



North Bay Police Service Board

By-Law # 5: Fee Schedule

Legislative Reference / Authority

Community Safety and Policing Act, Regulations and the Municipal Act

1. **Preamble**

- a. As prescribed in the *Community Safety and Policing Act (CSPA)* and through Regulation the North Bay Police Service Board shall establish policy(ies) consistent with the *Act*, Regulation(s) and any other applicable legislation.
- b. It is the policy of the North Bay Police Service Board with respect to fee schedules that the Chief of Police shall establish a procedure that is consistent with the requirements of the *Community Safety and Policing Act*, Regulation(s), *the Municipal Act* and incorporating any existing established operational and accounting practices as approved by the North Bay Police Service Board and or the Office of the Chief of Police. The purpose is to establish a schedule of fees that provide equitable service and allow for cost recovery, which is to be reviewed in January of each year.
- c. The Chief of Police shall post the Fee Schedule on North Bay Police Service's website in January of each year.

Read the first time this 21 day of March, 2024

Read the second time this 21 day of March, 2024

Read the third time this 21 day of March, 2024

R. Stivrins

Board Chair



North Bay Police Service Board

2024 Fees

Service	Cost	HST	Total
(a) Form letter for police clearance for employment (Non-Criminal Record Check)	\$38.48	\$5.00	\$43.48
Form letter for police clearance for volunteer (Non-Criminal Record Check)	\$22.17	\$2.88	\$25.05
(b) Parole Board local police records check (applications for Record Suspension)	\$11.27	\$1.47	\$12.74
(c) Fingerprinting persons for civil purposes (i.e. Visa, job clearance)	\$9.00	\$1.17	\$10.17
(d) Photocopies of motor vehicle collision reports, complete MTO form	\$8.89	\$1.16	\$10.05
Witness statement preparation (criminal, civil, traffic) – Minimum charge	\$28.84	\$3.75	\$32.59
Officer's notes (per officer) – Minimum charge	\$12.03	\$1.56	\$13.59
(e) Form letter (Summary/Occurrence Report) – Minimum charge	\$46.40	\$6.03	\$52.43
Response to inquiry regarding previously supplied form letter	\$8.89	\$1.16	\$10.04
(f) Search of file for requested information other than (d) to (e) – Minimum charge	\$19.10	\$2.48	\$21.58
(g) Photographs – colour or black & white			
5 x 7 or smaller (per print)	\$5.20	\$0.68	\$5.88
Larger than above	\$20.65	\$2.68	\$23.33
Proof sets (each)	\$20.65	\$2.68	\$23.33
(h) Video recording DVD/CD	\$47.43	\$6.17	\$53.60
(i) Audio recording CD	\$25.80	\$3.35	\$29.15
(j) Interview with member of service that is on duty (per hour or any portion thereof, members currently hourly rate)	Contact the North Bay Police Service for a quote		
Interview with member of Service that is off duty (minimum cost up to 4 hours based on members current overtime hourly rate)	Contact the North Bay Police Service for a quote		
(k) Alarms	\$67.10	\$8.72	\$75.82
(l) Photographic CD/DVDs Note: \$2.00 per additional image to a maximum of \$100	\$35.50	\$4.62	\$40.11