

WINDSOR/ESSEX PROVINCIAL OFFENCES (POA) ANNUAL REPORT

The 2024 Annual Report is a detailed summary that highlights the activities and operations of the Windsor/Essex POA department throughout the year. It is provided to the Liaison Committee Members every year and includes an overall assessment of the operations and its structure, key performance indicators and financial results.

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2025

Table of Contents

Message to our Municipal Partners	1
Section A - Background & Operational Activities	2-5
Chart A-1: Organizational Chart.....	5
Section B - Liaison Committee	6
Section C – Caseloads & Statistics	7
Charging Volumes by Agency (TABLE C-1).....	8
External Benchmarking of Caseloads (TABLE C-2).....	9
Red Light Camera (RLC) Offences (TABLE C-4).....	10
Section D - Defaulted POA Fines Enforcement	11
Active Collection Efforts.....	12
Garnishments of Wages/3 rd Party Collections/Outstanding Fines.....	12
3 rd Party Collections (TABLE D-1).....	13
Number of Unpaid Fines (TABLE D-2).....	14
Dollar Value of Unpaid Fines (TABLE D-3).....	14
Section E - Financial Results	14
TABLE E-1: Annual Financial Results – Five Year Summary	15
TABLE E-2: 2024 Provincial Offences Financial Summary.....	16
TABLE E-3: Cumulative Annual Net Revenue Distributions (\$000's)	18
Section F - Revenue Distribution Details	19
TABLE F-1: Annual Financial Results – Five Year Summary	19
APPENDIX A – Glossary of Terms	20-21

MESSAGE TO OUR MUNICIPAL PARTNERS

It is my pleasure to present the 2024 Windsor/Essex Provincial Offences Annual Report which details the operational results and financial performance that we achieved throughout the year.

The POA team worked throughout the year to meet its objectives and supported a number of new initiatives that had a positive impact on the overall business operations. Some of the key highlights include:

- Moved to an online booking system for meetings with our Part 3 Prosecutor. Streamlined disclosure request portal and now provide access to both the disclosure request portal and the online booking system through a public kiosk in the POA lobby.
- Began outsourcing the production of transcripts to 3rd party transcriptionists to better utilize staff resources. It is expected that at some time during 2025 the POA office will adopt and implement the York Model for transcripts (a model used by 11 Ontario municipal courts).
- Adopted the Orbital Virtual Terminal program through Chase allowing payments to be processed securely through staff workstations. This change provides more secure payment processing while also providing a better customer experience.
- The Windsor/Essex POA program ended the year with a net operating profit of \$1,426,322.

In 2025, automation and improved processes are being planned. Greater use of electronic documents will allow for faster filing with our court and decreased manual effort from department staff. We anticipate and look forward to continued legislative changes aimed at modernizing the provincial offences court system.

Sincerely,

Chris Carpenter

Manager of Provincial Offences

SECTION A - BACKGROUND & OPERATIONAL ACTIVITIES

In 1998, the province enacted Bill 108 which amended the Provincial Offences Act (“POA”) thereby enabling it to transfer various responsibilities of the POA Court system to municipalities across Ontario. Offences governed by the POA are regulatory in nature created pursuant to provincial statutes such as the Highway Traffic Act, the Compulsory Automobile Insurance Act, the Liquor License Act, and the Trespass to Property Act, to name a few. The transfer of POA responsibilities included court support and administration functions, the prosecution of ticketed offences under Part I of the POA (with the more serious charges under Part III continuing to be prosecuted provincially), as well as the collection and enforcement of most fines. Part II matters (also known as parking ticket) and the collections of those tickets are handled by the Parking Enforcement division of the City of Windsor under the administrative penalty system. The POA Transfer did not include criminal matters, which continue to be processed and prosecuted in a court system managed by the province.

The Windsor/Essex Provincial Offences Program (“POA Program”) was created as a special-purpose vehicle to accept the transfer of POA responsibilities from the province. It functions as a self-funding, operating division of the City of Windsor (“City”), having been established for the express purpose of locally implementing the POA Transfer at the regional level.

Although rooted in legislation, the POA Program is essentially governed by a number of contracts, consisting of the following agreements:

- The Transfer Agreement between the City and the province of Ontario as represented by the Ministry of the Attorney General (“MAG”), consisting of 2 contracts, namely a generic Memorandum of Understanding (“MOU”) and a Local Side Agreement (“LSA”). The Transfer Agreement sets forth the City’s responsibilities and duties, inclusive of various guidelines and standards;
- The Intermunicipal Court Service Agreement (“ISA”) entered into amongst the City and those other affected municipalities together constituting the Windsor/Essex Court Service Area (“Area”), which encompasses the geographic territory consisting of the City of Windsor, the County of Essex and Pelee Island. It serves to outline the roles and responsibilities of the POA Program and the 9 serviced municipalities.

The ISA provided for an initial term of six fiscal years, commencing on March 5, 2001 (the live transfer date) through December 31, 2006. The ISA has been renewed three times since the original agreement each time for a period of 5 years. The current agreement which was renewed in 2021 commenced January 1, 2022 and expires December 31, 2026.

The POA Program also has responsibility for various POA Court operations at the Leamington courthouse, where the POA Court presided the 1st, 3rd and 5th Thursday of every month prior to the pandemic. At the time of writing this report, the Leamington courthouse operations have not resumed. The proceedings that would typically be held in Leamington are being held virtually

in Windsor courts. If and when the Leamington courts open back up to in person proceedings, Windsor/Essex POA will review its operations and determine the best course of action moving forward with hosting POA matters at this location.

The POA Program provides services and facilities to various stakeholders within the administration of the justice system. These stakeholders include law enforcement personnel whose mandates entail the initiation of proceedings against defendants alleged to have violated provincial legislation and municipal by-laws, defendants and their legal representatives, victims of such violations, various provincial authorities, as well as an independent and impartial judiciary. Operations of the POA Program fall into four functional categories. These four sections together constitute the operational aspects of the POA Program:

Court Administration: This area has general carriage of the POA Court office. Responsibilities include the intake, processing, filing and preservation of charging documents (i.e. tickets) and associated certificate control lists received from law enforcement agencies; the intake of mail and allocation and processing of payments and legal documentation; tracking of on-line remittances via www.Paytickets.ca; staffing of cashier stations to handle payments and queries; generation of POA Court dockets including fail-to-respond, trial, first appearance, and Early Resolution; setting of trials; procuring interpreter services; liaising with police court services personnel; intake and processing of motions, re-openings, appeals and applications for extensions of time to pay fines; maintaining updated data in the provincial mainframe application known as the Integrated Courts Offences Network (“ICON”); enforcement of delinquent fines via driver’s license suspensions; processing of daily financial matters; procurement of equipment/supplies; and overall maintenance of the operations. Due to changes enacted by Bill 177, court administration, as clerks of the court, are able to review and approve reopenings as well as extensions of time to pay and convict fail to respond matters as of November 1, 2021.

Court Support: This area is composed of POA Court monitors, being a combination of court clerks/reporters whose responsibilities include ensuring that the POA Court dockets and associated charging documents are properly presented in court; paging defendants; assisting the Justices of the Peace in arraignments and endorsements; issuing statutory warnings to defendants; generating payment slips to defendants wishing to immediately satisfy imposed fines; maintaining updated ICON data; ensuring that the proceedings are properly recorded; typing transcripts for use in appeals and other proceedings; logging and preserving exhibits including disposal of same in accordance with judicial directions or retention requirements. Due to changes enacted by Bill 177, court clerk reporters, as clerks of the court, are able to convict 9.1.b convictions for fail to respond individuals in an early resolution setting.

