



WOODSTOCK POLICE SERVICE BOARD

BY-LAW 07-2024

A by-law to recover fees for Woodstock Police Service Reports, motor vehicle collisions/reconstructions, police record checks, fingerprints, DVD/CDs, including human resource time and related expenses.

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1. PREAMBLE

- Preamble*
- 1.1 WHEREAS the Woodstock Police Service Board is responsible for the provision of adequate and effective police services in the municipality pursuant to section 38(1)(b) of the *Community Safety and Policing Act*; and
 - 1.2 AND whereas section 38(2) of the *CSPA* provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provisions of policing;
 - 1.3 WHEREAS the Board seeks to recover part of the costs of providing reports which are the property of the Woodstock Police Service; and
 - 1.4 WHEREAS pursuant to section 391 of the *Municipal Act*, the Board, being a local Board as defined in section 1 of the *Municipal Act*, is authorized to pass by-laws imposing fees or charges on any class of persons, services and activities provided by and done on behalf of the Board; and
 - 1.5 WHEREAS it is the responsibility of the Chief of Police of the Woodstock Police Service, in their capacity as Chief law enforcement officer to administer the policing services of the City of Woodstock in accordance with the policies and regulations as approved and established by the Woodstock Police Service Board.

2. INTERPRETATIONS

For the purposes of this by-law:

- Definitions* 2.1 “*Board*” means the Woodstock Police Service Board;
- 2.2 “*Service*” means the Woodstock Police Service;
- 2.3 “*City*” means the City of Woodstock;
- 2.4 “*Record*” means any record of information, however recorded, whether in printed form by electronic means or otherwise.

3. APPLICATION

- Schedule for Recoverable Fees* 3.1 That the attached Appendix “A” and subsequent Schedules attached thereto be adopted as the schedule for recoverable fees for requests for Woodstock Police Service reports including, but not limited to, motor vehicle collision reports, collision reconstruction reports, general Woodstock Police Service reports on incidents, criminal record checks, DVD/CDs, Alarms, paid duty requests, including related human resource time, photocopying, and shipping expenses.
- Requests for Reports/Fees* 3.2 All requests for reports will be in writing or on an approved Woodstock Police Service form. Except for exigent circumstances all applicable fees will be collected prior to release of the reports or other documents. These fees will not be applied if, at the decision of the Chief of Police, the information is being shared with another Enforcement or Investigative Agency.

4. ENACTMENT

- Repeal* 4.1 All previous by-laws, sections of by-laws, and procedural policies of the Board that are inconsistent with the provisions of this by-law are hereby repealed.
- Effective Date* 4.2 This by-law shall come into effect on the date of its enactment.

ENACTED AND PASSED THIS 9th day of September 2024.

WOODSTOCK POLICE SERVICE BOARD

Chair

Ken Whiteford

Vice-Chair

Leslie Farrell



**WOODSTOCK POLICE SERVICE BOARD
BY-LAW NO. 07-2024
APPENDIX "A" - RECOVERABLE FEES**

Note: H.S.T. is included in all fees, except those noted herein

Item	COST
MOTOR VEHICLE COLLISIONS /RECONSTRUCTION	See Schedule C attached
Collision Reports	\$50.00
Technical Collision Investigation Report with Collision Reconstruction, Field Notes & 3D Scan	See Schedule C attached
FARO 3D Scan ONLY	See Schedule C attached
Technical Collision Investigation and Field Notes of Officer	See Schedule C attached
Scale Diagram Only	See Schedule C attached
Interview of Reconstructionist/Officer	See Schedule C attached
POLICE RECORD CHECKS	
Level 1 – PCRC (Volunteer/Student)	\$20.00
Level 1 – PCRC (Employment/Other)	\$45.00
Level 2 – PIC (Volunteer/Student)	\$20.00
Level 2 – PIC (Employment/Other)	\$45.00
Level 3 – PVSC (Volunteer/Student)	\$20.00
Level 3 – PVSC (Employment/Other)	\$45.00
Additional Copies	\$5.00
Criminal Record Checks – Record Suspension	\$45.00
FINGERPRINTS	
Civil Fingerprints (any purpose)	\$65.00
Fingerprints – Employment VSS	\$25.00 (no change – this is a fee charged by RCMP that must be collected and reimbursed)
MISCELLANEOUS	
Crown Attorney DVD Transcript Requests	\$2.75 per page & H.S.T.
Insurance/Occurrence Report	\$50.00
Interview of Sworn Member/Reconstruction Officer	1.5 times the Senior Constable rate of pay & H.S.T. (include a 3 hour minimum call out.) – No change – Same as Paid Duty
<i>Paid Duty Events (Sworn Members)</i>	
<i>Paid Duty Events (Administration Fee)</i>	15% of sworn members rate
<i>Paid Duty Vehicle Rate</i>	\$50.00 per hour
<i>Paid Duty Employer Health Tax</i>	1.95% of total amount charged for members
<i>Paid Duty W.S.I.B.</i>	3.62% of total amount charged for members ** subject to change based on rate increases
<i>Paid Duty - H.S.T.</i>	On all Paid Duty Categories
<i>Photographs / M.V.C. / Crime Scenes</i>	Up to 10 photos - \$30.00 Additional Images (11-40) - \$2.00 per image Additional images (over 40) - \$1.50 per image

