

**NORTH BAY POLICE SERVICES BOARD
BY-LAW # 22-2018
FEE SCHEDULE**

2018 Fees

Service	Cost	HST	Total
(a) Form letter for police clearance for employment (Non-criminal record check)	\$35.50	\$4.60	\$40.10
Form letter for police clearance for volunteer (Non-criminal record check)	\$20.45	\$2.65	\$23.10
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)	\$10.40	\$1.35	\$11.75
(c) Fingerprinting persons for civil purposes (i.e. VISA, job clearance)	\$8.30	\$1.10	\$9.40
Fingerprinting persons for police initiated program	No Charge		
(d) Photocopies of motor vehicle collision reports, complete M.T.O. form	\$8.20	\$1.05	\$9.25
Witness statement preparation (criminal, civil, traffic) – Minimum charge ^{(1) (2)}	\$26.60	\$3.45	\$30.05
Officer's Notes (per officer) – Minimum charge ^{(1) (2)}	\$11.10	\$1.45	\$12.55
(e) Form letter (Summary / Occurrence Report) – Minimum charge ⁽¹⁾	\$42.80	\$5.55	\$48.35
Response to inquiry regarding previously supplied form letter	\$8.20	\$1.05	\$9.25
(f) Search of file for requested information other than (d) to (e) – Minimum charge ^{(1) (2)}	\$17.62	\$2.28	\$19.90
(g) Photographs – Colour or Black & White			
5 x 7 or smaller (per print)	\$4.80	\$0.60	\$5.40
Larger than above	\$19.05	\$2.50	\$21.55
Proof Sets (each)	\$19.05	\$2.50	\$21.55
(h) Video recording DVD/CD	\$43.75	\$5.70	\$49.45
(i) Audio recording CD	\$23.80	\$3.10	\$26.90
(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.		

Service	Cost	HST	Total
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	\$61.90	\$8.05	\$69.95
(l) Photographic CD's / DVD's Note: \$2.00 per additional image to a maximum of \$100.00	\$32.75	\$4.25	\$37.00
<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. 			