



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

JBM 5-2021

Thursday, December 2, 2021

3:30 p.m.

Meeting will be held by electronic participation only

Due to efforts to contain the spread of COVID-19 and to protect all individuals, there is no public access to Niagara Region Headquarters. If you are interested in viewing this meeting or would like to speak to an item listed on the agenda please contact the Office of the Regional Clerk at clerk@niagararegion.ca at least 24 hours in advance of the meeting.

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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 13-2021</u> Court Services Write-Off Recommendations for the Period Ending October 31, 2021	3 - 7
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7. OTHER BUSINESS

8. NEXT MEETING

The next meeting is to be determined.

9. ADJOURNMENT

If you require any accommodations for a disability in order to attend or participate in meetings or events, please contact the Accessibility Advisor at 905-980-6000 ext. 3252 (office), 289-929-8376 (cellphone) or accessibility@niagararegion.ca (email).

Subject: Court Services Write-Off Recommendations for the Period ending October 31, 2021

Report to: Joint Board of Management

Report date: Thursday, December 2, 2021

Recommendations

1. That Report JBM-C 13-2021, dated December 2, 2021, respecting the Court Services Write-off Recommendations for the period ending October 31, 2021, **BE RECEIVED**; and
2. That the delinquent cases summarized in the Analysis Section of the 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.

Key Facts

- 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 with 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 1 to Report JBM-C 13-2021).
- Writing off these fines will reduce the overall amount for outstanding defaulted receivables for Court Services. These cases would be written-off for accounting purposes only and will not absolve a convicted offender from the requirement to pay a fine, as debts to the Crown are owed in perpetuity.

Financial Considerations

- 757 delinquent cases valued at \$ \$838,712.13 have been identified for write-off for the period November 1, 2020, to October 31, 2021.

- 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.

Analysis

Each month the Integrated Court Offences Network (ICON) system generates a list of cases that have been identified as meeting the write-off criteria listed in Appendix 1 to Report JBM-C 13-2021. At the end of the year, all of the monthly reports are compiled to create the write-off report.

Staff reviews each matter in accordance with the Ministry of the Attorney General (MAG) Provincial Offences Act Write-Off Directive and Operating Guideline and the Niagara Region Court approved write-off criteria (Appendix 1 to Report JBM-C 13-2021). 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, writs or adding the fine to municipal tax roll.

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 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.

Cases under the "Deceased Persons" category are identified through submissions of Proof of Death either to the Court or to the Ministry of Transportation. It should be noted that the table below provides the number of cases related to deceased persons, as opposed to the number of defendants who are deceased. In addition the number of cases is not only reflective of fines due in 2021 but rather also reflects delinquent fines with due dates dating back to 1991. Since 2019 the number of cases in this category has been higher than historically in part due to a technology change at MTO whereby vehicle plate and drivers licence databases were consolidated (resulting in increased numbers of cases being identified for example when seeking plate denials as a collections enforcement tool). In addition as part of the Region's enhanced collections strategy, a large volume of older delinquent cases have been assigned to collection agencies for more proactive enforcement which has resulted in receipt of a larger number of notifications of deceased persons than previous years.

All fines noted in the table below have been investigated and none qualify for further collections activity, therefore staff recommend them for write-off.

Table 1: 2020 Court Services Write-Off Summary for the Period November 1, 2020, to December 31, 2021

Write-off Category	No. of Cases	Dollar Value
Deceased Person (DP)	737	\$838,416.83
Under Payment (UP)	18	\$125.30
POA Write-off – Unable to Enforce (PW)	2	\$170.00
Company in Default – Bankrupt or Insolvent (CD)	0	0
Signed Affidavit – Aged (SA)	0	0
TOTAL	757	\$838,712.13

Alternatives Reviewed

No alternatives were reviewed; writing off these fines is an administrative financial exercise in order to reduce the overall amount for outstanding defaulted receivables for Court Services and does not absolve a convicted offender from the requirement to pay a fine, as debts to the Crown are owed in perpetuity.

Relationship to Council Strategic Priorities

This report supports the Council Strategic Priority of Sustainable and Engaging Government through the provision of a fiscally sustainable budget, in accordance with the Inter-Municipal Agreement.

Other Pertinent Reports

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

Prepared by:

Jackie Foley
Supervisor, POA Collections
Corporate Services

Recommended by:

Todd Harrison
Commissioner/Treasurer
Corporate Services

This report was reviewed by Miranda Vink, Manager, Court Services and Donna Gibbs, Director, Legal & Court Services, Corporate Services

Appendices

Appendix 1 POA Write-off Criteria - 2008

POA Write-off Criteria (approved 2008)

ICON Code	Write-off Category	Write-off Criteria	Comments
UP	Under Payment	Case balance of \$25.00 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 years 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 14-2021

Subject: 2022 Joint Board of Management Meeting Dates

Date: December 2, 2021

To: Joint Board of Management

From: Miranda Vink, Manager, Court Services

The following is a list of proposed dates in 2022 that have been identified to hold meetings of the Joint Board of Management (JBM):

Thursday, February 24, 2022

Thursday, June 2, 2022

Thursday, August 25, 2022

Thursday, November 17, 2022

Thursday, December 8, 2022

In accordance with section 1.7 of the Inter-Municipal Agreement, JBM is required to meet at least four (4) times per year. A resolution of JBM is required to approve the meeting dates. Suggested wording is as follows:

That the Joint Board of Management Niagara Courts meetings, **BE HELD** on Thursdays at 3:30 p.m. on the following dates in 2022: February 24, June 2, August 25, November 17, and December 8.

Respectfully submitted and signed by

Miranda Vink
Manager, Court Services

MEMORANDUM

JBM-C 15-2021

Subject: Court Services COVID-19 Update

Date: December 2, 2021

To: Joint Board of Management

From: Miranda Vink, Manager, Court Services

The purpose of this memorandum is to provide the Joint Board of Management (JBM) with an update regarding the operational impacts of the COVID-19 pandemic and associated declaration of emergency on Court Services. This memorandum is a follow up to JBM-C 9-2021 from August 19, 2021, JBM-C 5-2021 from April 8, 2021, JBM-C 1-2021 from January 28, 2021, JBM-C 14-2020 from December 17, 2020, as well as JBM-C 7-2020 from August 13, 2020.

