

**THE REGIONAL MUNICIPALITY OF WATERLOO POLICE SERVICES BOARD
BY-LAW NUMBER 23-01**

Being a By-law to establish fees and charges for certain services and to repeal By-law 21-01, as amended by By-law 22-01, of The Regional Municipality of Waterloo Police Services Board

WHEREAS The Regional Municipality of Waterloo Police Services Board passed By-law 04-01 at its meeting on December 9, 2004 to impose fees and charges for certain services provided by The Regional Municipality of Waterloo Police Services Board and such By-law was approved by resolution of the Council of The Regional Municipality of Waterloo at its meeting on December 15, 2004;

AND WHEREAS By-law 04-01 was subsequently amended by By-law 07-01 passed by The Regional Municipality of Waterloo Police Services Board at its meeting on February 7, 2007 and such By-law was approved by resolution of the Council of The Regional Municipality of Waterloo at its meeting on May 2, 2007;

AND WHEREAS pursuant to the *Municipal Act, 2001* regarding fees and charges by-laws of municipal boards, approval of the Council of The Regional Municipality of Waterloo is no longer required;

AND WHEREAS By-law 04-01 was further amended by By-law 08-01 approved and passed by The Regional Municipality of Waterloo Police Services Board on May 21, 2008;

AND WHEREAS By-law 04-01, as amended, was repealed and replaced by By-law 17-01 approved and passed by The Regional Municipality of Waterloo Police Services Board on May 3, 2017;

AND WHEREAS By-law 17-01 was repealed and replaced by By-law 19-01 approved and passed by The Regional Municipality of Waterloo Police Services Board on December 28, 2019;

AND WHEREAS By-law 19-01 was repealed and replaced by By-law 21-01 approved and passed by The Regional Municipality of Waterloo Police Services Board on October 20, 2021;

AND WHEREAS By-law 21-01 was subsequently amended by By-law 22-01 to remove the fee for Police Records Checks for volunteers, approved and passed by The Regional Municipality of Waterloo Police Services Board on April 20, 2022;

AND WHEREAS The Regional Municipality of Waterloo Police Services Board has deemed it desirable to set out its fees and charges for services in this by-law and repeal By-law 21-01, as amended;

NOW THEREFORE, The Regional Municipality of Waterloo Police Services Board hereby enacts as follows:

PART I – SHORT TITLE

1. This By-law may be cited as the Fees and Charges By-law.

PART II – DEFINITIONS

2. “**Board**” means The Regional Municipality of Waterloo Police Services Board.


PART III – GENERAL

3.
 - (1) The fees and charges for various services are shown in Schedule “A” attached hereto and are subject to H.S.T. where applicable.
 - (2) The fees and any applicable taxes will be payable to the Board within thirty (30) days of the date of an invoice for such fee from the Board.
 - (3) Interest on any past due accounts will be 12% per annum.
 - (4) By-law 21-01 of The Regional Municipality of Waterloo Police Services Board, and any amendments, shall be repealed effective on the coming into force and effect of this By-law.
 - (5) This By-law shall come into force and effect on January 1, 2024.

By-law read and passed in the Board Chambers of The Regional Municipality of Waterloo Police Services Board this 18th day of October, A.D., 2023.



Karen Redman
Board Chair



Meghan Martin,
Executive Assistant to the Board

SCHEDULE "A"

To By-law 23-01, being a By-law to establish fees and charges for certain services and to repeal By-law 21-01, as amended by By-law 22-01, of The Regional Municipality of Waterloo Police Services Board

SERVICE	FEE/CHARGE
ALARMS	
False Alarm Attendance "Monitored Premises" and "Self-monitored Premises"	\$170.00
False Alarm reconsideration	\$30.00 for false alarm reconsideration appeal
COLLISIONS	
Collision Reports	\$40.00 per report for Participating Insurance Companies \$125.00 per report for Non-Participating Insurance Companies and others
Field notes/remarks	\$264.00 per report
Full reconstruction data	\$3,500.00 per report
Reconstruction scale diagram	\$1,150.00 per report
COPIES	
Black and white copies	\$0.25 per copy (1-99) \$0.80 per copy (over 100)
Colour copies	\$1.00 per copy
Video, CD, DVD copies	\$30.00 administrative fee plus \$5.00 per copy
FILE CLOSURE	
File closure	\$71.00 per instance
File closure - reconsideration	\$30.00 per instance
FUNERAL ESCORT	Paid Duty Rate
MARIHUANA GROW/DRUG OPERATION - MUNICIPAL ADDRESS CHECK AND SUMMARY	\$50.00
OFFICER INTERVIEWS	
Approved interview with an Officer – regular rate	\$175.00 per hour – one hour minimum
Approved interview with an Officer– overtime rate	\$262.50 per hour – one hour minimum
OCCURRENCE SUMMARIES	\$50.00 per summary – no charge for victims of domestic assault (for housing purposes)
OFF-SITE FILE RETRIEVAL	Actual cost recovery, as charged by the off-site storage facility for file retrieval
PAID DUTY	
Officer	Time and one half of officer's contractual rate – 3 hour minimum
Civilian	Time and one half of civilian's contractual rate – 3 hours minimum
Administration fee	20% administration charge for Community groups, schools, not-for-profit and registered charity events 35% administration charge for all other events
Vehicle fee (includes use of motorcycle, auxiliary vehicle and/or Command Post)	\$39.00 per hour – 3 hour minimum

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PHOTOGRAPHS	
5" x 7"	\$55.00 per photo
8" x 10"	\$55.00 per photo
Digital	\$30.00 for first 10 images \$2.00 for each image for 11-40 images \$1.50 for each additional image (over 40 images)
Contract sheet of digital images	\$32.00 per page
RECORD CHECKS	
Criminal Record Check	\$40.00 each *
Criminal Record and Judicial Matters Check	\$40.00 each *
Vulnerable Sector Check	\$40.00 each *
WRPS sponsored or affiliated agencies as approved by the Chief of Police	No charge *
WRPS employees seeking to volunteer	
Records Checks for volunteers	\$20.00 *
Record Suspension	\$40.00 each *
Reconsideration	\$30.00 per instance
* up to four additional copies when applying for additional agencies at the same time	No charge
SERVICES OR PRODUCT THAT INCURS THIRD PARTY COSTS	Cost recovery based upon actuals

Notes and additional provisions:

1. The Chief of Police can waive any fees including for compassionate circumstances, as identified in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*
2. "Monitored Premises" means premises that has an alarm system that is associated with monitored and/or part of a system that is monitored by an external alarm company;
3. "Self-monitored Premises" means premises that relies upon the ability of a user, owner or non-alarm company third-party to assess the alarm and contact the appropriate authorities; including but not limited to an electronic system that is monitored by remote application or that triggers an audio or visual alarm at the premises.