



# NIAGARA REGIONAL POLICE SERVICE

## Police Service Board Report

PUBLIC AGENDA

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**Subject:** User Fee Charges for Police Service By-Law  
January 1, 2025, Fee Update

**Report To:** Chair and Members, Niagara Police Service Board

**Report Date:** 2024-11-25

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### Recommendation(s)

1. That the Niagara Police Service Board (Board) approve the draft By-Law and amended fee schedule as appended to this report, effective January 1, 2025; and
2. That an annual inflationary index be applied to maintain alignment with the cost of labour and supplies.

### Key Facts

- Section 391 of the Municipal Act and section 69 of the Planning Act provide the authority for a municipality to establish fees and charges where the fundamental principle ensures the recipient of the benefit pays for the service received.
- A review of each fee revealed that many fees had not been updated since 2010 and therefore, do not account for the inflationary increases to the supplier and/or labour-related costs incurred in this timeframe.
- In consultation with department leadership and Finance staff, each fee was reviewed to determine the resource time to complete each report.
- It is recommended that user fees be indexed annually to maintain alignment with the inflationary increases to the cost of labour and supplies.

### Financial Considerations

The 2025 operating budget includes user fees revenue totalling \$1,275,000.00 to offset expenditures incurred to provide the service to the public where most of this revenue is earned from police record checks. The recommended user fee schedule in Appendix 1 will result in an additional \$100,000.00 of revenue dollars which will offset the impact of the inflationary increases on the supply or labour-related costs used to provide the service.

Section 391 of the Municipal Act and section 69 of the Planning Act provide the authority for a municipality to establish fees and charges. The fundamental principle

behind user fees and price setting via cost recovery is that those who directly benefit from the good/service pay for it and others should not be obligated to pay for it (a key element being that the benefit of the service is to the individual, not the general taxpayer). The main economic reason why user charges should be levied on the direct recipient of benefits is that this improves the efficiency of the government in allocating resources in the way they are demanded by the public<sup>1</sup>.

## **Analysis**

The purpose of this report is to seek Board approval for the recommended user fee schedule outlined in Appendix 1 of this report. The proposed fees and charges were developed in consultation with department leadership and Finance staff. A review of each fee revealed that many fees had not been updated since 2010 and therefore do not account for the inflationary increases to the supplier and/or labour-related costs incurred in this timeframe.

### **Traffic Reconstruction Unit:**

- User fees for reports prepared by Traffic Reconstruction have been provided in a separate board report referring to Collision Reconstruction Fees By-Law 408-2024

### **Records Unit:**

- Incident Report – Fee updated to \$65.00 (\$50.00 - 2006).
- Motor Vehicle Collision Report - Fee updated to \$65.00 (\$50.00 - 2017).
- Insurance Synopsis Letter – deleted; charged as Incident Report.
- Court Summary Letter - no longer required due to new legislation to ensure police records check are consistently processed amongst Services.
- Police Record Check (All Types) – Employees – Fees updated to \$55.00 (\$50.00 - 2022).
- Police Record Check (All Types) – Students – Fees updated to \$20.00 (\$25.00 - 2022).
- Police Record Check (VSC) – Volunteers – Fees updated to \$25.00 (\$20 - 2022).
- Criminal File Closure Fee - Fees updated to \$75.00 (\$50.00 - 2016).
- Researched Motions by Records/Disclosure Clerk – Fees updated to \$65.00 (\$30.00 - 2014).

### **Emergency & Investigative Services**

- Request for Transcript by Crown Attorney's Office – deleted; service no longer provided by Unit.

### **Forensic Services:**

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<sup>1</sup> CSD 46-2023 December 7, 2023 2024 Schedule of Fees and Charges, Niagara Region.

- Reproducing Photographs from Digital Mini Lab – deleted; photos no longer are developed through a lab but rather photo files are printed on regular paper using high quality photocopiers.
- Video/Audio Tape Dubs – deleted; this form of media is obsolete.
- Non-Disclosure Costs for Printed Photographs/Printed Reports – to bill copies of reports or printed photographs requested by the crown office that is in addition to the minimum disclosure requirements. Update fee to Minimum \$185.00 (\$115) per copy hour.

**Professional Standards Unit:**

- Researched Motions by Detective Sergeant – deleted; service no longer provided by Unit.

**Video Unit:**

- Sales of Training Program – deleted; service no longer provided.
- Script Writing and Research – fee updated to \$140.00 per hour (\$75.00 - 2010).
- Field Productions and Editing – fee updated to \$210.00 per hour (\$150.00 - 2010).
- Post-Production and Editing - fee updated to \$140.00 per hour (\$100.00 - 2010).
- Forensics – deleted; service no longer provided.

**Public Order Unit:**

- It is recommended to add this unit to Schedule B for requests by other Police Services for trained Public Order officers.

In conclusion, user fees levied on the direct recipient of the benefit ensures that the burden for the costs associated to providing the service is not incurred by the taxpayer through the general tax levy. User fees must be indexed annually by inflation to ensure that this burden remains cost neutral and does not result in a budget pressure.