Court Services has maintained ongoing contact with the Ministry of the Attorney General to keep apprised of Provincial developments affecting court operations and has issued a number of communications to JBM, Regional Council, and other stakeholders, including enforcement agencies, to provide updates regarding key changes. The Region's website has been updated regularly to ensure the public is informed of developments as they occur. The following provides an updated overview of activity that has taken place since the last report and a projection of expected service delivery moving forward.

Quick Facts:

- **Leaders in Court Services:** Niagara Court Services was the first Provincial Offences Courthouse in Ontario to launch Zoom Trial proceedings in April 2021; and as a result received inquiries from Provincial Offences Courthouses across Ontario, in Alberta and Nova Scotia to consult and support the launch of virtual trials in their provinces as well.
- **Virtual Court:** We had over 2500 individuals through our Zoom courtrooms from September 1 to October 31.
- **Customer Service:** We saw 1200 individuals come through the courthouse for in-person customer service from September 1 to October 31, along with 3500

incoming calls to POA in the same time period. This equates to 4700 customer interactions in a 2-month period

- **Trial Scheduling:** Currently scheduling Zoom trials into Q1 2022 for both Part I and Part III matters. As of November 1, 2021, the average time to trial for Part I matters is 547 days. In 2019, pre-pandemic, the average time to trial for Part I matters was 200 days. From September 15 to the end of 2021, there have been a number of court cancellations due to a lack of judicial resources compounding the COVID-19 backlog.
- **Early Resolution (ER):** As of November 1, 2021, Court Services has an 86% resolution rate for matters proceeding to ER, resulting in 14% of those matters being set for trial. The trial request rate coming out of ER has continued to gradually decline over the last several months, however overall it is the highest rate Court Services has experienced since ER started in 2012 (between 2013-2019, the average percentage of matters set for trial following ER was 9%).
- **COVID-19 Related Charges:** Approximately >1330 cases related to the COVID-19 Pandemic (Reopening/Quarantine/Emergency Measures) have been received since March 2020.
- **Delinquent Fine Enforcement:** From April 19, 2021 (once enforcement activities for delinquent fines were permitted to resume), to November 10, 2021, 3392 cases were suspended, with a total balance outstanding of \$3.86 Million. During these same months, we received payment in full for 978 (29%) of the cases totaling over \$797,025 (24%).

Highlights of Operational Changes to Court Services:

- The courthouse is open to the public to provide in-person customer service; however the continued direction from the Ministry of the Attorney General (MAG) is for all in-person Provincial Offences matters remain adjourned. Key components to resuming in-person matters at Niagara POA will be a) site readiness and b) availability of judicial resources.
- MAG have emphasized that virtual matters via audio and video will continue be the primary mechanism, with in-person matters occurring only when mandatory.
- In terms of site readiness, Court Services successfully completed the site assessment by the Public Services Health & Safety Association (PSHSA) on January 28, 2021. The sole site readiness component currently outstanding relates to daily HVAC reporting requirements based on further information provided by MAG in October 2021. Court Services is actively working in collaboration with Facilities Management, the Ministry and the Recovery

Secretariat to execute next steps with regard to HVAC reporting. Once this is resolved, final approval to resume in-person matters will then be confirmed with the Niagara Region's CAO, in accordance with Provincial requirements.

- Effective April 12, 2021, Niagara Provincial Offences commenced virtual Part I Trials via Zoom video. Virtual Part III Trials also successfully launched via Zoom in September 2021. Training and reference documents were prepared and provided to Court Services staff, judiciary, enforcement agencies, paralegal agent groups and external prosecutors to assist with preparation for Zoom trials.
- Staff continue to provide judicial pre-trial matters and early resolution guilty pleas remotely where eligible, before a Justice of the Peace via audio conference (commenced July 6, 2020) and continue to conduct all eligible non-trial matters remotely via audio conference (resumed as of October 19, 2020).
- Judiciary are participating in court matters remotely in the majority of cases, however some members of the judiciary are participating in court matters onsite.
- There has been an increased demand for customer service resources. Comparing January 1 to October 31, 2019, with the same time period in 2021, call volumes have increased by 44% and duration has increased by 29% compared to pre-COVID 2019 statistics, due to in-person restrictions and the increased complexity of the inquiries and support needed. Although in-person customer service has decreased by 63%, the average visitor transaction time for those who do visit the courthouse has increased by 34% as a result of the increased service complexity.
- The extension of time provided regarding limitation periods and the pause on enforcement pursuant to Provincial and Judicial Orders ended on February 26, 2021. This extension had implications for what would have been Infraction and Delinquent revenue realized in 2020. With enforcement methods having resumed, this revenue has begun to be realized in 2021 and add to the overall 2021 gross revenue figures. As a Collections mechanism, drivers' license suspensions also resumed April 19, 2021, for the first time since March 2020.
- Judicial resourcing challenges have been a significant factor in Court Services' ability to address backlog due to the pandemic as it limits the number of matters which can be seen by the courts based on court closures or adjournments. An extended wait time for trials results a longer timeline between the charges being laid and an outcome realized. In 2019, pre-pandemic, the average time to trial for Part I matters was 200 days. As of November 1, 2021, the average time to trial for Part I matters is 547 days.

- All 3 courtrooms are equipped to proceed with virtual trials with the necessary Zoom licences and installation of document cameras and graphics processors completed to support the display of exhibits.
- To support access to justice in the new world of virtual court, Court Services established agreements with the Welland and St. Catharines Public Libraries to offer computer access and private space to participate in virtual court matters as needed. Staff also procured an iPad and docking station to create a Zoom Access Hub onsite in the courthouse lobby for individuals to use where they do not have access to internet or Zoom-compatible devices.
- Court Services has received approximately >1330 cases related to the pandemic, under a variety of different acts and municipal bylaws. Many of these charges are dedicated fines, which do not result in revenue for Court Services but do represent increased workload for prosecutors (e.g. high volume of disclosure) and pressures on court time. Court Services is presently working to establish solutions to mitigate these current challenges.
- MAG is continuing to plan for a phased approach to the transfer of Part III prosecutions and the timing of individual transfers across the Province will be informed by local site readiness and capacity to assume this important responsibility.
- Implementation of Vision Zero Project (Red Light Camera and Automated Speed Enforcement) has been delayed and is now targeted to commence in 2021 subject to the approval of the necessary amendment to the Inter-municipal Agreement.

