

MINUTES

P.O.A. SUB-COMMITTEE TO THE LEEDS AND GRENVILLE JOINT SERVICES COMMITTEE

Tuesday, May 4, 2010

Council Chambers
25 Central Avenue West, Brockville

Sub-Committee

Members Present: Chair Ron Holman, Bill Thake, Warden, Bill Gooch, United Counties of Leeds and Grenville
Dave Henderson, City of Brockville
Jim Garrah, Town of Gananoque
Suzanne Dodge, Town of Prescott

Other Members Present: Mel Campbell, John Conley, Roger Haley, Frank Kinsella, Jim Pickard, Doug Struthers, United Counties of Leeds and Grenville

Staff Present: Steve Silver, Chief Administrative Officer
Nigel White, Director of Corporate Services/Treasurer
Diane Gilligan, Operational Supervisor, POA
Lesley Todd, Clerk, Manager, POA Court Services
Andrea Bolton, Deputy Clerk (Recording Secretary)

1.0 Opening Remarks

Mr. Holman called the meeting to order at 10:38 a.m.

2.0 Adoption of Agenda

Motion

**Moved by Mr. Gooch and seconded by Mr. Thake
THAT the Agenda for the May 4, 2010 POA Sub-Committee Meeting be
adopted as circulated. Carried.**

3.0 Disclosure of Pecuniary Interest and General Nature Thereof – Nil

4.0 Adoption of Minutes of the Previous Committee Meeting

Motion

**Moved by Mr. Henderson and seconded by Mr. Thake
THAT the minutes of the POA Sub-Committee meeting held on February 2,
2010, be approved as distributed. Carried.**

5.0 Delegations/Presentations – Nil

6.0 Correspondence, Communications and Petitions – Nil

7.0 Information Items – Nil

8.0 Staff Reports

8.0.1 Accounts Receivable Aging Report

Mrs. Todd advised that accounts receivable are funds owing to Leeds and Grenville in the form of fines, much of which was inherited at the time of provincial downloading. This report illustrates the one million dollar increase in accounts receivable between 2008 and 2009.

Mr. Holman asked what impact this additional million dollars will have on the revenue portion of the budget. Mrs. Todd reported that a rolling average is used to budget revenue, and receivables do not have an impact on the budget. In response to a question by Mr. Holman, Mrs. Todd advised that a decline in the number of tickets issued over 2007 and 2008 impacted 2009 revenue. In addition, a drop in revenue late in 2008 can be connected to the state of the economy at that time.

Motion

**Moved by Ms. Dodge and seconded by Mr. Garrah
THAT the Accounts Receivable Aging Report be received and filed.
Carried.**

8.0.2 Revenue Statement – March 31, 2010

Mrs. Todd reported revenues are in a better position at the beginning of 2010 compared to 2009; however, this may be due in part to the payment of a large environmental fine. She noted that revenue was budgeted less in 2010 than 2009. In response to a question from Mr. Gooch regarding the administration fee added to the fines, Mrs. Todd confirmed that staff has received no negative

feedback. Mr. Gooch suggested that this fee could be adjusted to account for the increase in salaries and materials. It was noted that this could be included as part of the Service Delivery Review.

Motion

**Moved by Mr. Dishaw and seconded by Mr. Garrah
THAT the Revenue Statement, March 31, 2010 be received and filed.
Carried.**

8.0.3 POA Write Offs

Mrs. Todd reported the write-offs extend from 1977 to 1992 and consist of fines where collection efforts were exhausted by both POA staff and the collection agency. Mrs. Todd explained that in the event someone comes forward to pay one of the fines in the write-off list, the fine is reinstated and the payment accepted.

In response to a question from Mr. Thake, Mrs. Todd advised that fines connected to suspensions result in situations where drivers cannot renew licences until the fine is paid.

