



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

JBM 6-2024

Thursday, November 28, 2024

3:30 p.m.

Meeting will be held by electronic participation only

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.

	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 10-2024</u> 2025 Joint Board of Management Meeting Dates	3
6. <u>CONSENT ITEMS FOR INFORMATION</u>	
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6.4 <u>JBM 3-2024</u> Joint Board of Management - Niagara Courts Meeting Minutes - August 22, 2024	20 - 21

7. OTHER BUSINESS

8. NEXT MEETING

The next meeting date 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).

Memorandum

JBM-C 10-2024

Subject: 2025 Joint Board of Management Meeting Dates

Date: November 28, 2024

To: Joint Board of Management

From: Miranda Vink, Associate Director, Court Services

In accordance with section 1.7 of the Inter-Municipal Agreement, JBM is required to meet at least four (4) times per year.

The following is a list of proposed dates in 2025 that have been identified to hold meetings of the Joint Board of Management (JBM):

Thursday, February 6, 2025

Thursday, April 17, 2025

Thursday, August 21, 2025

Thursday, October 16, 2025

Thursday, November 27, 2025

A resolution of the 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 2025: February 6, April 17, August 21, October 16, November 27.

Respectfully submitted and signed by

Miranda Vink
Associate Director, Court Services

Memorandum

JBM-C 8-2024

Subject: Collection Agency RFP Update

Date: October 17, 2024

To: Joint Board of Management

From: Miranda Vink - Associate Director, Court Services

Court Services collections staff leverage various tools to collect delinquent Provincial Offences Act (POA) fines including demand notices, suspension of driver's licences, plate denials, add to tax roll and various methods of civil enforcement including garnishments and Writs of Seizure and Sale. In addition to internal efforts, Niagara Region has engaged third party collection agencies to assist with the collection of delinquent POA fines since 2004.

The last Request for Proposal (RFP) was posted in 2019 for third party collection agencies services and provided for a maximum term of five years, expiring on October 31, 2024. Recognizing the benefit of a joint RFP process, staff canvassed all municipalities with POA collections operations in Ontario to determine interest in participating in this process. As a result, on July 19, 2024, staff issued an open competitive RFP on behalf of the Region and 15 additional participating POA municipalities (listed in **Appendix 1**) to solicit proposals from collection agencies for the collection of delinquent POA fines and other municipal debts. The RFP provided a submission deadline of August 15, 2024.

An evaluation team was formed and a review was undertaken of the submissions to determine which agencies achieved evaluation scores high enough to pass the technical threshold, followed by an evaluation of the collections commission rates to determine final recommendations for award. The evaluation team consisted of 7 representatives: two from Niagara Region and one individual from each of the following partner municipalities:

- Town of Caledon/Dufferin
- City of Peterborough
- County of Perth
- City of Kawartha Lakes
- City of Guelph

After completion of full evaluation, the following top 4 firms (“Successful Proponents”) were awarded contracts:

- Credit Bureau Services Canada (a division of St. Catharines Credit Corporation Limited)
- CBV Collection Services Ltd.
- A-1 Credit Recovery & Collection Services Inc.
- Commercial Credit Adjusters Ltd.

Commission rates range between 9% and 14.05% for first placement, 15% to 25% for second placement, and 25% to 38.94% for third placement. These collections costs are not borne by the Region but are instead flowed through to defendants as a part of their delinquent fine payments.

The initial transfer of files to Successful Proponents will consist of accounts which are categorized as either first, second, or third placement. Placement assignments are based on the rank of RFP score; i.e. the agency that scored highest is awarded first placement cases, the agency scoring second is awarded second placement, etc. Niagara Region has absolute discretion in assigning new business and considers the Successful Proponent’s previous performance and recovery rates in doing so. Of the estimated 67,083 delinquent Niagara Region cases (as of May 31, 2024), the breakdown of the initial bulk assignments to be submitted is approximately as follows:

- 1st placement cases
 - 13665 cases between 90 days <2 years past due;
 - Valued at \$8.8 million
- 2nd placement cases
 - 15459 cases between 2 years <6 years past due;
 - Valued at \$12.1 million
- 3rd Placement cases
 - 37959 cases 6 years or more past due;
 - Valued at \$27 million

The new contracts will run from November 1, 2024, for a period of 3 years with an option to renew for up to two 1-year terms. Staff will monitor the effectiveness of the agencies through formal performance reviews and will continue to provide updates regarding delinquent revenue recovery as part of the regular financial reporting to JBM.