Staffing

- A hybrid of in-office and remote work arrangements for Staff has been facilitated where possible.
- Unanticipated staffing pressures related to COVID-19 are currently impacting the Court Services Team, including the use of Court Services employees to complete MAG mandated visitor screening at the courthouse entrance during business hours. A temporary Screener role was added to the staffing complement as a result of this pressure; the cost of which has been offset by Provincial pandemic relief funding.
- In addition, it became quickly apparent that a 2nd staff member is required to assist in the courtroom during Zoom matters. While the Court Room Clerk conducts the court matters and completes the courtroom monitor functions, a 2nd person is required to act as the meeting host in Zoom. The host works to

coordinate the participants, manage the decorum and enable features such as setting up breakout rooms for defendants and their legal counsel to hold a private discussion. As such, a temporary Court Customer Service representative role has been added to Court Services for the remainder of 2021 to assist with mitigating some of these pressures, which was accommodated within the current budget.

- The prosecution of COVID-19 pandemic related charges is presenting some workload challenges due to the significant amount of disclosure and time commitments required for these cases; which are also less likely to result in early resolution given their nature. Court Services is exploring options for 2022 with regard to temporary prosecution staffing resources to assist with these challenges.

Operational Outlook

- December 2021 to March 2022:
 - Continued facilitation of hybrid service delivery: court matters via audio, and video; and in-person counter service.
 - Implement daily HVAC reporting per MAG requirements, confirm CAO approval for resumption of in-person matters, and submit related documentation to the Judiciary and Province to pursue resumption of in-person matters.
 - Preparation for Vision Zero launch subject to approval of the amendment to the Inter-municipal Agreement, including staffing recruitment and adaptation of processes as a result.

Respectfully submitted and signed by

Miranda Vink
Manager, Court Services

MEMORANDUM

JBM-C 16-2021

Subject: Q3 Variance Analysis and Forecast to December 31, 2021

Date: December 2, 2021

To: Joint Board of Management, Niagara Courts

From: Miranda Vink, Manager, Court Services

As a result of a recent forecasting exercise undertaken, the following is a summary of the status of the 2021 Court Services budget as of September 30, 2021. The year-to-date variance analysis is attached as Appendix 1 to Memorandum JBM-C 16-2021.

Similar to Q2, the expenses and revenue look different than initially projected for 2021. In addition to the budget impacts related to the COVID-19 pandemic, the 2021 budget included expenditures and revenues related to the Vision Zero Road Safety program, which has been delayed pending completion of the required amendment to the Inter-Municipal agreement and is now targeted for launch in Q2 2022. Accordingly, no expenditures are expected to be incurred or revenues realized in 2021. To support the program, the 2021 operating budget included 12 additional FTEs for Court Services, in addition to significant increases in a number of operating expenses. These costs were fully offset in the budget by increased infraction revenue due to the anticipated increase in the volume of charges, so while the delayed implementation does cause variances in the different expense and revenue categories in the operating statements, there will be no net impact on the distribution to the local area municipalities as a result of the delay. Expense and revenue forecast projections for the remainder of 2021 have been adjusted to reflect this change. The second summary included within Appendix 1 and Appendix 2 to Memorandum JBM-C 16-2021, details the year-to-date variance analysis and forecast for the base program budget, excluding the impacts of the Vision Zero program.

Base program revenue from January 1 to September 30, 2021, is under budget year-to-date by 13.7% overall (excluding budgeted Vision Zero revenue). Due to the COVID-19 pandemic, the courthouse building was closed to the public during the Stay-At-Home Order from January 15, 2021, through February 16, 2021. In-person court matters have been adjourned since March 16, 2020, with no resumption date for in-person matters

presently set. There were limited matters that were eligible for remote proceedings at the start of 2021. Although remote Early Resolution guilty pleas, Judicial Pre-Trial, and all other non-trial matters resumed in 2020, the majority of Q1 2021 was spent without the ability to schedule new trials. However, as a result of significant efforts on the part of the Court Services team to meet Ministry of the Attorney General (“MAG”) guidelines, Niagara POA Court was the first in Ontario to commence virtual Part I trials as of April 12, 2021.

Another issue impacting infraction revenues collected is the rate of new charges laid. When comparing year-over-year, Q1 and Q2 saw a 5% increase in the charges laid compared to 2020; however, a significant decrease in Q3 of 17% has reduced the year-to-date comparison to an overall 3% decrease in charges laid compared to the same time period in 2020. As 2020 was an anomaly year due to the pandemic and 2019 saw a very large increase in charges, charging trends now appear similar to 2018, which was more of a typical year in terms of charging volumes.

Collections efforts have resumed, including the suspension of driver's licence, add to tax roll, use of third party collection agencies, and civil enforcement through Small Claims Court. However, Court Services was unable to action any newly delinquent charges until the pause on enforcement pursuant to Provincial and Judicial Orders ended on February 26, 2021. This had implications on what would have been Infraction and Delinquent revenue realized in 2020. However, with enforcement methods having resumed, this revenue has now begun to be realized in 2021 and will add to the overall 2021 gross revenue figures. Driver's license suspensions resumed April 19, 2021, and resulted in a number of payments for delinquent fines as well. The year-to-date delinquent fine revenue has gone from being under budget by 9% at Q2 to 3.5% at Q3.

Year-to-date base program operational expenditures, including indirect allocations but excluding budgeted Vision Zero expenses, are under budget overall by 14.7%, primarily due to the adjournment of trials from January 1 to April 11, 2021, in addition to the vacancy management of several positions for Q1 2021.

Considering the commencement of Part I virtual trials in April 2021, and with the approval to commence Part III Trials in September 2021, staff anticipates a rate of collection of infraction revenue in Q4 consistent with that of Q2 and Q3; however, all in-person court matters continue to be adjourned.

