



GUELPH POLICE SERVICE 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 Service 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 SERVICE 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- (4) **That** By-laws No. 142 (2010); No. 144 (2011); No.147 (2011); and No. 148 (2011) are repealed with an effective date of May 23, 2013; and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 23rd 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
Alarms, pursuant to policy LE-001			
False Alarm Attendance	First instance	\$190.00	Data Services
	For each subsequent false alarm	\$190.00	
Cancelled False Alarm	For calls in progress	\$125.00	
Fingerprints			
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			
Freedom of Information (FOI)*			
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	
Reports			
Body Camera Footage of Scene	Per camera	\$200.00	Data Services
Video or Audio of Scene	Per occurrence	\$200.00	
Property, Insurance	General Occurrence Report	\$50.00	
Accident Reports		\$50.00	
Witness Statements		\$50.00	
Local File Closure		\$60.00	
Record Suspension Applicants		\$70.00	
Reconsideration Fee		\$10.00	
	Police Criminal Record Check	\$45.00	

Area	Document/Service	Fee/Charge	Unit
Police Clearance - Employment	Police Information Check	\$45.00	
	Police Vulnerable Sector Check	\$45.00	
Police Clearance - Volunteer	Police Criminal Record Check	\$0.00	
	Police Information Check	\$0.00	
	Police Vulnerable Sector Check	\$25.00	
Notice of Suspension of Driver's License		\$1.50	Courts
Collision Reconstruction Report			
CAD Scale Diagram		\$600.00	Traffic
Field Sketch		\$300.00	
Officers Technical Notes	Per report	\$300.00	
Photographs	Per occurrence	\$100.00	
Technical Data Report		\$600.00	
Technical Interview with Collision Reconstruction Officer	First hour	\$200.00	
	Additional Hour	\$80.00	
	Minimum fee	\$200.00	
Vehicle Mechanical Inspection Report (per vehicle)		\$300.00	
Video or Audio of Scene (per vehicle)		\$200.00	
Body Camera Footage of Scene	Per camera	\$200.00	
Complete Reconstruction Report		\$3,500.00	
Special Duty, pursuant to policy AI-006			
Administration Fee	Not-for-profit organizations, registered charities, and community groups which are not revenue generating	5% of the total cost of police resources	Communications
	All other groups which are for-profit	10% of the total cost of police resources	
Late Notice Request Fee	Per request	\$100.00	
Cruiser Fee	Per hour	\$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	

Area	Document/Service	Fee/Charge	Unit
		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.

NOTE: All fees, **except for** 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

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.