



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

Meeting Date: Monday, August 25, 2025

To: Members of Council

From: Jennifer Willoughby, Director of Legislative Services/Clerk

Report: LS2025-09

Subject: **Automated Speed Enforcement Update**

Recommendation

BE IT RESOLVED THAT Council receives report LS2025-09 for information.

Background

Council has received and considered the following previous reports regarding the Automated Speed Enforcement (ASE) program:

- [CAO 2023-20](#) (December 2023) – Provided an initial review of automated speed enforcement technology, legislative framework, and potential implementation considerations for Shelburne.
- [LS2024-09](#) (December 2024) – Authorized entering into a service agreement with Global Traffic Group Inc. for a three-year ASE pilot project.
- [LS2025-02](#) (March 2025) – Provided an implementation update, recommended establishment of an Administrative Penalty System (APS), and authorized required agreements with the Ministry of Transportation, Ministry of the Attorney General, and the Township of Essa (Joint Processing Centre).

The purpose of automated speed enforcement (ASE) is to improve road safety by reducing speeding and promoting safer driving habits, particularly in areas like school zones and community safety zones where vulnerable road users are present. ASE systems aim to alter driver behavior and increase awareness of speed limits and is intended to:

- Enhance safety:
By reducing speeding, ASE helps create a safer environment for pedestrians, cyclists, and other vulnerable road users.
- Promote safer driving:
Evidence suggests that ASE can lead to a "halo effect," where drivers begin to adhere to speed limits even in areas without ASE cameras, resulting in safer roads overall.
- Reduce collisions and injuries:
By lowering vehicle speeds, ASE can lessen the severity of accidents and reduce the likelihood of collisions.
- Increase public awareness:
ASE systems serve as a constant reminder for drivers to slow down and be mindful of speed limits, especially in high-risk areas.

in designated Community Safety Zones and/or School Zones.

Following infrastructure preparation, regulatory compliance, and public education measures, the ASE program will officially go live on September 5, 2025.

Analysis

Camera Locations



Following review of historical and current traffic data and enforcement feasibility assessments, the following locations were selected:

- Greenwood Street | Rintoul Crescent to Robert Street (both directions)
- Main Street | Simon Street to Jelly Street (both directions)

- Owen Sound Street | Second Avenue West to O'Flynn Street (both directions)
- Victoria Street | Franklyn Street to Andrew Street (both directions)
- William Street | First Avenue East to O'Flynn Street (both directions)

These locations meet provincial ASE criteria and were prioritized based on speeding concerns and pedestrian safety considerations. On June 5th, 2025 following the 90-day notice requirement, signs were installed.

When cameras go live on September 5, 2025, the "coming soon" signs will be changed over to reflect the fact that an ASE camera is currently in use:



Regulated Speed Fines

[Ontario Regulation 355/22](#) sets the fines associated for speeding in Community Safety Zones are as follows:

Item	Column 1 Kilometres per hour over the maximum speed limit	Column 2 Penalty rate in community safety zone or school zone
1.	1 to 19 kilometres per hour over the maximum speed limit	\$5.00 per kilometre
2.	20 to 29 kilometres per hour over the maximum speed limit	\$7.50 per kilometre
3.	30 to 49 kilometres per hour over the maximum speed limit	\$12.00 per kilometre
4.	50 kilometres per hour or more over the maximum speed limit	\$19.50 per kilometre

Item	Column 1 Amount determined under paragraph 1 of subsection (1) of this section	Column 2 Amount mentioned in paragraph 6 of subsection (1) of this section
1.	\$0 - \$50	\$10
2.	\$51 - \$75	\$15
3.	\$76 - \$100	\$20
4.	\$101 - \$150	\$25
5.	\$151 - \$200	\$35

6.	\$201 - \$250	\$50
7.	\$251 - \$300	\$60
8.	\$301 - \$350	\$75
9.	\$351 - \$400	\$85
10.	\$401 - \$450	\$95
11.	\$451 - \$500	\$110
12.	\$501 - \$1000	\$125

[Legislation](#) also requires the Town to have the following policies that are attached as Appendix 1:

- ASE-001 Prevention of Financial Hardship Policy.
- ASE-002 Prevention of Political Interference Policy.
- ASE-003 Conflict of Interest Policy.

Communications

To maximize public awareness, ensure compliance, and maintain public trust, the following communication plan was implemented effective June 5, 2025:

Public Education Campaign

- Distribution of information via the Town's website, social media platforms, print media, and local radio.
- Prepare and circulate Frequently Asked Questions via the Town's website, social media platforms addressing purpose, location selection, fine amounts, and enforcement process.

Signage and On-Street Messaging

- Installed ASE program signs at all camera locations before the go live date.

Media and Stakeholder Engagement

- Offer interviews and media briefings to explain the program's goals and legal framework.