Prosecution: The Municipal Prosecutors appear in POA Court to call the trial list and to conduct trials, to deal with motions, to set trial dates; they meet with defendants and their representatives in conjunction with the Early Resolution process with a view to resolving matters; they review law enforcement files to ensure that matters should be proceeded with and assist

with disclosure to Defendants and their Representatives and they appear in the higher courts on both prosecution and defence appeals. Municipal by-law matters are heard in POA court and each municipality prosecutes their own by-laws. In 2023, Part III matters under the POA remained the prosecutorial responsibility of the Crown Attorney's office &/or specialist Prosecutors provided by various ministries.

On December 14, 2017, Bill 177 – Stronger, Fairer Ontario Act - was passed by the Legislative Assembly of Ontario that enables the Attorney General to enter into agreements with municipalities to transfer responsibility for certain prosecutions currently prosecuted by the Ministry's Criminal Law Division under Part III of the POA. Based on the current wording of the legislation, a Part III transfer is permissible, but not mandatory, and municipalities have made it clear to the Ministry that taking on this transfer would need to be approved by their respective councils. If Part III offences are transferred to the municipalities, the Crown Attorney's office will continue to monitor the more serious cases. Based on a preliminary review of the statistics regarding Part III matters, it is expected that an additional prosecutor would need to be added to the permanent staff establishment. Further incentives would need to be provided in order to recommend the transfer to Council.

The prosecution of City of Windsor By-laws was transferred to the POA Municipal Prosecutors from the Legal Department in 2017. The Municipal Prosecutors are also prosecuting charges laid by any of the Fire Services in Essex County.

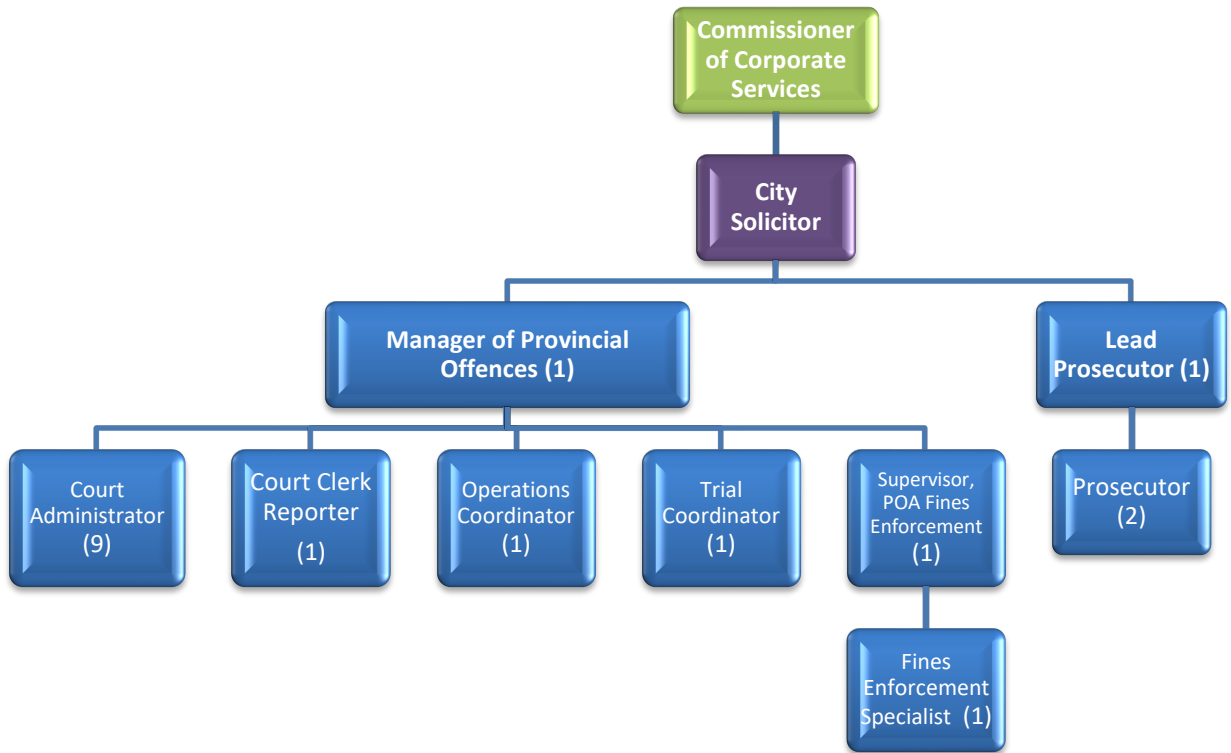
Fines Enforcement (Collections): One POA Fines Enforcement Supervisor along with one POA Fines Enforcement Specialist are responsible for ensuring that POA Court judgments, being orders imposing monetary penalties, are honoured by defendants including seeing to it that certificates of default are prepared and filed in a timely fashion at the Superior Court of Justice; for sending out dunning letters; for locating and meeting with defendants having defaulted fines and making arrangements for collecting; for ensuring that writs of seizure and sale and garnishments are proceeded with in appropriate cases; for attending on judgment debtor examinations primarily at the Small Claims Court level; for filing proofs of claim with trustees in bankruptcy and estate trustees; and for liaising with collection agencies and credit bureaus with which the POA Program has relationships.

The Windsor POA facility also houses a satellite office of the Police Court Services Branch. Among other things, that office works closely with the Prosecutors to ensure that law enforcement files are available for use at trials, at Early Resolution meetings and on appeals. The Court Services office also advises Police Officers of trial dates, summons lay witnesses, arranges for personal service of court documents, provides disclosure to Defendants and their legal representatives and procures necessary official documentation for use in court as evidence.

An organizational diagram of the POA Program is included and identified as CHART A-1, which was in effect at the end of the subject reporting period.

CHART A-1

ORGANIZATIONAL CHART OF THE WINDSOR/ESSEX POA OFFICE



SECTION B - LIAISON COMMITTEE

The ISA calls for the setting up of an administrative advisory panel, being the Windsor/Essex Court Service Area Liaison Committee (“Liaison Committee”), composed of one representative from each participating municipality. Among other items, the 10-person Liaison Committee:

- Serves as the liaison between the City and the 9 Serviced Municipalities on all matters relating to the operation of the POA Program
- Reviews all reports submitted by the City Solicitor in conjunction with the Manager of Provincial Offences and makes recommendations to the operations of the POA Program
- Reviews and recommends for approval the annual budgets
- Generates an annual report for review by the respective councils of the participants

By virtue of the ISA, each party municipality provides a member of its administration as its Liaison Committee representative, with the Windsor representative currently being the Commissioner of Corporate Services. The latter is also the Chair.