As of November 1, 2021, through Bill 177, the clerks of the court are now permitted to convict “Fail To Respond” (FTR) matters as well as approve applications of Extensions

of Time to Pay, which were previously duties of the Justice of the Peace. During the first two weeks of November, the Court Administration Team completed a blitz of FTR matters and were able to address six months of backlog as a result. The financial implications of addressing this backlog is undetermined, as these FTR matters result from individuals who do not respond to their tickets in the first place. There may not necessarily be an immediate direct revenue benefit as the intention to pay may not be present given the lack of response to the ticket in the first place. In fact, it may result in the need to expend additional efforts in the collection of delinquent fine revenue as a result. Similarly, Court Services is currently experiencing a 50% increase in applications for Extensions of Time to Pay due to the economic impact of the pandemic. While Court Services continues to operate to the extent possible despite the restrictions on in-person matters and with reduced judicial resources, it has been projected that both the revenue and expenses will be less than anticipated for 2021.

Appendix 2 to Memorandum JBM-C 16-2021, is a summary illustrating the forecast of Court Services' revenue and expenses to the end of 2021 based on circumstances at this time. Base program revenue has been forecasted with an unfavourable variance (excluding Vision Zero) of 11.7% overall, or a deficit of \$837,060 by year-end, in line with current revenue trends. Total operating expenditures are forecasted to show a favourable variance (excluding Vision Zero) of 14.6% or \$734,857 thousand. The net revenue is forecasted to be \$1,164,384, which would be \$580,692 distributed to the local area municipalities and \$580,692 allocated to the Region, an increase of \$7,561 each over the net revenue allocations forecasted at Q2. The final net revenue distribution share to the area municipalities will be dependent on the audited year-end results, but is forecasted to be unfavourable overall by \$99,482 to the local area municipalities and to the Niagara Region by the same amount as a result of the net reduction in infraction revenue.

Appendix 3 to Memorandum JBM-C 16-2021 is a spreadsheet illustrating the forecast of the Court Services distribution to the area municipalities to the end of 2021.

Appendix 4 to Memorandum JBM-C 16-2021 shows the estimated financial impacts of COVID-19 on the forecast for 2021. Based on the assumption that service levels and collection of revenue under regular operating circumstances would have remained consistent with that in 2019; staff have attributed to COVID-19 the cost of lost revenue as a result of court closures, adjournment of in-person trials and reduced charging volumes. In addition, incremental costs that would not have been incurred under regular operations, such as the cost of a screener position at the door to the courthouse, additional technology required for the introduction of virtual trials and additional

cleaning-related costs, have been reported as being attributable directly to COVID-19. Cost savings realized as a result of these same closures and adjournments have also been included within the COVID-19 impacts and are offsetting some of the cost of the lost revenue and incremental costs.

Respectfully submitted and signed by

Miranda Vink
Manager, Court Services

Appendices

Appendix 1 2021 Third Quarter Variance Analysis

Appendix 2 2021 Third Quarter Forecast to December 31, 2021

Appendix 3 2021 Third Quarter Forecasted Distribution to Area Municipalities

Appendix 4 2021 COVID-19 Financial Impacts Forecast

COURT SERVICES

January to September 2021

JBM-C 16-2021, Appendix 1

Variance Analysis - Total Program Budget (including Vision Zero)

Percentage of Year Elapsed:

75%

Object of Expenditure	Year-to-Date Budget	Year-to-Date Actual	Year-to-Date Budget vs. Actual Variance \$	Year-to-Date Budget vs. Actual Variance %	Annual Budget	% of Annual Budget Expended	% Over/Under Annual Budget	Analysis of Year-to-Date Revenue & Expenditure Variance
Expenses								
Compensation	\$ 1,883,419	\$ 1,310,256	\$ 573,163	30.4%	\$ 2,588,575	50.6%	-24.4%	Under budget due to vacancy management; Vision Zero savings \$436,915
Administrative	2,057,227	\$ 1,170,375	886,852	43.1%	2,890,995	40.5%	-34.5%	Under budget due to lower Adjudication costs, Interpreter Fees and External Legal Expenses as a result of court closures due to COVID-19 pandemic, as well as lower Victim Fine Surcharge costs due to reduced revenue; Vision Zero savings \$662,531
Operational & Supply	789,247	464,107	325,140	41.2%	1,113,882	41.7%	-33.3%	Under budget due to a decrease in the fines collected on behalf of other POA offices, offset through lower revenue below; Vision Zero savings \$32,882
Occupancy & Infrastructure	750	745	5	0.7%	1,000	74.5%	-0.5%	On budget due to expenses related to building modifications and janitorial supplies purchased to meet COVID-19 protocols

Object of Expenditure	Year-to-Date Budget	Year-to-Date Actual	Year-to-Date Budget vs. Actual Variance \$	Year-to-Date Budget vs. Actual Variance %	Annual Budget	% of Annual Budget Expended	% Over/Under Annual Budget	Analysis of Year-to-Date Revenue & Expenditure Variance
Equipment, Vehicles & Technology	10,125	17,187	(7,062)	-69.8%	13,500	127.3%	52.3%	Over budget due to increased purchases of technology to support virtual court proceedings and COVID-19 protocols including screening of visitors to the courthouse.
Financial Expenditures	167,250	95,993	71,257	42.6%	223,000	43.1%	-32.0%	Under budget due to a decrease in Collection Charges paid to third party collection agencies as a result of a pause on enforcement pursuant to Provincial and Judicial Orders and a pause on Drivers License Suspensions, which resumed in Q2.
Total Expenses	4,908,018	3,058,663	1,849,355	37.7%	6,830,952	44.8%	-30.2%	
Revenue								
Federal & Provincial Grants	-	(103)	103	100.0%	-	0.0%	-75.0%	Paid Infectious Disease Emergency Leave funding allocated to Court Services
Other Revenue	(6,569,983)	(4,609,431)	(1,960,552)	29.8%	(8,951,021)	51.5%	-23.5%	Under budget due to lower infraction revenue & delinquent fine revenue collected as a result of the impacts of the COVID-19 pandemic, including court closure and reduced charges; Vision Zero deficit \$1,227,627
Total Revenue	(6,569,983)	(4,609,534)	(1,960,449)	29.8%	(8,951,021)	51.5%	-23.5%	.

