



Municipality of Meaford Corporate Policy

Policy: Administrative Penalty System – Financial Management and Reporting

Division: Legislative Services

New Policy: July 2026

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Policy Statement

The Municipality of Meaford is committed to ensuring the Administrative Penalty System (APS) program is conducted in a transparent, fair and independent manner in accordance with fundamental principles of justice which include decision making and procedural independence, fairness, impartiality and integrity.

Purpose

This Policy establishes requirements regarding financial management and reporting of administrative penalties and fees. This Policy affirms that the Municipality of Meaford's APS shall follow the existing corporate policies and procedures related to financial management and reporting.

Pursuant to O. Reg. 333/07: Administrative Penalties, made under the Municipal Act, 2001, a municipality establishing an APS is required to have a policy relating to financial management and reporting of 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.

Scope

This policy applies to all financial management and reporting responsibilities and accountabilities regarding the APS. All persons responsible for administering the APS, as well as Screening Officers and Hearing Officers, shall comply with this Policy.

Policy Requirements

General Financial Management and Reporting

Preparation of the Municipality's budget revolves around priority setting that reflects the Municipality's Strategic Plan, Council priorities, service delivery objectives and standards and historical financial performance, all balanced with the need for prudent financial management. Priority setting and budgeting with respect to the APS shall be the responsibility of Legislative Services.



Payment of a Penalty Notice

Any person issuing a Penalty Notice for an infraction of a designated by-law is not permitted to accept payment for an Administrative Penalty.

Screening Officers and Hearing Officers are prohibited from directly accepting any payment from any Person in respect of a Penalty Notice.

An Officer issuing a Penalty Notice in respect to the contravention of a designated by-law is not permitted to accept payment in respect of an Administrative Penalty.

Municipality of Meaford employees shall ensure compliance with corporate and/or departmental cash/payment handling procedures for financial stewardship.

Methods of Payment

Following the issuance of a Penalty Notice, the Person is permitted to make a voluntary payment by using one of the following methods:

- 1. In Person:** At the Administrative Office located at 21 Trowbridge Street West, Meaford during regular service hours (8:30 a.m. to 4:30 p.m. Monday to Friday). Payment may be made in cash, cheque, money order, debit card or credit card.
- 2. By Mail:** Mail a cheque or money order made payable to the Municipality of Meaford. Do not mail cash. Please note the Penalty Number on your payment. Mail to: Municipality of Meaford, ATT: Municipal Enforcement, 21 Trowbridge Street West, Meaford, ON N4L 1A1
- 3. Through your Bank:** Pay at the teller or through online banking:
 - For your account number, use the last nine digits of the Customer Number which is found on your invoice.



- Depending on your bank, we may be referred to as Meaford Accounts Receivable, or Meaford (Mun. of) Accounts Receivable.

Payment is not considered made until received by the Municipality. Persons must allow sufficient time for payments and should not send cash by mail. Post-dated cheques or payment by installments are not accepted. A fee will be applied for any non-sufficient fund charges and cancelled or reversed payments in accordance with the Municipality's Fees & Charges By-law.

Reporting and Tracking of Administrative Penalties

Upon receipt of a penalty notice payment, Municipal staff will apply the payment to the specific Penalty Notice. The penalty notice will reflect a "Paid" status.

Municipal staff will process the various methods of payment as follows:

1. In Person: Apply the method of payment to the penalty notice. A receipt of payment will be provided.
2. By mail: Apply the cheque/money order payment to the penalty notice. A receipt of payment will be mailed out upon request.
3. Through the Bank: Apply the payment to the penalty notice. A receipt of payment will be emailed to the associated email address.

Refund of Payment

If a person has paid any Administrative Fee in respect of a Penalty Notice, which is subsequently cancelled or reduced by a Screening Officer or Hearing Officer, the Municipality shall refund the Administrative Fee or part thereof cancelled or reduced to the person. The processing of refund requests shall be initiated by the Municipal Enforcement Division.

Refunds for payments originally made on a credit card will be refunded to the same credit card used for the transaction. All other payment methods will be refunded by cheque to the address on the Penalty Notice.



Administrative Fees

Various Administrative Fees may be payable by a person with a Penalty Notice as set out in the APS By-law. Where applicable, such fees shall be paid in addition to the Administrative Penalty.

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 shall be reviewed once during the term of Council.

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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