

**THE REGIONAL MUNICIPALITY OF WATERLOO POLICE  
SERVICE BOARD BY-LAW 25-01**

Being a By-law to establish fees and charges for  
certain services and to repeal By-law 23-01

WHEREAS The Regional Municipality of Waterloo Police Service Board is a local board for the purpose of s. 391(1.1) of the *Municipal Act, 2001* and is authorized to pass by-laws imposing fees or charges for the services or activities done by or on its behalf, or on behalf of any municipality or other local board, and for the use of its property including property under its control;

AND WHEREAS the Council of The Regional Municipality of Waterloo does not require the Board to obtain its approval pursuant to s. 397 of the *Municipal Act, 2001* prior to a fees and charges by-law coming into force;

AND WHEREAS the Board enacted By-law 23-01 at its meeting on October 18, 2023 to impose fees and charges for certain services provided by or on behalf of the Board and to repeal By-law 21-01;

AND WHEREAS The Regional Municipality of Waterloo Police Services Board has deemed it desirable to update its fees and charges for services as set out in this by-law and to repeal By-law 23-01;

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

**PART I -- SHORT TITLE**

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

**PART II -- DEFINITIONS**

3. "Board" means The Regional Municipality of Waterloo Police Service Board.

**PART III -- GENERAL**

4. The fees and charges for various services or activities shall be as shown in Schedule "A" attached hereto and are subject to H.S.T. where applicable.
5. 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 issued on behalf of the Board.
6. Interest on any past due accounts will be charged at the rate of 12% per annum.
7. By-law 23-01 of The Regional Municipality of Waterloo Police Services Board, and any amendments, shall be repealed effective on the coming into force and effect of this By-law.

8. This By-law shall come into force and effect on January 1, 2026.
9. If any part of this by-law is found by a court to be invalid or outside the Board's authority to enact, that part will be deemed to be severable and will not affect the rest of the by-law. The remaining parts will stay in effect and continue to apply unless and until they are found to be invalid.

By-law read and passed in the Board Chambers of The Regional Municipality of Waterloo Police Service Board this 17<sup>th</sup> day of September, 2025.



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Ian McLean  
Board Chair



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Meghan Martin,  
Executive Assistant to the  
Board

## SCHEDULE "A"

To By-law 25-01, being a By-law to establish fees and charges for certain services and to repeal By-law 23-01, of The Regional Municipality of Waterloo Police Service Board

SERVICE	FEE/CHARGE
<b>ALARMS</b>	
False Alarm Attendance "Monitored Premises" and "Self-monitored Premises"	\$170.00
False Alarm reconsideration	\$30.00 for false alarm reconsideration appeal
<b>COLLISIONS</b>	
Collision Reports	\$40.00 per report for Participating Insurance Companies \$125.00 per report for Non-Participating Insurance Companies and others
Field notes/remarks	\$310.00 per report
Full reconstruction data	\$4,550.00 per report
Reconstruction scale diagram	\$1,150.00 per report
<b>COPIES</b>	
Photocopies, printouts, or digital copies	\$0.25 per page (1-99) \$0.80 per page (over 100)
Video or audio files	\$145.00 administrative fee per file plus \$5.00 per copy
Encrypted USB	\$20.00 per device
<b>NON-PARTY / THIRD-PARTY PRODUCTIONS</b>	
Non-Party production of records in response to motions, applications, or orders made in Civil, Family Law, or Administrative Law proceedings	\$30.00 per hour spent reviewing/redacting documents (minimum 15-minute charge), plus disbursements*
Production of records in response to signed Authorizations and Directions from lawyers or law firms	\$30.00 per hour spent reviewing/redacting documents (minimum 15-minute charge), plus disbursements*
*Disbursements include the fees and charges for producing the specific types of documents and records listed above (e.g. Collision Reports), off-site retrieval fees, and any actual third-party costs	
<b>EMPLOYMENT FILE</b>	
HR Personnel File	\$180 per request
<b>FILE CLOSURE</b>	
File closure	\$75.00 per instance
File closure - reconsideration	\$30.00 per instance
<b>FUNERAL ESCORT</b>	Paid Duty Rate
<b>MARIHUANA GROW/DRUG OPERATION - MUNICIPAL ADDRESS CHECK AND SUMMARY</b>	\$50.00
<b>OFFICER INTERVIEWS</b>	
Approved interview with an Officer – regular rate	\$200.00 per hour – one hour minimum
Approved interview with an Officer– overtime rate	\$262.50 per hour – one hour minimum
<b>OCCURRENCE SUMMARIES</b>	\$50.00 per summary – no charge for victims of domestic assault (for housing purposes)

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<b>OFF-SITE FILE RETRIEVAL</b>	Actual cost recovery, as charged by the off-site storage facility for file retrieval
<b>ADDITIONAL POLICING (PAID DUTY)</b>	
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	Tier 1: 20% administration charge for Community groups, schools, not-for-profit and registered charity events
	Tier 2: 40% administration charge for commercial organizations and for-profit events
	Tier 3: 60% correctional facilities (excluding prisoner escort or conveyance)
Vehicle fee (includes use of motorcycle, auxiliary vehicle and/or Command Post)	\$49.00 per hour – 3 hour minimum
<b>PHOTOGRAPHS</b>	
5" x 7"	\$65.00 per photo
8" x 10"	\$65.00 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
<b>RECORD CHECKS</b>	
Criminal Record Check	\$40.00 each *
Criminal Record and Judicial Matters Check	\$40.00 each *
Vulnerable Sector Check	\$40.00 each *
Exempted Record Check (e.g. Broader Record 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 each *
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
<b>SERVICES OR PRODUCT THAT INCURS THIRD PARTY COSTS</b>	Cost recovery based upon actuals

Notes and additional provisions:

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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.