Respectfully submitted and signed by

Miranda Vink
Associate Director, Court Services

**2024 Third Party Collection Agencies RFP
Participant POA Municipalities**

1. Regional Municipality of Niagara
2. City of Barrie
3. City of Brampton
4. City of London
5. City of Peterborough
6. Town of Caledon and Dufferin Courthouse
7. City of Kawartha Lakes
8. Region of Waterloo
9. City of Thunder Bay
10. County of Hastings
11. County of Lambton
12. City of Guelph
13. Norfolk County
14. Haldimand County
15. Town of Perth
16. County of Lennox-Addington

Memorandum

JBM-C 9-2024

Subject: 3rd Quarter Variance Analysis and Forecast to December 31, 2024

Date: November 28, 2024

To: Joint Board of Management

From: Miranda Vink, Associate Director, Court Services

This memo is intended to provide a summary of the status of the 2024 Court Services operating results as of September 30, 2024, as a result of a recent forecasting exercise undertaken.

Background

Court Services revenue and expenditures are influenced by a number of factors, many of which are beyond the control of Staff, including charging volumes and the types of charges, number of court appearances required (including requests for trials and appeals), availability of judicial resources, applications for extension of time to pay, as well as the need to undertake collection activities to recover delinquent fines.

Additionally, the 2024 budget included assumptions regarding the implementation of the Vision Zero (VZ) program, led by the Region's Transportation division, which launched in September 2023, resulting in variances as the realized experience continues to unfold. From January to September 2024, a number of factors created variances in both the revenue and expense lines regarding VZ, including but not limited to;

- Increased volume of credit card payments resulting in increased fees;
- Mid-year change in agreement with Paytickets.ca for processing VZ ticket payments online resulting in unanticipated increase in costs;
- Variance in Automated Speed Enforcement (ASE) and Red Light Camera (RLC) charging volumes compared to original estimates as a result of:
 - RLC launch in March 2024 (as opposed to January 2024);
 - Significant surge of ASE charging volumes in March and April 2024;
- Higher than anticipated pre-paid fine rates and lower dispute rates for ASE;
- Gradual recruitment of the approved VZ full time employees (FTEs), with 7 of the positions being occupied as of September 2024.

As per the Inter-Municipal Agreement, 50% of the net revenues/net expenditures are shared with/recovered from the local area municipalities (LAMs).

Base Operations

Charging volumes for base operations have slightly decreased compared to the same period in 2023; with Q1-Q3 2024 (22,334) being 3% lower than Q1-Q3 2023 (22,950); and overall remain significantly lower than pre-2020 rates.

Despite a significant drop in charging base volumes from 2020 onward, the number of cases that are going delinquent is increasing at a concerning rate. Year-to-date statistics for 2024 show that the monthly delinquent case average for base charges is 799 cases per month; a substantial increase over Q4 2023 numbers (649 cases per month) and just slightly below 2022 numbers (at which time they were at their highest since 2015 when rate tracking was implemented). Following the 2023 program launch, the delinquent case average for VZ charges is 578 cases per month as of Q3 2024.

Based on the Q3 forecasted operating results, base operations will be in a net revenue position of \$112 thousand at year end, of which \$56 thousand will be allocated to the Region and \$56 thousand will be allocated to the LAMs. The forecasted net revenues of \$56 thousand represents a \$26 thousand deficit over the budgeted distribution of \$82 thousand. The year-to-date and forecasted variance analysis for base operations is included in Appendix 1 to Memorandum JBM-C 9-2024. Appendix 2 to Memorandum JBM-C 9-2024 illustrates the forecasted distribution of base operations net revenues to the LAMs to the end of 2024.

