



Administrative Report

Office of the Director of Council & Community Services/Clerk

To: Warden Tom Bain and Members of County Council

**From: Mary Birch
Director of Council & Community Services/Clerk**

Date: July 18, 2018

**Subject: Windsor/Essex Provincial Offences Program – 2017
Annual Report**

Report #: 2018-0718-CCS-R007-MB

Purpose

To provide County Council with a copy of the 2017 Annual Report and audited financial statements for the Windsor / Essex Provincial Offences Program.

Background

Section 2.5 of the Inter-municipal Service Agreement for the Windsor-Essex Provincial Offences 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 2017 Annual Report of the Windsor/Essex Provincial Offences Program and 2017 Audited Financial Statements were presented to and approved by the members of the Windsor/Essex Court Service Area Liaison Committee on March 21, 2018. Members were requested to provide the 2017 Annual Report and Financial Statements to their respective Councils. Copies are attached as Appendix A and B, respectively.

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Windsor/Essex Provincial Offences Program – 2017 Annual Report

Financial Implications

The Report indicates that charging volumes decreased in 2017, by 5.1% from the prior year. With a few exceptions, declining charging volumes appear to be a trend across the Province.

Efforts were focused on collections of defaulted fines in 2017. Collection methods such as adding outstanding fines to tax rolls, wage garnishments, plate denials and 3rd party collection agencies were all utilized to increase the collection of defaulted fines. Despite the collection efforts for the year 2017, the net operating income of \$1,312,109 is down 34.2% from 2016. There was a negative variance of \$411,567 (23.9%) from the \$1,723,676 budgeted revenue.

Recommendation

That Essex County Council receive the 2017 Annual Report and 2017 audited Financial Statements pertaining to the Windsor/Essex Provincial Offences Program.

Respectfully Submitted

Mary Birch

Originally Signed by

Mary Birch Director of Council & Community Services/Clerk

Concurred With,

Robert Maisonville

Originally Signed by

Robert Maisonville, Chief Administrative Officer

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Windsor/Essex Provincial Offences Program – 2017 Annual Report

Appendix No.	Title of Appendix
Appendix A	2017 POA Annual Report
Appendix B	2017 Windsor/Essex POA Program Audited Financial Statements
Appendix C	Windsor City Council Decision Notification