Ongoing Transparency

- Publish quarterly ASE enforcement statistics on the Town's website, including ticket volumes and compliance trends.
- Provide ongoing Council updates to ensure oversight and accountability

In addition, Global Traffic Group has provided an ASE information guide, attached as Appendix 2, for public use which members of Council can use should they be contacted by contraveners of the program.

It is important to note, please direct members of the public that may be contacting members of Council, back to staff at the Town hall or the Joint Processing Centre directly - Township of Essa Joint Data Processing - Automated Speed Enforcement Phone: [1-877-748-1025](tel:1-877-748-1025)
Email: ase@ojpc.ca

We continue to frequently update the Town's website with ASE information - <https://www.shelburne.ca/living-here/automated-speed-enforcement-ase/>

Financial Impact

N/A

Policies & Implications (if any) Affecting Proposal

N/A

Consultation and Communications

Global Traffic Group and Senior Management

Council Priorities

Council's Priorities has three Pillars - Sustainable, Engaged and Livable. There are a total of 14 Priorities with the three Pillars.

This report aligns with the Sustainable, Engaged and Liveable Pillars within the Priorities of:

SP2 Invest in critical infrastructure and services for the future,

EP1 Promote effective partnerships,

L5 Expand people friendly transportation networks.

Supporting Documentation

Appendix 1:

- ASE-001 Prevention of Financial Hardship Policy.
- ASE-002 Prevention of Political Interference Policy.
- ASE-003 Conflict of Interest Policy.

Appendix 2 – Global Traffic Group ASE Information Guide

Respectfully Submitted and prepared by:

Jennifer Willoughby, Director of Legislative Services/Clerk

Reviewed by:

Denyse Morrissey, CAO



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ONTARIO, CANADA

CORPORATE POLICY – ASE-001

DEPARTMENT: Legislative Services

POLICY: Automated Speed Enforcement Administrative
Penalty Program Financial Hardship Policy

APPROVAL: Director of Legislative Services/Clerk

EFFECTIVE DATE: September 1, 2025

1. PURPOSE

The purpose of this Policy is to provide for direction in responding to requests by persons that received a Penalty Order as the result of a speeding contravention captured by an automated speed enforcement device, for relief from paying all or part of a Penalty Order where the person can demonstrate that they would suffer unreasonable financial hardship if required to pay the Penalty Order in full.

2. DEFINITIONS

For the purposes of this Policy, the following definitions are defined in accordance with Shelburne's ASE Administrative Penalty By-law:

Administrative Fee - means any monetary amount specified in Essa's ASE AP By-law 2024-18 or set out in Ontario Regulation 355/22 made under the *Highway Traffic Act*.

APS – means Administrative Penalty System.

Hearing Decision - means the Notice that contains the decision made by a Hearing Officer as referred to in section 6.10 of ASE AP By-law 10-2025.

Hearing Officer – means a person who is appointed to perform the duties of the Hearing Officer as set out in section 6 of the ASE AP By-law 10-2025.

Hearing Review - means the process set out in section 6 of the ASE AP By-law 10-2025.



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Penalty Order – means an order that is made under subsection 21.1(2) of the *Highway Traffic Act*.

Person – includes an individual or a business, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof, whose name appears on the vehicle permit as provided by the Ontario Ministry of Transportation. If the vehicle permit consists of a vehicle portion and license plate portion, and different persons are named on each portion, the person whose name appears on the license plate portion as provided by the Ontario Ministry of Transportation is the “Person” for the purposes of this Policy.

Screening Decision - means the Notice which contains the decision of the Screening Officer, delivered in accordance with section 5.7 of the ASE AP By-law 10-2025.

Screening Officer - means a person who performs the functions of a Screening Officer in accordance with section 5 of the ASE AP By-law 10-2025.

Screening Review - means the process as set out in section 5 of the ASE AP By-law 10-2025.

Town means the Corporation of the Town of Shelburne.

3. POLICY

3.1 Application

This Policy applies to a Screening Review and Hearing Review conducted by a Screening Officer and Hearing Officer, respectively, pursuant to the Town of Shelburne ASE AP By-law 10-2025.

3.2 General Provisions

3.2.1 Any Person who receives a Penalty Order as the result of a speeding contravention having been captured by an automated speed enforcement device is provided the right to dispute their Penalty Order within the designated 30-day timeframe following the deemed date of service, in accordance with section 7 of Ontario Regulation 355/22.

3.2.2 The Screening Officer has the authority to vary the penalty order by applying a financial hardship reduction to the original amount due, or to



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extend the timeline for payment if the Screening Officer finds that full payment of the Penalty Order causes undue financial hardship.

