



**TOWNSHIP OF ESSA JOINT DATA PROCESSING CENTRE
GUIDELINE / PROCEDURE
AUTOMATED SPEED ENFORCEMENT
ADMINISTRATIVE PENALTY (ASE AP) PROGRAM
APPEAL RESCHEDULING/CANCELLATION POLICY**

*PO= Penalty Order
RO= Registered Owner
SO = Screening Officer
HO = Hearing Officer*

1. Purpose:

The ASE program is focused on altering driver behaviour to decrease speeding and increase safety on roads.

In 2019 the Ontario Government passed O. Reg 398/19 allowing municipalities to deploy Automated Speed Enforcement in designated Community Safety Zones and School Zones. Automated Speed Enforcement (ASE), also known as Photo Radar, is an automated system that uses a camera and a speed measurement device to detect and capture images of vehicles travelling in excess of the posted speed limit. ASE is focused on altering driver behaviour to decrease speeding and increase safety.

At its meeting of October 5, 2022, Council of the Township of Essa authorized Staff to implement Automated Speed Enforcement in Essa.

In 2022, the Township of Essa partnered with Global Traffic Group Ltd. to provide their technology and extensive experience of automated speed enforcement to Essa.

2. Process:

Once a contravention has been determined and PO has been issued, the RO has two options:

OPTION 1: Make Payment

Payments can be made using on of the following methods (Penalty Order Number and License Plate are required):

- Online - [Penalty Order Information \(ojpc.ca\)](https://www.ojpc.ca)
- In person by attending the Township of Essa Administration Centre located at 5786 County Road 21, Utopia
- Mail your payment (include Penalty Order Number and License Plate Information in the description field of the cheque) to Township of Essa Administration Centre, 5786 County Road 21, Utopia ON, L0M 1T0

OR

OPTION 2: Appeal Penalty Order

Stage 1: Book a review with a Screening Officer

Stage 2: Book a review with a Hearing Officer

- **Screenings/Hearings can be booked using one of the following methods:**
 - online through [Penalty Order Information \(ojpc.ca\)](https://www.ojpc.ca)
 - by calling 1-877-748-1025

3. Failure to Attend Scheduled Screening/Hearing

Once an RO has booked a Screening/Hearing, it is the RO's obligation to attend their appointment during the scheduled date and time.

If the RO fails to attend their scheduled screening/hearing within 10 minutes of the start time, the SO/HO shall deem the RO as having failed to attend, and the PO will be subject to the applicable "No Show" fees being added as outlined in O. Reg 355/22.

If the RO does not attend the scheduled screening/hearing, the RO will lose the ability to reschedule and is required to pay their PO within the required timeline as indicated on the PO. Payments can be made using one of the following methods:

- Online - [Penalty Order Information \(ojpc.ca\)](https://www.ojpc.ca)
- In person by attending the Township of Essa Administration Centre located at 5786 County Road 21, Utopia
- Mail your payment (include Penalty Order Number and License Plate Information in the description field of the cheque) to Township of Essa Administration Centre, 5786 County Road 21, Utopia ON, L0M 1T0

Please Note: Penalty Order Number and License Plate information is required when making payment.

4. Cancellation/Rescheduling of Screening/Hearing

An RO may only cancel or reschedule their scheduled screening once.

An RO may only cancel or reschedule their scheduled hearing once.

Cancellation/Rescheduling Window: Cancellations or rescheduling of your appointment must be made at least 72 hours before the scheduled Review. Any cancellation or request for rescheduling made within 72 hours of the scheduled Review will not be accepted.

Late Cancellation/Rescheduling Procedure: Should an RO need to cancel or reschedule within 72 hours of their appointment due to an emergency or unforeseen circumstance, please contact us immediately by phone at 1-877-748-1025 or email at ase@essatownship.on.ca. Be advised that cancellations made within this time frame may still be subject to our cancellation policy.

No-Show and Late Cancellations/Rescheduling: Failure to attend a scheduled review or cancel within the required time frame may result in additional penalties and/or loss of your appeal privileges.

At any stage of the appeal process, the SO/HO shall deem the RO as failing to attend should the cancellation/rescheduling window not be met. Should this occur:

- the PO will be subject to applicable fees as outlined in O. Reg .355/22, and
- the RO will lose the ability to reschedule their review, and
- the RO will be required to pay their PO within the required timeline as indicated on the PO.