

Dufferin POA Board Meeting Agenda
April 11, 2025
9:30 am
Virtual via Teams

1. **CALL TO ORDER**
2. **MINUTES FOR REVIEW**
3. **REGULAR BUSINESS**
 - 3.1 2025 Budget Review
 - 3.2 2024 Year End Statistics
 - 3.3 2025 Q1 Statistics
 - 3.4 Updates
4. **ADJOURNMENT**

Dufferin POA Board Meeting Minutes

October 4, 2024

9:30 AM

Remote via Teams

Mayor, C. Gerrits, Township of Amaranth
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
Supervisor Licensing and By-law Enforcement, J. Bramley, Town of Orangeville
Councillor, R. Stevens, Town of Orangeville
Deputy Treasurer, M. English, Town of Shelburne
Commissioner Corporate Services Chief Legal Officer, S. Dickson, Town of Caledon
Financial Analyst, C. Goncalves, Town of Caledon
Supervisor of Court Services, N. Shearman, Town of Caledon

1. Call to Order

Commissioner Corporate Services Chief Legal Officer, S. Dickson called the meeting to order at 9:00 a.m.

2. Introductions

Commissioner Corporate Services Chief Legal Officer, S. Dickson gave introductions of Town of Caledon staff.

3. Regular Business

3.1 2024 Budget

Financial Analyst, C. Goncalves reviewed the 2024 approved budget.

3.2 2023 Year End Statistics

Supervisor, N. Shearman reviewed the 2023 statistics.

3.3 2024 Q1 and Q2 Statistics

Supervisor, N. Shearman reviewed the 2024 statistics.

Questions asked and answered

3.4 Judicial Closures

Supervisor, N. Shearman provided an update of the 2023 and 2024, judicial closures

3.5 Time to Trial

Supervisor, N. Shearman provided an update of the past and current time to trial.

3.6 Facility Update

Supervisor, N. Shearman provided a facility update.

4. Adjournment

Meeting adjourned at 9:55 a.m.

