



PRIDE \* SERVICE \* TRUST

## GUELPH POLICE SERVICES BOARD

By-law No. 149 (2013)

[Amended by Bylaw 150 (2013), Bylaw 158 (2017), Bylaw 160 (2018), Bylaw 162 (2018) and Bylaw 168 (2020)]

A Consolidated By-law relating to the Fees and Charges for services or activities being provided by the Guelph Police Service and to Repeal By-laws No. 142 (2010); No. 144 (2011); No.147 (2011); and No. 148 (2011).

**Whereas**, Section 391(1.1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended, authorizes a local board (Guelph Police Services Board) of a municipality (City of Guelph) to pass by-laws imposing fees or charges on any class of persons, for:

- (a) services or activities provided or done by or on behalf of it;
- (b) costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- (c) the use of its property including property under its control;

**And Whereas**, the Board wishes to recover some of the costs of delivering or providing certain services and activities identified herein;

**NOW THEREFORE, THE GUELPH POLICE SERVICES BOARD HEREBY ENACTS AS FOLLOWS:**

- (1) **That** the various Fees and Charges for the services and activities delivered or provided by the members of the Guelph Police Service shall be as described in Schedule "A" hereto attached;
- (2) **That** the terms set out in Schedule "B" shall apply to "Alarm Services";
- (3) **That** the terms set out in Schedule "C" shall apply to "Collision Reconstruction;"
- (4) **That** By-laws No. 142 (2010); No. 144 (2011); No.147 (2011); and No. 148 (2011) are repealed with an effective date of May 23, 2013; and
- (5) **That** this By-Law comes into force on September 1, 2013.

PASSED THIS 23<sup>th</sup> DAY of May, 2013.

*Original Signed by Judy Sorbara*  
Chair

*Original Signed by Cheryl Polonenko*  
Executive Assistant

## Guelph Police Service Board Fees and Charges for Services

**Schedule "A" of By-law 149 (2013) [Amended by By-law 150 (2013), By-Law 158 (2017), By-law 160 (2018),  
By-Law 162 (2018) and By-Law 168 (2020)]**

| Area   | Document/Service                    | Fee/Charge             | Unit           |
|--|-------------------------------------|------------------------|----------------|
| <b>Alarms, pursuant to policy LE-001</b>   |                                     |                        |                |
| False Alarm Attendance   | First instance                      | \$160.00               | Data Services  |
|  | For each subsequent false alarm     | \$160.00               |                |
| Cancelled False Alarm  | For calls in progress               | \$85.00                |                |
| <b>Fingerprints</b>  |                                     |                        |                |
| Civilian   | VISA requirement, adoption, pardons | \$35.00                | Data Services  |
| Volunteers   |                                     | \$0.00                 |                |
| RCMP will charge a \$25 fee for Vulnerable Sector (VS) Fingerprints, volunteer organizations may be exempt as per RCMP determination |                                     |                        |                |
| <b>Freedom of Information (FOI)*</b>   |                                     |                        |                |
| FOI Application  |                                     | \$5.00                 | Legal Services |
| Photocopies and Computer printouts   |                                     | \$0.20 per page        |                |
| Records provided on CD-ROMs  |                                     | \$10.00 per CD-ROM     |                |
| Manual Search for a record   |                                     | \$7.50 per 15 minutes  |                |
| Preparing a record for Disclosure  | Severing a part of a record         | \$7.50 per 15 minutes  |                |
| Developing a computer program or another method of producing a record from machine readable record                                   |                                     | \$15.00 per 15 minutes |                |
| Costs of locating, retrieving, processing and copying a record if the costs are specified on an invoice                              |                                     | as per invoice         |                |
| <b>Reports</b>   |                                     |                        |                |
| Property, Insurance  | General Occurrence Report           | \$50.00                | Data Services  |
| Accident Reports   |                                     | \$50.00                |                |
| Witness Statements   |                                     | \$50.00                |                |
| Local File Closure   |                                     | \$40.00                |                |
| Record Suspension Applicants   |                                     | \$70.00                |                |
| Reconsideration Fee  |                                     | \$10.00                |                |
| Police Clearance - Employment  | Police Criminal Record Check        | \$40.00                |                |
|  | Police Information Check            | \$40.00                |                |
|  | Police Vulnerable Sector Check      | \$40.00                |                |
| Police Clearance - Volunteer   | Police Criminal Record Check        | \$35.00                |                |
|  | Police Information Check            | \$35.00                |                |
|  | Police Vulnerable Sector Check      | \$35.00                |                |
| Notice of Suspension of Driver's License   |                                     | \$1.50                 | Courts         |

