

Dufferin POA Board Meeting Agenda

October 4, 2024
9:30 a.m.
Remote via Teams

1. **CALL TO ORDER**
2. **INTRODUCTIONS**
3. **REGULAR BUSINESS**
 - 3.1 **2024 Budget**
 - 3.2 **2023 Year End Statistics**
 - 3.3 **2024 Statistics Q1 and Q2**
 - 3.4 **Judicial Closures**
 - 3.5 **Time to Trial**
 - 3.6 **Facility Update**
4. **ADJOURNMENT**

Dufferin POA Board Meeting Minutes
April 6, 2023
9:30 AM
Remote via Teams

Mayor, C. Gerrits, Township of Amaranth
CAO Clerk, N. Martin, Township of Amaranth
Clerk, M. Dunne, County of Dufferin
Deputy Treasurer, S. Culshaw, Township of East Garafraxa
Treasurer, A. Selby, Township of East Garafraxa
CAO/Clerk Treasurer, M. Townsend, Town of Grand Valley
Mayor J. Creelman, Town of Mono
Treasurer, H. Boston, Township of Mulmur
Councillor, K. Lyon, Township of Mulmur
Town Clerk, C. Khan, Town of Orangeville
Councillor, R. Stevens, Town of Orangeville
Deputy Treasurer, M. English, Town of Shelburne
Town Solicitor/Manager of Legal and Court Services A. Alyea, Town of Caledon
Financial Analyst, C. Goncalves, Town of Caledon
Director of Finance/Chief Financial Officer, M. Palasandiran, Town of Caledon
Supervisor of Court Services, N. Shearman, Town of Caledon

1. Call to Order

Town Solicitor/Manager of Legal and Court Services, A. Alyea called the meeting to order at 9:00 a.m.

2. Introductions

Town Solicitor/Manager of Legal and Court Services, A. Alyea gave introductions of Town of Caledon staff, followed by round table introductions of those present.

3. Regular Business

3.1 POA Overview

Town Solicitor/Manager of Legal and Court Services, A. Alyea gave a brief overview of the POA Board meeting schedule.

3.2 2023 Budget

Director of Finance/Chief Financial Officer, M. Palasandiran reviewed the unaudited 2022 year end actuals and the 2023 approved budget.

Questions asked and answered.

3.3 2022 Year End Statistics

Supervisor, N. Shearman reviewed the 2022 statistics

3.4 Judicial Closures

Town Solicitor/Manager of Legal and Court Services, A. Alyea provided an update of the 2022 and 2023, Q1 judicial closures

Questions asked and answered.

3.5 Time to Trial

Town Solicitor/Manager of Legal and Court Services, A. Alyea provided an update of the past and current time to trial.

Dufferin POA Board

April 6, 2023

3.6 Updates

Town Solicitor/Manager of Legal and Court Services, A. Alyea provided an update of court and court administration.

3.7 Facility Update

Town Solicitor/Manager of Legal and Court Services, A. Alyea provided an update of facility challenges and associated costs.

Questions were asked and answered.

4. Adjournment

Meeting adjourned at 10:27 a.m.