For 2024, the final composition of the POA Liaison Committee was as follows:

MUNICIPALITY	MEMBER	POSITION
Amherstburg	Tracy Prince	Director, Corporate Services/CFO
Essex (County)	Melissa Ryan	Director of Financial Services/Treasurer
Essex (Town)	Kate Giurissevich	Director, Corporate Services/Treasurer
Kingsville	Ryan McLeod	Director of Fin. & Corp. Services/Treasurer
Lakeshore	Justin Rousseau	Director of Finance/CFO
LaSalle	Dale Langlois	Director of Finance/ Treasurer
Leamington	Laura Rauch	Director of Finance & Business Services
Pelee	Michelle Feltz	Treasurer/Tax Collector
Tecumseh	Tom Kitsos	Director of Financial Services/CFO
Windsor	Wira Vendrasco (Chair)	City Solicitor
Windsor	Chris Carpenter	Manager of Provincial Offences

The Liaison Committee is mandated by the ISA to convene at least twice annually. In 2024, there were two meetings that were held on the following dates and locations:

<u>Date</u>	<u>Location</u>
March 20, 2024	Virtual Meeting
November 20, 2024	Virtual Meeting

SECTION C – CASELOADS & STATISTICS

The POA Program’s caseload is dependent upon charges laid by professional law enforcement personnel and agencies. The workflow of the POA Program commences with the initiation by Police and other Officers of legal proceedings against alleged violators of provincial legislation and municipal by-laws. Legal proceedings are instituted by personal service upon the defendant by either a Provincial Offence Notice (also known as a Part I ticket) or a more formal Summons to Defendant requiring attendance at court (also known as a Part III ticket). These charges are ultimately disposed of by an independent and impartial judiciary presiding in the form of the POA Court. Pursuant to Part X of the POA and the Transfer Agreement, the POA Program receives fine revenue from Part I and Part III charges, provided that the fine revenue is not “dedicated” to some special purpose. Further detailed distinctions are possible, as indicated below:

- Charges laid by traditional Police forces, being local police services including the OPP: all fine revenues belong to the POA Program virtually without exception unless the charges are laid under federal legislation or under certain municipal bylaws
- Charges laid by specialized Police forces, such as the OPP contingent securing Casino Windsor: for the most part all fine revenues belong to the POA Program, unless charges are laid under federal legislation (for example by the CNR or CPR police under the *Railway Safety Act* of Canada)
- Charges laid by specialized agencies and most Provincial Ministries, for example the Ministry of Labour under the *Occupational Health and Safety Act*: for the most part all fine revenues belong to the POA Program, unless there is statutory dedication
- Charges laid by Municipal Inspectors and Police Officers under bylaws (e.g. licensing, zoning, noise, prohibited turns, etc.) and provincial statutes (e.g. *Building Code Act*): the fine revenues belong to the charging municipality, with the POA Program receiving no compensation for services rendered and facilities made available, other than relatively insignificant court costs/fees
- Charges laid under federal enactments, or by certain Provincial Ministries or bodies in situations where the fines are statutorily “dedicated” to special purposes: the POA Program receives no fine revenue or other compensation for services rendered and facilities made available, other than relatively insignificant court costs/fees.

In 2024, the POA Program took in a total of 29,577 charging documents, for a monthly average intake of approximately 2,464 tickets. TABLE C-1 which follows below shows the charging volume for each agency and the year over year percentage change.

NOTE: *The numbers and/or percentages of charges do not necessarily translate into more or less fine revenue generation. The quality of the charges is important along with the final resolution of the fines.*

Table C-1: 2024 CHARGING VOLUME BY AGENCY

Agency	2024	% Change '24 vs. '23	2023	% Change '23 vs. '22
Windsor Police	12,519	14.3%	10,949	39.8%
Ministry of Transportation	1,554	-29.2%	2,194	37.6%
RLC-Joint Processing Centre	5,034	-18.0%	6,141	15.5%
Essex OPP	7,318	34.6%	5,437	32.3%
Tecumseh OPP	50	-81.8%	274	80.3%
Leamington OPP	209	-48.4%	405	11.9%
Lakeshore OPP	278	29.9%	214	-10.8%
Essex Town OPP	59	-28.0%	82	-24.1%
Kingsville OPP	98	-19.7%	122	-20.8%
LaSalle Police	1,256	2.3%	1,228	0.2%
Essex Detachment Heat Unit	0	N/A	0	N/A
Canadian Pacific Rail Police	561	68.5%	333	-2.9%
Ministry of Natural Resources	239	4.4%	229	-5.4%
Windsor Fire Department	18	-53.8%	39	62.5%
Casino OPP	9	-25.0%	12	50.0%
Windsor Essex County Health Unit	87	45.0%	60	-38.8%
Windsor Bylaw	102	-44.0%	182	93.6%
Ministry of Finance	0	-100.0%	5	N/A
Ministry of Labour	80	-27.3%	110	182.1%
Ministry of Environment	33	-35.3%	51	6.3%
Ministry of Health	2	N/A		N/A
Ministry of Solicitor General	70	677.8%	9	125.0%
Ontario College of Trades	0	N/A	0	N/A
Lakeshore Fire	9	800.0%	1	-88.9%
Humane Society – Windsor	3	200.0%	1	N/A
Amherstburg Bylaw	24	9.1%	22	2100.0%
Amherstburg Fire Department	1	N/A	0	-100.0%
Lakeshore Bylaw	41	-4.7%	43	437.5%
Canadian Heritage Parks	11	-75.6%	45	28.6%
Electrical Safety Authority	8	N/A	0	-100.0%
Real Estate Council - Windsor	0	N/A	0	N/A
OPP-Traffic Mgt/Ride Mount Forest	0	N/A	0	N/A
OPP-Traffic Mgt/Ride London	115	194.9%	39	-31.6%
Orillia O.P.P	11	120.0%	5	150.0%
Kingsville Bylaw	35	600.0%	5	150.0%
Ontario Motor Vehicle Industry Council	23	-64.6%	65	-4.4%
Tarion Warranty Corp	0	N/A	0	N/A
Kingsville Fire	2	N/A	0	-100.0%
Essex Bylaw	3	-40.0%	5	-50.0%
Essex Fire Department	2	100.0%	1	-66.7%
Ministry of Municipal Affairs & Housing	0	-100.0%	6	100.0%
Leamington Bylaw	23	-77.7%	103	1371.4%
Essex Region Conservation Authority	0	-100.0%	1	N/A
Canadian National Rail Police	0	N/A	0	N/A
Ontario New Home Warranties Program	0	N/A	0	N/A
OPP Pelee Island	0	N/A	0	N/A
Leamington Fire	15	-58.3%	36	-50.7%
London-Heat Unit	0	N/A	0	N/A
Alcohol & Gaming Commission	0	N/A	0	N/A
Workplace Safety & Insurance Board	0	N/A	0	N/A
Tecumseh Bylaw	27	2600.0%	1	N/A
Private Complaints	0	N/A	0	N/A

LaSalle Fire	1	-50.0%	2	N/A
Major Crime Squad	0	N/A	0	N/A
Public Health Agency of Canada	4	-63.6%	11	-97.1%
Greater Essex County District School Board	0	N/A	0	N/A
Probation Office	0	N/A	0	N/A
Wildlife Canada	0	N/A	0	N/A
Ministry of Agriculture & Food	0	N/A	0	-100.0%
Childrens Aid Society	0	N/A	0	N/A
Probation Office - Windsor	0	N/A	0	N/A
Ministry of Environment, Conservation & Parks-Windsor	1	-83.3%	6	500.0%
Tecumseh Fire Department	23	N/A	0	N/A
Royal Canadian Mounted Police	0	N/A	0	N/A

EXTERNAL BENCHMARKING OF CASELOADS

Windsor experienced an increase in overall charges for 2024 with a 4.83% higher ticket volume than 2023. It should be noted that Red Light Camera tickets are issued by a Provincial Offenses Officer at the Joint Processing Center in Toronto and mailed, via Canada Post, to the offender. As a result of the Canada Post strike at the end of 2024, a lower number of RLC tickets were issued in November and zero tickets were issued in December. TABLE C-2 below provides details on the charging volumes of various municipalities as well as Windsor and the total provincial charges filed.

