



North Bay Police Service

Scott Tod
Chief of Police

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Michael Dazé
Deputy Chief of Police

Board Report

Date of Report: May 7, 2021
Date of Meeting: May 11, 2021

Mr. D. O'Connor, Chairman
And Members of the
North Bay Police Services Board

**Subject: Updated North Bay Police Services Board - 2020 Fee
Schedule By-law**

Recommendation: Pending Resolution

Please find attached a copy of North Bay Police Services Board By-Law #22/2021 with the updated fee schedule, based on cost recovery calculations related to the civilian salary increase for 2019 & 2020.

Save any questions or comments from the Board I would recommend the approval of a resolution supporting the change to the By-Law #22/2018 Fee Schedule.

Sincerely,

W. Scott Tod
Chief of Police

**NORTH BAY POLICE SERVICES BOARD
BY-LAW # 22-2021
FEE SCHEDULE**

WHEREAS the North Bay Police Services Board (the Board) is responsible for the provision of adequate and effective police service and the members of the police service through the Chief of Police are subject to the government of the Board and shall obey its lawful direction; and

WHEREAS the Board recognizes the need to establish a schedule of fees to provide equitable service and allow for cost recovery.

THEREFORE the Board hereby enacts as follows:

The following fees shall be applicable for the North Bay Police Service.

READ a 1st time this 11th day of May 2021.

READ a 2nd time this 11th day of May 2021.

READ a 3rd time and passed this 11th day May of 2021.

This By-Law comes into force and effect May 11, 2021.

Signed: _____

Signed: _____

Dennis O'Connor
Chair

Tina Chapman
Secretary

2020 Fees

Service	Cost	HST	Total
(a) Form letter for police clearance for employment (Non-criminal record check)	\$37.05	\$4.80	\$41.85
Form letter for police clearance for volunteer (Non-criminal record check)	\$21.35	\$2.80	\$24.15
Record Check copies- at original time of application	\$0.95	\$0.10	\$1.05
Form letter for police clearance (police initiated program)	No Charge		
(b) Parole Board local police records check (applicants for Pardon)	\$10.85	\$1.40	\$12.25
(c) Fingerprinting persons for civil purposes (i.e. VISA, job clearance)	\$8.65	\$1.10	\$9.75
Fingerprinting persons for police initiated program	No Charge		
(d) Photocopies of motor vehicle collision reports, complete M.T.O. form	\$8.55	\$1.10	\$9.65
Witness statement preparation (criminal, civil, traffic) - Minimum charge ⁽¹⁾⁽²⁾	\$27.75	\$3.60	\$31.35
Officer's Notes (per officer) - Minimum charge ⁽¹⁾⁽²⁾	\$11.60	\$1.50	\$13.10
(e) Form letter (Summary /	\$44.65	\$5.80	\$50.45

Service	Cost	HST	Total
Occurrence Report) - Minimum charge ⁽¹⁾			
Response to inquiry regarding previously supplied form letter	\$8.55	\$1.10	\$9.65
(f) Search of file for requested information other than (d) to (e) - Minimum charge ⁽¹⁾⁽²⁾	\$18.40	\$2.40	\$20.80
(g) Photographs - Colour or Black & White			
5 x 7 or smaller (per print)	\$5.00	\$0.65	\$5.65
Larger than above	\$19.90	\$2.60	\$22.50
Proof Sets (each)	\$19.90	\$2.60	\$22.50
(h) Video recording DVD/CD	\$45.65	\$5.95	\$51.60
(i) Audio recording CD	\$24.88	\$3.25	\$28.10
(j) Interview with member of Service that is on duty (per hour or any portion thereof, members current hourly rate) ⁽¹⁾⁽⁴⁾	Contact the North Bay Police Service Office Manager for a quote.		
Interview with member of Service that is off duty (minimum cost up to 3 hours based on members current overtime hourly rate) ⁽¹⁾⁽⁴⁾	Contact the North Bay Police Service Office Manager for a quote.		
(k) Alarms	\$64.60	\$8.40	\$73.00
(l) Photographic CD's / DVD's Note: \$2.00 per additional image to a maximum of \$100.00	\$34.20	\$4.45	\$38.65
<ol style="list-style-type: none"> 1. All citations in pricing indicating minimum charge shall mean that additional resources spent on accumulating information to process a request shall be billed per quarter hour of the prescribed rate. 2. Photocopies charged per copy or per page at a rate of \$0.25 plus HST (\$0.05), for a total of \$0.30. 3. Copy of Record Check at a rate of \$0.95 plus HST (\$0.05), for a total of \$1.05. 4. Cost for postage and shipping of orders shall be billed in accordance with rates set by Canada Post. 5. For estimates of these services and requests for scanning of documents that can be sent as a PDF by e-mail please contact the North Bay Police Service - Office Lead at 705-497- 5587 for an estimate of additional services. 			