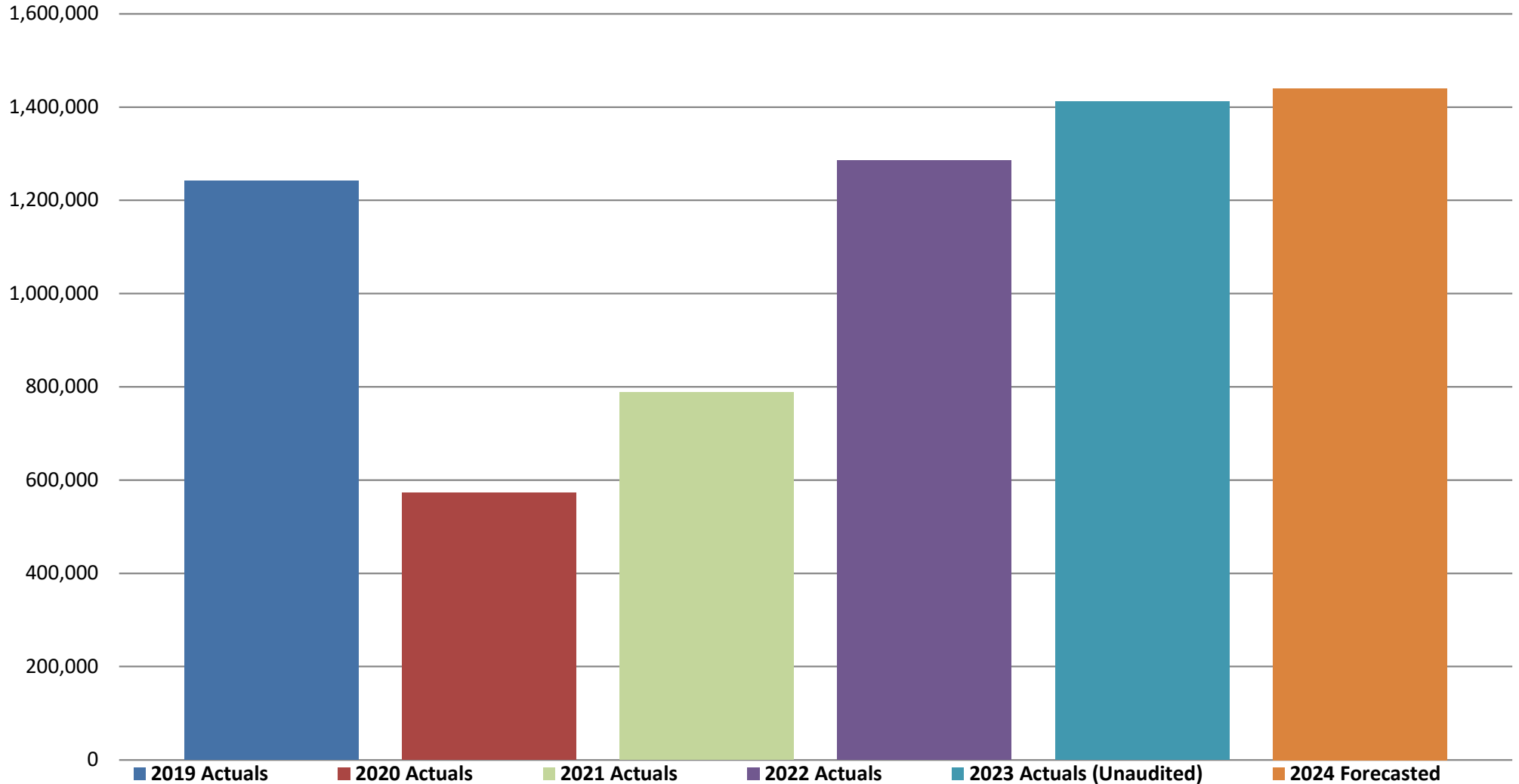
2024 Dufferin POA Budget Review

October 4, 2024

POA Dufferin 2023 Year-end Actuals (Unaudited)