Motion

**Moved by Mr. Thake and seconded by Mr. Henderson
THAT the POA Sub-Committee recommends:**

- 1. THAT the Joint Service Committee recommend to the United Counties of Leeds and Grenville that POA fines in the amount of \$242,130.40 be written off as per the listing attached to the Report to POA Sub-Committee dated May 4, 2010 entitled "POA Write Offs".
Carried.**

8.0.4 Service Delivery Review – Verbal

Mr. White provided the Committee with an update on the Service Delivery Review being undertaken in POA. He advised that the economic climate is still prevalent and affecting revenues. As part of the Service Delivery Review (SDR), staff are examining the rationalization of services and reviewing costs.

Mr. White advised that the SDR will also examine operations in the offices and the courtroom, and will consider the use of technology and how recording is done in the courtroom, as well as electronic document management to reduce paper. There will be a stronger emphasis on the collection of outstanding fines and an examination of the prosecution process. The SDR will examine overtime and sick time, as sick time necessitates the use of part time employees. Mr. White reported the SDR will be ongoing over the next six months, following which enhancements will be phased in; a closed meeting report containing recommendations will be brought forward at the June meeting. Mr. Gooch

suggested that an increase in the administration fee associated with fines be included as part of the Service Delivery Review as discussed earlier.

8.0.5 Update on POA Activities

Mrs. Todd updated the Committee regarding the discussions that took place at the Eastern Region Court Managers meeting, noting that some of the issues from that meeting will be incorporated into the Service Delivery Review, including improving courtroom equipment and the use of digital equipment.

Mrs. Todd noted that the issues surrounding interpreters have become more complex, as the shortage of interpreters for certain languages is further exacerbated by the need for certified interpreters. The Committee discussed the cost associated with having interpreters present in court and the possibility of interpreters working through video/teleconferencing and internet technology.

The challenges associated with e-ticketing were discussed; Mrs. Todd advised that in addition the procurement and control challenges associated with the paper used in e-ticketing, the OPP have not kept the courts informed when moving to the process of e-ticketing. She noted that the legislation requires that the courts have paper copies of tickets, so electronic tickets must still be printed and provided to the courts. These issues have been brought to the attention of the Ministry of the Attorney General. It was noted that, should electronic download of tickets be permitted, it would save data entry time for staff.

In response to a question from Mr. Gooch, Mrs. Todd advised that it is unlikely ticketing will move to a process similar to the United States, where persons can pay their fines using a credit card at the side of the road. In addition, the Committee discussed the time saving advantages if officers were permitted to give testimony through video conferencing. Mrs. Todd noted that the early resolution process will only require officers to be in attendance if a matter proceeds to court.

Mrs. Todd concluded that a Request for Proposal process has begun to seek a second collection agency. The two agencies would then have the outstanding fines split between them to encourage friendly competition.

Motion

**Moved by Mr. Dishaw and seconded by Mr. Henderson
THAT the Information Report dated May 4, 2010 entitled “Update on POA
Activities” be received and filed. Carried.**

9.0 Sub-Committee, Special and AdHoc Committee Reports – Nil

10.0 Unfinished Business

10.0.1 Mr. Henderson requested a progress update following a recent presentation to Joint Services regarding the property designated ED-19. Mr. Silver advised that staff will meet to discuss the matter this week.

11.0 Announcements

11.0.1 Mr. Silver reminded members that the Governance and Finance Committee meeting will take place Wednesday May 5th and therefore Public Works Committee meeting take place Thursday May 6th.

12.0 Notice of By-Laws/Notice of Motions - Nil

13.0 Media Questions

There were no members of the media present.

14.0 Questions from the Public

There were no members of the public in attendance.

15.0 Closed Meeting – Nil

16.0 Adjournment

Motion

**Moved by Ms. Dodge and seconded by Mr. Garrah
THAT the meeting of the POA Sub-Committee adjourn at 11:07 a.m.
Carried.**

Ron Holman, Chair