

**NORTH BAY POLICE SERVICES BOARD
BY-LAW # 22/2017
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 January 2017.

READ a 2nd time this 11th day of January 2017.

READ a 3rd time and passed this 11th day January of 2017.

This By-Law comes into force and effect January 11th, 2017.

Signed: _____
Dennis O'Connor
Chair

Signed: _____
Carol Miller
Secretary

2017 Fees			
Service	Cost	HST	Total
(a) Form letter for police clearance for employment (Non-criminal record check)	\$35.15	\$4.55	\$39.70
Form letter for police clearance for volunteer (Non-criminal record check)	\$20.25	\$2.65	\$22.90
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)	\$10.30	\$1.35	\$11.65
(c) Fingerprinting persons for civil purposes (i.e. VISA, job clearance)	\$8.20	\$1.05	\$9.25
Fingerprinting persons for police initiated program	No Charge		
(d) Photocopies of motor vehicle collision reports, complete M.T.O. form	\$8.10	\$1.05	\$9.15
Witness statement preparation (criminal, civil, traffic) – Minimum charge ⁽¹⁾ ⁽²⁾	\$26.35	\$3.45	\$29.80
Officer's Notes (per officer) – Minimum charge ⁽¹⁾ ⁽²⁾	\$11.00	\$1.45	\$12.45
(e) Form letter (Summary / Occurrence Report) – Minimum charge ⁽¹⁾	\$42.40	\$5.50	\$47.90
Response to inquiry regarding previously supplied form letter	\$8.10	\$1.05	\$9.15

2017 Fees			
Service	Cost	HST	Total
(f) Search of file for requested information other than (d) to (e) – Minimum charge ^{(1) (2)}	\$17.43	\$2.27	\$19.70
(g) Photographs – Colour or Black & White			
5 x 7 or smaller (per print)	\$4.75	\$0.60	\$5.35
Larger than above	\$18.85	\$2.45	\$21.30
Proof Sets (each)	\$18.85	\$2.45	\$21.30
(h) Video recording DVD/CD	\$43.30	\$5.65	\$48.95
(i) Audio recording CD	\$23.55	\$3.05	\$26.60
(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	\$60.70	\$7.90	\$68.60
(l) Photographic CD's / DVD's Note: \$2.00 per additional image to a maximum of \$100.00	\$32.45	\$4.20	\$36.65
<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 Manager at 705-497- 5587 for an estimate of additional services. 			