	2023 Actuals (Unaudited)	2023 Budget	2023 Variance to Budget Favourable/(Unfavourable)	Comments
Revenue				
Fine Revenue Collected	1,411,466	1,247,545	163,921	Favourable variance as revenue is back to normal levels.
FLS Grant Revenue	64,036	95,560	(31,524)	FLS Staff vacant from Jan - April, 2023
Interest Earned	4,047	0	4,047	Higher interest rates in 2023
Total Revenue	1,479,549	1,343,105	136,444	
Expenditures				
Wages/Benefits/Overtime	639,704	644,122	4,418	
Bank Charges	26,073	21,000	(5,073)	Due to increasing volume of on-line payments.
Computer Charges (ICON)	26,489	27,500	1,011	
Contract Services/Prosecutor and adjudicator	221,981	301,279	79,298	Savings related to cost for 10 year court plan of \$15,000 which was pushed to 2024 and \$40,000 Urgent/Emergency upgraded A/V Equipment for Courtroom 104 paid directly by Dufferin.
Computer Services- Software(Liberty, CAMS)	2,888	4,800	1,912	
Court - Transcript, Witness and Interpreter	8,483	14,000	5,517	Savings due to interpreters appearing virtually therefore no mileage charges incurred.
Facility rental	12,212	12,212	0	
Legal forms	565	4,000	3,435	Savings in 2023 relate to more e-ticketing usage
Legal Publications	387	500	113	
Meeting Expenses	187	300	113	
Membership / Dues	204	425	221	
Mileage	438	500	62	
Office supplies	3,227	5,000	1,773	Savings relate to more e-documents used/work from home practices etc.
Printing and Advertising	1,718	300	(1,418)	Job postings pertaining to vacancies.
Telephone/Internet	6,604	7,150	546	
Training / Development / Seminars	2,782	3,300	518	
Total Expenses (recovered at 100%)	953,942	1,046,388	92,446	
Net Revenue Before Payments to Serviced Municipalities	525,607	296,717	228,890	

Dufferin POA Revenues



Average for 5 year Actuals = \$1,059,882
The 2024 Forecast of \$1,440,000 assumes a 2% increase
over 2023 Actuals

2024 Proposed Budget

	2023 Budget	2024 Budget	Budget Change Increase/(Decrease)
Revenue			
Fine Revenue Collected	1,247,545	1,440,000	192,455
FLS Grant Revenue	95,560	100,680	5,120
Interest Earned			
Total Revenue	1,343,105	1,540,680	197,575
Expenditures			
Wages/Benefits/Overtime (including FLS)	644,122	737,520	93,398
Bank Charges	21,000	21,000	-
Computer Charges (ICON)	27,500	27,500	-
Contract Services/Prosecutor and adjudicator	291,079	252,621	(38,458)
Contract Services/ one time capital request- 10 year Capital Plan for POA Courts	15,000	15,000	-
Court - Transcript, Witness and Interpreter	14,000	14,000	-
Facility rental	12,212	12,212	-
Legal forms	4,000	4,000	-
Legal Publications	500	500	-
Meeting Expenses	300	300	-
Membership / Dues	425	425	-
Mileage	500	500	-
Office supplies	5,000	5,000	-
Printing and Advertising	300	300	-
Telephone/Internet	7,150	7,150	-
Training / Development / Seminars	3,300	3,300	-
Total Expenses (recovered at 100%)	1,046,388	1,101,328	54,940
Net Revenue Before Payments to Serviced Municipalities	296,717	439,352	142,635

↑ Assumed a 2% increase over 2023 actual revenue

← \$27k of increase due to in year CSL request for the Prosecution Coordinator (See Slide 6 for more information), Annualization and Cost of living increase

← See Slide 7 for more information

↑ 5.3% increase



2024 Proposed Budget Assumptions

1. \$1,440,000 in fine revenue proposed (2% increase over 2023 Actuals) in 2024. Court is fully hybrid with concurrent virtual and in-person court.
 - 120k /month budget
 - \$85k budgeted from collections
2. POA recognizes revenue on a cash basis which means revenues are recognized only when they are paid, not when tickets are filed.
3. Factors affecting revenue:
 - Tickets filed
 - Court resources to hear matters
 - Collections

Staff Report 2023-084 – Prosecution Coordinator

FINANCIAL IMPLICATIONS

To facilitate Part III prosecution services one (1) additional full-time headcount will be required for the position of Prosecution Coordinator. In 2023, this position will be funded as a POA expense netted from existing POA revenues and be reported as a negative variance. While there are no new revenues to be gained by taking on Part III prosecution



Page 6 of 7

Staff Report 2023-0384

services, there are minor cost savings as currently the Province charges both Caledon and Dufferin \$90/ hour for Part III prosecution services. The position will be funded 30% from Dufferin County POA and 70% from Caledon POA, based on current Part III proportional volumes. For the 2024 budget, this will be an unavoidable budget increase of \$91,455 as there is no corresponding offset from an increase in POA revenues. The position is proposed to begin in October, 2023, to assist with the preparation for the transfer (including moving to electronic disclosure) with the final transfer to take place some time in 2024 (depending on when the backlog is in a state of readiness to be transferred).

