



## OWEN SOUND POLICE SERVICES BOARD

Expires: Indefinite

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

Revisions: February 21, 2024

### **BY-LAW NO. 2024-03**

### **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 01<sup>st</sup> 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(1) of the Police Services Act, R.S.O. 1990 states that a Board is responsible for the provision of adequate and effective police services in the municipality; 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 BY-LAWS REPEALED**

By-law 1999-05, 2004-04; 2005-09, 2006-12 and 2017-02 are hereby repealed.

This By-law 2024-02 shall come into full force and effect upon the final passing hereof.

Read a first and second time this 31 day of January 2024.

Read a third and finally passed this 21 day of February 2024.

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John Thomson, Chair

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Kayla Wardell, Executive Assistant

**Appendix "A"**

<b>Schedule of Services</b>	<b>Cost</b>	<b>New Feb 2024</b>
<b>Collision Reconstruction Report</b>		
• 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
<b>Records</b>		
• General Occurrence Report	\$50.00	\$50.00
• Motor Vehicle Collision Report	\$50.00	\$50.00
• Digital Images (on DVD)	\$10.00	\$35.00
• File Closure	\$25.00	\$50.00
• Images provided on CD	\$10.00	
• 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
• Transcript	\$8.00/page	\$10.00/page
• Towing Release	\$10.00	\$10.00
• Compliance Administration Fee	\$20.00	Free
<b>Fingerprints</b>		
• 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
• Non-resident Fee	\$25.00	\$25.00
<b>Criminal Record Check - Employment</b>		
• Police Criminal Record Check	\$50.00	\$50.00
• Police Information Check	\$50.00	\$50.00
• Police Vulnerability Sector	\$50.00	\$50.00

<ul style="list-style-type: none"> <li>• Criminal Record Check – Volunteer * In person background checks only. Fee applied for online service</li> </ul>	\$25.00	Free
<ul style="list-style-type: none"> <li>• Police Criminal Record Check</li> </ul>	\$25.00	Free
<ul style="list-style-type: none"> <li>• Police Information Check</li> </ul>	\$25.00	Free
<ul style="list-style-type: none"> <li>• Police Vulnerable Sector</li> </ul>	\$25.00	\$25.00
<b>Freedom of Information (FOI)</b>		
<ul style="list-style-type: none"> <li>• FOI Application</li> </ul>		\$5.00
<ul style="list-style-type: none"> <li>• Photocopies and Computer printouts (over 100 pages)</li> </ul>		\$0.20 per page
<ul style="list-style-type: none"> <li>• Records provided on DVD</li> </ul>		\$10.00 per DVD
<ul style="list-style-type: none"> <li>• Manual Search for a record</li> </ul>		\$7.50 per 15 minutes
<ul style="list-style-type: none"> <li>• Preparing a record for Disclosure</li> </ul>		\$7.50 per 15 minutes
<b>Paid Duty</b>		
<ul style="list-style-type: none"> <li>• Late notice request fee</li> </ul>	\$100.00/hr	\$120.00/hr
<ul style="list-style-type: none"> <li>• Cruiser Fee</li> </ul>	\$46.80	\$52.88
<ul style="list-style-type: none"> <li>• Officer Fee</li> </ul>	\$80.00/hr	\$103.81 per hour per officer
<ul style="list-style-type: none"> <li>• Short notice cancelation fee if less than &lt;24hours notice provided</li> </ul>	Min. fee 3 hours per officer	Min. fee 3 hours per officer