- 3.2.3 A decision made by the Screening Officer to financially reduce a Penalty Order due to financial hardship shall only be applied once, and only once the registered owner of the vehicle that was captured by an ASE device provides subsequent documentation that supports the claim of financial hardship (refer to subsection 3.3 of this Policy).
- 3.2.4 Consideration by Screening Officers to apply a financial hardship reduction to future Penalty Orders will not be considered if the Screening Officer is not satisfied in future Screening Reviews that the Person has made any attempt to correct the contravening behaviour.
- 3.2.5 A Person who receives a Notice of Screening Decision from the Screening Officer, if in disagreement with the Screening Decision, shall be given the right to dispute the Screening Officer's Decision with a Hearing Officer.
- 3.2.6 The Hearing Officer has the authority to vary the penalty order by applying a financial hardship reduction to the original amount due, or to extend the timeline for payment if the Hearing Officer finds that payment of the Penalty Order would cause undue financial hardship.
- 3.2.7 Once the Decision of the Hearing Officer has been made, and the Notice of Hearing Decision has been sent to the Person, the appeal process is considered concluded. The Decision of the Hearing Officer is final in accordance with Ontario Regulation 355/22.

3.3 Documentation to Support Financial Hardship

- 3.3.1 A Person who claims that payment of the penalty order in full would cause financial hardship is required to provide documentation to support their claim at the time of the Screening Review or Hearing Review. The person, when required, shall provide documented proof of financial hardship as follows:
 - Copy of Canada Revenue Agency Notice of Tax Assessment for the last full calendar year, and



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- Copies of financial statements showing proof of reduced income such as:
 - Old Age Security
 - Canada Pension or other pension information
 - Guaranteed Income Supplement
 - Disability Pension
 - Child and/or spousal support orders
 - Ontario Student Assistance Program
 - Proof of Attendance at educational institution (applies to full time students only)
 - Ontario Works

3.3.2 The Screening or Hearing Officer will satisfy themselves at the Screening Review or Hearing Review as to the authenticity/credibility of the documents provided and will later refer to those documents in their decision.

4 Records Retention

All information and documentation shall be treated in a confidential manner, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Photocopies of the documentation may be required and attached to the Screening Decision and/or Hearing Decision record.

4. ADMINISTRATION AND CONTACT

This Policy shall be administered by the Legislative Services Department. Procedures may be defined, and amended from time to time, by the Clerk to address specific implementation of this Policy.

Cross References

Municipal Act, 2001, as amended

Highway Traffic Act

Ontario Regulation 355/22 (ASE Administrative Penalties)

Town of Shelburne ASE AP By-law 10-2025

Contact

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Policy Approved By: Jennifer Willoughby, Director of Legislative Services/Clerk
Approval Date: August 25, 2025
Policy Effective Date: September 1, 2025



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CORPORATE POLICY – ASE-002

DEPARTMENT:	Legislative Services
POLICY:	Automated Speed Enforcement Administrative Penalty Program – Prevention of Political Interference Policy
APPROVAL:	Director of Legislative Services/Clerk
EFFECTIVE DATE:	September 1, 2025

1. PURPOSE

The purpose of this Policy is to prevent political interference in the administration of Shelburne's ASE Administrative Penalty Program.

In accordance with Ontario Regulation 333/07 made under the *Municipal Act*, where a municipality has implemented an Administrative Penalty Program, it is required to establish a Policy for the prevention of political interference in its Administrative Penalty Program.

2. POLICY PRINCIPLES

This Policy defines what constitutes political interference in relation to Administrative Penalties, to ensure that responsibilities of the Screening and Hearing Officers are conducted in accordance with the fundamental principles of justice, which include decision-making and procedural independence, fairness, impartiality and integrity, without political interference.

This Policy applies to all elected members of Council as well as other Town of Shelburne officials and staff in relation to their interaction with Automated Speed Enforcement Staff.

In regard to members of Council, this Policy should be read and interpreted within the context of prevailing provincial legislation (ie: *Municipal Conflict of Interest Act*) and the Council Code of Conduct, including its related policies, procedures and guidelines.



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3. DEFINITIONS

For the purposes of this Policy, the following definitions are provided in accordance with the ASE AP By-law 10-2025:

Administrative Fee - means any monetary amount specified in the ASE AP By-law 10-2025 or set out in Ontario Regulation 355/22 made under the *Highway Traffic Act*.

APS – means Administrative Penalty System.

Hearing Decision - means the Notice that contains the decision made by a Hearing Officer as referred to in section 6.10 of ASE AP By-law 10-2025.

Hearing Officer – means a person who is appointed to perform the duties of the Hearing Officer as set out in section 6 of ASE AP By-law 10-2025.

Hearing Review - means the process set out in section 6 of ASE AP By-law 10-2025.

Penalty Order – means an order that is made under subsection 21.1(2) of the *Highway Traffic Act*.