One-time Capital Request – 10 Year Capital Plan for POA Courts

- To hire a consultant to conduct a study to determine whether POA Courts are sufficient to meet the community’s needs over the next 10 years and to plan for capital growth.
- The Master Plan will consider both the Caledon and Dufferin Courts, including whether any cost savings are possible by integrating the Courts.
- Dufferin is budgeted to share a one-time cost of \$15,000, or 25% of the total \$60,000 cost.

REASON FOR PROJECT (BENEFITS/SERVICE DELIVERY IMPROVEMENTS, RISK IF NOT IMPLEMENTED)

Without this study the Town will not be able to determine what capital investments in POA Courts are required to meet the community's needs over the next 10 years. Courts are reaching critical capacity and will not be able to grow without significant capital investment. The Master Plan will guide this growth to ensure that the Town continues to meet its commitments to access to justice.

Budget						
	Total	2022	2023	2024	2025	2026
Expenditures						
Support Infrastructure/Studies	60,000	60,000				
Expenditures Total	60,000	60,000				

Potential Estimated Allocation of 2024 Budgeted Revenue

	2023 Budget	2024 Budget	Budget Change Increase/(Decrease)
Revenue			
Total Revenue	1,343,105	1,540,680	197,575
Expenditures			
Total Expenses (recovered at 100%)	1,046,388	1,101,328	54,940
Net Revenue Before Payments to Serviced Municipalities	296,717	439,352	142,635



Township	2023 Fine Allocation	Potential Allocation of 2024 Budgeted Revenue
Township of Amaranth	5.77%	\$ 25,367
Township of East Garafraxa	4.52%	\$ 19,851
Town of Grand Valley	2.44%	\$ 10,722
Township of Melancthon	9.53%	\$ 41,869
Town of Mono	35.60%	\$ 156,410
Township of Mulmur	5.84%	\$ 25,660
Town of Orangeville	21.20%	\$ 93,161
Town of Shelburne	15.09%	\$ 66,312
	100%	\$ 439,352

Assumes Fine Revenues and % allocation will be the same as in 2023

Next Steps

- Town of Caledon 2024 Budget was approved on February 20, 2024
- Town of Caledon 2025 Budget to be approved by the end of 2024.

Questions?





POA Year End Statistics

2023

Part 1 Charges Received

Month	2020	2021	2022	2023	Monthly Difference (2022/2023)	Cumulative Total (2023)
January	648	542	756	749	-7	-7
February	597	690	735	569	-166	-173
March	510	1092	766	891	125	-48
Q1 Total	1755	2324	2257	2209		
April	136	1095	1036	1013	-23	-71
May	402	738	903	1108	205	134
June	649	689	733	808	75	209
Q2 Total	1187	2522	2672	2929		
July	666	613	1113	993	-120	89
August	605	874	1064	907	-157	-68
September	443	598	1286	856	-430	-498
Q3 Total	1714	2085	3463	2756		
October	520	710	1304	670	-634	-1132
November	643	934	637	532	-105	-1237
December	380	540	413	392	-21	-1258
Q4 Total	1543	2184	2354	1594		
Total	6199	9115	10746	9488		

828 charges originally reported for September 2023

Part 3 Charges Received

Month	2020	2021	2022	2023	Monthly Difference (2022/2023)	Cumulative Total (2023)
January	74	71	66	101	35	35
February	92	66	95	105	10	45
March	77	58	63	71	8	53
Q1 Total	243	195	224	277		
April	18	69	55	53	-2	51
May	34	80	68	124	56	107
June	45	73	56	104	48	155
Q2 Total	97	222	179	281		
July	100	67	93	183	90	245
August	40	98	47	171	124	369
September	39	53	151	119	-32	337
Q3 Total	179	218	291	473		
October	105	83	114	119	5	342
November	40	50	72	82	10	352
December	45	35	70	85	15	367
Q4 Total	190	168	256	286		
Total	709	803	950	1317		

