

**Region of Waterloo**  
**Planning, Development, and Legislative Services**  
**Council and Administrative Services**

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**To:** Administration and Finance Committee  
**Meeting Date:** June 6, 2023  
**Report Title:** Implementation of the Administrative Penalties Program

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**1. Recommendation**

For information.

**2. Purpose / Issue:**

In response to Council's direction at the February 7, 2023 Administration & Finance Committee meeting, staff was instructed to establish a Regional administrative penalties program for camera-based offences, in accordance with Ontario Regulation 355/22, "Administrative Penalties for Contraventions Detected Using Camera Systems." As part of this direction, staff was also directed to issue a joint Expression of Interest on behalf of collaborating municipalities.

The purpose of this report is to provide an update on the Q2 2024 implementation of the Administrative Penalties Program. The Administrative Penalties Program is necessary to support the expected volume of cases associated with the Automated Speed Enforcement expansion Council approved May 24, 2024. Appendix A includes an infographic explaining the relationship between all components of the Automated Speed Enforcement program.

**3. Strategic Plan:**

An Administrative Penalties program aligns with the Region's Strategic Objective 5.2 providing excellent citizen centered services that enhance service satisfaction and Strategic Objective 5.4 ensuring the Region provides value for money and long term financial sustainability. It also provides the administration to support the Region's ASE program, which supports 3 objectives within the Region's 2019-2023 Strategic Plan:

- Strategic Objective 2.3: Increase participation in active forms of transportation (cycling and walking);
- Strategic Objective 2.4: Improve road safety for all users/drivers, cyclists, pedestrians, horse and buggies; and
- Strategic Objective 4.1: Improve child and youth wellbeing in Waterloo Region

#### **4. Report Highlights:**

- The Region of Waterloo recognizes the imperative need to implement an Administrative Penalties program to support the expansion of its Automated Speed Enforcement program in 2024.
- An Expression of Interest issued in Spring 2023 provided insights into the costs associated with procuring the required software for the Administrative Penalties program, enabling a better understanding of the financial implications. This procurement is crucial for the Q2 2024 implementation to support the 2024 Council approved Automated Speed Enforcement program.
- The program's successful implementation requires collaboration and coordination across Regional departments. It will be located within the existing Provincial Offences Court Administration under the supervision of the Manager of Provincial Offences Court. The program team will include Supervisors, Screening Officers, Customer Service Representatives, Financial Administrators, Collections Officers, and appointed Hearing Officers.
- The Administrative Penalties program staffing composition will be scalable based on the increased caseload resulting from the Automated Speed Enforcement program expansion. Staffing costs and other resource requirements will be incorporated in the preliminary 2024 Budget.

#### **5. Background:**

The Administrative Penalty (AP) program is essential for enhancing efficiency and effectiveness in addressing camera-based offences, while also alleviating burdens on the provincial offences act court system. To enable its successful implementation, the Region is actively seeking an adjudicative case management solution. This solution will provide crucial functionalities such as screening or hearing scheduling, payment processing, ticket tracking, collections, remittance of the Victim Component, and reporting to the Ministry of the Attorney General and Ministry of Transportation.

Collaborating with other municipalities, including Brantford, Burlington, Durham Region, Ottawa, Guelph, Hamilton, and Richmond Hill, the Region issued an Expression of Interest (EOI) in March 2023. The EOI was successful in informing the functional requirements and estimated budget for the solution. To launch the AP program by Q2 2024 staff anticipate an RFP in Summer 2023 and will return to Council with the financial requirements for the capital investment for software in Fall 2023.

The implementation of the AP program is not only a strategic business imperative but also a means to support the higher volume of penalties and provide timely access to dispute resolution. The implementation of the AP program aligns with the Region's

commitment to delivering effective enforcement and timely resolution of camera-based offences. Staff are also engaged in forward-thinking discussions regarding the potential inclusion of other enforced regional bylaws in the AP program. These additional bylaws could encompass code of conduct areas currently enforced by the Region and administered through the Provincial Offences Court. By considering the expansion of the program to cover these areas, the Region of Waterloo aims to further improve compliance and enforcement across a broader range of regulatory domains.

## **6. Area Municipality Communication and Public/Stakeholder Engagement:**

### **Area Municipality Communication:**

Regional Transportation staff have been collaborating with all 7 area municipalities on the Automated Speed Enforcement program through the Transportation Coordinating Committee.

### **Public/Stakeholder Engagement:**

Staff are actively participating in the Ontario Traffic Council's Administrative Penalties Implementation Working Group and are actively collaborating with a number of Ontario municipalities who are establishing an Administrative Penalties program with similar implementation timelines.

## **7. Financial Implications:**

The staffing and training requirements, cross-departmental resources, and ongoing technology costs as required for the Administrative Penalties Program operations will be incorporated in the 2024 Plan & Budget process.

## **8. Conclusion / Next Steps:**

Staff will update Council on a recommendation to award including the capital financial requirements for the Administrative Penalties software in Fall 2023 following the RFP process.

## **9. Attachments:**

Appendix A: Automated Speed Enforcement Infographic

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