



BY-LAW 2020-3
TO GOVERN FEES AND CHARGES
CONSOLIDATED VERSION (as amended by By-law 2023-2)

1. PREAMBLE

- 1.1. Section 391(1.1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (hereinafter referred to as the *Municipal Act*) provides that a local board may pass by-laws imposing fees or charges for services or activities (including their costs) provided or done by or on behalf of it and for the use of its property including property under its control.
- 1.2. The Regional Municipality of Halton Police Services Board (hereinafter referred to as the Board) is a local board of The Regional Municipality of Halton (“the Region”) established pursuant to section 4 of the *Police Services Act*, R.S.O. 1990, c. P.15 and is a local board pursuant to Section 390 of the *Municipal Act* and thereby permitted to impose Fees and Charges.
- 1.3. Section 391 (3) of the *Municipal Act* provides that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets.
- 1.4. Section 391(4) of the *Municipal Act* provides that a fee or charge may be imposed whether or not it is mandatory for the municipality or local board imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of its property.
- 1.5. Section 398 (1) of the *Municipal Act* states that Fees and Charges imposed by a municipality or local board on a person under this Part constitute a debt of the person to the municipality or local board, respectively [2006, c. 32, Sched. A, s. 170 (1)].

THEREFORE, the Board enacts as follows:

2. The Board does hereby impose and approve fees and charges for the services and activities provided or done by the Halton Regional Police Service (hereinafter referred to as “the Service”) and the use of properties of the Service as detailed in **Schedule “A”** (Definitions Related to Fees and Charges) and **Schedule “B”** (List of Fees and Charges) attached to, and forming an integral part of this By-law.
3. No request by any person for documentary, written or printed information, or request for services or other activity by the Service described in **Schedules “A” and “B”** to this By-law will be processed unless and until the person requesting the information, services or other activity has paid the applicable fee in the prescribed amount set out in the above mentioned Schedules for that information, service or activity unless specifically authorized to be paid at a later time by the Chief of Police or their designate.
4. The fees and charges contemplated by this By-law shall be collected in cash, by certified cheque, by Lawyers Trust Account cheque, by valid credit card, or as otherwise deemed acceptable at the discretion of the Chief of Police.
5. Should any part of this By-law, including any part of **Schedules “A” and “B”** be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of the Board that such invalid part of the By-law shall be severable, and the remainder of this By-law including the remainder of the said Schedules, as applicable, shall continue to operate and to be in full force and effect.
6. The Chair of the Board shall direct the Chief of Police to, as required from time to time at the discretion of the Chief, create, update, and maintain Policies, Procedures and Directives necessary to effectively and efficiently operate and enforce this By-law.
7. All Fees and Charges for the Services and Activities provided or done by the Service and the Use of Properties of the Service as detailed in **Schedule “B”** shall be reviewed on a periodic basis not to exceed three (3) years, and that the Fees and Charges may be adjusted as needed in order to reflect the relevant and current costs of the organization.

8. The fees and charges relating to Accident Reconstruction Reports shall be based on the average Accident Reconstruction Report created by Regional Traffic Investigators on review of the previous three (3) years of incidents investigated and Reports created.
9. If any fee or charge is not paid for any reason immediately before or at the time of the performance of that service or activity or the use of those properties, it is due within thirty (30) days of the date the service, activity or use occurred, or within thirty (30) days of the date specifically authorized by the Chief of Police or their designate.
10. Any fee or charge not paid within thirty (30) days shall incur additional interest charges at the rate of fifteen per-cent (15%) per annum and the Board may, at its discretion, direct that the Region add those outstanding fees and charges to the tax roll for any property for which the owners are responsible for paying the fees and charges.
11. The Board enacts:
 - 11.1. That *By-law 2004-02 to impose Fees and Charges for the Services and Activities provided by the Halton Regional Police Service on behalf of the Regional Municipality of Halton Police Services Board related to Security Alarms* is hereby repealed effective June 25, 2020.
 - 11.2. That *By-law 2004-03 to amend and supersede Board by-law 2004-001 imposing Fees and Charges for the Services and Activities provided or done by the Halton Regional Police Service and the Use of Properties of the Halton Regional Police Service* is hereby repealed effective June 25, 2020.
 - 11.3. That *By-law 2005-01 to impose Fees and Charges for the Services and Activities provided by the Halton Regional Police Service on behalf of the Regional Municipality of Halton Police Services Board related to the provision of authorized copies of HRPS Accident Reconstruction Reports to the public* is hereby repealed effective June 25, 2020.
 - 11.4. That *By-law 2014-002 to amend Board By-law 2004-003, being a By-law imposing Fees and Charges for the Services and Activities provided or done by the Halton Regional Police Service and the Use of Properties of the Halton Regional Police Service* is hereby repealed effective June 25, 2020.

12. **EFFECTIVE DATE**

This By-law 2020-3 shall come into full force and effect on the 25 day of June, 2020.

APPROVED THIS 25th DAY OF JUNE, 2020

CHAIR

BOARD SECRETARY

SCHEDULE “A”

THE REGIONAL MUNICIPALITY OF HALTON POLICE SERVICES BOARD

BY-LAW 2020-3

Definitions Related to Fees and Charges By-law

“Authorized Copy HRPS Accident Reconstruction Report” means a copy of the *Original Accident Reconstruction Report* that has been edited as required by law.