Vision Zero Operations

ASE charges were introduced in September 2023, followed by RLC charges in April 2024. From January 1 to September 30, 2024, 44,308 ASE and 2,019 RLC charges have been issued. It is important to note that the contract between Niagara Region Transportation and the Joint Processing Centre planned for the issuance of 45,000 ASE and 5,000 RLC charges annually. To date, charges issued represent 98.5% of the current annual allocation of ASE charges and 40.4% of the annual allocation of RLC charges. An influx of charges in March and April 2024 contributed to an increase in fine revenues (and related expenditures for processing) as a result. However, charging volumes are anticipated to stabilize for the remainder of the year.

Additionally, VZ charges generally have a higher pre-paid fine rate (ASE 68%, RLC 42%), meaning less fines are disputed compared to base charges (40% prepaid rate). As a result, these cases are disposed within a shorter period of time and require less

resources for trials or early resolution, in addition to less enforcement of delinquent fines.

Overall, VZ expenses and revenues look significantly different than initially projected for 2024. The VZ budget was established with a \$0 distribution related to VZ operations in 2024. Based on the Q3 forecasted operating results, VZ operations are forecasted to be in a net revenue position of \$2,904 thousand at year end, of which \$1,452 thousand will be allocated to the Region and \$1,452 thousand will be allocated to the LAMs. The year-to-date and forecasted variance analysis for VZ operations is included in Appendix 3 to Memorandum JBM-C 9-2024. Appendix 4 to Memorandum JBM-C 9-2024 illustrates the forecasted distribution of VZ operations net revenues to the LAMs to the end of 2024.

All net revenues resulting from VZ operations must be reinvested into road safety programs as per the Inter-Municipal Agreement, as amended. Region Transportation staff expect to have a report to Council on the Vision Zero Road Safety Strategic Plan in Q1 2025 that will include how the Region's share of net revenues resulting from VZ operations will be reinvested in road safety programs. The Region's Transportation division will also be reaching out to LAM staff to explore opportunities to collaborate on reinvestment to maximize community safety impact. Finance Staff will be providing an update to the local area treasurers at their next scheduled meeting in December 2024.

Summary

Court Services participates in the Niagara Region's quarterly financial reporting process which provides analysis and commentary on budget to actual results. The Niagara Region Q3 2024 Financial Update report, as well as previous reports, can be accessed on the Niagara Region's external website.

<https://www.niagararegion.ca/government/budget/finance/default.aspx>

Respectfully submitted and signed by

Miranda Vink
Associate Director, Court Services

Appendices

Appendix 1 – Q3 2024 Year-to-Date Budget vs. Actual and Forecasted Variance Analysis – Base Operations Only

Appendix 2 – Q3 2024 Forecasted Distribution to Local Area Municipalities – Base Operations Only

Appendix 3 – Q3 2024 Year-to-Date Budget vs. Actual and Forecasted Variance Analysis – Vision Zero Operations Only

Appendix 4 – Q3 2024 Forecasted Distribution to Local Area Municipalities – Vision Zero Operations Only

Q3 2024 Year-to-Date Budget vs. Actual and Forecasted Variance Analysis
Base Operations Only (in thousands of dollars)

