
MEMORANDUM

JBM-C 4-2020

Subject: Initiation of 2018 Capital Project Funds for Court Administration Management System Replacement

Date: August 13, 2020

To: Joint Board of Management, Niagara Region Courts

From: Miranda Van Dyke, Manager, Court Services

This memo is submitted to the Joint Board of Management (JBM) as an update for information purposes to advise that Court Services intends to submit an initiation report in 2020 to seek Council approval for the initiation of previously approved capital funding for the 2018 Court Administration Management System (CAMS) replacement project.

In 2018, a Capital Budget proposal resulted in the approval by Regional Council of general capital levy funds in the amount of \$250,000 towards the IT-Court Administration Management System Replacement project. **Appendix 1** is a copy of the original request for project CSD 65-2017, submitted during the 2018 Capital Budget process.

The Court Administration Management System (CAMS) is critical technology utilized for the management of municipal court activities related to Provincial Offences Act (POA) charges laid in Ontario. The system was developed by The Regional Municipality of Niagara in 2005 and subsequently made available to other municipalities throughout the Province of Ontario. While an effort to update the CAMS system was undertaken in 2007, there have been no further technology updates and as such, the technology is outdated and inefficient. This project is for the replacement of CAMS, given that there are modern alternative technology solutions available which would increase security, usability, workflow and efficiencies.

The project was not initiated at the same time as the approval of the capital budget in 2018, as preliminary investigations and discussions were underway province-wide regarding approaches to the replacement of CAMS, including the potential for collaborative partnerships among municipalities.

Initiating funds at the present time will assist with the cost of consultation in partnership with other POA courts within Ontario required to advance the project as a cooperative procurement. A consultant will be selected through standard competitive procurement practices, led by York Region in partnership with Niagara and other municipalities who have also committed to finding a technological solution to modernize POA courts. The required initial funding for consultation of the project was approved in the 2018 budget per CSD 65-2017 from the General Capital Levy reserve. The estimated expense of actually building and implementing the modernization solution is unknown while the consultation is pending. The goal is to establish a scope of work and build business requirements before the end of 2021. It is anticipated that it will take approximately 2 years to build the finished product.

The impact of not proceeding with the replacement of the current CAMS system would be an inability to maintain the system, as well as potential security or service delivery risks as the technology continues to become more outdated. POA administration, collections and prosecution groups use CAMS in their day-to-day work in managing the high volume caseload for processing new cases, prosecution, and delinquent cases. System failure with the current tool would result in an inability to process fine payments, collect delinquent fine revenue, and could also impede the justice process in terms of prosecution and case management.

Pursuant to the Region's financial policies, a report Regional Council is required to initiate the previously approved capital funding in order to allow the project to formally commence. This report is being provided to JBM in advance of seeking Council approval for information purposes to keep JBM apprised of the status of the project.

Pending the outcome of the initiation report submission, Niagara Region Court Services will continue to provide updates to the Joint Board of Management to facilitate future discussion regarding the CAMS replacement project.

Respectfully submitted and signed by

Miranda Van Dyke
Manager, Court Services