| Area  | Document/Service         | Fee/Charge   | Unit           |
|---|--------------------------|--|----------------|
| <b>Collision Reconstruction Report</b>  |                          |  |                |
| CAD Scale Diagram   |                          | \$550.00   | Traffic        |
| Field Sketch  |                          | \$250.00   |                |
| Officers Technical Notes  | Per Page                 | \$13.00  |                |
|   | Minimum Fee              | \$75.00  |                |
| Photographs   | Per Photograph           | \$15.00  |                |
|   | Minimum Fee              | \$75.00  |                |
| Technical Data Report   |                          | \$550.00   |                |
| Technical Interview with Collision Reconstruction Officer   | First Hour               | \$200.00   |                |
|   | Additional Hour          | \$65.00  |                |
|   | minimum Fee              | \$200.00   |                |
| Vehicle Mechanical Inspection Report  |                          | \$200.00   |                |
| Video of Collision Scene  |                          | \$150.00   |                |
| Complete Report   |                          | \$2,500.00   |                |
| <b>Special Duty, pursuant to policy AI-006</b>  |                          |  |                |
| Administration Fee  |                          | \$35.00 per day  | Communications |
| Late Notice Request Fee   |                          | \$100.00   |                |
| Cruiser Fee   |                          | \$35.00 per hour   |                |
| Officer Fee, minimum three hours  |                          |  |                |
| Constable   | Event not serving liquor | 1.5 times the 1st Class constable wage/hr under the collective agreement   |                |
|   | Event serving liquor     | 1.5 times the 1st Class constable wage/hr under the collective agreement, plus \$10.00 per hour  |                |
| Supervisor  | Event not serving liquor | 1.5 times the 2nd level sergeant wage/hr under the collective agreement  |                |
|   | Event serving liquor     | 1.5 times the 2nd level sergeant wage/hr under the collective agreement, plus \$10.00 per hour   |                |
| Short Notice Cancellation Fee – if less than 24 hours' notice is provided.  |                          | A minimum payment of three (3) hours per officer will be charged along with all associated fees and taxes. Fees for the use of police equipment will not be charged. |                |
| *R.R.O., 1990, Reg. 823 as amended under the Municipal Freedom of Information and Protection of Privacy Act. If the estimate from the FOI office is \$100 or more, a deposit of 50% will be required.   |                          |  |                |
| <b>Note:</b> All fees, <b>except for</b> alarms, collision reconstruction reports and special duty are inclusive of taxes. Alarm fees billed directly to a property owner will be exempt from HST. Taxes are applied in accordance with applicable current legislation. |                          |  |                |

**SCHEDULE “B”**  
**TO BY-LAW 149(2013)**  
**ALARM SERVICES**

**1. Definitions**

(1) “*Alarm Business*” means any person or persons who engage in the business of installing and/or maintaining alarm systems;

(2) “*Alarm System*” means any device which when activated transmits a sign or message to an alarm business;

(3) “*Automatic Dialing System*” means a device which when activated is programmed to automatically solicit a police response to an alarm condition via the telephone;

(4) “*False Alarm*” means the activation of an alarm system where in the opinion of the Chief of Police or designate no emergency or evidence of criminal activity exists at the premises at which the alarm system is installed and includes the activating or testing of an alarm without prior police notification and alarms triggered by natural causes or conditions;

(5) “*Valid Alarm*” means an alarm signal which has been activated for the legitimate purpose for which it was installed, that being a criminal act or attempt or an emergency situation related to the premise.