Object of Expenditure	Year-to-Date Budget	Year-to-Date Actual	Year-to-Date Budget vs. Actual Variance \$	Year-to-Date Budget vs. Actual Variance %	Annual Budget	% of Annual Budget Expended	% Over/Under Annual Budget	Analysis of Year-to-Date Revenue & Expenditure Variance
Intercompany Charges								
Intercompany Charges	(2,242)	2,644	(4,886)	217.9%	(2,980)	-88.7%	-163.7%	Over budget due to higher than budgeted reallocation of records management costs to Court Services and lower than budgeted prosecution billings to other Niagara Region departments from Courts Services
Net Expenditure/ (Revenue) before Transfers & Indirect Allocations	(1,664,207)	(1,548,227)	(115,980)	7.0%	(2,123,049)	72.9%	-2.1%	
Transfers								
Transfer to Reserve Fund	231,037	231,037	-	0.0%	308,050	75.0%	0.0%	Transfer of funds to the Court Services facility reserve to fund future facility needs
Total Transfers	231,037	231,037	-	0.0%	308,050	75.0%	0.0%	
Net Expenditure/ (Revenue) before Indirect Allocations	\$ (1,433,170)	\$ (1,317,190)	\$ (115,980)	8.1%	\$(1,814,999)	72.6%	-2.4%	

Object of Expenditure	Year-to-Date Budget	Year-to-Date Actual	Year-to-Date Budget vs. Actual Variance \$	Year-to-Date Budget vs. Actual Variance %	Annual Budget	% of Annual Budget Expended	% Over/Under Annual Budget	Analysis of Year-to-Date Revenue & Expenditure Variance
Indirect Allocations & Debt								
Indirect Allocations & Debt	929,603	916,640	12,963	1.4%	1,134,825	80.8%	5.8%	Under budget due to lower than budgeted corporate cost allocations, including building maintenance, finance, real estate and procurement costs
Total Indirect Allocations & Debt	929,603	916,640	12,963	1.4%	1,134,825	80.8%	5.8%	
Net Expenditure/ (Revenue) after Indirect Allocations	\$ (503,567)	\$ (400,550)	\$ (103,017)	20.5%	\$ (680,174)	58.9%	-16.1%	

COURT SERVICES

January to September 2021

JBM-C 16-2021, Appendix 1

Variance Analysis - Base Program (excluding Vision Zero)

Percentage of Year Elapsed: 75%

Object of Expenditure	Year-to-Date Approved Budget	Year-to-Date Vision Zero Budget	Year-to-Date Base Program Budget	Year-to-Date Actual	Year-to-Date Base Budget vs. Actual Variance \$	Year-to-Date Base Budget vs. Actual Variance %	Total Annual Base Program Budget	% of Annual Base Budget Expended	% Over/ Under Annual Budget	Analysis of Year-to-Date Revenue & Expenditure Variance
Expenses										
Compensation	\$ 1,883,419	\$ 436,915	\$ 1,446,504	\$ 1,310,256	\$ 136,248	9.4%	\$ 1,933,203	67.8%	-7.2%	Under budget due to vacancy management
Administrative	2,057,227	662,531	1,394,696	\$ 1,170,375	224,321	16.1%	1,857,513	63.0%	-12.0%	Under budget due to lower Adjudication costs, Interpreter Fees and External Legal Expenses as a result of court closures due to COVID-19 pandemic, as well as lower Victim Fine Surcharge costs due to reduced revenue
Operational & Supply	789,247	32,882	756,365	464,107	292,258	38.6%	1,007,986	46.0%	-29.0%	Under budget due to a decrease in the fines collected on behalf of other POA offices, offset through lower revenue below
Occupancy & Infrastructure	750	-	750	745	5	0.7%	1,000	74.5%	-0.5%	On budget due to expenses related to building modifications and janitorial supplies purchased to meet COVID-19 protocols

Object of Expenditure	Year-to-Date Approved Budget	Year-to-Date Vision Zero Budget	Year-to-Date Base Program Budget	Year-to-Date Actual	Year-to-Date Base Budget vs. Actual Variance \$	Year-to-Date Base Budget vs. Actual Variance %	Total Annual Base Program Budget	% of Annual Base Budget Expended	% Over/ Under Annual Budget	Analysis of Year-to-Date Revenue & Expenditure Variance
Equipment, Vehicles & Technology	10,125	-	10,125	17,187	(7,062)	-69.8%	13,500	127.3%	52.3%	Over budget due to increased purchases of technology to support virtual court proceedings and COVID-19 protocols including screening of visitors to the courthouse.
Financial Expenditures	167,250	-	167,250	95,993	71,257	42.6%	223,000	43.1%	-32.0%	Under budget due to a decrease in Collection Charges paid to third party collection agencies as a result of a pause on enforcement pursuant to Provincial and Judicial Orders and a pause on Drivers License Suspensions, which resumed in Q2.
Total Expenses	4,908,018	1,132,327	3,775,691	3,058,663	717,028	19.0%	5,036,202	60.7%	-14.3%	
Revenue										
Federal & Provincial Grants	-	-	-	(103)	103	0.0%	-	0.0%	-75.0%	Paid Infectious Disease Emergency Leave funding allocated to Court Services
Other Revenue	(6,569,983)	(1,227,627)	(5,342,356)	(4,609,431)	(732,925)	13.7%	(7,156,271)	64.4%	-10.6%	Under budget due to lower infraction revenue & delinquent fine revenue collected as a result of the impacts of the COVID-19 pandemic, including court closure and reduced charges
Total Revenue	(6,569,983)	(1,227,627)	(5,342,356)	(4,609,534)	(732,822)	13.7%	(7,156,271)	64.4%	-10.6%	