2025 Dufferin POA Budget Review

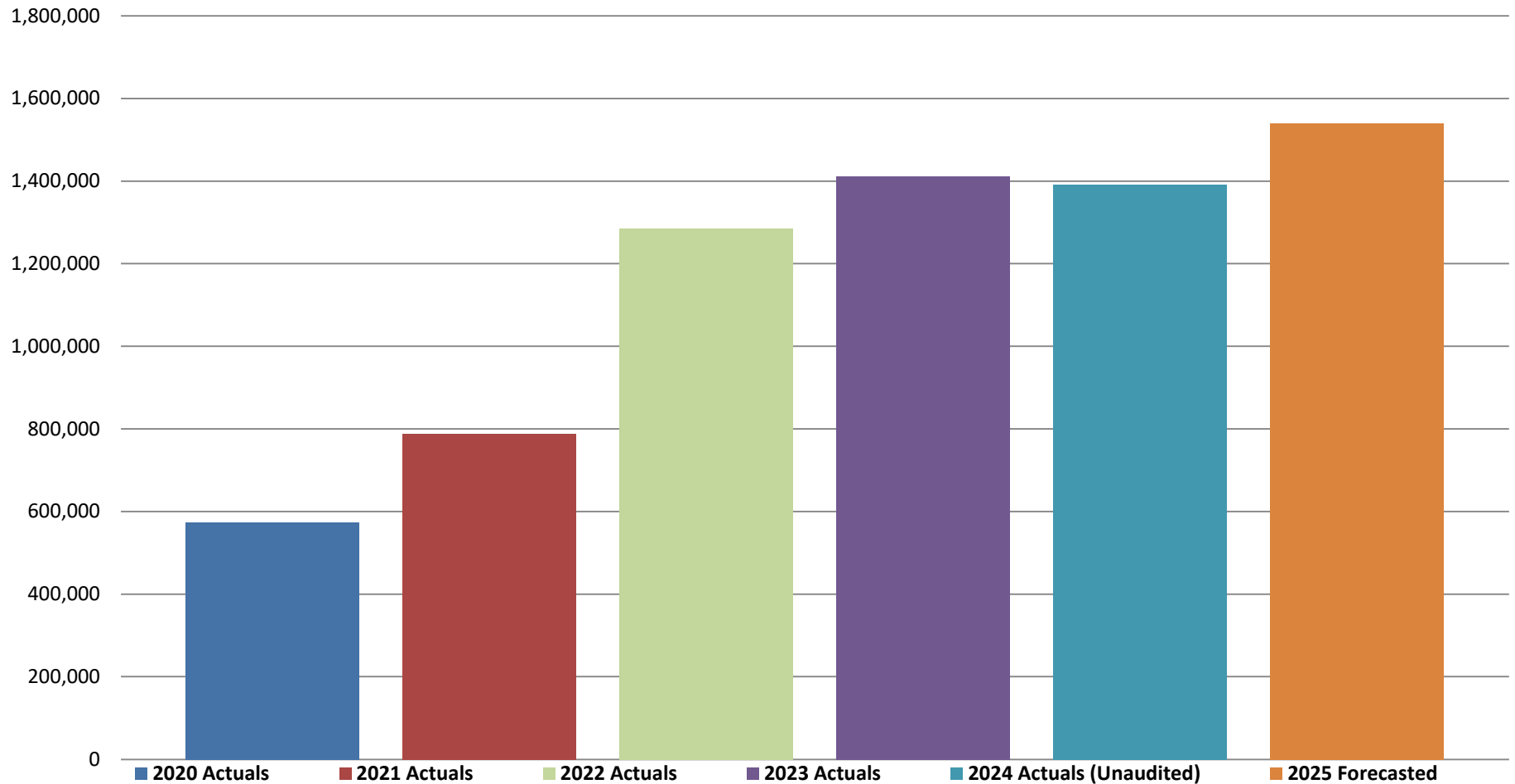
April 11, 2025



POA Dufferin 2024 Year-end Actuals (Unaudited)

	2024 Actuals (Unaudited)	2024 Budget	2024 Variance to Budget Favourable/(Unfavourable)	Comments
Revenue				
Fine Revenue Collected	1,391,609	1,440,000	(48,391)	2024 Revenues 3% less than budgeted
FLS Grant Revenue	97,085	100,680	(3,595)	
Interest Earned	4,412	0	4,412	Higher interest rates in 2024
Total Revenue	1,493,106	1,540,680	(47,574)	
Expenditures				
Wages/Benefits/Overtime	691,446	710,084	18,638	Coordinator position vacant until April 15, 2024.
Bank Charges	36,339	21,000	(15,339)	Due to increasing volume of on-line payments.
Computer Charges (ICON)	24,781	27,500	2,719	
Contract Services/Prosecutor and adjudicator	250,087	290,257	40,170	Savings related to cost for 10 year court plan of \$15,000 and prosecution and adjudication less than budgeted.
Computer Services- Software(Liberty, CAMS)	2,964	4,800	1,836	
Court - Transcript, Witness and Interpreter	18,305	14,000	(4,305)	The hourly rate for interpreters tripled from \$30/hour to \$90/hour as of August 1, 2023.
Facility rental	12,211	12,212	1	
Legal forms	0	4,000	4,000	Savings in 2024 relate to more e-ticketing usage
Legal Publications	554	500	(54)	
Meeting Expenses	182	300	118	
Membership / Dues	18	425	407	
Mileage	321	500	179	
Office supplies	4,540	5,000	460	
Printing and Advertising	0	300	300	
Telephone/Internet	6,676	7,150	474	
Training / Development / Seminars	2,961	3,300	339	
Total Expenses (recovered at 100%)	1,051,385	1,101,328	49,943	
Net Revenue Before Payments to Serviced Municipalities	441,721	439,352	2,369	

Dufferin POA Revenues



Average for 5 year Actuals = \$1,089,816
The 2025 Forecast of \$1,540,000 assumes new revenue from ASE Camera

2025 Approved Budget

	2024 Budget	2025 Budget	Budget Change Increase/(Decrease)
Revenue			
Fine Revenue Collected	1,440,000	1,540,000	100,000
FLS Grant Revenue	100,680	100,007	(673)
Interest Earned			
Total Revenue	1,540,680	1,640,007	99,327
Expenditures			
Wages/Benefits/Overtime (including FLS)	737,520	826,002	88,482
Bank Charges	21,000	21,000	-
Computer Charges (ICON)	27,500	27,500	-
Contract Services/Prosecutor and adjudicator	252,621	247,819	(4,802)
Contract Services/ one time capital request- 10 year Capital Plan for POA Courts	15,000	0	(15,000)
Court - Transcript, Witness and Interpreter	14,000	22,000	8,000
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%)	1,101,328	1,178,008	76,680
Net Revenue Before Payments to Serviced Municipalities	439,352	461,999	22,647



Increase in Budgeted Revenue due to new ASE Camera



Increase due to Compensation Review & Cost of Living Adjustments



Capital Project Closed



5.2% Increase in Net Revenue

2025 Approved Budget Assumptions

1. \$1,540,000 in fine revenue budgeted in 2025 due to new revenue from ASE Camera. Court is fully hybrid with concurrent virtual and in-person court.
 - 128k /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

Potential Estimated Allocation of 2025 Budgeted Revenue

	2024 Budget	2025 Budget	Budget Change Increase/(Decrease)
Revenue			
Total Revenue	1,540,680	1,640,007	99,327
Expenditures			
Total Expenses (recovered at 100%)	1,101,328	1,178,008	76,680
Net Revenue Before Payments to Serviced Municipalities	439,352	461,999	22,647



	2024 Fine Allocation	Potential Allocation of 2025 Budgeted Revenue
Township		
Township of Amaranth	6.76%	\$ 31,237
Township of East Garafraxa	4.47%	\$ 20,673
Town of Grand Valley	2.00%	\$ 9,246
Township of Melancthon	10.15%	\$ 46,875
Town of Mono	30.13%	\$ 139,198
Township of Mulmur	5.22%	\$ 24,123
Town of Orangeville	27.23%	\$ 125,793
Town of Shelburne	14.04%	\$ 64,855
	100%	\$ 461,999

Assumes Fine Revenues and % allocation will be the same as in 2024

Next Steps

- Town of Caledon 2025 Budget was approved on December 18, 2024

Questions?