Person – includes an individual or a business, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof, whose name appears on the vehicle permit as provided by the Ontario Ministry of Transportation. If the vehicle permit consists of a vehicle portion and license plate portion, and different persons are named on each portion, the person whose name appears on the license plate portion as provided by the Ontario Ministry of Transportation is the “Person” for the purposes of this Policy.

Screening Decision - means the Notice which contains the decision of the Screening Officer, delivered in accordance with section 5.7 of ASE AP By-law 10-2025.

Screening Officer - means a person who performs the functions of a Screening Officer in accordance with section 5 of ASE AP By-law 10-2025.

Screening Review - means the process as set out in section 5 of ASE AP By-law 10-2025.



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Town - means the Corporation of the Town of Shelburne.

4. POLICY

4.1 Principles of Preventing Political Interference

- 4.1.1 No person shall attempt, directly or indirectly, to communicate for the purpose of influencing or interfering, financially, politically or otherwise, with Provincial Offences Officers or other persons responsible for the administration of the Automated Speed Enforcement Program.
- 4.1.2 No person shall attempt, directly or indirectly, to communicate for the purpose of influencing or interfering, financially, politically or otherwise, with a Screening Officer or Hearing Officer, or other persons responsible for the administration of the APS, respecting the determination of an administrative penalty matter and/or respecting a delegated power of decision in a proceeding that is or will be pending before a Screening Officer or Hearing Officer, except the person who is entitled to be heard in a Screening Review or Hearing Review respectively.
- 4.1.3 All individuals involved with the enforcement and administrative functions of the Automated Speed Enforcement Program and its affiliated Administrative Penalty Program shall carry out such duties in a manner which upholds the integrity of the administration of justice.
- 4.1.4 If someone attempts to influence a Screening Officer, Hearing Officer, or employee that is engaged in the administration of the ASE Program or its affiliated APS Program contrary to the rules henceforth, the Screening Officer, Hearing Officer or employee shall report the incident to the Manager of Automated Speed Enforcement as soon as possible. No action shall be taken against the Screening Officer, Hearing Officer, or employee for making any such report in good faith.

5. ACCOUNTABILITY

- 5.1 Any interference in Shelburne's ASE Program or its affiliated APS Program by an individual may result in charges under the *Criminal Code* of Canada, Provincial Statute or other disciplinary action.



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5.2 Any interference with Shelburne's ASE Program or its affiliated APS Program by a member of Council may be considered a violation of the Council Code of Conduct.

5.3 A Screening or Hearing Officer, Town employee or other individual performing duties related to Shelburne's ASE Program and its affiliated APS Program shall report any attempt at political influence or interference, pecuniary, political or otherwise, to the Director of Legislative Services/Clerk. No action shall be taken against the Screening Officer, Hearing Officer or employee or other person(s) for making any such report in good faith.

5.4 A Screening Officer or Hearing Officer shall disclose any actual, potential or perceived political interference as soon as possible to the Director of Legislative Services Clerk.

6. ADMINISTRATION AND CONTACT

This policy shall be administered by the Legislative Services Department. Procedures may be defined, and amended from time to time, by the Clerk to address specific implementation of this Policy.

Cross References

Municipal Act, 2001, as amended
Municipal Conflict of Interest Act, as amended
Highway Traffic Act
Ontario Regulation 355/22 (ASE Administrative Penalties)
Town of Shelburne ASE AP By-law 10-2025
Council Code of Conduct 03-2016
Council-Staff Relationship Policy 2019-02

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Policy Approved By: Jennifer Willoughby, Director of Legislative Services/Clerk
Approval Date: August 25, 2025
Policy Effective Date: September 1, 2025



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CORPORATE POLICY – ASE-003

DEPARTMENT: Legislative Services

POLICY: Automated Speed Enforcement Administrative
Penalty Program – Conflict of Interest Policy

APPROVAL: Director of Legislative Services/Clerk

EFFECTIVE DATE: September 1, 2025

1. PURPOSE

The purpose of this policy is to assist staff in Shelburne's ASE AP Program in determining where a conflict or political interference exists and to provide staff in Shelburne's ASE AP Program with a process to follow where a conflict of interest arises under the ASE AP Program.

This policy endorses the following principles under the ASE AP Program:

- Independence and accountability of Screening and Hearing Officers in the appeal process where a Penalty Order has been imposed under the ASE AP Program, and the contravener is exercising their right to appeal.
- Certainty in reconciling the duties of Screening and Hearing Officers during the appeal process where a conflict of interest exists.
- Avoidance of political interference in decision-making.
- Screening and Hearing Officers are expected to perform their duties with integrity and impartiality in a manner that will bear the closest scrutiny.

2. POLICY PRINCIPLES

This Policy has been designed to provide staff in Shelburne's ASE AP Program with clarity in determining where a conflict exists, in addition to providing for a process to follow where a conflict of interest arises under Shelburne's ASE AP Program.