Table C-2: 2024 CHARGING VOLUME COMPARATOR

Agency	MBN Canada	2024	% Change '24 vs. '23	2023	% Change '23 vs. '22	2022	% Change '22 vs. '21
Windsor	Yes	29,577	4.83%	28,213	8.09%	22,324	8.80%
Barrie	Yes	83,577	149.17%	33,542	-64.51%	28,368	-39.21%
Durham	Yes	119,952	-5.72%	127,229	21.04%	100,866	26.65%
Hamilton	Yes	73,530	-15.66%	87,179	-0.20%	88,339	-0.20%
London	Yes	40,147	6.38%	37,741	25.05%	32,611	33.42%
Niagara	Yes	79,874	88.35%	42,408	-5.21%	25,086	-4.95%
Ottawa	Yes	458,834	54.15%	297,647	15.19%	186,873	17.92%
Thunder Bay	Yes	18,853	-15.38%	22,279	28.35%	18,834	39.56%
Toronto	Yes	979,209	22.96%	796,360	7.02%	624,286	7.55%
Waterloo	Yes	74,893	13.26%	66,123	6.93%	46,514	7.45%
Brampton	No	55,606	-11.10%	62,547	-22.32%	63,206	-18.25%
Brantford	No	14,791	-2.27%	15,134	23.00%	11,363	29.88%
Caledon	No	36,162	60.49%	22,532	-58.86%	20,744	-37.05%
Chatham	No	7,670	-13.84%	8,902	-21.65%	7,828	-17.80%
Guelph	No	28,877	27.90%	22,578	20.71%	17,042	26.12%
Lambton	No	15,233	29.15%	11,795	18.46%	11,308	22.63%
Provincial	N/A	2,769,964	23.76%	2,238,216	6.50%	1,765,733	6.95%

Operational Statistics

As shown above, our ticket volume increased by 4.83% to 29,577. In addition to the POA Program's caseload being dependent upon charges laid by professional law enforcement personnel and agencies, our ability to try cases is dependent on the amount of judicial resources made available to us. That is to say, the number of hours a Justice of the Peace is available to sit in our courts. Judicial resources began to recover in 2024 resulting the following outcomes:

- 1,389 court hours (2023 – 1,131) – 22.8% increase
- \$6,187,379 in fines paid (2023 - \$5,419,699) – 14.2% increase
- 38,692 matters heard in court (2023 - 33,411) – 15.8% increase

NOTE: *Many factors influence the amount of revenue generated. Delinquent fine rates, dispute rates, rates of extension requests, number of dedicated fines etc. all impact overall revenues.*

Red Light Camera (RLC) Offences

Red Light Cameras became operational in Windsor in January of 2022. A red light running camera is a type of traffic enforcement camera that captures an image of a vehicle that enters an intersection during a red light.

The key reasons why municipalities have installed cameras are to change driving behaviour, reduce angled collisions, and increase safety.

Below are the statistics for the third operational year of Red Light Cameras. The program produced a net profit of \$1,138,396 for the 2024 year and the offences made up 16.8% of the overall tickets received (down from 21.8% in 2023). Please note that this net revenue figure includes expenses directly related to the RLC program (such as camera rental charges and JPC fees) and does not factor in shared operating expenses such as staffing costs, office supplies, etc.

Ontario Regulation 355/22 under the Highway Traffic Act allows for the use of Administrative Penalties (AP) for vehicle-based offences captured by automated enforcement systems such Automated Speed Enforcement and Red Light Cameras. APs are an alternative method to adjudicate these offences outside of the traditional POA court system. APs are penalties imposed directly by the municipality and are intended to encourage compliance without the need for a more serious judicial procedure. As APs are administered by the municipality, the appeal and payment process are considered to be more customer friendly. The penalty revenue goes directly to the municipality. The intention of the AP approach is to move offences that are considered less serious out of the POA system to allow POA resources to be focused on more serious offences.

In January 2025 the City of Windsor's Environment, Transportation and Public Safety Committee endorsed transitioning the City's Red Light Camera program from the current POA stream to the AP system. The recommendation will be going to Windsor City Council in the first half of 2025.

Table C-4: Red Light Camera Offences

Table C-4: Red Light Camera Offences Statistics

Year End Revenue as of February 28, 2025													
RLC Revenue Received (Jan to Dec 24)	\$	1,358,161.00											
RLC Expenses (Actuals*)	\$	219,225.00											
Net	\$	1,138,936.00											

*Note: JPC Toronto expenses are billed annually and have not been received as of April.
 Jenopik Expenses are billed monthly, however they are 1 month behind.
 Expenses reflected are direct RLC expenses and does not include any overhead expenses such as staffing, office expenses, etc.

Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024	% of Total Volume
RLC-Joint Processing Centre	380	201	394	523	571	479	480	471	484	733	318	0	5,034	16.8%
													2023	21.80%

Section D - Defaulted Fines Enforcement

Under the Transfer Agreement with MAG, the responsibilities of the City include the collection and enforcement of POA fines for and on behalf of the area. The POA Fines Enforcement area currently has two full-time employees.

Ongoing efforts to enforce defaulted fines continue to be aggressive and at the same time very challenging. Enforcement constitutes a highly labour-intensive activity which consumes a lot of resources and time. There are a variety of enforcement tools that are readily available and frequently used by the collection staff in order to encourage payment and/or to legally enforce payment of defaulted fines. Some of these include:

- Selectively adding defaulted fines to the tax roll of sole property owners for collection pursuant to section 441.1 of the Municipal Act.
- Registering Certificates of Default with the civil court having monetary jurisdiction, thereby constituting deemed orders or judgments for enforcement purposes.
- Filing and maintaining wage garnishment proceedings where the employer has been identified and the offender’s employment status has been verified.
- Use of Collection Agencies. In addition to skip tracing and making the usual contacts with debtors, our collection agencies have reported numerous defaulters to the major credit bureaus, thereby impairing the creditworthiness of the offenders.
- Filing and maintaining Writs of Seizure and Sale with sheriff’s offices, thereby erecting judicial liens against present and future proprietary interests.
- Driver’s License suspensions and plate denials under various statutes and regulations.
- Intercepting indemnity deposits with permit-issuing City departments, by redirecting the indemnity refunds to POA where the indemnitors have defaulted fines
- Exercise of prosecutorial discretion to encourage defendants presenting themselves with fresh charges, to finally honour monetary sentences previously imposed by the POA Court.