Item	COST
	PLUS HST
Prisoner Escort/Security (P.O.A. Court)	\$33.09 per hour plus 1.95% Health Tax and 3.62% W.S.I.B. fee & H.S.T. ** subject to change based on rate increases
DVD/CD	\$30.00
Purge Request (FPS, sealing of records)	\$40.00 - form to be created and available on website; currently is only a letter address to Chief and no fee
Freedom of Information	See attached Schedule A
Court Orders	See attached Schedule B
ALARMS	
Commercial Registration Fee (ANNUALLY)	\$50.00 (includes 4 false alarms)
Residential Registration Fee (ANNUALLY)	\$50.00 (includes 4 false alarms)
Subsequent False Alarm Fee	\$50.00 per false alarm after 4
Unregistered False Alarm Fee	\$50.00 residential and \$100.00 business / false alarm
Suspension Reinstatement Fee	\$0.00



SCHEDULE "A"

**Woodstock Police Service
Municipal Freedom of Information and Protection Privacy Act
FEE STATEMENT**

Date: FILE NO.:

REQUESTER:

Application Fee: \$5.00

Reproduction Fee: (number of pages released)
pages @ \$0.20 per page or \$

CD/DVD @ \$30.00 each \$

Search Time/Preparation Time: (to locate and assemble documents)
minute/hr @ \$7.50 / 15 minutes \$

Mailing Costs
Postage costs incurred \$

TOTAL FEE INCURRED \$

Less Application Fee Received (\$5.00)

BALANCE OWING \$

PLEASE MAKE CHEQUE PAYABLE TO:
WOODSTOCK POLICE SERVICE
615 Dundas Street, Woodstock, ON N4S 1E1



SCHEDULE "B"

**Woodstock Police Service
Court Order - FEE STATEMENT**

Date: FILE NO.:

REQUESTER:

Reproduction Fee: (number of pages released) pages @ \$0.20 per page or	\$
CD/DVD @ \$30.00 each	\$
Search Time/Preparation Time: (to locate and assemble documents) minute/hr @ \$7.50 per 15 Minutes	\$
Mailing Costs Postage costs incurred	\$
TOTAL FEE INCURRED	\$
BALANCE OWING	\$

PLEASE MAKE CHEQUE PAYABLE TO:
WOODSTOCK POLICE SERVICE
615 Dundas Street, Woodstock, ON N4S 1E1



SCHEDULE "C"

**Woodstock Police Service
COLLISION RECONSTRUCTION REPORTS
FEE STATEMENT**

Date:

FILE NO.:

REQUESTER:

The following collision reconstruction data may be available from this Police Service. Some fees are subject to applicable HST.

Collision Report:

A copy of the standard Ministry of Transportation Motor Vehicle Collision 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)

@ \$50.00

\$

FARO 3D Scan (Raw Data):

Additional: For the enhanced LEVEL 4 with animation scan option please contact the Records Department as an additional fee will incurred

@ \$1000.00

\$

Crash Data Retrieval (CDR) System Report: (per vehicle)

A technical report based on the analysis of information obtained from a CDR System Report (if available)

@ \$500.00 / vehicle

\$

Field Sketch:

A hand-drawn sketch created by a member of Traffic Services and the Collision Reconstruction Unit at the scene of the collision (if available)

@ \$250.00 \$

Technical Collision Investigation Field Notes:

The hand written notes generated by a member of the Collision Reconstruction Unit or Traffic Services while attending the scene of collision. There will be a six (6) page minimum applied to requests for these documents.

@ \$10.00 /page \$

Technical Collision Investigation Report (TCI Report):

A Police Service report, which the involved vehicles, a scene overview and may include atmospheric and lighting conditions, scene evidence, and includes a technical and collision analysis by a member of the Collision Reconstruction Unit. There will be a six (6) page minimum applied to requests for these documents.

@ \$10.00 /page \$

Vehicle Inspection Report and Vehicle Mechanical Examination Report (per vehicle):

Visual and technical analysis of a damaged vehicle (if available); and
A report generated by a licenced mechanic retained during the course of the investigation by the Police Service, relating to an examination for mechanical fitness of each vehicle involved in a collision and the identification of faults, if any (if available)

@ \$250.00 / vehicle \$

Interview with member of Collision Reconstruction Unit:

Customers frequently request access to members of the Collision Reconstruction Unit for an interview. Interviews will be approved at a rate of 1.5 times a 1st Class Constable Rate plus HST (minimum 3 hours). Interviews will pertain to technical aspects of the investigation only.

@ \$1.5 x 1st Class Constable Rate \$

SUBTOTAL \$

HST \$

TOTAL FEE INCURRED \$

BALANCE OWING \$

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WOODSTOCK POLICE SERVICE
615 Dundas Street, Woodstock, ON N4S 1E1