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3. DEFINITIONS

In this policy, the following definitions apply:

Child - means a child born within or outside marriage including an adopted child and a person whom another person has demonstrated a settled intention to treat as a child of the other person's family.

Hearing Officer - means the prescribed person(s) appointed to review penalty orders, as described in subsection 10(3) of Ontario Regulation 355/22.

Municipality - means the municipality in which the contravention that is the subject of a penalty order occurred, per subsection 10(1) of Ontario Regulation 355/22.

Parent - means a person who has demonstrated a settled intention to treat a child as a member of the person's family whether or not that person is the natural parent of the child.

Regulation - means Ontario Regulation 355/22, Administrative Penalties for Contraventions Detected Using Camera Systems under the *Highway Traffic Act*, R.S.O. 1990, c. H.8 as from time to time amended.

Screening Officer - means the prescribed person(s) employed to review penalty orders, per subsection 10(2) of Ontario Regulation 355/22.

Spouse - means the person to whom a person is married or with whom the person is living in a conjugal relationship outside of marriage.

4. POLICY

4.1 SCREENING OFFICERS

In accordance with subsection 10(2) of the Regulation, a Screening Officer is prescribed under subsection 21.1(7) of the *Highway Traffic Act* for the purpose of conducting an appeal under the Regulation.

In accordance with the Regulation, where a municipality has established an ASE AP Program, Screening Officers are required to be employed by the municipality.

Under the ASE AP Program, where an appeal has been filed, the Screening Officer is the first stage of the appeal process, and is responsible to review penalty orders that



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were imposed under the municipality's ASE AP Program in an independent manner, free from bias and/or political persuasion, and to make a decision as to confirm, vary or set aside the penalty order that was imposed on the registered owner.

4.2 HEARING OFFICERS

In accordance with subsection 10(3) of the Regulation, a Hearing Officer is prescribed under subsection 21.1(7) of the *Highway Traffic Act* for the purpose of conducting an appeal under the Regulation.

In accordance with subsection 10(3) the Regulation, where a municipality has established an ASE AP Program, Hearing Officers are not employees of the municipality, but rather, are appointed by the municipality to review the decision of the Screening Officer in an independent, arms-length manner free from bias and/or persuasion, and to make a decision as to confirm, vary or set aside the penalty order.

The Hearing Officer is the second and final stage in the appeal process for the municipality's ASE AP Program, and their decision is final.

In an effort to mitigate any conflict of interest and/or political interference when conducting a review of penalty orders imposed under the ASE AP Program, the following persons are not eligible for appointment as a Hearing Officer:

- a) an employee of the municipality;
- b) a member of the municipality's council;
- c) the child of a person referenced in a) or b);
- d) the parent of a person referenced in a) or b);
- e) the spouse of a person referenced in a) or b); or
- f) a person indebted to the municipality other than:
 - i. in respect of current real property taxes; or
 - ii. pursuant to an agreement with the municipality with which the person is complying.

4.3 RESPONSIBILITIES

Screening and Hearing Officers must ensure that each review or hearing, as applicable, is carried out in a manner that is fair, dispassionate and moderate, consistent with public interest, and independent of political or other external influences.



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Screening and Hearing Officers must neither act nor be directly or indirectly involved as an agent for any contravener in respect of any matter that is involving or that could otherwise involve that Screening or Hearing Officer in the performance of the role.

Screening and Hearing Officers must disclose to the Director of Legislative Services/Clerk any attempt at improper influence on their decision-making, or interference by any member of Council or member of staff, financial, political or otherwise, respecting performance of their role including any prohibited contact described in section 4.5.

Screening and Hearing Officers must disclose to the Director of Legislative Services/Clerk any actual or reasonably perceived conflict of interest as soon as possible.

4.4 PROCESS

Upon being advised of a conflict of interest by a Screening Officer at the first stage of the appeal process, the Penalty Order shall be deemed to be affirmed and will be automatically sent for a review by the Hearing Officer, with a final decision being made to affirm, vary or set aside the penalty order.

Upon being advised of a conflict of interest by a Hearing Officer at any stage of the appeal process, the Hearing Officer who has the conflict shall not participate in any review on the matter where the conflict exists; rather, the matter shall be assigned to a Hearing Officer who is not in a position of conflict to conduct a review of the penalty order and/or decision of the Screening Officer.

In the event the contravener appealing the decision is employed in the administration of the Administrative Penalty System, the matter shall be referred to the Hearing Officer(s), to review the penalty order and provide a detailed decision confirming, varying, or setting aside the penalty order. The decision shall be delivered to the contravener in accordance with the Regulation.

The Director of Legislative Services/Clerk must report to the Municipal council the particulars of any disclosure made pursuant to sections 4.3 and 4.5.

4.5 GENERAL

Screening and Hearing Officers must not accept a fee, gift or personal benefit that is related directly or indirectly with the performance of the Adjudicator's role, except compensation authorized by law.