Object of Expenditure	Year-to-Date Approved Budget	Year-to-Date Vision Zero Budget	Year-to-Date Base Program Budget	Year-to-Date Actual	Year-to-Date Base Budget vs. Actual Variance \$	Year-to-Date Base Budget vs. Actual Variance %	Total Annual Base Program Budget	% of Annual Base Budget Expended	% Over/ Under Annual Budget	Analysis of Year-to-Date Revenue & Expenditure Variance
Intercompany Charges										
Intercompany Charges	(2,242)	-	(2,242)	2,644	(4,886)	217.9%	(2,980)	-88.7%	-163.7%	Over budget due to higher than budgeted reallocation of records management costs to Court Services and lower than budgeted prosecution billings to other Niagara Region departments from Courts Services
Net Expenditure/ (Revenue) before Transfers & Indirect Allocations	(1,664,207)	(95,300)	(1,568,907)	(1,548,227)	(20,680)	1.3%	(2,123,049)	72.9%	-2.1%	
Transfers										
Transfer to Reserve Fund	231,037	-	231,037	231,037	-	0.0%	308,050	75.0%	0.0%	Transfer of funds to the Court Services facility reserve to fund future facility needs and to the General Capital Levy to fund Scheduling Modernization project
Total Transfers	231,037	-	231,037	231,037	-	0.0%	308,050	75.0%	0.0%	
Net Expenditure/ (Revenue) before Indirect Allocations	\$(1,433,170)	\$ (95,300)	\$(1,337,870)	\$(1,317,190)	\$ (20,680)	1.6%	\$(1,814,999)	72.6%	-2.4%	

Object of Expenditure	Year-to-Date Approved Budget	Year-to-Date Vision Zero Budget	Year-to-Date Base Program Budget	Year-to-Date Actual	Year-to-Date Base Budget vs. Actual Variance \$	Year-to-Date Base Budget vs. Actual Variance %	Total Annual Base Program Budget	% of Annual Base Budget Expended	% Over/ Under Annual Budget	Analysis of Year-to-Date Revenue & Expenditure Variance
Indirect Allocations & Debt										
Indirect Allocations & Debt	929,603	-	929,603	916,640	12,963	1.4%	1,134,825	80.8%	5.8%	Under budget due to lower than budgeted corporate cost allocations, including building maintenance, finance, real estate and procurement costs
Total Indirect Allocations & Debt	929,603	-	929,603	916,640	12,963	1.4%	1,134,825	80.8%	5.8%	
Net Expenditure/ (Revenue) after Indirect Allocations	\$ (503,567)	\$ (95,300)	\$ (408,267)	\$ (400,550)	\$ (7,717)	1.9%	\$ (680,174)	58.9%	-16.1%	

COURT SERVICES

JBM-C 16-2021, Appendix 2

January to December 2021 Forecast

Total Program Budget (including Vision Zero)

Object of Expenditure	Annual Budget	Year-to-Date Actual (as of September 30, 2021)	Year-to-Go Forecast (October to December 2021)	Total Forecasted Expenditures for 2021	Annual Budget vs. Forecasted Expenditures Variance \$	Annual Budget vs. Forecasted Expenditures Variance %
Expenses						
Compensation	\$ 2,588,575	\$ 1,310,256	\$ 495,470	\$ 1,805,726	\$ 782,849	30.2%
Administrative	2,890,995	1,170,375	440,861	1,611,236	1,279,759	44.3%
Operational & Supply	1,113,882	464,107	221,577	685,684	428,198	38.4%
Occupancy & Infrastructure	1,000	745	250	995	5	0.5%
Equipment, Vehicles & Technology	13,500	17,187	5,025	22,212	(8,712)	-64.5%
Financial Expenditures	223,000	95,993	79,499	175,492	47,508	21.3%
Total Expenses	6,830,952	3,058,663	1,242,682	4,301,345	2,529,607	37.0%
Revenue						
Federal & Provincial Grants	-	(103)	-	(103)	103	0.0%
Other Revenue	(8,951,021)	(4,609,431)	(1,709,677)	(6,319,108)	(2,631,913)	29.4%
Total Revenue	(8,951,021)	(4,609,534)	(1,709,677)	(6,319,211)	(2,631,810)	29.4%

Object of Expenditure	Annual Budget	Year-to-Date Actual (as of September 30, 2021)	Year-to-Go Forecast (October to December 2021)	Total Forecasted Expenditures for 2021	Annual Budget vs. Forecasted Expenditures Variance \$	Annual Budget vs. Forecasted Expenditures Variance %
Intercompany Charges						
Intercompany Charges	(2,980)	2,644	(1,096)	1,548	(4,528)	152.0%
Net Expenditure/ (Revenue) before Transfers & Indirect Allocations	(2,123,049)	(1,548,227)	(468,091)	(2,016,318)	(106,731)	5.0%
Transfers						
Transfer to Reserve Fund	308,050	231,037	77,013	308,050	-	0.0%
Total Transfers	308,050	231,037	77,013	308,050	-	0.0%
Net Expenditure/ (Revenue) before Indirect Allocations	\$ (1,814,999)	\$ (1,317,190)	\$ (391,078)	\$ (1,708,268)	\$ (106,731)	5.9%
Indirect Allocations & Debt						
Indirect Allocations & Debt	1,134,825	916,640	210,936	1,127,576	7,249	0.6%
Total Indirect Allocations & Debt	1,134,825	916,640	210,936	1,127,576	7,249	0.6%
Net Expenditure/ (Revenue) after Indirect Allocations	\$ (680,174)	\$ (400,550)	\$ (180,142)	\$ (580,692)	\$ (99,482)	14.6%

COURT SERVICES

January to December 2021 Forecast

JBM-C 16-2021, Appendix 2

Base Program Budget (excluding Vision Zero)

Object of Expenditure	Total 2021 Approved Budget	2021 Vision Zero Budget	2021 Base Program Budget	Year-to-Date Actual (as of September 30, 2021)	Year-to-Go Forecast (October to December 2021)	Total Forecasted Expenditures for 2021	Annual Base Program Budget vs. Forecasted Expenditures Variance \$	Annual Base Program Budget vs. Forecasted Expenditures Variance %
Expenses								
Compensation	\$ 2,588,575	\$ 655,372	\$ 1,933,203	\$ 1,310,256	\$ 495,470	\$ 1,805,726	\$ 127,477	6.6%
Administrative	2,890,995	1,033,482	1,857,513	1,170,375	440,861	1,611,236	246,277	13.3%
Operational & Supply	1,113,882	105,896	1,007,986	464,107	221,577	685,684	322,302	32.0%
Occupancy & Infrastructure	1,000	-	1,000	745	250	995	5	0.5%
Equipment, Vehicles & Technology	13,500	-	13,500	17,187	5,025	22,212	(8,712)	-64.5%
Financial Expenditures	223,000	-	223,000	95,993	79,499	175,492	47,508	21.3%
Total Expenses	6,830,952	1,794,750	5,036,202	3,058,663	1,242,682	4,301,345	734,857	14.6%
Revenue								
Federal & Provincial Grants	-	-	-	(103)	-	(103)	103	0.0%
Other Revenue	(8,951,021)	(1,794,750)	(7,156,271)	(4,609,431)	(1,709,677)	(6,319,108)	(837,163)	11.7%
Total Revenue	(8,951,021)	(1,794,750)	(7,156,271)	(4,609,534)	(1,709,677)	(6,319,211)	(837,060)	11.7%