## SCHEDULE “C”

### TO BY-LAW 149 (2013)

#### COLLISION RECONSTRUCTION

The following shall apply to Collision Reconstruction:

##### 1. Definitions

- (a) *“Complete Collision Reconstruction Report”* usually includes: a collision report, a field sketch, officer technical notes, photographs, scale diagram, technical data report, technical supplementary report, vehicle mechanical inspection report and all other documentation (police notes, witness statements) relating to the reconstruction of a collision but does not include an interview with members of the Guelph Police Service.
- (b) *“Collision Report (MTO)”* means a copy of the standard Ministry of Transportation collision report completed in relation to a motor vehicle collision in accordance with the provisions of the *Highway Traffic Act*, R.S.O. 1990, c. H. 8, as amended, but shall not include witness statements or other personal information protected by the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, as amended.
- (c) *“Field Sketch”* means a hand-drawn sketch, or sketches created by a Collision Reconstruction Officer at the scene of a collision.
- (d) *“Interview”* means an interview conducted with a Guelph Police Service traffic collision investigator or a Collision Reconstruction Officer.
- (e) *“Officer’s Technical Notes”* means handwritten notes generated by a Guelph Police Service Collision Reconstruction Officer.
- (f) *“Photographs”* means photographs taken at the scene of a collision by members of the Guelph Police Service.
- (g) *“Hand-drawn Scale Diagram”* means a diagram generated to scale.
- (h) *“Computer-Generated Scale Diagram”* means a computer-generated diagram produced to scale.
- (i) *“Technical Data Report”* means a computer-generated report created by a Guelph Police Service Collision Reconstruction Officer using technical notes and mathematical formulas.
- (j) *“Technical Supplementary Report”* means a Guelph Police Service report outlining mathematical equations and calculations upon which conclusions drawn by a Collision Reconstruction Officer are based.

- (k) “*Vehicle Mechanical Inspection Report*” means a report generated by a licensed mechanic retained during the course of an investigation by the Guelph Police Service relating to the mechanical fitness of vehicles involved in collisions.

## 2. Charges for Services

- (a) Any person requesting and receiving any service described in this Schedule under this by-law shall pay the fee for such service as set out in Schedule “A.”
- (b) Any person requesting and receiving any service from a collision reconstruction officer shall pay a fee for such service based on the hourly rate set out in Schedule “A.”
- (c) The fees and charges are due and payable prior to preparation and sale of the services listed.

## RECONSTRUCTION REPORTS

The following collision reconstruction data will be available from this Police Service:

1. **Complete Collision Reconstruction Report**  
All documentation outlined below, with the exception of an officer interview. The volume of documentation will not affect the fee.
2. **Collision Report (MTO)**  
A copy of the standard Ministry of Transportation Accident Report completed in relation to a collision in accordance with the provisions of the *Highway Traffic Act* (Ontario), but shall not include witness statements or other personal information as defined in the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario).
3. **Field Sketch**  
A hand-drawn sketch or sketches created by a Collision Reconstruction Officer at the scene of a collision.
4. **Officer’s Technical Notes**  
The handwritten notes generated by a Collision Reconstruction Officer while attending the scene of a collision. There will be a 6-page minimum applied to requests for these documents.
5. **Photographs**  
Photographs taken at the scene of a collision. A five photograph minimum will be charged for photograph requests.
6. **Hand-drawn Scale Diagram (Size: 3 feet x 4 feet and CAD)**  
A hand-drawn diagram generated to scale. Input data will be obtained from Sokkia measuring device to produce the precise aspects of the document.
7. **Computer-Generated Scale Diagram (Size: 8 ½ inches x 11 inches or 8 ½” x 14”)**  
A computer-generated diagram generated to scale. Input data will be obtained from a Sokkia measuring device to produce the precise aspects of the document.

8. **Technical Data Report**  
A computer-generated report created by a Collision Reconstruction Officer using technical notes and mathematical formulas. These calculations are used primarily to determine the speed of vehicles.
9. **Vehicle Mechanical Inspection Report**  
A report generated by a licensed mechanic retained during the course of the investigation by the Police Service, relating to an examination for mechanical fitness of vehicles involved in collisions and the identification of faults, if any.
10. **Video of Collision Scene**  
Video recording taken at the scene of collision.
11. **Technical Interview With Collision Reconstruction Officers**  
Customers frequently request access to Collision Reconstruction Officers for an interview. Interviews will pertain to technical aspects of the investigation only.

**IMPORTANT: If there were criminal charges laid, the applicant may be required to bring a Court motion to access these reconstruction records.**