



THE REGIONAL MUNICIPALITY OF HALTON
POLICE SERVICES BOARD
BY-LAW 2004-003

A by-law 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.

WHEREAS pursuant to Part XII, Section 391 of the *Ontario Municipal Act, 2001*, S.O. 2001, c. 25, as amended, (hereinafter referred to as the *Municipal Act*) a municipality and a local board may pass by-laws imposing fees or charges on any class of persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board;
- (c) for the use of its property including property under its control; and
- (d) for capital costs payable by it for sewage and water services or activities which will be provided or done by or on behalf of it after the fees or charges are imposed.

AND WHEREAS The Regional Municipality of Halton Police Services Board is a Board of the Regional Municipality of Halton established pursuant to Section 5 (1) 1 of the *Police Services Act of Ontario*, R.S.O. 1990, c. P-15 (hereinafter referred to as the *PSA*) as mandated by Section 4 of the *PSA* and is a local board pursuant to Section 390 of the *Municipal Act* and thereby permitted to impose Fees and Charges under Part XII, Section 391 of the *Municipal Act*.

AND WHEREAS pursuant to Section 396 (1) of the *Municipal Act* a by-law under this Part may provide for,

- (a) interest charges and other penalties, including the payment of collection costs, for fees and charges that are due and unpaid;
- (b) discounts and other benefits for early payment of fees and charges;
- (c) fees and charges that vary on any basis the municipality or local board considers appropriate and specifies in the by-law, including the level or frequency of the service or activity provided or done, the time of day or of year the service or activity is provided and whether the class of persons paying the fee or charge are residents or non-residents of the municipality;
- (d) different classes of persons and deal with each class in a different way; and
- (e) the exemption, in whole or in part, of any class of persons from all or any part of the by-law. 2001, c. 25, s. 396 (1).

AND WHEREAS pursuant to Section 396 (2) of the *Municipal Act* a by-law under this Part shall set out when and in what manner,

- (a) the fees and charges are to be paid; and
- (b) the interest charges and other penalties, if any, for fees and charges that are due and unpaid and the discounts and other benefits, if any, for early payment of the fees and charges are to be paid. 2001, c. 25, s. 396 (2).

AND WHEREAS Section 392 of the *Municipal Act* requires that a municipality and a local board shall establish and maintain a list for public inspection indicating which of its services and activities and the use of which properties will be subject to fees or charges under this Part and the amount of each fee or charge.

AND WHEREAS pursuant to Section 397 (1) of the *Municipal Act* a by-law imposing fees or charges passed under this Part by a local board of a municipality which is not a local board of any other municipality shall not come into force until the municipality passes a resolution approving the by-law.

AND WHEREAS pursuant to Section 398 (1) of the *Municipal Act* 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.

AND WHEREAS Section 398 (2) of the *Municipal Act* provides that the treasurer of a local municipality may, and upon the request of its upper-tier municipality, if any, or of a local board whose area of jurisdiction includes any part of the municipality shall, add fees and charges imposed by the municipality, upper-tier municipality or local board, respectively, under this Part to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes:

1. In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied.
2. In all other cases, any property for which all of the owners are responsible for paying the fees and charges.

NOW THEREFORE The Regional Municipality of Halton Police Services Board does hereby impose, approve and adopt this 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 as detailed in Schedule "A" attached to, and forming part of this by-Law.

AND FURTHERMORE all charges and fees 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 as detailed in Schedule "A" shall be due immediately prior to, or at the time of, the performance of that Service or Activity or the use of those properties unless specifically authorized to be paid at a later time by the Chief of Police or their designate.

AND FURTHERMORE any Fee or Charge imposed pursuant to this by-law that for any reason is not paid immediately before or at the time of the performance of that Service or Activity or the use of those properties is due within Thirty (30) days of the date the Service, Activity or Use occurred or within Thirty (30) days of that date specifically authorized by the Chief of Police or their designate.

AND FURTHERMORE any Fee or Charge not paid within Thirty (30) days of the date the Service, Activity or Use occurred or the date authorized by the Chief of Police or their designate 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 to add those outstanding fees and charges to the tax roll for any property for which all of the owners are responsible for paying the fees and charges pursuant to Section 398.2 (2) of the *Municipal Act*.

AND FURTHERMORE it is the position of The Regional Municipality of Halton Police Services Board that it is in the interests of public accountability and accessibility that the Service, to the best of its ability, makes available information in its care and control for public access and that Section 15(a) of the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F-31, as amended, permits public access to certain identified Service created and retained documents upon payment of a reasonable Fee.

