



Municipality of Meaford Corporate Policy

Policy: Administrative Penalty System – Financial Hardship Policy

Division: Legislative Services

Last Revision: July 2026

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Policy Statement

The Municipality of Meaford is committed to ensuring that APS responsibilities are conducted in accordance with fundamental principles of justice, which include fairness, impartiality, competence and integrity.

Purpose

In accordance with Ontario Regulation 333/07, the Municipality is required to establish a policy to address financial hardship experienced by individuals required to pay a Penalty Notice and any applicable Administrative Fees.

This policy provides guidance on responding to requests by persons with a Penalty Notice for relief from paying all, or part of a Penalty Notice, including any Administrative Fees, if the Person can demonstrate they would suffer financial hardship if required to pay the penalty required under the Administrative Penalty Systems (APS).

Definitions

For the purposes of this Policy, all terms are defined in accordance with the Administrative Penalty By-law 2026-47 and the Screening and Hearing Officer By-law 2026-48.

“Chief Administrative Officer” or “CAO” means the senior executive appointed by Council who is responsible for managing the Municipality’s staff and operations.

Business day – means any day of the week, other than any Saturday, Sunday, a statutory holiday, or any other holiday or observance on which the Municipal Office at 21 Trowbridge Street West is closed.

“Hearing Review” means the process set out in part 6 of the Municipality’s Administrative Penalty System By-law 2026-47.

“Screening Officer” means a person who performs the functions of a Screening Officer in accordance with part 5 of the Municipality’s Administrative Monetary Penalty By-law 2025-003, and pursuant the Town’s Screening and Hearing Officer By-law 2025-004.

“Screening Review” means the process set out in part 5 of the Municipality’s Administrative Penalty System By-law 2026-47.

Scope

This policy applies to a Screening Review and Hearing Review conducted by a Screening Officer and Hearing Officer, respectively, pursuant to the Municipality’s Administrative Penalty System By-law 2026-47.

Policy Requirements

1.1 Screening Officer and Hearing Officer Authority

In accordance with the Administrative Penalty By-law, a Screening Officer or Hearing Officer:

- may confirm, cancel, reduce or extend the time for payment of an Administrative Penalty and/or any Administrative Fee, where the Screening Officer or Hearing Officer is satisfied, on a balance of probabilities, that the cancellation, reduction or extension of time for payment is necessary to reduce Undue Hardship; and
- will consider and satisfy themselves at the Screening Review or Hearing Review as to the authenticity/credibility of any oral or documentary evidence provided, in respect of Undue Hardship, and will include an assessment of such evidence in their decision.

2.1 Documentation to Support Financial Hardship

A Person who wishes to seek relief pursuant to the Administrative Penalty By-law based on Financial Hardship should provide documentation to support their claim during the Screening Review or Hearing Review.

Examples of documents that may be considered in relation to Financial Hardship include, but are not limited to:

- Old Age Security
- Canada Pension
- Guaranteed Income Supplement
- Disability Pension
- Ontario Student Assistance Program
- Any other form of social assistance

A Screening Officer or Hearing Officer may also consider a written statement as evidence provided by the Person in relation to Financial Hardship.



A Hearing Officer may also consider oral evidence provided by the Person in relation to Financial Hardship.

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

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.

Compliance

In accordance with the Municipality of Meaford's policies and applicable legislation, any employee or appointee found to be demonstrating actions and/or behaviours that are not consistent with the terms of this Policy will result in an investigation, subject to possible discipline up to and including revocation of appointment and/or termination of employment.

Review

This policy will be reviewed two years after the initial Effective Date and at least once during each term of Council thereafter.

Monitoring

The Director of Legislative Services shall be responsible for receiving complaints and/or concerns related to this policy.



Authority

This policy is established pursuant to Section 11 (2) of the Municipal Act, 2001 which provides for the passing of by-laws and adoption of policies pertaining to the accountability and transparency of the Municipality.

Contact

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