Although not frequently used due to operational challenges and privacy legislation, there are

other enforcement tools that can be applied to ensure collection efforts are maximized:

- Examinations-in-Aid of Execution, whereby judgment debtors may be examined in depth as to their abilities and means to make good their monetary obligations including being compelled to fully disclose their assets, liabilities, sources of income, bank accounts, RRSP's etc. (this tool is rarely used as our Collections staff would have debtors not attend their scheduled appointments and those that would attend did so because they had no ability to pay).
- Contempt hearings where debtors have refused or neglected to attend on examinations-in-aid.
- Garnishment proceedings whereby bank accounts, rentals from tenants etc. are attached as information and used for enforcement (the more commonly used enforcement tool is the garnishment of wages which is discussed later in this report)
- Monitoring of death notices in the hopes of collecting from estates.
- Encouraging revocation of CVOR certificates in liaison with the Ministry of Transportation, respecting businesses making use of commercial motor vehicles whose operations perennially default on fines.

ACTIVE COLLECTION EFFORTS

We recognize the fact that the POA department has little to no control over charging volumes and therefore considerable efforts and resources are directed towards implementing an active and aggressive collection model and procedures. The results of these efforts are summarized in the following sub-sections below.

Municipal Tax Roll

Under Section 441.1 of the Municipal Act, 2001, a local municipality is permitted to add any part of a fine for a commission of a provincial offence that is in default under section 69 of the Provincial Offences Act to the tax roll for any property in the local municipality for which all of the owners are responsible for paying the fine. Accordingly, a Defaulted Fine can only be added if the offender in default is the sole owner of the property. The Defaulted Fine is collected in the same manner as municipal taxes at the request of a municipality.

Garnishment of Wages

The process of finding where an offender is employed is one of the most challenging tasks due to the limited amount of information that is available to our staff. In many cases the offenders are either unemployed, working for cash, or on some form of assistance which cannot be garnished.

However, when employment is confirmed and the garnishment documents are in place, it becomes one of the most effective enforcement tools. In 2024 we collected \$53,371.24 in revenue from all garnishments.

3rd Party Collections

On July 1, 2021, changes to our 3rd party collection vendors were made as a result of an RFP issued in late 2020. Three collection agencies, General Credit Services, International Credit Experts and Gatestone, were procured. Table D-1 summarizes the year over year results of 3rd party vendor collection of POA fines.

Description	As of December 31, 2024	As of December 31, 2023	Increase/ (Decrease)
Revenues Collected from Third Party Agencies	\$551,209	\$975,722	(\$424,513)

There was a decrease of \$424,513 in collected revenue from Third Party Agencies in 2024 compared to 2023. Two major factors contributed to this reduction. First, International Credit Experts entered bankruptcy protection and ceased operations in the fall of 2024. Prior to ceasing operations, their production reduced significantly. With the current 3rd party collections agencies procured in July of 2021, over the last several years we have seen a significant increase in revenue as the old cases were redistributed to new agencies in 2021. As time goes on, the number of older cases that have a likelihood of recovery decline. That is to say, older cases that had the highest potential to be collected have been and we are left with the cases that are less likely to be recovered.

Revenue from 3rd party collections represents approximately 9% of overall revenue collected in the year.

Fines Paid at Service Ontario

All defendants who have suspended driver’s licenses due to POA offences have the ability to pay their outstanding POA fines at Service Ontario. This allows the individual to obtain their license back immediately as they pay their outstanding fines and the re-instatement fee due to the Ministry and their license is re-instated on the spot.

In 2024, 1,139 fines were collected at Service Ontario through this program. From these payments, revenue of \$371,945.64 was received. This continues to be a positive and efficient method of collecting defaulted fines that may have not have been collected otherwise.

In May of 2017, a plate renewal program was implemented by the Ministry of Transportation (MTO) whereby all outstanding defaulted driver fines have to be paid in full before one can renew their plates. All Red Light Camera Offences fall under this program. Therefore, anyone who does not pay their RLC offence will be required to pay before renewing their license.

In February of 2022, the provincial government made a decision to eliminate the costs associated with renewing license plates. As of July 1, 2024, Ontario introduced automatic license plate renewals for passenger vehicles, light-duty trucks, motorcycles, and mopeds, eliminating the need for manual renewals and physical stickers, provided the owner has valid insurance and no

outstanding fines or tolls. The full impact of this decision cannot be quantified at this time, but it is assumed that it will likely cause a delay in people paying their fines.

Outstanding Fines Paid

Regardless of how effective the active collection efforts are, there remains a significant number of outstanding fines. As of December 31, 2024, there were approximately 67,348 records of unpaid fines for a total outstanding amount of \$47,534,486. (See Table D-2 for further details). The significant number of outstanding fines is not just a Windsor specific issue; it is experienced province wide.

Table D-2: Number of Unpaid Fines				
Description	2024		2023	
	#	% Change	#	% Change
Pre-Transfer	20,197	-0.8%	20,362	-28.6%
Post- Transfer	47,151	7.8%	43,729	0.6%
Total	67,348	7.0%	64,091	-28.0%

Table D-3: Dollar Value of Unpaid Fines				
Description	2024		2023	
	#	% Change	#	% Change
Pre-Transfer	\$4,046,901	-1.3%	\$4,099,603	-19.9%
Post- Transfer	\$43,487,585	7.1%	\$40,615,788	1.7%
Total	\$47,534,486	5.8%	\$44,715,391	-18.2%

Many of these older fines (i.e. pre-transfer) have been ‘scrubbed’ multiple times and all reasonable and appropriate measures to collect have been made. A POA specific write off policy was approved by Council in January of 2023 and \$1,335,638.74 was written off in 2023. Due to staff changes in the POA office in May 2024, no additional write-offs were undertaken in 2024.

It’s important to note that a write-off policy refers to the cessation of active fine collections and is done for accounting purposes only. It does not absolve a convicted offender from the requirement to pay a fine, as debts to the Crown are owed in perpetuity and are never forgiven.

The POA office will be undertaking a review in 2025 and widen the criteria for fines that can be written off. The ultimate goal is to use write offs to both create an accurate picture of outstanding fines that have the potential to be collected and to better focus our collection efforts on outstanding fines that have a higher likelihood of being collected.

Section E: Financial Results

The negotiated financial arrangement underpinning the POA Program is in essence a partnership, under which the participating municipalities annually share approximately \$1.4 million of net revenue or “profit”. The City, as the managing partner, front-ends the operation and collects and enforces the monetary fines imposed by the POA Court. From the total revenue derived, all operating costs pertaining to the POA Program are deducted. These costs include such things as

staff salaries, Windsor Police court security, facility rent and maintenance, office equipment and supplies, Victim Fine Surcharge remittances, and the adjudication expenses associated with running courtroom proceedings. The net revenue is then shared amongst the signatories to the ISA in proportion to their respective weighted assessments (See SECTION F for more details). In 2024 the net profit was allocated as follows:

County Contribution	51.4%
Pelee Contribution	0.285%
<u>City of Windsor Contribution</u>	<u>48.315%</u>
TOTAL	100.00%

In an extremely challenging economic environment and recognizing that fine imposition amounts have not been indexed for inflation, the POA Program still enjoys a successful self-funding model, delivering a net positive revenue budget which benefits all of our local taxpayers. Each benefiting municipality is free to allocate its respective portion to such municipal purposes as deemed appropriate by the elected council thereof.

TABLE E-1 provides a high level five-year financial summary which can be used for internal benchmarking and comparative purposes.

