



City of  
**Peterborough**

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**TO:** Members of the Joint Services Steering Committee

**FROM:** Patricia Lester, City Solicitor

**MEETING DATE:** October 8, 2009

**SUBJECT:** Report OCSP0AJSSC09-001  
Relocation of the Provincial Offences Office

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## **PURPOSE**

A report to provide an update on the potential relocation of the Provincial Offences Office (POA) in 2010.

## **RECOMMENDATION**

That the Joint Services Steering Committee endorse the Recommendation outlined in Report OCSP0AJSSC09-001, dated October 8, 2009 of the City Solicitor as follows:

That Report OCSP0AJSSC09-001, be received for information.

## **BACKGROUND**

The POA office located at 99 Simcoe Street at 1,426 square feet, is inadequate in both size and function for the current POA operations. All deliveries to the POA must be made through the Manager's office, which has proven to be disruptive with an adverse affect on security, privacy and *Municipal Freedom of Information and Protection of Privacy Act*, responsibilities. In addition, the current counter layout provides an ergonomic issue for staff who spend their entire workday assisting the public, as well storage space is at capacity.

The current lease expires October 2010.

The potential relocation and assessment of the needs of the POA is timely in light of the Ministry of the Attorney General's review of streamlining of POA functions, including improving service to the public, access to justice, enhancing the enforcement of POA fines and simplifying procedures. For the POA this will mean changes in technology and procedures, which will have an impact on spatial needs.

Unfortunately, expansion of the POA in its current location is not feasible and a move outside the convenient walking distance to the Provincial Court House is not an option, as members of the public often have to attend both the Court House and the POA in concert when dealing with their offences.

The Manager of POA and the Property Asset Manager have initiated discussions with the present landlord Peterborough Square, in seeking a location, which meets the proximity to the Court House requirement while offering enhanced space that will meet the growth needs of the POA. Staff is also reviewing alternate locations in the downtown core with other landlords.

It is Staff's intent to report back to JSSC in early 2010 with recommendations regarding location and rental costs. In the event that leasehold improvements will be required, for example adequate security for the Staff and secured storage for evidence materials, estimates will be provided.

Submitted by,

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City Solicitor

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