Appendix 1
JBM-C 9-2024

	Year-to-Date Budget	Year-to-Date Actuals	Year-to-Date Variance (\$)	Annual Budget	Forecasted Annual Actuals	Forecasted Annual Variance (\$)	Forecasted Annual Variance (%)	Note
Labour Related Costs	\$ 1,571	\$ 1,535	\$ 36	\$ 2,096	\$ 2,046	\$ 50	2.4%	1
Administrative	\$ 836	\$ 1,159	\$ (323)	\$ 1,167	\$ 1,493	\$ (326)	-28.0%	2
Operational and Supply	\$ 165	\$ 326	\$ (161)	\$ 221	\$ 302	\$ (81)	-36.7%	3
Occupancy and Infrastructure	\$ -	\$ 2	\$ (2)	\$ -	\$ 2	\$ (2)	0.0%	
Equipment, Vehicles and Technology	\$ 18	\$ 14	\$ 4	\$ 24	\$ 22	\$ 2	7.2%	
Financial Expenditures	\$ 134	\$ 119	\$ 16	\$ 179	\$ 164	\$ 15	8.6%	
Total Expenditures	\$ 2,724	\$ 3,155	\$ (431)	\$ 3,686	\$ 4,028	\$ (342)	-9.3%	
Revenues	\$ (3,930)	\$ (4,478)	\$ 548	\$ (5,190)	\$ (5,535)	\$ 345	-6.6%	4
Intercompany Charges	\$ (2)	\$ 3	\$ (5)	\$ (3)	\$ 2	\$ (5)	166.7%	
Net Expenditure (Revenue) Before Transfers and Indirect Allocations	\$ (1,208)	\$ (1,320)	\$ 112	\$ (1,507)	\$ (1,505)	\$ (2)	0.1%	
Transfer to Funds	\$ 150	\$ 150	\$ -	\$ 200	\$ 200	\$ -	0.0%	
Net Expenditure (Revenue) Before Indirect Allocations	\$ (1,058)	\$ (1,170)	\$ 112	\$ (1,307)	\$ (1,305)	\$ (2)	0.1%	
Indirect Allocations and Debt	\$ 1,013	\$ 1,019	\$ (6)	\$ 1,225	\$ 1,249	\$ (24)	-1.9%	
Net Expenditure (Revenue) After Transfers and Indirect Allocations	\$ (45)	\$ (151)	\$ 106	\$ (82)	\$ (56)	\$ (26)	31.4%	

Q3 2024 Year-to-Date Budget vs. Actual and Forecasted Variance Analysis
Base Operations Only (in thousands of dollars)

Appendix 1
JBM-C 9-2024

Note 1 - The favourable year-to-date and forecasted variances of \$36 and \$50 respectively is due to position gapping.

Note 2 - The unfavourable year-to-date and forecasted variances of \$323 and \$326 respectively are due to higher than budgeted Victim Fine Surcharge costs, dedicated fines payable to other levels of courts, and credit card fees. These unfavourable variances have been partially offset by savings in trial related expenditures such as interpreter expense, Part III Prosecution costs, and external legal expenses.

Note 3 - The unfavourable year-to-date and forecasted variances of \$161 and \$81 respectively are largely due to the higher than budgeted distribution to LAMs in the three quarters of the year as well as higher than budgeted revenues collected for other POAs. The distribution to LAMs is forecasted to be reduced by the end of year as a result of the forecasted operating results for the remainder of the year.

Note 4 - The favorable year-to-date and forecasted variances of \$548 and \$345 are due to higher than anticipated revenues and includes \$125 of anomalous high-fine payments which occur outside of the normal course of operating results. These high-fine payments are tracked separately from regular infraction and delinquent revenues to ensure a better oversight of revenues during the reforecasting and budgeting processes.

**Q3 2024 Forecasted Distribution to Local Area Municipalities
Base Operations Only**

Appendix 2
JBM-C 9-2024

2024 Budget					
	Total	March	June	Sept.	Dec.
Budgeted POA Revenues to be distributed:	\$ 81,796	\$ 20,449	\$ 20,449	\$ 20,449	\$ 20,449
Forecasted POA Revenues to be distributed:	\$ 55,635	\$ -	\$ -	\$ -	\$ 55,635
Favourable/(Unfavourable) Variance	\$ (26,161)	\$ (20,449)	\$ (20,449)	\$ (20,449)	\$ 35,186