Description	2024 Actuals (\$)	2023 Actuals (\$)	2022 Actuals (\$)	2021 Actuals (\$)	2020 Actuals (\$)
Revenue:					
Court Fines	\$ 5,042,262	\$ 4,605,422	\$ 5,234,813	\$ 4,757,901.00	\$ 4,001,907
Red Light Camera Revenue (RLC)	\$ 1,358,161	\$ 1,224,201	\$ 822,823	\$ -	\$ -
User Fees	\$ 16,815	\$ 9,174	\$ 7,373	\$ -	\$ -
By-Law Fines	\$ 9,964	\$ 8,301	\$ 34,623	\$ 21,728.00	\$ 22,401
Recovery of Expenses	\$ -	\$ 3,300	\$ -	\$ -	\$ -
Tr from Reserve Funds	\$ 54,084				
TOTAL REVENUE	\$ 6,481,284	\$ 5,850,398	\$ 6,099,632	\$ 4,779,629	\$ 4,024,308
% Inc./ (Dec.) YOY	10.78%	-4.09%	27.62%	18.77%	-37.15%
Expenditures:					
Salaries & Wages	\$ 2,116,738	\$ 2,112,446	\$ 1,822,931	\$ 1,824,393	\$ 1,845,637
Administrative Overhead	\$ 321,963	\$ 325,178	\$ 346,231	\$ 318,446	\$ 290,203
Materials & Services	\$ 561,610	\$ 570,552	\$ 567,795	\$ 347,615	\$ 347,280
Provincial Charges	\$ 1,738,651	\$ 1,518,534	\$ 1,683,854	\$ 1,378,242	\$ 981,033
Facility Rental	\$ 316,000	\$ 316,000	\$ 316,000	\$ 316,000	\$ 316,000
TOTAL EXPENDITURES	\$ 5,054,962	\$ 4,842,709	\$ 4,736,811	\$ 4,184,696	\$ 3,780,153
NET SURPLUS	\$ 1,426,322	\$ 1,007,689	\$ 1,362,821	\$ 594,933	\$ 244,155
% Inc./ (Dec.) YOY	41.54%	-26.06%	129.07%	143.67%	-87.30%

Table E-2: 2024 Provincial Offences Financial Summary - Year End as of December 31, 2024

Acct. #	Account Description	Product #	Account Description	2024 Budget	2024 Actuals	2024 Year End Surplus/ Deficit
				A	B	D= A-C
REVENUES						
6485	Bylaw Fines - Courts	5117	Provincial Fines	\$ 5,924,000	\$ 5,042,262	\$ 881,738
6485	Bylaw Fines - Courts	5115	Tickets- RLC	\$ 900,000	\$ 1,358,161	\$ (458,161)
6485	Bylaw Fines - Courts	5118	Bylaw Fines	58,093	\$ 16,815	\$ 41,278
6485	Bylaw Fines - Courts	5613	Transcript Revenue	15,000	\$ 9,964	\$ 5,036
6735	Recovery Of Expenses	5510	Prosecution Fees	-	\$ -	\$ -
7054	Transfer From Reserve Funds	5115	STD - Provincial Offences	82,617	\$ 54,084	\$ 28,533
TOTAL REVENUES				\$ 6,979,710	\$ 6,481,284	\$ 498,426
EXPENSES						
Salary & Benefits						
8110	Base - Salary	5115	STD - Provincial Offences	\$ 1,599,801	\$ 1,615,690	\$ (15,889)
8130	Overtime - Salary	5115	STD - Provincial Offences	1,000	\$ 240	\$ 760
8150	Temp - Salary	5115	STD - Provincial Offences	30,683	\$ 64,827	\$ (34,144)
8170	Service Pay	5115	STD - Provincial Offences	-	\$ -	\$ -
8190	Other Pay	5115	STD - Provincial Offences	82,617	\$ (108,645)	\$ 191,262
8380	Workers Comp. - Admin.	5115	STD - Provincial Offences	-	\$ 787	\$ (787)
8381	Workers Comp. - Medical	5115	STD - Provincial Offences	-	\$ 305	\$ (305)
8399	Fringe Benefits (Dept.)	5115	STD - Provincial Offences	532,854	\$ 543,535	\$ (10,681)
Total Salary & Benefits				\$ 2,246,955	\$ 2,116,738	\$ 130,217
Materials & Services						
2145	Housekeeping Supplies	5115	STD - Provincial Offences	\$ 3,420	\$ -	\$ 3,420
3176	Facility Operations - Internal	5355	Caretaking	70,124	\$ 72,725	\$ (2,601)
2215	Bldg. Maintenance Services	5115	STD - Provincial Offences	2,500	\$ 348	\$ 2,152
2920	Legal Services	5115	STD - Provincial Offences	3,000	\$ 2,849	\$ 151
2950	Other Professional - External	5115	STD - Provincial Offences	15,420	\$ 25,043	\$ (9,623)
2950	Other Professional - External	5341	Security Services - Internal	259,960	\$ 231,919	\$ 28,041
2980	Contracted Services	5115	STD - Provincial Offences	540,000	\$ 219,225	\$ 320,775
2990	Business Meeting Expense	5115	STD - Provincial Offences	-	\$ -	\$ -
2995	Other Purchased Services	5115	Language Line	-	\$ 5,137	\$ (5,137)
2995	Other Purchased Services	5054	Language Line	12,000	\$ 4,364	\$ 7,636
Total Materials & Services				\$ 906,424	\$ 561,610	\$ 344,814
Administrative Overhead						
2010	Office Supplies	5115	STD - Provincial Offences	\$ 16,325	\$ 10,926	\$ 5,399
2020	Postage & Courier	5115	STD - Provincial Offences	28,560	\$ 26,714	\$ 1,846
2070	Outside Printing	5115	STD - Provincial Offences	12,000	\$ 19,930	\$ (7,930)
2085	Publications	5115	STD - Provincial Offences	18,500	\$ 5,168	\$ 13,332
2310	Food and Confections	5115	STD - Provincial Offences	-	\$ 290	\$ (290)
2610	Travel Expense	5115	STD - Provincial Offences	3,000	\$ 3,073	\$ (73)
2620	Car Allowance	5115	STD - Provincial Offences	-	\$ 4,098	\$ (4,098)
2710	Telephone Equipment - General	5115	STD - Provincial Offences	7,160	\$ -	\$ 7,160
2711	Cell Phones	5115	STD - Provincial Offences	950	\$ 1,258	\$ (308)
2914	Non-Occ Medical	5115	STD - Provincial Offences	-	\$ 50	\$ -
3120	Rental Expense - External	5115	STD - Provincial Offences	4,000	\$ 1,095	\$ 2,905
3175	Facility Rental - External	5115	STD - Provincial Offences	316,315	\$ 316,000	\$ 315
3181	Computer Maint and PYG	5115	STD - Provincial Offences	18,000	\$ 18,000	\$ -
3210	Building Insurance	5115	STD - Provincial Offences	3,233	\$ 3,233	\$ -
3230	Liability Insurance	5115	STD - Provincial Offences	1,018	\$ 1,018	\$ -
4020	Membership Fees & Dues	5115	STD - Provincial Offences	8,900	\$ 5,478	\$ 3,422
4050	Training Courses	5115	STD - Provincial Offences	4,174	\$ 1,674	\$ 2,500
4155	Registrations & Conferences	5115	STD - Provincial Offences	2,500	\$ -	\$ 2,500
4520	Cashiers Short and Over	5115	STD - Provincial Offences	-	\$ (117)	\$ 117