Object of Expenditure	Total 2021 Approved Budget	2021 Vision Zero Budget	2021 Base Program Budget	Year-to-Date Actual (as of September 30, 2021)	Year-to-Go Forecast (October to December 2021)	Total Forecasted Expenditures for 2021	Annual Base Program Budget vs. Forecasted Expenditures Variance \$	Annual Base Program Budget vs. Forecasted Expenditures Variance %
Intercompany Charges								
Intercompany Charges	(2,980)	-	(2,980)	2,644	(1,096)	1,548	(4,528)	152.0%
Net Expenditure/ (Revenue) before Transfers & Indirect Allocations	(2,123,049)	-	(2,123,049)	(1,548,227)	(468,091)	(2,016,318)	(106,731)	5.0%
Transfers								
Transfer to Reserve Fund	308,050	-	308,050	231,037	77,013	308,050	-	0.0%
Total Transfers	308,050	-	308,050	231,037	77,013	308,050	-	0.0%
Net Expenditure/ (Revenue) before Indirect Allocations	\$ (1,814,999)	\$ -	\$ (1,814,999)	\$ (1,317,190)	\$ (391,078)	\$ (1,708,268)	\$ (106,731)	5.9%
Indirect Allocations & Debt								
Indirect Allocations & Debt	1,134,825	-	1,134,825	916,640	210,936	1,127,576	7,249	0.6%
Total Indirect Allocations & Debt	1,134,825	-	1,134,825	916,640	210,936	1,127,576	7,249	0.6%
Net Expenditure/ (Revenue) after Indirect Allocations	\$ (680,174)	\$ -	\$ (680,174)	\$ (400,550)	\$ (180,142)	\$ (580,692)	\$ (99,482)	14.6%

2021 Court Distribution to Area Municipalities

JBM-C 16-2021, Appendix 3

2021 Budget vs. Forecast					
Estimates versus Actual	Total	March	June	September	December
Budgeted POA Revenues to be distributed	\$680,174.00	\$170,043.50	\$170,043.50	\$170,043.50	\$170,043.50
Forecasted POA Revenues to be distributed	\$580,692.00	\$170,043.50	\$170,043.50	\$170,043.50	\$70,561.50
Favourable/(Unfavourable) Variance	(\$99,482.00)	\$0.00	\$0.00	\$0.00	(\$99,482.00)

Adjustment for 2020 Actual Results	Q1 2021 Distribution less 2020 Year-End Variance Adjustment
(\$24,013.59)	\$146,029.91

Forecasted 2021 Distribution by Quarter							
Area Municipality	2021 Assessment	Apportioned	Forecasted Distribution Total	March	June	September	December
Niagara Falls	\$12,230,752,948	19.50%	\$113,239.55	\$ 33,159.83	\$ 33,159.83	\$ 33,159.83	\$ 13,760.06
Port Colborne	\$1,976,203,636	3.15%	\$ 18,297.02	\$ 5,357.90	\$ 5,357.90	\$ 5,357.90	\$ 2,223.32
St. Catharines	\$15,502,337,580	24.72%	\$143,529.06	\$ 42,029.48	\$ 42,029.48	\$ 42,029.48	\$ 17,440.62
Thorold	\$2,597,811,909	4.14%	\$ 24,051.68	\$ 7,043.03	\$ 7,043.03	\$ 7,043.03	\$ 2,922.59
Welland	\$5,069,489,336	8.08%	\$ 46,936.18	\$ 13,744.28	\$ 13,744.28	\$ 13,744.28	\$ 5,703.34
Fort Erie	\$4,005,541,681	6.39%	\$ 37,085.32	\$ 10,859.66	\$ 10,859.66	\$ 10,859.66	\$ 4,506.34
Grimsby	\$4,957,557,153	7.90%	\$ 45,899.64	\$ 13,440.75	\$ 13,440.75	\$ 13,440.75	\$ 5,577.39
Lincoln	\$4,182,315,747	6.67%	\$ 38,722.28	\$ 11,339.01	\$ 11,339.01	\$ 11,339.01	\$ 4,705.25
NOTL	\$5,688,875,611	9.07%	\$ 52,670.52	\$ 15,423.46	\$ 15,423.46	\$ 15,423.46	\$ 6,400.14
Pelham	\$2,937,344,600	4.68%	\$ 27,195.56	\$ 7,963.65	\$ 7,963.65	\$ 7,963.65	\$ 3,304.61
Wainfleet	\$1,169,363,123	1.86%	\$ 10,826.42	\$ 3,170.29	\$ 3,170.29	\$ 3,170.29	\$ 1,315.55
West Lincoln	\$2,401,969,400	3.83%	\$ 22,238.77	\$ 6,512.16	\$ 6,512.16	\$ 6,512.16	\$ 2,702.29
Total	\$62,719,562,724	100.00%	\$580,692.00	\$170,043.50	\$170,043.50	\$ 170,043.50	\$ 70,561.50

2020 Variance applied to Q1 2021 Distribution Payment	Adjusted Q1 Distribution Payment
\$ (4,680.25)	\$ 28,479.58
\$ (758.83)	\$ 4,599.07
\$ (5,996.19)	\$ 36,033.29
\$ (960.54)	\$ 6,082.49
\$ (1,935.50)	\$ 11,808.78
\$ (1,527.26)	\$ 9,332.40
\$ (1,906.68)	\$ 11,534.07
\$ (1,582.50)	\$ 9,756.51
\$ (2,185.24)	\$ 13,238.22
\$ (1,111.83)	\$ 6,851.82
\$ (449.05)	\$ 2,721.24
\$ (919.72)	\$ 5,592.44
\$ (24,013.59)	\$ 146,029.91

