable by approximately \$366,077 and to the Niagara Region by the same amount.

Appendix 3 to this memo is a spreadsheet illustrating the forecast of our distribution to the area municipalities to the end of 2018.

Respectfully submitted and signed by,

Joanne Spriet
Associate Director, Court Services

COURT SERVICES

2018 3rd Quarter Forecast: October to December

JBM-C 10-2018
December 13, 2018
Appendix 2

	Annual Budget	Year to Date Actual	Forecast October to December	Total Forecast for 2018	Annual Budget vs Forecast Increase/Decrease	
Expenses						
Compensation	\$ 1,999,716	\$ 1,356,602	\$ 447,797	\$ 1,804,399	195,317	9.8%
Administrative	1,866,835	1,421,993	460,759	1,882,752	-15,917	-0.9%
Operational & Supply	920,982	940,295	312,920	1,253,215	-332,233	-36.1%
Equipment, Vehicles & Technology	500	6,720	125	6,845	-6,345	-1269.0%
Financial Expenditures	109,000	111,100	27,250	138,350	-29,350	-26.9%
Total Expenses	4,897,034	3,836,710	1,248,851	5,085,561	(188,527)	-3.8%
Revenue						
Other Revenue	(6,740,000)	(5,597,663)	(1,685,000)	(7,282,663)	542,663	-8.1%
Total Revenue	(6,740,000)	(5,597,663)	(1,685,000)	(7,282,663)	542,663	-8.1%
Intercompany Charges						
Intercompany Charges	(8,899)	(4,344)	(2,225)	(6,569)	(2,330)	26.2%
Net Expenditure/(Revenue) before Indirect Allocation	(1,851,865)	(1,765,297)	(438,374)	(2,203,671)	351,806	-19.0%
Indirect Allocations & Debt						
Indirect Allocation	1,307,383	1,068,466	224,646	1,293,112	14,271	1.1%
Total Indirect Allocation	1,307,383	1,068,466	224,646	1,293,112	14,271	1.1%
Net Expenditure/(Revenue) after Indirect Allocation	\$ (544,482)	\$ (696,831)	\$ (213,728)	\$ (910,559)	366,077	-67.2%

2018 Court Distribution to Area Municipalities

JB M C 10-2018

Appendix 3

2018 Budget

Estimates versus Actual	Total	March	June	September	December
Budgeted POA Revenues to be distributed:	\$544,481.95	\$136,120.49	\$136,120.49	\$136,120.49	\$136,120.48
Forecasted POA Revenues to be distributed:	\$910,558.58	\$136,120.49	\$136,120.49	\$136,120.49	\$502,197.11
Favourable/(unfavourable) Variance	\$366,076.63	\$0.00	\$0.00	\$0.00	\$366,076.63

Area Municipality	2018 Assessment	Apportioned	Budget Total	Budgeted Distribution by Quarter			
				March	June	September	December
Niagara Falls	\$10,738,006,392	19.40%	\$176,654.39	\$26,408.28	\$26,408.28	\$26,408.28	\$97,429.55
Port Colborne	\$1,816,579,367	3.28%	\$29,885.12	\$4,467.56	\$4,467.56	\$4,467.56	\$16,482.44
St. Catharines	\$14,255,524,727	25.76%	\$234,522.17	\$35,059.00	\$35,059.00	\$35,059.00	\$129,345.17
Thorold	\$2,156,375,630	3.90%	\$35,475.21	\$5,303.23	\$5,303.23	\$5,303.23	\$19,565.52
Welland	\$4,509,835,944	8.15%	\$74,192.74	\$11,091.16	\$11,091.16	\$11,091.16	\$40,919.26
Fort Erie	\$3,607,716,318	6.52%	\$59,351.67	\$8,872.55	\$8,872.55	\$8,872.55	\$32,734.02
Grimsby	\$4,177,376,988	7.55%	\$68,723.37	\$10,273.54	\$10,273.54	\$10,273.54	\$37,902.75
Lincoln	\$3,564,800,280	6.44%	\$58,645.66	\$8,767.01	\$8,767.01	\$8,767.01	\$32,344.63
NOTL	\$4,942,245,313	8.93%	\$81,306.45	\$12,154.60	\$12,154.60	\$12,154.60	\$44,842.65
Pelham	\$2,557,317,501	4.62%	\$42,071.24	\$6,289.28	\$6,289.28	\$6,289.28	\$23,203.40
Wainfleet	\$1,014,220,795	1.83%	\$16,685.27	\$2,494.30	\$2,494.30	\$2,494.30	\$9,202.37
West Lincoln	\$2,008,671,064	3.63%	\$33,045.29	\$4,939.98	\$4,939.98	\$4,939.98	\$18,225.35
Total	\$55,348,670,319	100%	\$910,558.58	\$136,120.49	\$136,120.49	\$136,120.49	\$502,197.11