Acct. #	Account Description	Product #	Account Description	2024 Budget	2024 Actuals	2024 Year End Surplus/ Deficit
				A	B	D= A-C
4540	Bank Charges	5115	STD - Provincial Offences	80,217	\$ 81,739	\$ (1,522)
4560	Collection Charges	5115	STD - Provincial Offences	170,900	\$ 101,643	\$ 69,257
5111	Machinery & Equipment	5115	STD - Provincial Offences	-	\$ -	\$ -
5125	Computers - PCs	5115	STD - Provincial Offences	8,715	\$ 1,039	\$ 7,676
5126	Computers - Software	5115	STD - Provincial Offences	-	\$ 11,754	\$ (11,754)
2925	Computer Maintenance	5115	STD - Provincial Offences	-	\$ -	\$ -
2927	Computer & SW Maint-External	5115	STD - Provincial Offences	14,100	\$ 21,931	\$ (7,831)
5130	Office Furniture & Equipment	5115	STD - Provincial Offences	12,000	\$ 1,969	\$ 10,031
Total Administrative Overhead				\$ 730,567	\$ 637,963	\$ 92,944
Provincial Charges						
2950	Other Professional - External	5509	ICON Fees	\$ 56,555	\$ 58,422	\$ (1,867)
2950	Other Professional - External	5507	Adjudication Services	390,000	411,462	(21,462)
2950	Other Professional - External	5510	Prosecution Fees	49,050	59,922	(10,872)
2950	Other Professional - External	5511	Quality Assurance	45,748	43,884	1,864
2950	Other Professional - External	5116	Victim Fines	1,010,500	1,079,932	(69,432)
2950	Other Professional - External	5508	Dedicated Fines	65,000	85,029	(20,029)
Total Provincial Charges				\$ 1,616,853	\$ 1,738,651	\$ (121,798)
TOTAL EXPENSES (BEFORE COST SHARING)				\$ 5,500,799	\$ 5,054,962	\$ 446,177
Total Net Operating Revenue				\$ 1,478,911	\$ 1,426,322	\$ 52,249
RECONCILIATION						
Cost Sharing Payments						
4295	County Contribution (51.4%)	5115	STD - Provincial Offences	\$ 794,970	\$ 731,769	\$ 63,201
4295	Pelee Contribution (0.285%)	5115	STD - Provincial Offences	4,477	4,076	401
Total Cost Sharing Payments				\$ 799,447	\$ 735,845	\$ 62,077
Balance to City of Windsor (48.315%)				\$ 679,464	\$ 690,477	\$ 11,013

Since the local POA Transfer date of March 5, 2001 through to the end of 2024, this Area's POA Program has realized total combined net revenue of approximately \$51,598,000. The calculation is broken down by year and by municipal partner in TABLE E-3 below:

TABLE E-3: CUMULATIVE ANNUAL NET REVENUE DISTRIBUTIONS-\$000's

Year	Amher.	Essex	Kings.	Lake.	LaSalle	Learn.	Tec.	Pelee	Wind.	Total
1999	164.7	135.9	141.8	263.4	195.2	184.8	267.5	7.4	2,115.6	3,476.3
2000	182.8	150.8	157.4	292.3	216.7	205.1	296.9	8.2	2,348.0	3,858.2
2001	155.3	128.9	134.3	241.6	182.5	172.1	242.3	7.5	1,898.8	3,163.3
2002	124.8	103.5	108.9	199.0	152.4	138.3	194.0	6.0	1,523.8	2,550.7
2003	120.6	100.3	107.4	199.2	147.3	135.1	180.5	6.3	1,447.4	2,444.1
2004	96.0	79.8	86.0	168.1	123.9	106.8	148.3	5.3	1,134.3	1,948.5
2005	124.3	103.0	112.7	226.4	162.0	139.4	190.0	7.0	1,467.5	2,532.2
2006	114.0	94.5	105.2	214.8	151.5	127.4	172.1	7.1	1,342.0	2,328.6
2007	99.3	82.9	92.8	189.8	133.6	111.8	149.4	6.2	1,159.2	2,025.1
2008	95.9	80.3	90.5	187.8	130.2	109.2	143.6	6.0	1,112.0	1,955.6
2009	98.8	81.7	94.4	193.0	129.3	113.2	144.6	6.0	1,047.7	1,908.8
2010	124.7	102.3	119.3	243.7	161.2	141.8	178.7	7.6	1,286.9	2,366.1
2011	135.4	110.4	130.9	267.3	174.5	152.7	191.5	8.3	1,369.9	2,540.7
2012	111.8	90.2	108.6	221.5	143.4	126.4	154.6	6.9	1,117.2	2,080.5
2013	104.2	84.3	101.9	134.4	203.3	115.9	138.2	5.7	997.9	1,885.9
2014	85.4	70.0	84.7	169.1	111.6	94.8	112.4	4.4	807.7	1,540.1
2015	105.5	85.7	105.8	210.4	138.9	113.4	138.0	5.6	975.4	1,878.7
2016	112.4	91.3	114.5	226.0	150.1	120.4	145.7	5.9	1,027.8	1,994.0
2017	73.2	59.3	74.7	151.8	103.2	77.4	97.6	3.8	671.2	1,312.1
2018	69.3	56.1	72.0	101.3	147.6	73.8	93.9	3.5	633.6	1,251.1
2019	106.4	85.9	110.5	159.9	229.9	114.3	143.9	5.2	966.0	1,922.0
2020	13.5	10.8	14.2	20.7	29.7	14.9	18.2	0.6	121.5	244.1
2021	33.1	26.4	35.0	51.1	72.9	36.7	44.0	1.6	294.1	594.9
2022	76.8	61.4	81.4	118.2	168.3	84.6	99.9	3.6	668.6	1,362.8
2023	57.4	45.4	61.3	87.7	125.8	63.5	73.3	2.9	490.3	1,007.7
2024	82.4	64.7	86.7	164.4	139.7	89.9	103.6	4.0	690.4	1,425.8
Total	2,668	2,186	2,533	4,703	3,825	2,964	3,863	143	28,715	51,598

There are a number of factors that must always be taken into consideration when reviewing the financial results for any fiscal year, as well as when projecting potential results for subsequent reporting periods:

- The ticketing and laying of charges are outside of the POA program’s control. Additionally, issues such as lack of judicial resources is also beyond our control. Although the POA Program has other sources of revenue (notably aggressive enforcement efforts targeting old or defaulted fines) the bulk of receipts is highly dependent upon the number, type and quality of new charges laid, as well as the attendance of trained officers at trials in disputed cases.
- Another significant and uncontrollable external revenue factor is the number of fines imposed by an independent and impartial judiciary in the exercise of their discretionary sentencing functions, in the event of the entering of convictions.
- The POA Program is highly vulnerable to certain uncontrollable external expenses, notably the provincial charges for Victim Fines Surcharges, adjudication and those for

Part III prosecutions, both of which are mandated by the Transfer Agreement.