2024 Budgeted Distribution by Quarter								2024 Q3 Results	2024 Forecast
Area Municipality	2024 Assessment	AppORTioned	Budget Total	March	June	Sept.	Dec.	Recorded Payable to LAMs	Distribution to LAMs
Niagara Falls	\$12,705,893,850	19.26%	\$ 15,752	\$ 3,938	\$ 3,938	\$ 3,938	\$ 3,938	\$ 29,090	\$ 10,714
Port Colborne	\$2,044,211,554	3.10%	\$ 2,534	\$ 634	\$ 634	\$ 634	\$ 634	\$ 4,680	\$ 1,724
St. Catharines	\$15,821,257,302	23.98%	\$ 19,614	\$ 4,904	\$ 4,904	\$ 4,904	\$ 4,904	\$ 36,222	\$ 13,341
Thorold	\$3,131,182,509	4.75%	\$ 3,882	\$ 970	\$ 970	\$ 970	\$ 970	\$ 7,169	\$ 2,640
Welland	\$5,481,098,445	8.31%	\$ 6,795	\$ 1,699	\$ 1,699	\$ 1,699	\$ 1,699	\$ 12,549	\$ 4,622
Fort Erie	\$4,331,739,217	6.57%	\$ 5,370	\$ 1,343	\$ 1,343	\$ 1,343	\$ 1,343	\$ 9,917	\$ 3,653
Grimsby	\$5,180,847,562	7.85%	\$ 6,423	\$ 1,606	\$ 1,606	\$ 1,606	\$ 1,606	\$ 11,861	\$ 4,369
Lincoln	\$4,498,084,340	6.82%	\$ 5,577	\$ 1,394	\$ 1,394	\$ 1,394	\$ 1,394	\$ 10,298	\$ 3,793
NOTL	\$5,921,811,011	8.98%	\$ 7,342	\$ 1,835	\$ 1,835	\$ 1,835	\$ 1,835	\$ 13,558	\$ 4,994
Pelham	\$3,139,784,700	4.76%	\$ 3,893	\$ 973	\$ 973	\$ 973	\$ 973	\$ 7,188	\$ 2,648
Wainfleet	\$1,214,062,034	1.84%	\$ 1,505	\$ 376	\$ 376	\$ 376	\$ 376	\$ 2,780	\$ 1,024
West Lincoln	\$2,507,850,740	3.80%	\$ 3,109	\$ 777	\$ 777	\$ 777	\$ 777	\$ 5,742	\$ 2,115
Total	\$65,977,823,264	100.00%	\$ 81,796	\$ 20,449	\$ 20,449	\$ 20,449	\$ 20,449	\$ 151,054	\$ 55,635

Q3 2024 Year-to-Date Budget vs. Actual and Forecasted Variance Analysis
Vision Zero Operations Only (in thousands of dollars)

Appendix 3
 JBM-C 9-2024

	Year-to-Date Budget	Year-to-Date Actuals	Year-to-Date Variance (\$)	Annual Budget	Forecasted Annual Actuals	Forecasted Annual Variance (\$)	Forecasted Annual Variance (%)	Note
Labour Related Costs	\$ 669	\$ 349	\$ 320	\$ 896	\$ 488	\$ 408	45.6%	1
Administrative	\$ 1,124	\$ 1,139	\$ (15)	\$ 1,499	\$ 1,570	\$ (71)	-4.7%	2
Operational and Supply	\$ 148	\$ 1,409	\$ (1,260)	\$ 198	\$ 1,523	\$ (1,325)	-670.2%	3
Occupancy and Infrastructure	\$ -	\$ 4	\$ (4)	\$ -	\$ 4	\$ (4)	0.0%	
Equipment, Vehicles and Technology	\$ -	\$ 6	\$ (6)	\$ -	\$ 6	\$ (6)	0.0%	4
Financial Expenditures	\$ -	\$ 1	\$ (1)	\$ -	\$ 7	\$ (7)	0.0%	
Total Expenditures	\$ 1,941	\$ 2,907	\$ (966)	\$ 2,593	\$ 3,597	\$ (1,004)	-38.7%	
Revenues	\$ (3,140)	\$ (5,175)	\$ 2,036	\$ (4,719)	\$ (6,480)	\$ 1,761	-37.3%	5
Intercompany Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
Net Expenditure (Revenue) Before Transfers and Indirect Allocations	\$ (1,199)	\$ (2,268)	\$ 1,069	\$ (2,127)	\$ (2,884)	\$ 757	-35.6%	
Transfer to Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
Net Expenditure (Revenue) Before Indirect Allocations	\$ (1,199)	\$ (2,268)	\$ 1,069	\$ (2,127)	\$ (2,884)	\$ 757	-35.6%	
Indirect Allocations and Debt	\$ 23	\$ 48	\$ (26)	\$ 29	\$ 56	\$ (26)	-89.1%	
Net Expenditure (Revenue) After Transfers and Indirect Allocations	\$ (1,176)	\$ (2,220)	\$ 1,043	\$ (2,097)	\$ (2,828)	\$ 731	-34.8%	
Intercompany Charges-Transportation	\$ (1,297)	\$ (900)	\$ (397)	\$ (2,097)	\$ (1,376)	\$ (722)	34.4%	6
Net Expenditure (Revenue) After Transportation Allocation	\$ 121	\$ (1,320)	\$ 1,441	\$ -	\$ (1,452)	\$ 1,452	0.0%	
Net Revenues Allocation (Region Share)	\$ -	\$ (1,395)	\$ 1,395	\$ -	\$ (1,452)	\$ 1,452	0.0%	7
Net Expenditure (Revenue) After Net Revenues Allocation to LAMs/Region	\$ 121	\$ 75	\$ 15 46	\$ -	\$ -	\$ -	0.0%	