COURT SERVICES

Variance Analysis: January to September 2018

Percentage of Year Elapsed: 75%

	Year To Date				Annual			
	Budget	Actual	Budget vs Actual Variance		Budget	% of Annual Budget Expended	% Over/Under Annual Budget	Analysis of Year to Date Revenue & Expenditure Variance
Expenses								
Compensation	\$ 1,500,728	\$ 1,356,602	\$ 144,126	9.6%	\$ 1,999,716	67.8%	-7.2%	Under budget - Vacancy Management
Administrative	1,393,830	1,421,993	\$ -28,162	-2.0%	1,866,835	76.2%	1.2%	Slightly over budget - increase in Victim Fine Surcharge due to multiple large fines paid
Operational & Supply	690,737	940,295	\$ -249,558	-36.1%	920,982	102.1%	27.1%	Over budget due to higher than anticipated distributions to be paid to area municipalities based on increased revenues and resulting from year-to-date surplus
Equipment, Vehicles & Technology	375	6,720	\$ -6,345	-1692.0%	500	1344.0%	1269.0%	Over budget due to unanticipated computer software support costs
Financial Expenditures	81,750	111,100	\$ -29,350	-35.9%	109,000	101.9%	26.9%	Over budget due to an increase in Collection Charges paid to third party collection agencies as a result of increased delinquent fines recovered
Total Expenses	3,667,420	3,836,709	(169,289)	-4.6%	4,897,034	78.3%	3.3%	
Revenue								
Other Revenue	(5,055,000)	(5,597,663)	542,663	-10.7%	(6,740,000)	83.1%	8.1%	Over budget due to higher than anticipated infraction and delinquent revenues resulting from an increase in enforcement activity and larger fine payments received
Total Revenue	(5,055,000)	(5,597,663)	542,663	-10.7%	(6,740,000)	83.1%	8.1%	
Intercompany Charges								
Intercompany Charges	(6,674)	(4,344)	(2,330)	34.9%	(8,899)	48.8%	-26.2%	Under budget due to timing of billing for Municipal Prosecutions for the Smoke Free Ontario Act
Net Expenditure/(Revenue) before Indirect Allocation	(1,394,254)	(1,765,298)	371,043	-26.6%	(1,851,865)	95.3%	20.3%	
Indirect Allocation								
Indirect Allocation	437,646	446,853	-9,207	-2.1%	624,332	72%	-3%	Over budget - increase in Building Maintenance
Capital Financing Allocation	621,833	621,614	219	0.04%	683,052	91%	16%	On Budget
Total Indirect Allocations & Debt	1,059,479	1,068,466	-8,988	-0.8%	1,307,383	82%	6.7%	
Net Expenditure/(Revenue) after Indirect Allocations	\$ (334,776)	\$ (696,831)	362,056	-108.1%	\$ (544,482)	128%	53%	

MEMORANDUM

JBM-C 11-2018

Subject: 2019 Joint Board of Management Membership

Date: December 13, 2018

To: Joint Board of Management, Niagara Region Courts

From: Joanne Spriet, Associate Director, Court Services

Pursuant to Section 1.3 of the Niagara Region Courts Inter-Municipal Agreement, "The Joint Board of Management (JBM) has 7 members in total composed of one (1) staff person to be determined by respective municipalities to represent each of the following municipalities: The Region, Niagara Falls, Welland and St. Catharines. Further there will be 3 appointed from the 9 area municipalities (Wainfleet, Fort Erie, Port Colborne, West Lincoln, Lincoln, Grimsby, Thorold, Niagara on the Lake and Pelham) who have membership on JBM on a revolving basis. Each municipality in this group has one representative for one year in a 3 year period."

At its meeting of October 31, 2000, the Joint Board of Management, Niagara Region Courts, established a three-year rotation schedule (attached as Appendix "A") for municipal representation on the Board. As such for 2019, members from Fort Erie, Port Colborne and Pelham will replace current members from Thorold, Wainfleet and West Lincoln.

A letter from the Associate Director, Court Services dated October 16, 2018 was sent to the Clerks in Fort Erie, Port Colborne and Pelham asking that a representative be identified to sit on the Board in 2019 by December 31, 2018.