AND FURTHERMORE the Chairman of the Police Services Board shall direct the Chief of Police to, as required from time to time at the discretion of the Chief, create, update, and maintain those Policies, procedures and directives necessary in the opinion of the Chief of Police to effectively and efficiently operate and enforce this by-law.

NOW THEREFORE The Regional Municipality of Halton Police Services Board **HEREBY APPROVES AND ADOPTS THIS BY-LAW** to amend and supersede Board by-law 2004-001 and directs that this by-law 2004-003 shall come into effect immediately upon the date the Regional Municipality of Halton passes a resolution approving this by-law.

APPROVED AND ADOPTED THIS 25th DAY OF NOVEMBER, 2004

**Donald K. Robinson, Chairman
The Regional Municipality of Halton
Police Services Board**

SCHEDULE "A"
THE REGIONAL MUNICIPALITY OF HALTON
POLICE SERVICES BOARD
BY-LAW 2004-003

A By-Law to impose 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.

GENERAL:

The total Fee/Charge for any document is the combined Specific Document Charge plus the total of (Pages multiplied by Copying Fee)

SERVICE, ACTIVITY OR USE **FEE – CHARGE**

General Copying Fee:

For making of photocopies, editing and certifying where not provided for herein.....	\$1.00 per page
Shipping/Courier Fee	\$5.00

Fee-Charge for Specific Documents: **FEE – CHARGE**

(For administrative costs to obtain files, edit and perform all required checks and inquiries)

General Occurrence Reports	\$40.00 Public
.....	\$50.00 Corp
Occurrence Synopsis Letter	\$40.00 Public
.....	\$50.00 Corp

M.T.O. Collision Report	\$40.00 Public
.....	\$50.00 Corp
Witness Statement	\$40.00 Public
.....	\$50.00 Corp
Photographs (Collision or otherwise)	\$20.00 Contact Sheet
.....	\$20.00 per 8X10 photo
.....	\$50.00 C.D.
Video Tapes.....	\$50.00 per tape
Audio Tapes	\$50.00 per tape
Fingerprints (General Civil Purposes)	\$25.00
.....	\$50.00 Family
Police Certificate-Clearance Letter	\$30.00
(Confirming no criminal convictions)	
Security Clearance (Employment)	\$30.00
Criminal Record (List of Convictions)	\$30.00
Volunteer Screening Check (local & other).....	\$15.00
Pardon Application (local records)	\$30.00
Name Change (local records)	\$30.00
Photograph/Fingerprint Destruction	\$30.00

OTHER FEES:

Interview with Constable.....	2004 - \$39.00 per hour
.....	2005 - \$40.00 per hour
Interview with Detective Constable.....	2004 - \$41.00 per hour
.....	2005 - \$42.00 per hour
Interview with Sergeant/Detective	2004 - \$43.00 per hour
.....	2005 - \$44.00 per hour
Interview with Staff-Detective Sergeant.....	2004 - \$48.00 per hour
.....	2005 - \$49.00 per hour

INTERVIEW RATES REFLECT THE HOURLY PAY RATE, BASED ON RANK, AS NEGOTIATED FROM TIME TO TIME AND SET OUT WITHIN THE COLLECTIVE AGREEMENT EXISTING AT THE TIME A REQUEST FOR AN INTERVIEW IS MADE. AN ADMINISTRATIVE FEE OF 20% OF A FIRST CLASS CONSTABLE'S BASE HOURLY RATE IS ALSO APPLICABLE.

PAY DUTIES:

Constable	2004 - \$59.00 per hour
.....	2005 - \$61.00 per hour
Sergeant/Detective	2004 - \$65.00 per hour
.....	2005 - \$67.00 per hour
Staff-Detective Sergeant	2004 - \$73.00 per hour
.....	2005 - \$75.00 per hour
Police Vehicles	2004/05 -\$26.75 per hour
.....	(\$25.00 plus 7% GST)

NOTE: A minimum of three (3) hours pay applies for any Pay Duty

PAY DUTY RATES REFLECT THE HOURLY OVERTIME PAY RATE, BASED ON RANK, AS NEGOTIATED FROM TIME TO TIME AND SET OUT WITHIN THE COLLECTIVE AGREEMENT EXISTING AT THE TIME A REQUEST FOR A PAY DUTY IS MADE. AN ADMINISTRATIVE FEE OF 20% OF A FIRST CLASS CONSTABLES BASE HOURLY RATE IS ALSO APPLICABLE AND AS WELL LEGISLATED HEALTH TAXES ARE RECOVERED.

LEGAL SERVICES:

For all matters requiring the review,
 consideration, attendance, or
 intervention of Legal Counsel.....\$225.00 per hour