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A member of Town of Shelburne Council must not contact the Screening or Hearing Officer respecting a matter related to the performance of their role except only to the extent that the member may be a party to a matter before the Screening or Hearing Officer and except only to the extent that a party would communicate with the Screening or Hearing Officer during the review or the hearing, as applicable.

Screening and Hearing Officers must not use any information obtained while performing their duties to further, or seek to further, their own financial, political, or personal interest.

No action may be taken against a Screening Officer, Hearing Officer or the Director of Legislative Services/Clerk, as the case may be, who discloses or reports in good faith pursuant to sections 4.3, 4.4.

4.6 CONFIDENTIALITY

Screening and Hearing Officers must not disclose information that is gained in the performance of their role and that is not available to the public, except in accordance with law.

5. ADMINISTRATION AND CONTACT

This policy shall be administered by the Legislative Services Department. Procedures may be defined, and amended from time to time, by the Clerk to address specific implementation of this Policy.

Cross References

Municipal Act, 2001, as amended
Municipal Conflict of Interest Act, as amended
Highway Traffic Act
Ontario Regulation 355/22 (ASE Administrative Penalties)
Town of Shelburne ASE AP By-law 10-2025
Council Code of Conduct 03-2016
Council-Staff Relationship Policy 2019-02

Contact

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ASE Information Guide

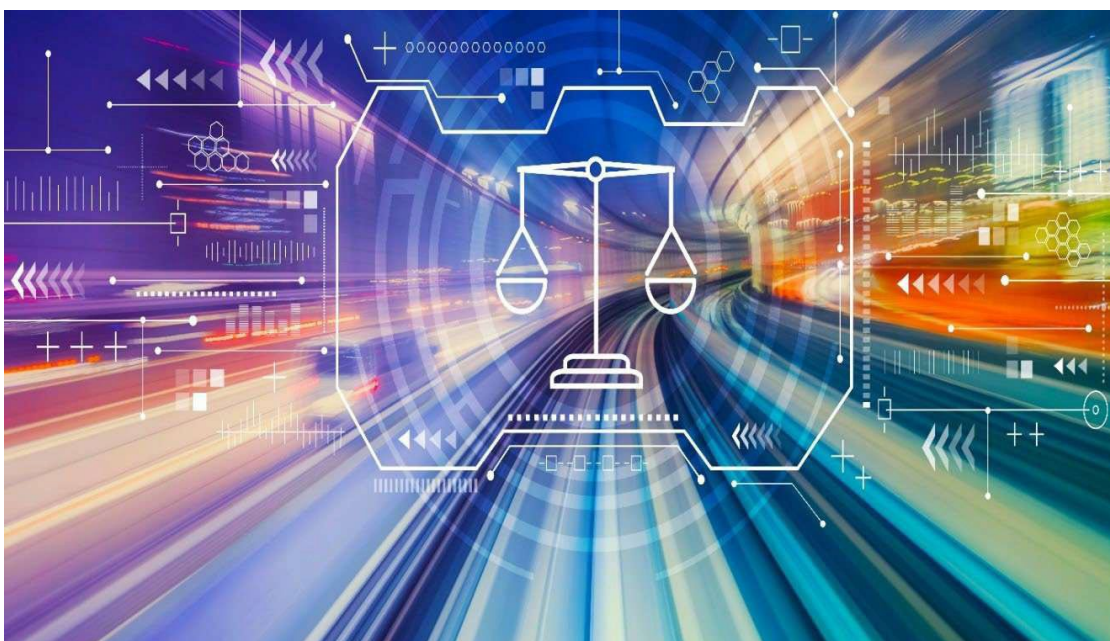


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Introduction

Welcome to the Council Support guide. We are delighted that you have chosen to partner with us. This document aims to address common queries by providing clear and helpful answers. If you have any questions or require further clarification on any topic discussed in this guide, please don't hesitate to contact our team.

What is Automated Speed Enforcement (ASE)?

ASE is designed to enhance road safety by utilizing cameras and speed detection devices to identify vehicles exceeding the speed limit. It has demonstrated success worldwide, making it a reliable tool for reducing speeding and improving compliance with traffic laws.

The system utilizes advanced speed detection technology and high-definition cameras to monitor vehicle speeds, automatically capturing the license plates of vehicles that exceed speed limits. ASE primarily focuses on critical areas such as school zones and community safety zones to protect pedestrians and vulnerable road users.

Location Requirements

ASE cameras may only be installed in specifically designated areas where the posted speed limit is less than 80 km/h, such as,

Community Safety Zones (CSZs): Road segments identified by the community as having significant speeding-related safety risks.

School Zones: Areas surrounding schools that require enhanced safety measures. All ASE locations must be formally designated through municipal bylaws approved by the Council and indicated with appropriate signage to inform drivers and ensure transparency.