COURT SERVICES

January to December 2021 Forecast

Financial Impacts of COVID-19 vs. Base Program Costs

Object of Expenditure	Total 2021 Approved Budget	2021 Vision Zero Budget	2021 Base Program Budget	Total Forecasted Non-COVID-19 Costs for 2021	Total Forecasted COVID-19 Costs for 2021	Total Forecasted Expenditures for 2021	Annual Base Program Budget vs. Forecasted Expenditures Variance \$	Annual Base Program Budget vs. Forecasted Expenditures Variance %
Expenses								
Compensation	\$ 2,588,575	\$ 655,372	\$ 1,933,203	\$ 1,775,679	\$ 30,046	\$ 1,805,725	\$ 127,478	6.6%
Administrative	2,890,995	1,033,482	1,857,513	1,773,915	(162,677)	1,611,238	246,275	13.3%
Operational & Supply	1,113,882	105,896	1,007,986	1,105,120	(419,440)	685,680	322,306	32.0%
Occupancy & Infrastructure	1,000	-	1,000	20	975	995	5	0.5%
Equipment, Vehicles & Technology	13,500	-	13,500	14,720	7,493	22,213	(8,713)	-64.5%
Financial Expenditures	223,000	-	223,000	175,492	-	175,492	47,508	21.3%
Total Expenses	6,830,952	1,794,750	5,036,202	4,844,946	(543,603)	4,301,343	734,859	14.6%
Revenue								
Federal & Provincial Grants	-	-	-	-	(103)	(103)	103	0.0%
Other Revenue	(8,951,021)	(1,794,750)	(7,156,271)	(7,020,107)	701,000	(6,319,107)	(837,164)	11.7%
Total Revenue	(8,951,021)	(1,794,750)	(7,156,271)	(7,020,107)	700,897	(6,319,210)	(837,061)	11.7%

Object of Expenditure	Total 2021 Approved Budget	2021 Vision Zero Budget	2021 Base Program Budget	Total Forecasted Non-COVID-19 Costs for 2021	Total Forecasted COVID-19 Costs for 2021	Total Forecasted Expenditures for 2021	Annual Base Program Budget vs. Forecasted Expenditures Variance \$	Annual Base Program Budget vs. Forecasted Expenditures Variance %
Intercompany Charges								
Intercompany Charges	(2,980)	-	(2,980)	1,716	(167)	1,549	(4,529)	152.0%
Net Expenditure/ (Revenue) before Transfers & Indirect Allocations	(2,123,049)	-	(2,123,049)	(2,173,445)	157,127	(2,016,318)	(106,731)	5.0%
Transfers								
Transfer to Reserve Fund	308,050	-	308,050	308,050	-	308,050	-	0.0%
Total Transfers	308,050	-	308,050	308,050	-	308,050	-	0.0%
Net Expenditure/ (Revenue) before Indirect Allocations	\$ (1,814,999)	\$ -	\$ (1,814,999)	\$ (1,865,395)	\$ 157,127	\$ (1,708,268)	\$ (106,731)	5.9%
Indirect Allocations & Debt								
Indirect Allocations & Debt	1,134,825	-	1,134,825	1,076,572	51,004	1,127,576	7,249	0.6%
Total Indirect Allocations & Debt	1,134,825	-	1,134,825	1,076,572	51,004	1,127,576	7,249	0.6%
Net Expenditure/ (Revenue) after Indirect Allocations	\$ (680,174)	\$ -	\$ (680,174)	\$ (788,823)	\$ 208,131	\$ (580,692)	\$ (99,482)	14.6%

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

**JBM 4-2021
Thursday, October 21, 2021
Meeting held by Video Conference**

Committee Members Present via Video Conference:	D. Gibbs (Niagara Region) J. Simpson (Thorold), M. Tardiff (Board Vice-Chair, Wainfleet), J. Tosta (Board Chair, Welland), B. Treble (West Lincoln)
Absent/Regrets:	E. Lustig (Niagara Falls), H. Salter (St. Catharines)
Staff Present via Video Conference:	B. Brens, Manager, Program Financial Support, K. Lotimer, Legislative Coordinator, S. Mota, Program Financial Specialist, M. Vink, Manager, Court Services

1. CALL TO ORDER

J. Tosta, Board Chair, called the meeting to order at 3:32 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 10-2021

Court Services 2022 Operating Budget

Miranda Vink, Manager, Court Services, provided information respecting Court Services 2022 Operating Budget. Topics of the presentation included:

- 2022 Organization Overview
- 2022 Operating Budget
- 2022 Budget Summary
- Risks and Opportunities

Moved by M. Tardiff
Seconded by D. Gibbs

That Report JBM-C 10-2021, dated October 21, 2021, respecting Court Services 2022 Operating Budget, **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That the 2022 Court Services gross operating budget of \$8,067,487 and net budget revenue of \$639,040 (decrease in revenue of \$41,134 or 6.1% over the 2021 net operating budget), in accordance with the 2022 budget planning strategy and as outlined in Appendix 1 to Report JBM-C 10-2021, **BE APPROVED** and **BE CONSIDERED** as part of the 2022 operating budget deliberations.

Carried

6. CONSENT ITEMS FOR INFORMATION

Moved by B. Treble
Seconded by D. Gibbs

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

JBM-C 11-2021

Court Services COVID-19 Update

JBM-C 12-2021

Joint Board of Management 2022 Membership

JBM 3-2021

Joint Board of Management - Niagara Courts Meeting Minutes - August 19, 2021

Carried

7. OTHER BUSINESS

7.1 Vision Zero Update

D. Gibbs, Director, Legal and Court Services, provided an update on the Vision Zero program. Ms. Gibbs advised that the proposed updated Inter-Municipal Agreement had been distributed to Local Area Municipalities for review/comment. Regional staff will be attending Local Area Municipal Council meetings throughout December and January to request endorsement of the updated agreement.

8. NEXT MEETING

The next meeting will be held on Thursday, December 2, 2021 at 3:30 p.m.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 4:05 p.m.

Jack Tosta
Board Chair

Kelly Lotimer
Legislative Coordinator

Ann-Marie Norio
Regional Clerk