



## INTERNAL CORRESPONDENCE

**To:** Chair and Members

**From:** Deb Reid

**Dept:** Niagara Police Services Board

**Dept:** Executive Director  
Niagara Police Services Board

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**Date:** August 9, 2022

**Re: Police Services Board By-law - Update to NRPS Schedule of Fees & Charges**

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Purpose:

To provide the Board with a revised By-law to update the Niagara Regional Police Service Schedule of Fees and Charges.

Background Information and Discussion:

This report is submitted to the Board to revise the Niagara Regional Police Service Fees and Charges in accordance with the Municipal Act, 2001 (the "Act") and pursuant to the fee changes for Police Record Checks that were approved by the Board at its May 19, 2022 meeting.

In addition, this report updates the service fees for Collision Reconstruction Reports to include HST and the current rates for Special/Paid Duty, which are detailed in a separate Board By-law 397-2022. There was also some minor housekeeping amendments made to remove reference to Section 397 of the Municipal Act as Niagara Region does not have such a by-law in effect, therefore approval by Regional Council is not required; however, in keeping with past practice the updated by-law will be submitted to Regional Council for information purposes.

The above referenced changes have now been made to the Service Fees and Charges By-law and appear highlighted in yellow as the final draft By-law No. 398-2022 (attached). The draft By-law has been reviewed by Chief MacCulloch, Service staff and the Board's Solicitor, and is now presented to the Board for final approval.

Recommendation:

**That the Board approve revised By-law 398-2022, a By-law to Provide for the Imposition of Charges for Police Services, as appended to the report and authorize the Board Chair to execute the required documentation;**

**And further, that the revised By-law be provided to Niagara Regional Council for its information.**

Deb Reid  
Executive Director

Encl.



## BY-LAW NO. 398-2022

### A BY-LAW TO PROVIDE FOR THE IMPOSITION OF CHARGES FOR POLICE SERVICES

(as amended by By-laws 268-2004, 278-2006, 280-2006, 287-2009, 288-2009, 296-2010, 302-2010, 303-2010, 304-2010, 308-2011, 329-2012, 347-2014, 353-2014, 359-2016, 371-2017, 388-2020 and 389-2021)

#### 1. PREAMBLE

- 1.1 WHEREAS the Regional Municipality of Niagara Police Services Board is responsible for the provision of police services and for law enforcement and crime prevention in the Regional Municipality;
- 1.2 AND whereas the Board has determined that it is appropriate to charge user fees in respect of certain service provided to any person;
- 1.3 AND whereas section 391 of the *Municipal Act, 2001, S.O., c.25*, and amendments thereto, provides that a local board may pass by-laws imposing fees or charges on any class of persons for, inter alia, services or activities provided or done by or on behalf of it;
- 1.4 AND whereas section 396(1)(b) of the *Municipal Act, 2001, S.O., c.25*, and amendments thereto, provides that discounts and other benefits for early payment of fees and charges may be given;
- 1.5 AND whereas section 396(1)(c) of the *Municipal Act, 2001, S.O., c.25*, and amendments thereto, provides that variable fees are considered appropriate by the Board may be charged in respect of such services;
- ~~1.6 AND whereas the said section 397 of the *Municipal Act, 2001, S.O., c.25*, and amendments thereto, requires that the Regional Municipality must pass a resolution approving the said by-law before it comes into force.~~

NOW THEREFORE THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICES BOARD ENACTS AS FOLLOWS:

#### 2. DEFINITIONS

- 2.1 “Board” means the Regional Municipality of Niagara Police Services Board;
- 2.2 “Person” means any member of the public and includes an individual, sole proprietorship, partnership, corporation, any other police service, and any other government body or agency;
- 2.3 “Police Service” means the Niagara Regional Police Service;
- 2.4 “Member” means a member of the Niagara Regional Police Service;
- ~~2.5 “Regional Municipality” means the Regional Municipality of Niagara.~~

### **3 CHARGES FOR SERVICE**

- 3.1 Any person requesting and receiving any service described in Schedule “A” to this by-law shall pay the fee for such service as set out in the said Schedule “A”, plus HST if applicable.
- 3.2 Any person requesting and receiving any service described in Schedule “B” to this by-law shall pay a fee for such service in accordance with a written agreement made between the Police Service and such person, plus HST if applicable.
- 3.3 Any person for whom the police service provides a service and in doing so incurs a cost not listed in Schedules “A” or “B” or in this by-law, shall pay to the police service an amount equal to the cost so incurred by the police service.

### **4 REPEAL OF FORMER BY-LAW**

- 4.1 The provisions of By-law No. 389-2021 and other By-laws, sections of By-laws and user fees and charges of the Police Service inconsistent with the provisions of this By-law are hereby repealed and replaced by this by-law.

### **5 ENACTMENT**

- 5.1 This By-law shall come into force upon the date of its enactment.

ENACTED AND PASSED this 22<sup>nd</sup> day of September, 2022.

