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## MEMORANDUM

CSC-C 1-2020

**Subject: Recommendations from the Joint Board of Management – Niagara Courts meeting held on December 12, 2019 for consideration**

**Date: January 15, 2020**

**To: Corporate Services Committee**

**From: Ann-Marie Norio, Regional Clerk**

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The Joint Board of Management – Niagara Courts, at its meeting held on December 12, 2019, passed the following motion for consideration by the Corporate Services Committee:

That this Board **RECOMMENDS** to the Corporate Services Committee:

1. That Report JBM-C 13-2019, dated December 12, 2019, respecting the Court Services Write-Off Recommendations for the period ending October 31, 2019, **BE RECEIVED**; and
2. That the delinquent cases summarized in the Analysis Section of Report JBM-C 13-2019, **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 Niagara Region Courts approved write off criteria (POA Write-off Criteria).

A copy of the minutes of the Joint Board of Management – Niagara Courts meeting held on December 12, 2019 and the associated report are attached to this memorandum.

Respectfully submitted and signed by

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Ann-Marie Norio  
Regional Clerk

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

**JBM 5-2019  
Thursday, December 12, 2019  
Campbell East (CE) 101  
Niagara Region Headquarters, Campbell East  
1815 Sir Isaac Brock Way, Thorold, ON**

Committee: C. Genesse (Pelham), D. Gibbs (Niagara Region), S. Hanson (Port Colborne), H. Salter (Board Chair), G. Stephenson (Fort Erie)

Absent/Regrets: D. Jaques (Niagara Falls), J. Tosta (Board Vice Chair)

Staff: J. Foley, Acting Manager, Court Services, K. Lotimer, Legislative Coordinator, S. Mota, Program Financial Specialist

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**1. CALL TO ORDER**

H. Salter, 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 13-2019**

Court Services Write-Off Recommendations for the Period Ending October 31, 2019

Moved by C. Genesse  
Seconded by S. Hanson

That this Board **RECOMMENDS** to the Corporate Services Committee:

1. That Report JBM-C 13-2019, dated December 12, 2019, respecting Court Services Write-Off Recommendations for the period ending October 31, 2019, **BE RECEIVED**; and

2. That the delinquent cases summarized in the Analysis Section of Report JBM-C 13-2019, **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 (POA Write-off Criteria).

**Carried**

5.2 JBM-C 14-2019

Recommended 2020 Meeting Dates for Joint Board of Management - Niagara Courts

Moved by G. Stephenson  
Seconded by C. Genesse

That Correspondence Item JBM-C 14-2019, being a memorandum from J. Foley, Acting Manager, Court Services, dated December 12, 2019, respecting Recommended 2020 Meeting Dates for Joint Board of Management - Niagara Courts, **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That the Joint Board of Management - Niagara Courts meetings **BE HELD** on Thursdays at 3:30 p.m. on the following dates in 2020:

March 5, June 4, August 13, November 5 and December 17.

**Carried**

6. **CONSENT ITEMS FOR INFORMATION**

Moved by D. Gibbs  
Seconded by G. Stephenson

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

JBM-C 15-2019  
Court Services Strategic Plan

JBM 4-2019  
Joint Board of Management – Niagara Courts  
Meeting Minutes - November 18, 2019

**Carried**

**7. OTHER BUSINESS**

**7.1 Court Services Manager Recruitment**

Donna Gibbs, Director, Legal Court Services, advised Board members that second round interviews for the position of Court Services Manager have been completed, a preferred candidate has been identified and reference checks are currently being conducted.

**8. NEXT MEETING**

The next meeting will be held on Thursday, March 5, 2020 at 3:30 p.m. in Committee Room 4.

**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 3:44 p.m.

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Heather Salter  
Board Chair

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Kelly Lotimer  
Legislative Coordinator

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Ann-Marie Norio  
Regional Clerk

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**REPORT TO:** Joint Board of Management, Niagara Region Courts

**MEETING DATE:** Thursday, December 12, 2019

**SUBJECT:** Court Services Write-off Recommendations For the period ending October 31, 2019

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## RECOMMENDATIONS

1. That Report JBM-C 13-2019, dated December 12, 2019, respecting the Court Services Write-off Recommendations for the period ending October 31, 2019, **BE RECEIVED**.
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 (POA 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 I).
- 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.

## CONSIDERATIONS

- 1416 delinquent cases valued at \$1,275,757.15 have been identified for write-off for the period November 1, 2018 to October 31, 2019.

- 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 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 or adding the fine to municipal tax roll.
  - Deceased Persons are identified through submissions of Proof of Death either to the Court or to the Ministry of Transportation.
  - Cases with a small outstanding balance (\$25.00 or less) are reviewed by staff and if they meet the criteria listed in Appendix I are identified for write-off.
- Each month the Integrated Court Offences Network (ICON) system generates a list of cases that have been identified as meeting the criteria listed in Appendix I.
- At the end of the year, all of the monthly reports are compiled to create the write-off report.
- 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.
- All fines on this report have been investigated and none qualify for further collections activity.
- Staff submits these cases 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 ("POA Write-off Criteria").

<b>2019 COURT SERVICES WRITE-OFF SUMMARY</b> <b>For the period</b> <b>November 1st, 2018 to October 31, 2019</b>		
<b>Write-off Category</b>	<b>No. of Cases</b>	<b>Dollar Value</b>
Deceased Person (DP)	1225	\$1,237,223.40
Under Payment (UP)	90	\$634.79
POA Write-off – Unable to Enforce (PW)	101	\$37,898.96
Company in Default – Bankrupt or Insolvent (CD)	0	0
Signed Affidavit – Aged (SA)	0	0
<b>TOTAL</b>	<b>1416</b>	<b>\$1,275,757.15</b>

**ALTERNATIVES REVIEWED**

No alternatives were reviewed.

**RELATIONSHIP TO COUNCIL STRATEGIC PRIORITIES**

N/A

**OTHER PERTINENT REPORTS**

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

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**Prepared by:**

Jackie Foley  
Acting Manager Court Services

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**Recommended by:**

Donna Gibbs  
Director, Legal and Court Services

*This report was prepared by Jackie Foley, Acting Manager Court Service and reviewed by Donna Gibbs, Director, Legal and Court Services.*

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 <b>over 2 years past due</b> : 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 yrs. 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 <b>Services</b> 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.		