Q3 2024 Year-to-Date Budget vs. Actual and Forecasted Variance Analysis
Vision Zero Operations Only (in thousands of dollars)

Note 1 - The favourable year-to-date and forecasted variances of \$320 and \$408 respectively are due to budgeted positions in VZ which have not yet been filled. As part of the ongoing launch of the VZ program, Court Services is assessing staffing needs on an ongoing basis and hiring positions only as necessary.

Note 2 - The unfavourable year-to-date and forecasted variances of \$15 and \$71 are due to higher than anticipated Victim Fine Surcharge, credit card fee payments, and Payticket online payment services, which are a direct result of higher than anticipated charging volumes and revenues in the first half of the year. These unfavourable variances are partially offset by lower than budgeted trial related costs including interpreter expenses and adjudication costs for the remainder of the year.

Note 3 - The unfavourable year-to-date and forecasted variances of \$1,260 and \$1,325 respectively are due to higher than budgeted distribution to LAMs of \$1,395 and \$1,452 respectively which is partially offset by savings in budgeted call-in prosecutor costs. Additional details in Note 7 below.

Note 4 - The unfavourable year-to-date and forecasted variances of \$6 is due to the purchase of IT equipment for newly hired staff and cost related to upgrade cellular coverage throughout the Court Services building.

Note 5 - The favourable year-to-date and forecasted variances are \$2,036 and \$1,761 respectively. VZ charging volumes and ticket payments were substantially higher between March and May due to the higher-than-average volume of tickets processed by the Joint Processing Centre (JPC) during these months. Charging volumes of ASE and RLC tickets are outside the control of Court Services and since those three months, the volumes have decreased and are anticipated to stabilize throughout the remainder of the year.

Note 6 - The unfavourable year-to-date and forecasted variances of \$397 and \$722 respectively are due to higher than anticipated transfer of VZ revenues to the Transportation division to cover the operating expenditures directly related to VZ within that area.

Note 7 - The favourable year-to-date and forecasted variances of \$1,395 and \$1,452 respectively are due to the transfer of the Region's share of VZ net revenues per the Inter-Municipal Agreement which was budgeted to be \$0 for the year.