Objectives and Public Benefit

The primary objectives of the ASE program are to enhance road safety, particularly near schools and within community safety zones, by effectively reducing vehicle speeds and decreasing the severity of collisions. Ultimately, ASE aims to encourage lasting behavioural changes among drivers, fostering safer driving habits and protecting vulnerable road users in the community.

Installation Preparation

Before installing ASE cameras, a detailed planning and permitting process is undertaken to ensure each location is suitable and compliant. Camera sites are selected based on traffic data, safety concerns, and municipal priorities, with a focus on designated CSZs. Key considerations include infrastructure readiness, power and network availability, pole type and ownership, camera height, and potential traffic engineering or safety concerns. Once suitable locations are identified through heat maps and collaborative analysis, a phased install schedule is created.

Pole ownership is verified—whether municipal or utility-owned—and necessary permits are secured, often requiring coordination between Global and the municipality. This thorough process ensures the effective, compliant, and safe deployment of cameras.

Public Notification & Signage

After the Ministry of Transportation Ontario (MTO) signs the agreement with the municipality, a minimum of **90 days' public notice** is required before automated enforcement begins at any location. During this period, signage stating "**Municipal Speed Camera Coming Soon**" will be installed at all designated enforcement zones. Once enforcement is active, signs stating "**Municipal Speed Camera in Use**" must be prominently displayed at each enforcement site to ensure transparency and public awareness.

Penalty Order

Under the Highway Traffic Act, vehicle owners can be held responsible for the manner in which their vehicles are used. Since ASE systems do not capture images of drivers or passengers, Penalty Orders are issued under owner liability. As a result, the registered plate holder receives the offence notice, regardless of who was driving at the time of the offence.

The Penalty Order includes details about the offence, the fine amount, and instructions on how to pay or appeal the Penalty Order.

Penalty Order Processing

A Provincial Offences Officer first reviews all the contravention captures. If the review determines that a charge is warranted, a Penalty Order notice, including a copy of

the captured image, is mailed to the registered owner of the vehicle within 30 days of the contravention date. No demerit points or insurance impacts, as it's a camera-based administrative penalty.

Registered Owners may request a screening or hearing if contesting a Penalty Order. Information on how to contest the Penalty Order will be included in the mailed notice. Screening and Hearing Officers have the authority to uphold, cancel, vary the Total Penalty Amount, or grant additional time to pay.

If you do not pay your Penalty Order

Failure to pay a Penalty Order within 30 days of it being deemed served or before the due date established by a Screening or Hearing Officer will result in an additional \$20 late payment fee being added to the total Penalty Amount, and the outstanding Penalty Order will be referred to the MTO for plate denial. This will result in your vehicle permit not being renewed, and a new permit will not be issued until the total Penalty Amount and all applicable fees have been paid.

Calibration

Global uses a third-party tool designed to meet the manufacturer's requirements for testing and certifying the radar device. This calibration method is satisfactory under Ontario's ASE regulations and ensures compliance with Ontario Regulation 398/19. Calibration is performed before deployment, repeated annually, and carried out after any relocation or maintenance. Upon completion, a Certificate of Accuracy (CoA) is issued to verify compliance.

Camera Operations

The ASE cameras are engineered for continuous 24/7 service, and the integrated camera-illuminator-radar platform operates reliably in temperatures from -40 °C to +85 °C. The systems are guided by the Business Rules set by the municipality. The ASE system simultaneously monitors multiple lanes and captures the violation.

Speed Limit and Trigger Speed

The devices are programmed with the posted speed limit (e.g., 50 km/h). The system captures an event only when a vehicle exceeds that limit by more than the configured trigger speed set by the municipality.

Camera Monitoring & Alerts

The ASE system integrates a comprehensive alerting framework that continuously audits health, security, and performance parameters. Configurable alerts notify the technical team of power interruptions, failed data uploads, component malfunctions, or connectivity issues, ensuring immediate response to potential disruptions.



Frequently Asked Questions

Why ASE?

While municipalities employ various methods to enforce speed limits, ASE has been proven effective in enhancing road safety. It has demonstrated success not only in other Canadian provinces but also in countries worldwide, making it a reliable tool for reducing speeding and improving compliance with traffic laws.

What are the benefits of ASE cameras installed on our roadways?

ASE cameras encourage drivers to follow speed limits, making roads safer, particularly for children and other vulnerable road users. They help reduce the severity of collisions and have no impact on drivers' compliance with the law. Over time, they promote long-term behaviour change, creating safer, more peaceful communities—even in areas without cameras.

Why is ASE being used instead of traditional enforcement?

ASE does not replace traditional enforcement; rather, it complements it. While police focus on critical and time-sensitive tasks, ASE provides consistent, around-the-clock monitoring of speeding. This always ensures safer roads, especially near schools and in high-risk areas. Over time, ASE also helps change driver behaviour, leading to long-term improvements in road safety.

