



TOWN OF  
**HALTON HILLS**  
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## REPORT

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**TO:** Mayor Lawlor and Members of Council

**FROM:** Susie Spry, Manager of Enforcement Services

**DATE:** April 17, 2025

**REPORT NO.:** ADMIN-2025-015

**SUBJECT:** Amendments to the Automated Speed Enforcement By-law 2025-0019

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### RECOMMENDATION:

THAT Report No. ADMIN-2025-015 dated April 17, 2025 regarding amendments to the Town's Automated Speed Enforcement (ASE) By-law 2025-0019 be received;

AND FURTHER THAT By-law 2025-0019, a by-law to establish a system of Administrative Monetary Penalties for Automated Speed Enforcement be amended to include various housekeeping amendments;

AND FURTHER THAT Council approve the recommended changes as outlined in Report No. ADMIN-2025-015 and in the draft amending by-law (Appendix A).

### KEY POINTS:

The following are key points for consideration with respect to this report:

- Automated Speed Enforcement is currently operating within the Town of Halton Hills.
- A by-law to establish a system of Administrative Monetary Penalties for Automated Speed Enforcement was approved by Council in March 2025
- Following the program's launch, slight discrepancies in the wording were discovered, prompting revisions to ensure compliance with provincial regulations.

## BACKGROUND AND DISCUSSION:

In March 2025, Council approved a By-law to establish an Administrative Penalty System for Automated Speed Enforcement in Halton Hills. The Town's Automated Speed Enforcement program officially launched on March 31, 2025.

After the program's launch, minor inconsistencies in the wording were identified, necessitating updates to align with provincial regulations

By-law 2025-0019 would be amended as follows:

### Section 1. Definitions

The definition of "Set aside" would be added to read:

**"Set Aside"** means the **penalty order** is effectively cancelled

### Section 7. Review by a Screening Officer

Section 7.6 be amended to change the amount of days to extend the time to request a screening review from thirty (30) days to forty-five (45) days to read:

- 7.6 If a person has not requested a **Screening Review** on or before the date on which the penalty is due and payable, the person may request that the **Screening Officer** extend the time to request a **Screening Review** in accordance with section 7.7 of this By-law within forty-five (45) days of the date of the service of the **penalty order**.

#### Section 7.7 be added to read:

- 7.7 A person's right to request an extension of time for a **Screening Review** expires, it is has not been exercised within forty-five (45) days of the date of service of the **penalty order** and:
- a) The person shall be deemed to have waived the right to request a **Screening Review**;
  - b) The **administrative penalty**, and any applicable **administrative fee(s)** are deemed to be confirmed and payable; and
  - c) The **administrative penalty** and any applicable **administrative fee(s)** shall not be subject to any further review, including a review by any court.

#### Section 7.11 be added to read:

- 7.11 A **Screening Review** shall be conducted by written form or by electronic document submission unless there is a requirement on a case-by-case basis, as determined by the **Screening Officer**, to provide the **Screening Review** through other means.

**Section 7.13 be added to read:**

- 7.13 Where a person or an authorized representative fails to appear for a **Screening Review** meeting, or fails to respond in accordance with a request by a **Screening Officer**;
- a) the appellant shall be deemed to have abandoned the request for a **Screening Review**;
  - b) the **administrative penalty**, and any applicable **administrative fee(s)** are deemed to be confirmed and payable;
  - c) the appellant shall pay the Town, a Screening Non-Appearance Fee; and
  - d) the **administrative penalty**, and any applicable **administrative fee(s)** shall not be subject to any further review, including a review by any court.

**Section 8. Review by a Hearing Officer**

Section 8.1 be amended to change the amount of days a person can request a hearing from fifteen (15) days to thirty (30) days to read:

- 8.1 Where an **administrative penalty** has not been set aside, a person may request a **Hearing** within thirty (30) days of the date of service of the decision of a **Screening Officer**.

**Section 8.5** be amended to change the amount of days a person can request an extension to request a Hearing from thirty (30) days to forty-five (45) to read:

- 8.5 The appellant may request that the **Hearing Officer** extend the thirty (30) day period to request a **Hearing**. If the **Hearing Officer** considers it fair and appropriate in the circumstances, they may extend the period to request a **Hearing** to no more than forty-five (45) days from the date of service of the decision of the **Screening Officer**.

**Section 8.7** to be added to read:

- 8.7 A person's right to request an extension of time for a **Hearing** expires, if it has not been exercised within forty-five (45) days of the date of service of the decision of the **Screening Officer** and:
- a) The person shall be deemed to have waived the right to request a **Hearing**;
  - b) The **administrative penalty**, and any applicable **administrative fee(s)** are deemed to be confirmed and payable; and
  - c) The **administrative penalty** and any applicable **administrative fee(s)** shall not be subject to any further review, including a review by any court.

## **Other Amendments**

In all instances throughout the by-law the word “affirmed” has been changed to “confirmed”.

The renumbering of Sections 7 and 8 was done to accommodate the addition of the new sub-sections as mentioned above.

## **STRATEGIC PLAN ALIGNMENT:**

This report is administrative in nature and does not have an impact on the Town’s Strategic Plan.

## **RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

## **PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

## **INTERNAL CONSULTATION:**

The Town Clerk and the Town Screening Officer were consulted during the preparation of this report.

## **FINANCIAL IMPLICATIONS:**

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Valerie Petryniak, Town Clerk & Director of Legislative Services

Chris Mills, Chief Administrative Officer