



# INFORMATION REPORT

<b>TO:</b> Chair and Members Audit, Finance and Administration Committee	<b>WARD(S) AFFECTED:</b> CITY WIDE
<b>COMMITTEE DATE:</b> December 10, 2012	
<b>SUBJECT/REPORT NO:</b> Status of Provincial Offences Administration (POA) Fine Collections and Staffing (FCS12098) (City Wide) (Outstanding Business Item)	
<b>SUBMITTED BY:</b> Roberto Rossini General Manager Finance & Corporate Services Department	<b>PREPARED BY:</b> Wendy Mason (905) 546-2424 ext. 5718
<b>SIGNATURE:</b>	

**Council Direction:**

At the September 10, 2012, Audit, Finance and Administration Committee, staff was directed to provide a report, respecting the status of Provincial Offences Administration (POA) fine collections and staffing, to the Audit, Finance & Administration Committee, prior to the 2013 budget deliberations.

**Information:**

Provincial Offences Administration Program Revenues

POA actual revenues were budgeted at \$7.1 million for 2012. POA actual revenue generated to the end of September 2012 equals \$5,919,639. The projected revenue to year end is expected to exceed budget by approximately \$800,000.00. Table 1 on the following page is an update on POA revenues (Actual) comparing 2010, 2011 and year-to-date for 2012.

**Table 1 – Actual POA Revenues for 2010, 2011 and 2012  
January to September**

<b>POA NET REVENUES</b>		
<b>2010</b>	<b>2011</b>	<b>Jan – Sept 2012</b>
<b>\$6,595,298</b>	<b>\$6,705,411</b>	<b>\$5,919,639</b>

POA actual revenues in the first nine months of 2012 has increased 14.9% compared to the same period in 2011 as reflected in Table 2 below. Growth continues to be due to enforcement activity adding to charges filed and court activity, which requires municipal resources from both Court Administration and Prosecution.

**Table 2 – Actual POA Revenues  
For the first nine months of 2012 compared to 2011**

<b>Month</b>	<b>POA Net Revenues 2011</b>	<b>POA Net Revenues 2012</b>	<b>Increase/(Decrease) from previous Year</b>	
<b>January</b>	459,101	593,087	133,986	
<b>February</b>	511,210	654,680	143,470	
<b>March</b>	599,990	691,215	91,225	
<b>April</b>	573,606	700,260	126,654	
<b>May</b>	803,528	751,106	(52,422)	
<b>June</b>	498,521	653,896	155,375	
<b>July</b>	559,247	641,456	82,209	
<b>August</b>	557,896	617,893	59,997	
<b>September</b>	587,859	616,045	28,186	
<b>Year to date:</b>	<b>5,150,958</b>	<b>5,919,639</b>	<b>768,681</b>	<b>14.92%</b>

### **Charge Levels**

Charges received from all enforcement agencies in 2012 continue to exceed the charges filed in the same time period in 2011 by 10.9%. There continues to be a growth trend due primarily to police charge activity.

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**Table 3 – Total POA Charges Received from All Enforcement Agencies  
2010, 2011 and January to September for 2012**

<b>TOTAL CHARGES FILED</b>		
<b>2010</b>	<b>2011</b>	<b>Jan – Sept. 2012</b>
<b>88,020</b>	<b>88,575</b>	<b>76,569</b>

**Table 4 – Total POA Charges Received from All Enforcement Agencies  
Comparing January to September 2011 to 2012**

<b>Month</b>	<b>Total Charges Filed 2011</b>	<b>Total Charges Filed 2012</b>	<b>Increase/Decrease from previous Year</b>
<b>January</b>	5,542	7,067	1,525
<b>February</b>	7,016	8,132	1,116
<b>March</b>	8,370	8,070	(300)
<b>April</b>	9,202	10,162	960
<b>May</b>	9,100	9,748	648
<b>June</b>	7,765	7,922	157
<b>July</b>	7,809	8,650	841
<b>August</b>	7,846	8,640	794
<b>September</b>	6,466	8,178	1,712
<b>Year to Date:</b>	69,116	76,569	7,453

In 2011, Hamilton POA was ranked fourth in the Province based on the number of charges filed. In the first three quarters of 2012, Hamilton POA has moved into the third largest court based on charges filed.

## **Staffing**

In November of 2011, Council approved one additional court administration clerk to be hired due to increasing volume of charges filed. During the 2012 Budget deliberations, one additional court reporter position was deferred to the 2013 Budget process. The additional court reporter position will be required when we secure an additional full-time courtroom. POA is pursuing acquisition of additional courtroom space in the future. The need for increased facility space will impact the requirements for additional court reporters and possibly court administration clerks in the future; taking into consideration the volume of charges filed and the number of full-time courtrooms for POA. The demand for early resolution meetings by defendants is exceeding our expectations and we anticipate the need for additional courtrooms to manage the caseload as a result.

At time of transfer of responsibility for Provincial Offences, the Ministry of the Attorney General suggested a ratio of one court administration clerk to 5,000 – 6,000 charges. Hamilton POA is currently managing a ratio of 1 court administration clerk to 9,000 charges. Experienced staff and a review of processes for efficiencies make it possible for POA to manage this increasing workload.