“Board” means The Regional Municipality of Halton Police Services Board.

“Original Accident Reconstruction Report” means the original copy of all documents collected or created by Members of the Halton Regional Police Service Regional Traffic Bureau with respect to an investigation undertaken by that bureau and includes all supporting documents, photographs, video tapes, and other documents relevant to and forming part of that investigation, and specifically includes:

- (i) Collision Report (MTO);
- (ii) Field Sketch;
- (iii) Officer’s Technical Notes;
- (iv) Ident Contact Sheet(s);
- (v) Ident Video(s);
- (vi) Scale Diagram;
- (vii) Technical Data Report;
- (viii) Vehicle Mechanical Inspection Report;
- (ix) Post-Investigative Report;
- (x) Officer Notebook Entries.

“Record” means any information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

- (i) correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, videotape, machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and
- (ii) any record that is capable of being produced from a machine readable record under the control of the Service by means of computer hardware and software, or any other information storage equipment and technical expertise normally used by the Service

SCHEDULE “B”**THE REGIONAL MUNICIPALITY OF HALTON POLICE SERVICES BOARD****BY-LAW 2020-3**

As of June 25, 2020, the list of Fees and Charges, which may be amended from time to time to reflect changes in business operations, costs and requests for services, to be imposed by the Regional Municipality of Halton Police Services Board include, but are not limited to, the following items and rates (plus taxes as applicable):

Item	Basis of Fee	Fee
Police Record Check – all	per request	\$30.00
Vulnerable Sector Check – all	per request	\$30.00
Adoption Certificate	per request	\$30.00
Records Suspensions	per request	\$47.00
Records Suspension – Local Records	per request	\$30.00
Name Change – Local Records	per request	\$30.00
General Occurrence Report / Occurrence Synopsis Letter	per report	\$50.00
Insurance Report	per report	\$50.00
Vouchers or CGI	per report	\$50.00
Certified copy of any Record referred to in this Schedule	per copy	\$5.00
NSF service charge	per NSF	\$24.00
Motor Vehicle Collision – MTO Report	per report	\$50.00
Motor Vehicle Collision – Witness Statement	per statement	\$50.00
Motor Vehicle Collision – Scene Measurements	per report	\$400.00
Motor Vehicle Collision – Scene Photos – DVD	per DVD	\$50.00
Motor Vehicle Collision – Scene Photos – contact sheet	per sheet	\$20.00
Motor Vehicle Collision – Scene Photos – 8’ x 10” photo	per photo	\$20.00
Motor Vehicle Collision – Full Reconstruction Report	per scene	\$1,300.00
Motor Vehicle Collision – Scale Diagram	per scene	\$400.00
Motor Vehicle Collision – Reconstruction Video	per scene	\$100.00
Freedom of Information Request – application	per application	\$5.00
Freedom of Information Request – recovery of external fees		as charged

Third Party Records Requests and Court Orders		as incurred
Fingerprints – general	per set	\$25.00
Fingerprints – civil matter (immigration, VISA)	per set	\$25.00
Fingerprints – RCMP fee as applicable	per set	\$25.00
Fingerprints – extra set	per set	\$10.00
Fingerprints – destruction	per request	\$30.00
Identification / Forensics – Audio Tape	per tape	\$50.00
Identification / Forensics – Video Tape	per tape	\$50.00
Identification / Forensics – Photos	per photo	\$20.00
False Alarm – Non-Registered* (*registrations no longer required as of June 15, 2023)	per alarm	\$175.00
Registered False Alarm – Interim (until June 14, 2024)		
<u>Residential</u>		
1 st false alarm	per alarm	nil
2 nd false alarm	per alarm	\$30.00
3 rd false alarm	per alarm	\$40.00
4 th false alarm / suspension	per alarm	\$40.00
While suspended	per alarm	\$60.00
<u>Commercial</u>		
1 st false alarm	per alarm	nil
2 nd false alarm	per alarm	\$60.00
3 rd false alarm	per alarm	\$80.00
4 th false alarm / suspension	per alarm	\$80.00
While suspended	per alarm	\$120.00
Pay Duty – Administration Fee	per pay duty	22.0%
Pay Duty – Constable	per hour	\$82.13
Pay Duty – Sergeant	per hour	\$92.95
Pay Duty – Staff Sergeant	per hour	\$105.50
Pay Duty – Communicator	per hour	\$80.01
Pay Duty – Special Constable	per hour	\$80.01
Pay Duty – Vehicle	per hour	\$23.16
Pay Duty – Marine Boat	per hour	\$69.47
Interviews with HRPS members (excl. Chief and Deputies):		
Constable	per hour	\$60.00
Detective Constable	per hour	\$65.00

Sergeant / Detective	per hour	\$70.00
Staff Sergeant / Detective Sergeant	per hour	\$80.00
Inspector	per hour	\$105.00
Superintendent	per hour	\$120.00
Civilian Manager	per hour	\$105.00
Civilian Director	per hour	\$120.00
Legal Counsel	per hour	\$300.00
Paralegal / Student-at-Law	per hour	\$150.00