POA Year End 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	887	-106	-1253
August	605	874	1064	907	875	-32	-1285
September	443	598	1286	856	867	11	-1274
Q3 Total	1714	2085	3463	2756	2629		
October	520	710	1304	670	730	60	-1214
November	643	934	637	532	702	170	-1044
December	380	540	413	392	508	116	-928
Q4 Total	1543	2184	2354	1594	1940		
Total	6199	9115	10746	9488	8560		

Part 1 Charges Received by Municipality

Municipality	2023 Total	2024 Total	Percentage Change
Amaranth	871	820	-6%
East Garafraxa	958	455	-53%
Grand Valley	306	269	-12%
Melancthon	973	1373	41%
Mono	2844	2375	-16%
Mulmur	687	721	5%
Orangeville	1411	1112	-21%
Shelburne	1169	1144	-2%

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	235	52	256
August	40	98	47	171	132	-39	217
September	39	53	151	119	131	12	229
Q3 Total	179	218	291	473	498		
October	105	83	114	119	95	-24	205
November	40	50	72	82	123	41	246
December	45	35	70	85	122	37	283
Q4 Total	190	168	256	286	340		
Total	709	803	950	1317	1600		

Part 3 Charges Received by Municipality

Municipality	2023 Total	2024 Total	Percentage Change
Amaranth	137	130	-5%
East Garafraxa	59	36	-39%
Grand Valley	26	21	-19%
Melancthon	158	199	26%
Mono	428	618	44%
Mulmur	69	94	36%
Orangeville	270	287	6%
Shelburne	158	179	13%

2024 Total Charges Received

Charge Type	2020	2021	2022	2023	2024
Part 1 (Traffic Tickets)	6199	9115	10746	9488	8560
Part 2 (Parking Tickets)	420	2286	2666	2370	2023
Part 3 (Summons)	709	803	950	1317	1600
Total	7328	12204	14362	13175	12183



POA Q1 Statistics

2025

Part 1 Charges Received

Month	2021	2022	2023	2024	2025	Monthly Difference (2023/2024)	Cumulative Total (2024)
January	542	756	749	498	452	-46	-46
February	690	735	569	783	301	-482	-528
March	1092	766	891	623	766	143	-385
Q1 Total	2324	2257	2209	1904	1519		
April	1095	1036	1013	767			
May	738	903	1108	712			
June	689	733	808	608			
Q2 Total	2522	2672	2929	2087	0		
July	613	1113	993	887			
August	874	1064	907	875			
September	598	1286	856	867			
Q3 Total	2085	3463	2756	2629	0		
October	710	1304	670	730			
November	934	637	532	702			
December	540	413	392	508			
Q4 Total	2184	2354	1594	1940	0		
Total	9115	10746	9488	8560	1519		

Part 1 Charges Received by Municipality

Municipality	2024 Total Q1	2025 Total Q1	Percentage Change
Amaranth	184	128	-30%
East Garafraxa	88	62	-30%
Grand Valley	44	48	9%
Melancthon	310	118	-62%
Mono	587	461	-21%
Mulmur	144	155	8%
Orangeville	288	215	-25%
Shelburne	205	306	49%

Part 3 Charges Received

Month	2021	2022	2023	2024	2025	Monthly Difference (2023/2024)	Cumulative Total (2024)
January	71	66	101	104	135	31	31
February	66	95	105	134	51	-83	-52
March	58	63	71	143	122	-21	-73
Q1 Total	195	224	277	381	308		
April	69	55	53	118			
May	80	68	124	152			
June	73	56	104	111			
Q2 Total	222	179	281	381	0		
July	67	93	183	235			
August	98	47	171	132			
September	53	151	119	131			
Q3 Total	218	291	473	498	0		
October	83	114	119	95			
November	50	72	82	123			
December	35	70	85	122			
Q4 Total	168	256	286	340	0		
Total	803	950	1317	1600	308		

Updates

- Judicial closures in 2024 were minimal we hope to see this trend continue in 2025
- Time to trial remains consistent, averaging at about 10 months
- New LAJP for the area – HW Jones
- New collections contract for 2025, working with 5 agencies
- Onboarded ASE , first tickets received on March 21.