



OWEN SOUND POLICE SERVICES BOARD

Expires: Indefinite

Repeals: 1999-05, 2004-04,
2005-09, 2006-12, 2017-02, 2024-
03

Revisions: January 29, 2026

BY-LAW NO. 2026-01

A BY-LAW TO ESTABLISH ADMINISTRATIVE FEES FOR SERVICES PROVIDED BY THE OWEN SOUND POLICE SERVICE

WHEREAS the Board passed By-law 2017-02 on the 01st day of August, 2017; and

WHEREAS the Board deems it necessary to review By-law 2017-02 in accordance to the provisions of the Municipal Act S.O. 2001; and

WHEREAS Section 31 (6) of the (Former) Police Services Act (PSA) authorized the Owen Sound Police Service Board (“the Board”) to create By-laws so as to make rules for the effective management of the Police Service, and Section 46 (1) of Community Safety and Policing Act (CSPA) authorizes the Board to establish its own rules and procedures in performing its duties under CSPA and the regulations; and

WHEREAS Section 38(1) of the Community Safety and Policing Act 2019 states that a Board is responsible for the provision of adequate and effective police services in the municipality; and

WHEREAS Section 38(2) CSPA authorizes in addition to the policies required by the CSPA, the Board may establish policies or bylaws respecting any other matters related to the Police Service or the provision of policing; and

WHEREAS the Board may, by by-law, make rules of the effective management of the police service; and

WHEREAS it is the responsibility of the Chief of Police to administer the Owen Sound Police service in accordance with the policies, priorities and objectives established by the Board; and

WHEREAS the Board recognizes that certain demands are placed on resources by corporations, agencies and individuals requesting information, reports and security clearances and other services not ordinarily provided by police services; and

WHEREAS the Municipal Act, 2001 c. 25 Section 391, Section 150 (9) empowers the Owen Sound Police Services Board to have fees administrative services;

THEREFORE the Board deems it expedient to develop a schedule of fees for such administrative services;

THE OWEN SOUND POLICE SERVICES BOARD ENACTS AS FOLLOWS:

1. **DEFINITIONS:**

1.1 "Board" shall mean the Owen Sound Police Services Board

1.2 "Chief" shall mean the Chief of the Owen Sound Police Service.

1.3 "Record" shall mean an item as noted in the Schedule of Services – Appendix "A"

2. The purpose of this by-law is to provide consistent structure for fees to be charged to person/agencies requesting records. The fees and charges attached hereto are subject to H.S.T. where applicable.

3. The Chief shall ensure that a procedure is in place to make certain that members of the Owen Sound Police Service adhere to this by-law. The process shall include provision for the effective security, documentation, receipting and depositing all money received pursuant to this by-law and the Schedule of Services - Appendix "A" as amended from time to time by the Board.

4. **BY-LAWS REPEALED**

By-law 1999-05, 2004-04; 2005-09, 2006-12 and 2017-02, 2024-03 are hereby repealed.

This By-law 2026-01 shall come into full force and effect upon the final passing hereof.

Read a first and second time this 18 day of February 2026.

Read a third and finally passed this 18 day of March 2026.

John Thomson
John Thomson, Chair

K. Wardell
Kayla Wardell, Executive Assistant

Appendix "A"

Schedule of Services	Cost	New Feb 2024
Collision Reconstruction Report		
• CAD Scale Diagram (including measurements)		\$550.00
• Field Sketch		\$250.00
• Officer Technical Notes		\$75.00
• Photographs (on DVD)		\$75.00
• Technical Data Report		\$550.00
• Technical Interview with Collision Reconstruction Officer		\$150.00
• Vehicle Mechanical Inspection Report (if necessary)		\$200.00
• Video of Collision Scene		\$100.00
• Complete Motor Vehicle Accident Reconstruction	Hard copy \$1,625.00 CD \$1,500.00	Hard copy \$1,800.00 CD \$1,800.00
Records		
• General Occurrence Report	\$50.00	\$50.00
• Motor Vehicle Collision Report	\$50.00	\$50.00
• Officer Notes/per officer	\$50.00	\$50.00
• Digital Images (on DVD)	\$10.00	\$35.00
• Witness Statement/per witness	\$50.00	\$50.00
• File Closure	\$25.00	\$50.00
• Audio Tape (plus search time if applicable)	\$40.00 + hr. rate for search	\$40.00 + hr. rate for search
• Transcript	\$8.00/page	\$10.00/page
• Video (on DVD)		\$55.00
• Towing Release	\$10.00	\$10.00
• Compliance Administration Fee	\$20.00	Free

Fingerprints		
• Civilian - processing visa, adoption, pardons, immigration, Government Agency, Employer (Meaford Base, Purolator etc.)	\$25.00	\$35.00
• Volunteer (VS hit)	\$25.00	\$15.00
• Employment (VS hit)	\$25.00	\$25.00
• Non-resident Fee		\$25.00
Criminal Record Check - Employment		
• Police Criminal Record Check	\$50.00	\$50.00
• Police Information Check	\$50.00	\$50.00
• Police Vulnerable Sector	\$50.00	\$50.00
Criminal Record Check - Volunteer		
• Criminal Record Check – Volunteer * In person background checks only. Fee applied for online service	\$25.00	Free
• Police Information Check	\$25.00	Free
• Police Vulnerable Sector	\$25.00	\$25.00
Exempted Police Record Check		
• BROAD (Exempted) Police Record Check		\$100.00
Freedom of Information (FOI)		
• FOI Application		\$5.00
• Photocopies and Computer printouts (over 100 pages)		\$0.20 per page
• Records provided on DVD		\$10.00 per DVD
• Manual Search for a record		\$7.50 per 15 minutes
• Preparing a record for Disclosure		\$7.50 per 15 minutes
Paid Duty		
• Late notice request fee	\$100.00/hr	\$120.00/hr
• Cruiser Fee	\$46.80	\$52.88
• Officer Fee	\$80.00/hr	\$103.81 per hour per officer
• Short notice cancelation fee if less than <24hours notice provided	Min. fee 3 hours per officer	Min. fee 3 hours per officer