

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

**JBM 2-2025  
Thursday, April 17, 2025  
Meeting held by electronic participation**

Committee: D. Gibbs (Niagara Region), S. Hanson (Port Colborne), N. Punyarthi (Niagara Falls), P. Riley (Fort Erie), J. Stirton (Pelham)

Absent/Regrets: K. Douglas (St. Catharines), A. Eckhart (Welland)

Staff: D. Carnegie, Acting Commissioner, Corporate Services/Treasurer, S. Crocco, Senior Legal Counsel, Litigation, S. Fraser, Associate Director, Transportation Planning, K. Lotimer, Deputy Clerk, A. Niece, Program Financial Specialist, M. Vink, Associate Director, Court Services

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**1. CALL TO ORDER**

Kelly Lotimer, Deputy Clerk, called the meeting to order at 3:31 p.m.

**2. DISCLOSURES OF PECUNIARY INTEREST**

There were no disclosures of pecuniary interest.

**3. SELECTION OF BOARD CHAIR/VICE-CHAIR**

**3.1 Call for Nominations for Board Chair**

Kelly Lotimer, Deputy Clerk, called for nominations for the position of Chair of the Joint Board of Management - Niagara Courts for 2025.

Moved by D. Gibbs

Seconded by S. Hanson

That Jennifer Stirton **BE NOMINATED** as Chair of the Joint Board of Management - Niagara Courts for 2025.

3.2 Motion to Close Nominations for Board Chair

Ms. Lotimer called a final time for nominations for the position of Chair of the Joint Board of Management - Niagara Courts. There being no further nominations, it was:

Moved by D. Gibbs

Seconded by S. Hanson

That nominations for the position of Chair of the Joint Board of Management - Niagara Courts **BE CLOSED**.

**Carried**

3.3 Voting for the Position of Board Chair

There being only one nominee for the position, Ms. Lotimer announced that Jennifer Stirton would be the Chair of the Joint Board of Management - Niagara Courts for 2025.

3.4 Call for Nominations for Board Vice-Chair

Kelly Lotimer, Deputy Clerk, called for nominations for the position of Vice-Chair of the Joint Board of Management - Niagara Courts for 2025.

Moved by D. Gibbs

Seconded by S. Hanson

That Philip Riley **BE NOMINATED** for the position of Vice-Chair of the Joint Board of Management - Niagara Courts for 2025.

3.5 Motion to Close Nominations for Board Vice-Chair

Ms. Lotimer called a final time for nominations for the position of Vice-Chair of the Joint Board of Management - Niagara Courts. There being no further nominations, it was:

Moved by D. Gibbs

Seconded by S. Hanson

That nominations for the position of Vice-Chair of the Joint Board of Management - Niagara Courts **BE CLOSED**.

**Carried**

3.6 Voting for the Position of Board Vice-Chair

There being only one nominee for the position, Ms. Lotimer announced that Philip Riley would be the Vice-Chair of the Joint Board of Management - Niagara Courts for 2025.

At this point in the meeting, Jennifer Stirton assumed the chair.

4. **PRESENTATIONS**

There were no presentations.

5. **DELEGATIONS**

There were no delegations.

6. **ITEMS FOR CONSIDERATION**

6.1 JBM-C 2-2025

Court Services 2024 Draft Audited Schedule of Revenues, Expenses and Funds Available for Distribution

Moved by P. Riley

Seconded by D. Gibbs

That Report JBM-C 2-2025, dated April 17, 2025 respecting Court Services 2024 Draft Audited Schedule of Revenues, Expenses and Funds Available for Distribution, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the draft audited Schedule of Revenues, Expenses and Funds Available for Distribution for the year ended December 31, 2024, for The Regional Municipality of Niagara Court Services (Court Services) as presented in Appendix 1 to Report JBM-C 2-2025 **BE APPROVED**;
2. That staff **BE DIRECTED** to coordinate with the auditor to finalize the statements as presented; and
3. That this report **BE FORWARDED** to the Region's Audit Committee and to the Ministry of the Attorney General as per the Memorandum of Understanding, for information as required.

**Carried**

6.2 JBM-C 1-2025

Court Services Write-Off Recommendations for the Period ending December 31, 2024

Moved by S. Hanson  
Seconded by P. Riley

That Report JBM-C 1-2025, dated February 6, 2025 respecting Court Services Write-Off Recommendations for the Period ending December 31, 2024, **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That the delinquent cases summarized in the Analysis Section of Report JBM-C 1-2025, **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.

**Carried**

7. **CONSENT ITEMS FOR INFORMATION**

Moved by D. Gibbs  
Seconded by P. Riley

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

JBM-C 3-2025  
2024 Year End Report for Provincial Offences Court

JBM 6-2024  
Joint Board of Management - Niagara Courts Meeting Minutes - November 28, 2024

**Carried**

8. **OTHER BUSINESS**

There were no items of other business.

9. **NEXT MEETING**

The next meeting will be held on Thursday, August 21, 2025, at 3:30 p.m.

**10. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:11 p.m.

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Jennifer Stirton  
Board Chair

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Kelly Lotimer  
Deputy Clerk

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Ann-Marie Norio  
Regional Clerk