



TOWN OF
HALTON HILLS
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REPORT

TO: Mayor Lawlor and Members of Council

FROM: Valerie Petryniak, Town Clerk & Director of Legislative Services

DATE: May 12, 2025

REPORT NO.: ADMIN-2025-014

SUBJECT: Amendments to User Fee By-law for Automated Speed Enforcement

RECOMMENDATION:

THAT Report No. ADMIN-2025-014 dated May 12, 2025 regarding Amendments to the User Fee By-law for the Automated Speed Enforcement program be received;

AND FURTHER THAT Council approve the amendments as outlined in the draft by-law attached as Appendix A.

KEY POINTS:

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

- On March 3, 2025 Council passed By-law No. 2025-0019 being a By-law to establish an Administrative Penalty System for Automated Speed Enforcement.
- The User Fee by-law passed in November 2024 must be amended to accommodate the new fees as set out in the ASE By-law.

BACKGROUND AND DISCUSSION:

On March 3, 2025, Council approved and passed By-law No. 2025-0019 being a By-law to establish an Administrative Penalty System for Automated Speed Enforcement (ASE) in Halton Hills. The By-law provides the Town the ability to establish and charge fees related to the ASE program and references that “The **Town** may impose fees as set out in the **User Fees By-law** for services rendered, including but not limited to the provision of transcripts, reproduction and mailing fees.”

The Town's User Fee By-law No. 2024-0087 was passed on November 18, 2024, prior to the adoption of the ASE By-law. Staff are recommending the User Fee By-law be amended to accommodate the new fees as follows:

Section entitled "Clerks – Administrative Monetary Penalty" be amended to add an MTO Plate Denial fee to read:

Type of Revenue/User	Unit/Description	HST Status	HST Rate	2024	HST	2024	2025	HST	2025	Increase (%)
Clerks - Administrative Monetary Penalty										
Certified Document Fee		Exempt	0%	\$ 10.00	\$ -	\$ 10.00	\$ 10.00	\$ -	\$ 10.00	0.00%
Hearing Non-Appearence Fee		Exempt	0%	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	0.00%
Late Payment Fee		Exempt	0%	\$ 25.00	\$ -	\$ 25.00	\$ 25.00	\$ -	\$ 25.00	0.00%
MTO Plate Denial Fee (NEW)		Exempt	0%	-	-	-	\$ 20.00	\$ -	\$ 20.00	
MTO Search Fee		Exempt	0%	\$ 10.00	\$ -	\$ 10.00	\$ 10.00	\$ -	\$ 10.00	0.00%
Non-Sufficient Funds (NSF)		Exempt	0%	\$ 45.00	\$ -	\$ 45.00	\$ 45.00	\$ -	\$ 45.00	0.00%
Screening Non-Appearence Fee		Exempt	0%	\$ 50.00	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ 50.00	0.00%

A new Section entitled "Clerks -Automated Speed Enforcement" be added to read:

Type of Revenue/User	Unit/Description	HST Status	HST Rate	2024	HST	2024	2025	HST	2025	Increase (%)
Clerks - Automated Speed Enforcement										
Certified Document Fee (NEW)		Exempt	0%	-	-	-	\$ 10.00	\$ -	\$ 10.00	0.00%
Hearing Non-Appearence Fee (NEW)		Exempt	0%	-	-	-	\$ 60.00	\$ -	\$ 60.00	0.00%
MTO Plate Denial Fee (NEW)		Exempt	0%	-	-	-	\$ 20.00	\$ -	\$ 20.00	0.00%
Non-Sufficient Funds (NSF)(NEW)		Exempt	0%	-	-	-	\$ 45.00	\$ -	\$ 45.00	0.00%
Screening Non-Appearence Fee (NEW)		Exempt	0%	-	-	-	\$ 60.00	\$ -	\$ 60.00	0.00%

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 Deputy Treasurer and Finance staff were consulted in the drafting of this report.

FINANCIAL IMPLICATIONS:

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

Reviewed and approved by,

Chris Mills, Chief Administrative Officer