SECTION F - REVENUE DISTRIBUTION DETAILS

In accordance with the approved weighted assessment formula for 2023, distributions of net operating results over the course of the subject reporting year were effected as indicated in the detailed tabulation set forth in TABLE F-1 below:

**Table F-1: 2024 Revenue Distribution (Budget based on Weighted Assessment)
As of December 31, 2024**

Weighted Assessment (\$)	(%)	% of County	2024 Budget	A	B	C	D	E (A+B+C+D)
				2024 Q1	2024 Q2	2024 Q3	2024 Q4	2024
				Jan-April Actuals	May - June Actuals	July- Oct Actuals	Nov - Dec Actuals	Total
Net County & Pelee Revenue			\$ 799,442.77	\$ 202,122.26	\$ 186,720.77	\$ 331,900.60	\$ 16,451.34	\$ 737,194.97
Net City of Windsor Revenue			\$ 679,468.23	\$ 188,943.13	\$ 174,545.87	\$ 310,259.43	\$ 15,378.65	\$ 689,127.08
TOTAL			\$ 1,478,911.00	\$ 391,065.39	\$ 361,266.64	\$ 642,160.02	\$ 31,829.99	\$ 1,426,322.05
<i>Allocation/Payment Summary</i>								
Amherstburg	2,765,847,056	11.31%	\$ 89,892.88	\$ 22,271.38	\$ 20,995.21	\$ 37,319.49	\$ 1,849.82	\$ 82,435.90
Essex	2,164,337,944	8.85%	\$ 70,343.21	\$ 17,634.51	16,429.23	29,203.35	1,447.52	\$ 64,714.61
Kingsville	2,894,844,716	11.83%	\$ 94,085.44	\$ 23,801.01	21,974.42	39,060.05	1,936.09	\$ 86,771.57
LaSalle	4,181,888,226	17.10%	\$ 135,915.67	\$ 48,829.94	31,744.21	56,426.09	2,796.88	\$ 139,797.12
Lakeshore	5,995,219,974	24.51%	\$ 194,850.82	\$ 34,032.86	45,508.99	80,893.32	4,009.64	\$ 164,444.82
Leamington	3,003,471,328	12.28%	\$ 97,615.91	\$ 24,651.15	22,798.99	40,525.75	2,008.74	\$ 89,984.63
Tecumseh	3,456,564,206	14.13%	\$ 112,341.90	\$ 28,430.65	26,238.36	46,639.31	2,311.77	\$ 103,620.10
Total County	24,462,173,450	51.400%	\$ 795,045.83	\$ 199,651.50	\$ 185,689.42	\$ 330,067.35	\$ 16,360.47	\$ 731,768.75
Pelee	135,866,714	0.285%	\$ 4,415.70	\$ 1,120.40	1,031.35	1,833.25	\$ 90.87	\$ 4,075.87
Windsor	22,994,155,428	48.315%	\$ 679,468.23	\$ 190,293.48	\$ 174,545.87	\$ 310,259.43	\$ 15,378.65	\$ 690,477.43
TOTAL	47,592,195,592	100.0%	\$ 1,478,929.77	\$ 391,065.39	\$ 361,266.64	\$ 642,160.02	\$ 31,829.99	\$ 1,426,322.05
Total County & Pelee	24,598,040,164	51.69%						
County	99.45%							
Pelee	0.55%							

Details of the quarterly payments are itemized below:

Quarter	Cheque Issuance Date	\$ Amount - County	\$ Amount - Pelee
Q1	May 2024	\$199,651.50	\$1,120.40
Q2	November 2024	\$185,689.42	\$1,031.35
Q3	January 2025	\$330,067.35	\$1,833.25
Q4	February 2025	\$16,360.47	\$90.87
TOTAL		\$731,768.74	\$4,075.87

APPENDIX A – GLOSSARY OF TERMS

Area ~ Windsor/Essex Court Service Area, which encompasses the geographic territory of the City of Windsor, Essex County and Pelee Island

ARO ~ ARO, Inc., one of the registered Canadian collection agencies who have been retained in 2016 to assist the POA Program in the collection of defaulted fines owed by Canadian residents

Bill 108 ~ amending legislation to the *Provincial Offences Act* which in 1998 added Part X thereto, enabling the transfer of administration of justice functions to the municipal sector

Bill 197 ~ amending legislation to the *Provincial Offences Act* which in 2020 added additional expansion of remote court functions.

City ~ The Corporation of the City of Windsor, a single tier municipality continued as such under the *Municipal Act, 2001*

Council ~ the elected City of Windsor Municipal Council

CAMS ~ A Collection Agency Management System installed in 2014 used to track, record and document newly issued as well as defaulted fines.

CBV ~ CBV Collections Services, LTD, one of the registered Canadian collection agencies who have been retained in 2016 to assist the POA Program in the collection of defaulted fines owed by Canadian residents

Early Resolution ~ used to be known as First Attendance early resolution, slated for implementation in 2012. While taking a more formalistic approach, provision is made for convictions of those defendants who fail to appear for their meetings with the prosecutor

Gatestone ~ Gatestone & Co International Inc., one of the registered collection agencies who have been retained in 2016 to assist the POA Program in the collection of defaulted fines owed by Canadian residents

ICON ~ Integrated Courts Offences Network, being the provincial mainframe application used and relied upon by administration of justice staff in relation to all aspects of POA matters

ISA ~ the Intermunicipal Court Service Agreement underpinning the local POA Court operations for Windsor/Essex, entered into amongst the City and the other 9 municipalities together constituting the Area

Liaison Committee ~ the Windsor/Essex Court Service Area Liaison Committee erected pursuant to the ISA, being an advisory administrative body

LSA ~ Local Side Agreement, being one of the 2 contracts together constituting the Transfer Agreement

MAG ~ the Ministry of the Attorney General for the Province of Ontario

MOU ~ Memorandum of Understanding, being one of the 2 contracts comprising the Transfer Agreement

MBNCanada (previously OMBI) ~ The Municipal Benchmarking Network Canada (MBNCanada) is a groundbreaking initiative collecting data for more than 850 measures across thirty-seven (37) municipal service areas

Part I ~ that portion of the POA dealing with ticketing procedures for non-parking matters

Part II ~ that portion of the POA dealing with ticketing procedures for parking matters

Part III ~ that portion of the POA dealing with the issuance of summonses for persons to attend POA Court in order to be arraigned on Informations and thereafter to be dealt with by a Justice of the Peace. There are no provisions for out-of-court payments nor for failure-to-respond convictions

POA ~ *Provincial Offences Act (Ontario)*

POA Court ~ referring to that judicial complement of the Ontario Court of Justice, composed primarily of Justices of the Peace, whose duties include dealing with POA matters

POA Office ~ the premises where the City executes the POA administration of justice functions

POA Program ~ the City's operational structure for the delivery of POA administration of justice functions

POA Transfer ~ the transfer by the province to the City of POA administration of justice functions

Serviced Municipalities ~ those 9 signatories to the ISA for which the City is the service provider pursuant to the POA Transfer, consisting of Leamington, LaSalle, Tecumseh, Essex Town, Kingsville, Pelee, Amherstburg, Lakeshore and Essex County

Transfer Agreement ~ contractual arrangement between the City and MAG where the City became the local service provider for transferred administration of justice functions, composed of the MOU and the LSA

Victim Fine Surcharge ~ all fines levied under Part I and Part III of the POA are statutorily bumped-up by this surcharge. Where the base fine does not exceed \$1,000, the surcharge amount is applied in stepped amounts ranging from \$10 to \$125; fines over \$1,000 have a flat 25% surcharge added. All surcharge amounts are remitted without deduction to the province for appropriate application as determined by senior government