**Appendix 4 - 2024 Forecasted Distribution to Local Area Municipalities
Vision Zero Operations Only**

Appendix 4
JBM-C 9-2024

2024 Budget					
	Total	March	June	Sept.	Dec.
Budgeted VZ Net Revenues to be distributed:	\$ -	\$ -	\$ -	\$ -	\$ -
Forecasted VZ Net Revenues to be distributed:	\$ 1,452,277	\$ -	\$ -	\$ -	\$ 1,452,277
Favourable/(Unfavourable) Variance	\$ 1,452,277	\$ -	\$ -	\$ -	\$ 1,452,277

2024 Budgeted Distribution by Quarter								2024 Q3 Results	2024 Forecast
Area Municipality	2024 Assessment	Apportioned	Budget Total	March	June	Sept.	Dec.	Recorded Payable to LAMs	Allocation to LAMs
Niagara Falls	\$12,705,893,850	19.26%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 268,662	\$ 279,677
Port Colborne	\$2,044,211,554	3.10%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,224	\$ 44,996
St. Catharines	\$15,821,257,302	23.98%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 334,536	\$ 348,252
Thorold	\$3,131,182,509	4.75%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,208	\$ 68,922
Welland	\$5,481,098,445	8.31%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,896	\$ 120,648
Fort Erie	\$4,331,739,217	6.57%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,593	\$ 95,348
Grimsby	\$5,180,847,562	7.85%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 109,547	\$ 114,039
Lincoln	\$4,498,084,340	6.82%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,111	\$ 99,010
NOTL	\$5,921,811,011	8.98%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,216	\$ 130,349
Pelham	\$3,139,784,700	4.76%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,389	\$ 69,111
Wainfleet	\$1,214,062,034	1.84%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,671	\$ 26,723
West Lincoln	\$2,507,850,740	3.80%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,028	\$ 55,203
Total	\$65,977,823,264	100.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,395,082	\$ 1,452,277

Memorandum

JBM-C 11-2024

Subject: Joint Board of Management 2025 Membership

Date: November 28, 2024

To: Joint Board of Management

From: Miranda Vink 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 1 staff person to be determined by the respective municipalities to represent each of the following municipalities: the Region, Niagara Falls, Welland and St. Catharines. Further, there are 3 members appointed from the remaining 9 local area municipalities (Wainfleet, Fort Erie, Port Colborne, West Lincoln, Lincoln, Grimsby, Thorold, Niagara- on-the-Lake and Pelham) on a revolving basis to ensure that each municipality in this group has 1 representative for 1 year in a 3 year period.

At its meeting of October 31, 2000, JBM established a 3 year rotation schedule (attached as Appendix 1) for municipal representation on the Board that has been followed since that time. As such for 2025, new members from Fort Erie, Pelham and Port Colborne will replace current members from Thorold, Wainfleet and West Lincoln. Accordingly, consistent with past practice, a letter from the Associate Director, Court Services dated September 18, 2024, was sent to the Clerks in Fort Erie, Pelham and Port Colborne asking that a representative be identified to sit on the Board in 2025 by November 30, 2024.

Respectfully submitted and signed by

Miranda Vink
Associate Director, Court Services

JOINT BOARD OF MANAGEMENT – NIAGARA REGION COURTS

Rotation Schedule

YEAR	PERMANENT MEMBERS	ROTATING MEMBERS
2024	<ul style="list-style-type: none">• St. Catharines• Niagara Falls• Welland• Region of Niagara	<ul style="list-style-type: none">• Thorold• Wainfleet• West Lincoln
2025	<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
2026	<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

**THE REGIONAL MUNICIPALITY OF NIAGARA
JOINT BOARD OF MANAGEMENT - NIAGARA COURTS
MINUTES**

**JBM 3-2024
Thursday, August 22, 2024
Meeting held by electronic participation**

Committee: K. Douglas (St. Catharines), A. Eckhart (Welland), D. Gibbs (Niagara Region), M. Tardif (Board Chair, Wainfleet)

Absent/Regrets: J. Bartol (West Lincoln), N. Punyarthi (Niagara Falls), J. Simpson (Board Vice-Chair, Thorold)

Staff: S. Fraser, Associate Director, Transportation Planning, M. Glenney, Program Financial Specialist, K. Lotimer, Deputy Clerk, M. Vink, Associate Director, Court Services, A. Wheaton, Program Financial Specialist

1. CALL TO ORDER

Mark Tardif, Board Chair, called the meeting to order at 3:30 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

There were no items for consideration.