**Alternatives Reviewed**

To not accept the recommended revision to the user fees.

**Relationship to Police Service/Board Strategic Priorities**

To comply with the provisions of section 6.4.1 By-Law 412-2024 - Financial Reporting, Control and Procurement of Goods and Services in the Niagara Regional Police Service.

**Relevant Policy Considerations**

- Municipal Act, 2001

- By-Law 412-2024 - Financial Reporting, Control and Procurement of Goods and Services in the Niagara Regional Police Service.
- By-Law 429-2024 – User Fee Schedule for Police Services.
- By-Law 408-2024 – Collision Reconstruction Fees.

### **Other Pertinent Reports**

9.2 – 2021-01-28 Update to NRPS Schedule of Fees and Charges.

*This report was prepared by Laura Rullo, Director of Finance and Asset Management in consultation with Laurie Switzer, Records Manager, David Santo, Staff Sergeant, Forensic Services, Zachary Labute, Video Unit Coordinator, Lynda Hughes, Inspector Professional Standards and Steve Magistrale, Inspector, Detective Support. Recommended by David Masotti, Acting Deputy Chief, Operational Services.*



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**Submitted by:**

Bill Fordy, O.O.M., #9615  
Chief of Police

### **Appendices**

Appendix 1 - Imposition of Charges for Police Services By-Law 524-2024



**BY-LAW NO. 524-2024**

**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, 389-2021, 398-2022 and 429-2024)*

**1. PREAMBLE**

- 1.1 WHEREAS the Regional Municipality of Niagara Police Service 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.

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

**2 DEFINITIONS**

- 2.1 “*Board*” means the Regional Municipality of Niagara Police Service 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.

**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 Nos. 389-2021, 398-2022 and 429-2024, 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 effective December 31, 2024 and replaced by this by-law.

**5 ENACTMENT**

- 5.1 This By-law shall come into force January 1, 2025.

ENACTED AND PASSED this 19<sup>th</sup> day of December, 2024.

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD

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Jen Lawson, Chair

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Deb Reid, Executive Director

**Attachments (2)**

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	\$4,550.00	Each	523-2024	Plus HST
Crash Data Retrieval (CDR) System Report	\$650.00	Per Vehicle	523-2024	
CDR Supplementary Report	\$185.00	Per Vehicle	523-2024	
Field Book	\$185.00	Each	523-2024	
Field Sketch	\$370.00	Each	523-2024	
Photographs	\$185.00	Minimum	523-2024	\$18.50 each
Scale Diagram	\$1,100.00	Each	523-2024	
Technical Collision Investigation Field Notes	\$185.00	Minimum	523-2024	\$30.85/page
Technical Collision Investigation (TCI) Report	\$185.00	Minimum	523-2024	\$30.85/page
Technical Calculation Notes	\$650.00	Each	523-2024	
Vehicle Inspection Report	\$185.00	Per Vehicle	523-2024	
Vehicle Mechanical Examination Report	\$325.00	Per Vehicle	523-2024	
Interview with a Member of the Niagara Regional Police Service Collision Reconstruction Unit	\$370.00	Minimum	523-2024	\$370.00/1 <sup>st</sup> hour plus \$185.00 for each additional hour
<b>Records</b>				
Incident Report	\$65.00	Each	524-2024	Plus HST
Motor Vehicle Collision Report	\$65.00	Each	524-2024	Plus HST
Officer Notes	\$50.00	Each	389-2021	Plus HST
Witness Statements	\$50.00	Each	389-2021	Plus HST
Fingerprints	\$25.00	Each	278-2006	
Police Record Check (All Types) – Employees	\$55.00	Each	524-2024	
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	524-2024	\$0.20/page photocopying \$65.00/hour for search or preparation
Records Suspension (Pardon Application)	\$75.00	Each	371-2017	
Criminal File Closure Fee	\$75.00	Each	524-2024	
Photocopies and Computer Printouts	\$0.20	Per Page	524-2024	\$0.20/page photocopying \$65.00/hour for search or preparation
Researched Motions by Records/CPIC Clerk	\$65.00	Per Hour	524-2024	
<b>Forensic Services</b>				
Non-Disclosure Costs for Printed Photographs	\$185.00	Each	524-2024	Minimum \$185.00
<b>Video Unit</b>				
Script Writing and Research	\$140.00	Per Hour	524-2024	Plus HST
Field Productions and Editing	\$210.00	Per Hour	524-2024	
Post Production and Editing	\$140.00	Per Hour	524-2024	
<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 425-2024	Per Hour/ Minimum of 4 Hours	425-2024	Each rate is per hour, minimum 4 hours and includes an administrative fee for cost recovery of 20%.

**\*Note: Implementation of Annual Adjustment to the Schedule of Fees and Charges based on the previous Consumer Price Index (CPI) as published by Statistics Canada. This requirement ensures that fees and charges keep pace with inflation.**

**SCHEDULE "B"**

<b>SERVICE PROVIDED</b>	<b>FEE CHARGED</b>
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.
Public Order Unit	Fees charged in accordance with written agreements between the Niagara Regional Police Service and other organizations.