

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

**JBM 5-2018  
Thursday, December 13, 2018  
Campbell East (CE) 102  
Niagara Region Headquarters, Campbell East  
1815 Sir Isaac Brock Way, Thorold, ON**

Committee: M. Briscoe (Thorold), D. Gibbs, Director, Legal & Court Services  
(Board Chair), H. Salter (St. Catharines), J. Tosta (Welland),  
B. Treble (West Lincoln)

Absent/Regrets: M. Tardif (Board Vice Chair)

Staff: K. Lotimer, Legislative Coordinator, B. Menage, Director,  
Procurement & Strategic Acquisition, S. Mota, Program  
Financial Specialist, P. Salvatore, Real Estate Coordinator, J.  
Spriet, Associate Director, Court Services

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**1. CALL TO ORDER**

D. Gibbs, Board Chair, called the meeting to order at 3:37 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 9-2018**

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

Moved by J. Tosta  
Seconded by H. Salter

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 Guidelines and the Niagara Region Courts approved write off criteria (POA Write-off Criteria); and
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."

**Carried**

5.2 JBM-C 12-2018  
2019 JBM Meeting Dates

Moved by M. Briscoe  
Seconded by J. Tosta

That JBM-C 12-2018, being a memorandum from J. Spreit, Associate Director, Court Services **BE RECEIVED** and the following recommendation **BE APPROVED**:

That the Joint Board of Management – Niagara Courts meetings **BE HELD** on the following dates in 2019: January 25, March 21, June 13, November 14 and December 12.

**Carried**

6. **CONSENT ITEMS FOR INFORMATION**

Moved by B. Treble  
Seconded by H. Salter

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

JBM-C 8-2018  
POA Online Services Update

JBM-C 10-2018

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

JBM-C 11-2018

2019 Joint Board of Management Membership

JBM 3-2018

Joint Board of Management Committee Meeting Minutes  
June 7, 2018

JBM 4-2018

Joint Board of Management Committee Meeting Minutes  
August 9, 2018

**Carried**

**7. OTHER BUSINESS**

There were no items of other business.

**8. CLOSED SESSION**

Moved by H. Salter  
Seconded by B. Treble

That This Committee **DO NOW MOVE** into Closed Session for the purpose of receiving information of a confidential nature respecting:

Disposition of Surplus Lands at the Provincial Offences Court Facility ("POCF") located at 445 East Main Street, City of Welland

**Carried**

Committee resolved into closed session at 4:09 p.m.

**9. BUSINESS ARISING FROM CLOSED SESSION ITEMS**

Committee reconvened into open session at 4:20 p.m. with the following individuals in attendance:

Committee:	M. Briscoe (Thorold), D. Gibbs, Director, Legal & Court Services (Board Chair), H. Salter (St. Catharines), J. Tosta (Welland), B. Treble (West Lincoln)
Absent/Regrets:	M. Tardif (Board Vice Chair)

Staff:	K. Lotimer, Legislative Coordinator, B. Menage, Director, Procurement and Strategic Acquisition, S. Mota, Program Financial Specialist, P. Salvatore, Real Estate Coordinator, J. Spriet, Associate Director, Court Services
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9.1 Confidential JBM-C 13-2018

Disposition of Surplus Lands at the Provincial Offences Facility (“POCF”) located at 455 East Main Street, City of Welland

Moved by B. Treble

Seconded by M. Briscoe

That Confidential Report JBM-C 13-2018 **BE RECEIVED** and the recommendations contained therein **BE APPROVED** as amended.

**Carried**

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**

There being no further business, the meeting adjourned at 4:25 p.m.

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Donna Gibbs  
Board Chairman

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Kelly Lotimer  
Legislative Coordinator

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Ann-Marie Norio  
Regional Clerk