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICES BOARD

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William C. Steele, Chair

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Deb Reid, Executive Director

SCHEDULE A

Niagara Regional Police Schedule of Fees & Charges

ITEM DESCRIPTION	FEE		RATE BY-LAW	ADDITIONAL NOTES
<b>Collision Reconstruction</b>				
Complete Collision Reconstruction Report	\$3,500.00	Each	296-2010	Plus HST
Accident Report (MTO)	\$35.00	Each	296-2010	Plus HST
Crash Data Retrieval (CDR) System Report	\$500.00	Per Vehicle	296-2010	
CDR Supplementary Report	\$150.00	Per Vehicle	296-2010	
Field Book	\$100.00	Each	296-2010	
Field Sketch	\$250.00	Each	296-2010	
Photographs	\$150.00	Minimum	296-2010	\$15.00 each
Scale Diagram (3 feet x 4 feet)	\$800.00	Each	296-2010	
Scale Diagram (8 inches x 11 inches)	\$400.00	Each	296-2010	
Technical Collision Investigation Field Notes	\$78.00	Minimum	296-2010	\$13.00/page
Technical Collision Investigation (TCI) Report	\$78.00	Minimum	296-2010	\$13.00/page
Technical Calculation Notes	\$500.00	Each	296-2010	
Vehicle Inspection Report	\$100.00	Per Vehicle	296-2010	
Vehicle Mechanical Examination Report	\$250.00	Per Vehicle	296-2010	
Interview with a Member of the Niagara Regional Police Service Collision Reconstruction Unit	\$250.00	Minimum	296-2010	\$250.00/1 <sup>st</sup> hour plus \$75.00 for each additional hour
<b>Records</b>				
Incident Report	\$50.00	Each	278-2006	Plus HST
Motor Vehicle Collision Report	\$50.00	Each	371-2017	Plus HST
Officer Notes	\$50.00	Each	389-2021	Plus HST
Witness Statements	\$50.00	Each	389-2021	Plus HST
Insurance Synopsis Letter	\$40.00	Each	347-2014	Plus HST
Fingerprints	\$25.00	Each	278-2006	
Court Summary Letter	\$40.00	Each	278-2006	
Criminal Background Check – Employees	\$50.00	Each	371-2017	
Criminal Background Check – Volunteers	\$20.00	Each	371-2017	
Police Record Check (All Types) – Employees	\$50.00	Each	398-2022	
Police Record Check (All Types) – Students	\$20.00	Each	398-2022	Uncompensated and receiving academic credit
Police Record Check (CRC & CRJMC) – Volunteers	\$0.00	Each	398-2022	No Charge
Police Record Check (VSC) – Volunteers	\$20.00	Each	398-2022	
Information & Privacy Application Fee	\$5.00	Each	329-2012	\$0.20/page photocopying \$30.00/hour for search or preparation
Records Suspension (Pardon Application)	\$75.00	Each	371-2017	
Criminal File Closure Fee	\$50.00	Each	359-2016	
Photocopies and Computer Printouts	\$0.20	Per Page	297-2010	
Researched Motions by Records/CPIC Clerk	\$30.00	Per Hour	347-2014	
<b>Emergency &amp; Investigative Support</b>				
Request for Transcript by Crown Attorney's Office	\$5.60	Per Page	347-2014	
<b>Forensic Services</b>				
Reproducing Photographs from Digital Mini Lab	\$15.00	See Notes	278-2006	Per 15 minutes of recording
Non-Disclosure Costs for Printed Photographs	\$15.00	Each	347-2014	Minimum \$115.00
Video/Audio Tape Dubs	\$50.00	See Notes	278-2006	Per copy hour
<b>Policing Standards Unit</b>				
Researched Motions by Detective Sergeant	\$50.00	Per Hour	278-2006	
<b>Video Unit</b>				
Sale of Training Programs	\$20.00	Per Hour	278-2006	
Script Writing and Research	\$75.00	Per Hour	297-2010	
Field Productions	\$150.00	Per Hour	297-2010	
Post Production and Editing	\$100.00	Per Hour	278-2006	
Forensics	\$30.00	Per Hour	278-2006	
<b>Special/Paid Duty Police Officer Rates</b>				
Constable, Sergeant and Inspector - Rates for special/paid duty police officers are based on the Uniform Collective Agreement and subject to change after contract ratification.	As outlined in By-law 397-2022	Per Hour/ Minimum of 4 Hours	397-2022	Each rate is per hour, minimum 4 hours and includes an administrative fee for cost recovery of 20%.

**SCHEDULE "B"**

SERVICE PROVIDED	FEE CHARGED
Casino Unit	Fees charged in accordance with written agreement with City of Niagara Falls.
Video Training Alliance	Fees charged in accordance with written agreements between the Niagara Regional Police Service and other Police Services.
Secondments	Fees charged in accordance with written agreements between the Niagara Regional Police Service and other organizations.
Joint Projects	Fees charged in accordance with written agreements between the Niagara Regional Police Service and other organizations.
Seminars	Fees charged according to Member hours utilized in presenting seminar.