6. CONSENT ITEMS FOR INFORMATION

6.1 JBM-C 6-2024
2nd Quarter Variance Analysis and Forecast to December 31, 2024

Moved by D. Gibbs
Seconded by K. Douglas

That Memorandum JBM-C 6-2024, dated August 22, 2024, respecting 2nd Quarter Variance Analysis and Forecast to December 31, 2024, **BE RECEIVED** for information.

Carried

- 6.2 JBM 2-2024
Joint Board of Management - Niagara Courts Meeting Minutes - April 18, 2024

Moved by D. Gibbs
Seconded by K. Douglas

That Report JBM 2-2024, being the minutes of the Joint Board of Management – Niagara Courts meeting held on April 18, 2024, **BE RECEIVED** for information.

Carried

7. **OTHER BUSINESS**

There were no items of other business.

8. **NEXT MEETING**

The next meeting will be held on Thursday, October 17, 2024 at 3:30 p.m.

9. **ADJOURNMENT**

There being no further business, the meeting adjourned at 3:51 p.m.

Mark Tardif
Board Chair

Kelly Lotimer
Deputy Clerk

Ann-Marie Norio
Regional Clerk

**THE REGIONAL MUNICIPALITY OF NIAGARA
JOINT BOARD OF MANAGEMENT - NIAGARA COURTS
MINUTES**

**JBM 5-2024
Thursday, October 24, 2024
Meeting held by electronic participation**

Committee: K. Douglas (St. Catharines), A. Eckhart (Welland), D. Gibbs (Niagara Region), M. Tardif (Board Chair, Wainfleet)

Absent/Regrets: J. Bartol (West Lincoln), N. Punyarthi (Niagara Falls), J. Simpson, (Board Vice-Chair, Thorold)

Staff: D. Carnegie, Acting Commissioner, Corporate Services/Treasurer, K. Lotimer, Deputy Clerk, A. Niece, Program Financial Specialist, R. Muzzell, Manager, Program Financial Support, M. Vink, Associate Director, Court Services

1. CALL TO ORDER

Mark Tardif, Board Chair, called the meeting to order at 10:04 a.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 7-2024

Court Services 2025 Operating Budget

Miranda Vink, Associate Director, Court Services, provided information respecting the Court Services 2025 Operating Budget. Topics of the presentation included:

- Core Services
- Service Delivery Model
- Service Outlook
- Division Priority Projects or Initiatives
- 2025 Operating Budget Overview
- 2025 Budget Investments (Program Changes)

Moved by D. Gibbs
Seconded by A. Eckhart

That Report JBM-C 7-2024, dated October 17, 2024, respecting Court Services 2025 Operation Budget, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the 2025 Court Services gross base operating budget of \$12,777,778 and net base revenue of \$218,342 (increase in net revenue of \$136,545 or 166.9% over the 2024 net operating budget) as outlined in Appendix 3 to Report JBM-C 7-2024, **BE APPROVED**;
2. That an increase of \$118,888 (or 245.4%) over the 2024 net operating budget **BE APPROVED** to support program changes for the transfer of Part III and Part IX prosecution and a digital evidence management system (DEMS); and
3. That the total 2025 Court Services gross operating budget of 12,896,666 and net revenue of \$99,454, as outlined in Appendix 3 to Report JBM-C 7-2024, **BE APPROVED** and **BE RECOMMENDED** to Niagara Region Council as part of the 2025 operating budget deliberations.

Carried

6. CONSENT ITEMS FOR INFORMATION

There were no consent items for information.

7. OTHER BUSINESS

There were no items of other business.

8. NEXT MEETING

The next meeting will be held on Thursday, November 28, 2024, at 3:30 p.m.

9. **ADJOURNMENT**

There being no further business, the meeting adjourned at 10:38 a.m.

Mark Tardif
Board Chair

Kelly Lotimer
Deputy Clerk

Ann-Marie Norio
Regional Clerk