102 charges originally reported for July 2023

81 charges originally reported for August 2023

111 charges originally reported for September 2023

Part 1 Charges Received by Municipality

Municipality	2019 Total	2020 Total	2021 Total	2022 Total	2023 Total	Percentage Change (2022 - 2023)
Amaranth	396	294	927	920	871	-5%
East Garafraxa	174	165	238	614	958	56%
Grand Valley	157	62	244	361	306	-15%
Melancthon	538	254	927	1674	973	-42%
Mono	2955	2144	3487	3081	2844	-8%
Mulmur	551	391	929	1057	687	-35%
Orangeville	3251	983	1281	1439	1411	-2%
Shelburne	2937	1890	1033	1530	1169	-24%

2023 Charges Received

Charge Type	2019	2020	2021	2022	2023
Part 1 (Traffic Tickets)	10074	6199	9115	10746	9488
Part 2 (Parking Tickets)	958	420	2286	2666	2370
Part 3 (Summons)	1072	709	803	950	1317
Total	12104	7328	12204	14362	13175



POA Q1 and Q2 Statistics

2024

Part 1 Charges Received

Month	2020	2021	2022	2023	2024	Monthly Difference (2023/2024)	Cumulative Total (2024)
January	648	542	756	749	498	-251	-251
February	597	690	735	569	783	214	-37
March	510	1092	766	891	623	-268	-305
Q1 Total	1755	2324	2257	2209	1904		
April	136	1095	1036	1013	767	-246	-551
May	402	738	903	1108	712	-396	-947
June	649	689	733	808	608	-200	-1147
Q2 Total	1187	2522	2672	2929	2087		
July	666	613	1113	993			
August	605	874	1064	907			
September	443	598	1286	856			
Q3 Total	1714	2085	3463	2756			
October	520	710	1304	670			
November	643	934	637	532			
December	380	540	413	392			
Q4 Total	1543	2184	2354	1594			
Total	6199	9115	10746	9488			

Part 3 Charges Received

Month	2020	2021	2022	2023	2024	Monthly Difference (2023/2024)	Cumulative Total (2024)
January	74	71	66	101	104	3	3
February	92	66	95	105	134	29	32
March	77	58	63	71	143	72	104
Q1 Total	243	195	224	277	381		
April	18	69	55	53	118	65	169
May	34	80	68	124	152	28	197
June	45	73	56	104	111	7	204
Q2 Total	97	222	179	281	381		
July	100	67	93	183			
August	40	98	47	171			
September	39	53	151	119			
Q3 Total	179	218	291	473			
October	105	83	114	119			
November	40	50	72	82			
December	45	35	70	85			
Q4 Total	190	168	256	286			
Total	709	803	950	1317			

Part 1 Charges Received by Municipality

Municipality	2023 Total (Jan to June)	2024 Total (Jan to June)	Percentage Change
Amaranth	434	389	-10%
East Garafraxa	562	168	-70%
Grand Valley	191	74	-61%
Melancthon	486	666	37%
Mono	1423	1137	-20%
Mulmur	407	356	-13%
Orangeville	805	545	-32%
Shelburne	750	492	-34%

Judicial Closures

Court masterplan allots 2 days of court per week (Tuesday and Wednesday)

2022

- 22 days of pre-scheduled court closures
- 13 days of last-minute closures due to lack of judicial resources

2023

- 29 days of pre-scheduled court closures
- 4.5 days of last-minute closures due to lack of judicial resources

2024 (Q1 and Q2)

- 18 days of pre-scheduled court closures
 - 3 days of last-minute closures due to lack of judicial resources
-
- Incident reports are being submitted to Ministry of the Attorney General to document all last-minute closures

Time to Trial

- Time to trial reached a high of 22 months in January 2022
- Time to trial in 2023 was 15 months
- Current time to trial is 12 months

Facility Update

- April 2024, lease renewal presented to Dufferin
- Courtroom 104 upgrades have been completed
 - Serves as a virtual courtroom for judicial pretrials and as an alternative courtroom when necessary