Respectfully submitted and signed by

Joanne Spriet,
Associate Director, Court Services

JOINT BOARD OF MANAGEMENT – NIAGARA REGION COURTS

Rotation Schedule

YEAR	PERMANENT MEMBERS	ROTATING MEMBERS
2019	<ul style="list-style-type: none"> • St. Catharines • Niagara Falls • Welland • Region of Niagara 	<ul style="list-style-type: none"> • Port Colborne • Pelham • Fort Erie
2020	<ul style="list-style-type: none"> • St. Catharines • Niagara Falls • Welland • Region of Niagara 	<ul style="list-style-type: none"> • Grimsby • Lincoln • N-O-T-L
2021	<ul style="list-style-type: none"> • St. Catharines • Niagara Falls • Welland • Region of Niagara 	<ul style="list-style-type: none"> • Thorold • Wainfleet • West Lincoln

**THE REGIONAL MUNICIPALITY OF NIAGARA
JOINT BOARD OF MANAGEMENT - NIAGARA COURTS
OPEN SESSION**

**JBM 3-2018
Thursday, June 7, 2018
Committee Room 4
Niagara Region Headquarters
1815 Sir Isaac Brock Way, Thorold ON**

Committee: M. Briscoe (Thorold), D. Gibbs (Board Chair), H. Salter (St. Catharines), M. Tardif (Board Vice Chair), B. Treble (West Lincoln)

Absent/Regrets: K. Beaman (Niagara Falls) , J. Tosta (Welland)

Staff: T. Harrison, Commissioner, Enterprise Resource Management Services – Treasurer, K. Lotimer, Legislative Coordinator, S. Mota, Program Financial Specialist, J. Spriet, Associate Director, Court Services, M. Steele, Associate Director, Reporting & Analysis

1. CALL TO ORDER

D. Gibbs, Board Chair, called the meeting to order at 3:35 p.m.

2. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

3. PRESENTATIONS

There were no presentations.

4. DELEGATIONS

There were no delegations.

5. ITEMS FOR CONSIDERATION

5.1 JBM-C 5-2018

Approval of Court Services 2017 Audited Schedule of Revenue, Expenses, and Funds Available for Distribution

Moved by M. Tardif

Seconded by M. Briscoe

That Report JBM-C 5-2018, dated June 7, 2018, respecting the Approval of Court Services 2017 Audited Schedule of Revenue, Expenses and Funds Available for Distribution, **BE RECEIVED** and the following recommendations **BE APPROVED**:

That the draft audited schedule of revenues, expenses and funds available for distribution for the year ended December 31, 2017 for The Regional Municipality of Niagara Court Services (Appendix 1) **BE APPROVED**;

That staff **BE DIRECTED** to co-ordinate with the auditor to finalize the statements as presented; and

That this report **BE FORWARDED** to the Region's Audit Committee and to The Ministry of the Attorney General as per the Memorandum of Understanding, for information.

Carried

6. CONSENT ITEMS FOR INFORMATION

Moved by B. Treble

Seconded by M. Tardif

That the following items **BE RECEIVED** for information:

JBM-C 6-2018

First Quarter Variance & Forecast

JBM 2-2018

Joint Board of Management Committee Meeting Minutes
April 3, 2018

Carried

7. OTHER BUSINESS

There were no items of other business.

8. **NEXT MEETING**

The next meeting will be held on Thursday, August 9, 2018, at 3:30 p.m. in Committee Room 4.

9. **ADJOURNMENT**

There being no further business, the meeting adjourned at 3:50 p.m.

Donna Gibbs
Board Chairman

Kelly Lotimer
Legislative Coordinator

Ann-Marie Norio
Acting Regional Clerk

**THE REGIONAL MUNICIPALITY OF NIAGARA
JOINT BOARD OF MANAGEMENT - NIAGARA COURTS
OPEN SESSION**

**JBM 4-2018
Thursday, August 9, 2018
Committee Room 4
Niagara Region Headquarters
1815 Sir Isaac Brock Way, Thorold ON**

Committee: D. Gibbs, Director, Legal & Court Services (Board Chair), M. Tardif (Board Vice Chair)

Absent/Regrets: H. Salter (Board Vice Chair), J. Tosta (Welland), M. Briscoe (Thorold), B. Treble (West Lincoln)

Staff: J. Foley, Senior Prosecutor, K. Lotimer, Legislative Coordinator, S. Mota, Program Financial Specialist

At 4:00 p.m. Committee Chair Gibbs advised Committee members that pursuant to Section 22.11 of the Procedural By-law 120-2010, as amended, that as a quorum was not present within thirty (30) minutes after the time set for the meeting, the Clerk would record the names of the members present and the meeting would stand adjourned until the date of the next meeting.

The Chair apologized to members for the inconvenience and stated that outstanding agenda items may be brought to a future meeting subject to consultations between the Committee Chair and staff.

Due to a lack of quorum, the meeting adjourned at 4:00 p.m.

Donna Gibbs
Board Chairman

Kelly Lotimer
Legislative Coordinator

Ann-Marie Norio
Regional Clerk