How effective is ASE in reducing speeding?

ASE has proven to be effective in reducing speeding and enhancing road safety. Studies consistently show a decline in speeding where ASE is implemented. For instance, the City of Toronto reported a noticeable drop in speeding incidents in areas monitored by ASE, highlighting its impact on encouraging safer driving habits.

How much does the ASE Program cost the municipality?

There is no direct cost to the municipality. Global Traffic Group provides the technology and infrastructure needed to operate the program efficiently. Revenue generated through the program is shared between the municipality and the vendor.

All municipal revenue from ASE is reinvested into traffic calming initiatives and road safety improvements, helping to create safer streets and stronger communities.

How are the funds collected used?

The municipality uses its portion of the net fine revenue to fund road safety

improvements and traffic calming initiatives throughout the community. The victim fine surcharge, as with any other offence, is forwarded to the Province. After covering program expenses, all remaining municipal revenue is reinvested to enhance roadway safety.

How will I know if a camera is present?

In accordance with Ontario Regulations 355/22 and 398/19, clear signage is used to notify drivers of ASE camera locations. A "Municipal Speed Camera Coming Soon" sign will be posted 90 days in advance.

After that, a "Municipal Speed Camera In Use" sign will be displayed in the designated CSZ where the camera is active.

Where are the ASE units being installed?

Under provincial legislation, municipalities are authorized to install ASE units only in school zones and CSZs. These locations are selected to help protect vulnerable road users and promote safer driving in high-risk areas.

How often are the cameras calibrated?

The Regulation requires the cameras to be calibrated once every twelve months. The municipality's website provides the certification of accuracy.

What times of the day are the cameras active?

Specific camera operating times are not disclosed as part of the program. Drivers are encouraged to always follow posted speed limits to avoid receiving a Penalty Order. The best approach is to drive safely 24/7, regardless of whether a camera is visibly present.

What do I do if I get a Penalty Order?

The registered owner of the vehicle is responsible for the Penalty Order. If you receive one, you have the following options:

- Pay the Penalty Notice
- Request a review by a Screening Officer
- Request a review by a Hearing Officer (following the screening review)

Please note that ASE Penalty Orders do not result in demerit points or impact your driving record.

How will I receive the speeding Penalty Order?

If an ASE camera captures a vehicle exceeding the posted speed limit, a Penalty Order will be mailed to the registered owner.

The notice will include all mandatory criteria included in Regulation 355/22, including:

- A photograph of the contravening vehicle and a close-up of the license plate
- The location, date, and time of the offence
- The recorded speed of the contravening vehicle and the posted speed limit

This ensures transparency and provides all the details needed to understand the violation.

Speeding is a big issue on my street. How can I request to have an ASE camera installed on a specific street?

ASE is governed by Ontario Regulation 398/19, which outlines several rules and procedures that municipalities must follow when implementing the program. One key requirement pertains to deployment locations: ASE can only be installed on roads where the posted speed limit is less than 80 km/h within designated CSZs and School Zones.

In addition to regulatory guidelines, the internal site selection process also considers factors such as longitudinal data, motor vehicle collision history, documented safety concerns, and recurring community complaints.

Are threshold speeds being disclosed?

We do not disclose enforcement threshold speeds. Speed limits are not suggestions—they are legally enforceable limits. Drivers who travel at or below the posted speed limit can ensure they will not receive a Penalty Order.

Will the driver receive demerit points for the violation?

No, demerit points are not issued. A fine is sent to the registered owner of the vehicle, regardless of who was driving at the time of the offence.

Why does the registered plate holder receive the Penalty Order instead of the person who was driving when the Penalty Order was issued?

Under the Highway Traffic Act, vehicle owners can be held responsible for how their vehicles are used. Since ASE systems do not capture images of drivers or

passengers, Penalty Orders are issued under owner liability. As a result, the registered plate holder receives the offence notice, regardless of who was driving at the time.

Are Penalty Orders automatically generated, or does a Provincial Offences Officer first review them before being issued?

All images of contravening vehicles are first reviewed by a Provincial Offences Officer. If the review determines that a charge is warranted, a Penalty Order notice, including a copy of the captured image, is mailed to the registered owner of the vehicle within 30 days of the contravention date. No demerit points are issued.

What is a CSZ, and where are they located?

A CSZ is a designated area established through a municipal by-law passed by council to identify road segments with higher risk or safety concerns. These zones are typically located near schools or within school zones.

What happens if I don't pay?

If you fail to pay the Penalty Order, it will be sent to plate denial. Once the Penalty Order proceeds to Plate Denial, you will be required to attend a Service Ontario location to pay. Your license plate will not be renewed until such time as payment has been made.