



Administrative Report

Office of the Director, Financial Services/Treasurer

To: Warden MacDonald and Members of Essex County Council

From: Sandra Zwiers, MAcc, CPA, CA
Director, Financial Services/Treasurer

Date: Wednesday, May 17, 2023

Subject: Windsor Essex Provincial Offences (POA) Program – 2022 Annual Report

Report #: 2023-0517-FIN-R11-SZ

Purpose

To provide County Council with a copy of the 2022 Annual Report for the Windsor Essex Provincial Offences Program.

Background

In 1998, the province enacted Bill 108 which amended the Provincial Offences Act ("POA") enabling it to transfer various responsibilities of the POA Court System to municipalities. The Windsor Essex Provincial Offences Program ("POA Program") was created to accept this transfer of responsibility and provide services for the region.

Section 2.5 of the Inter-Municipal Service Agreement, that established the POA Program, provides that: "The Committee (Windsor Essex Court Service Area Liaison Committee) shall submit a report outlining the Committee's activities to the parties' Councils a minimum of once per year."

Discussion

The 2022 Annual Report of the Windsor Essex Provincial Offences Program was presented to and approved by the members of the Windsor Essex Court Service Area Liaison Committee on April 5, 2023. Members were requested to provide the 2022 Annual Report to their respective Councils. A copy is attached as Appendix A.

The Annual Report provides an overall assessment of the regional court system operations, structure, key performance indicators and financial results.

In 2022, the POA department officially opened its doors in its new permanent location in suite 401 of 400 City Hall Square. The relocation was necessary due to a fire that occurred at Westcourt Place in 2019; the office building that previously housed court operations. Recognizing the need to adapt to pandemic constraints, the relocation also afforded an opportunity to integrate improvements in technology to support hybrid court services.

Highlights of the 2022 operating year include:

- Approval of a POA specific Write Off Policy for implementation in 2023;
- Red Light Cameras (RLCs) installed and operational at 10 different locations in the City of Windsor;
- Successful upgrade of the Collection Agency Management System (CAMS) from version 3.16 to 3.18 including enhanced administration features and reporting mechanisms;
- Processing of 22,665 charging documents; and
- Net operating profit of \$1,362,820 distributed to participating municipalities as follows:
 - City of Windsor - \$668,630
 - Amherstburg - \$76,785
 - Essex - \$61,400
 - Kingsville - \$81,370
 - LaSalle - \$118,204
 - Lakeshore - \$168,296
 - Leamington - \$84,624
 - Tecumseh - \$99,907
 - Township of Pelee - \$3,604

Financial Implications

The profitability of the POA Program relies significantly on charging volumes which are out of the control of the program. A new challenge facing the program is the impact on revenues resulting from dwindling Judicial

resources. Court time has decreased significantly in recent years due to a lack of Judicial resources to preside over matters leading to a decrease in the volume of matters heard in a year. These challenges are not unique to the Windsor Essex region and advocacy is underway to appeal to the province for solutions.

For 2022, the total net surplus for the POA Program was \$1,362,820 which was an increase over 2021 (\$594,933). The installation of RLCs and consistent collection efforts of POA Program staff are working to return program revenues to pre-pandemic levels.

Consultations

N/A

Recommendation

That Essex County Council receive the Windsor Essex Provincial Offences Annual Report – 2022 for information.

Approvals

Respectfully Submitted,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Director, Financial Services/Treasurer

Concurred With,

Mary Birch

Mary Birch, Interim Chief Administrative Officer

Appendix Number	Title
A	2022 POA Annual Report