



The Regional Municipality of York Police Service Board

Public Board Meeting
November 27, 2024
For Information

Report of the Chief of Police

Amendment to Service Fees and Charges

1. Recommendations

1. That the Board receive this report in accordance with the Board's Bylaw 02-15 reporting requirements; and
2. That the Board approve the revised Schedule "A", as attached, to replace the existing Schedule "A" of Bylaw No. 02-15 Fees and Charges; and
3. That the fees and charges set out in Schedule "A" shall be adjusted on January 1 of each year in accordance with the annual Consumer Price Index and the fees and charges so adjusted shall be rounded up to:
 - (a) the nearest dollar where the fee is less than \$100,
 - (b) the nearest \$10 where the fee is \$100 or more but less than \$1,000.

2. Summary

This report is to revise Service Fees and Charges in accordance with the *Municipal Act, 2001* (the "Act") and in accordance with the Board's Bylaw 02-15 Service Fees and Charges.

Key Points:

- The fees and charges set out in Schedule "A" are adjusted on January 1 of each year in accordance with the annual Consumer Price Index. This is consistent with the practice of the Regional Municipality of York Fees and Charges Bylaw No. 2020-04
 - Amendment for the addition of the HR personnel file fee
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- This report does not include the fee for Paid Duty Officer rates, which are based on the Uniform Working Agreement and subject to change 90 days after contract ratification
- The implementation of the proposed rates is effective January 1, 2025

3. Background

The Board recognized a need to recover costs associated with the provision of certain services by establishing the service fees and charges bylaw. Passing the direct and indirect costs of certain services, only to those individuals or groups that use the service, reduces the cost to the tax base.

The fee schedule in this report is based on a costing framework that ensures that fees reflect a fair representation and recovery of rising costs. The costing includes increases that adjust to inflation, differentiate fees between online and walk-in requests, and use a standard billing template to ensure consistency among costings.

The adoption of a tiered pricing model was implemented in 2019. In consultation with Information Management, the current tiered pricing model will remain and will be monitored and reviewed in future costing frameworks.

4. Analysis

ANALYSIS OF INFORMATION

HR Personnel File Fee

Schedule “A” introduces a new fee for handling requests related to Human Resources personnel files required for legal proceedings. Under the Ontario Employment Standards Act, employers are mandated to maintain an employment file for each employee. Consistent with practices in neighboring police services, this fee covers the reproduction of Human Resources files managed within People, Wellness, and Talent.

Paid Duty Officer Fee

Officer fees are amended annually for Special Constable, Constable, Sergeant and Staff Sergeant ranks to reflect current rates as outlined in the 2020-2024 Uniform Working Agreement. The future scheduled rate changes for January 1, 2025 will be communicated within the online order webpage and identified via an asterisk on Schedule “A” as subject to change based on the Uniform Working Agreement.

York Regional Police continues to have the highest fees among its comparable peers

A comparison of service fees highlights that York Regional Police continues to be the highest within selected police services in most categories. This comparison includes Toronto Police Service, Peel Regional Police, Durham Regional Police and Ottawa Police Service. Specifically, the fees for criminal record check, vulnerable sector check, false alarm call and paid duty administration fee are higher than the comparator police services.

Table 1
Service Fee Comparator

Police Service (2024 rates)	False Alarm Attended	Criminal Record Check	Vulnerable Sector Check	Paid Duty Administrative Fee
York Regional Police	\$220	\$87	\$77	24%
Toronto	N/A	\$26.72	\$71.72	15%
Peel	\$173	\$45	\$45	21.32%
Durham	\$197.75	\$57.75	\$57.75	20%
Ottawa	\$149	\$71	\$71	20-35%

5. Financial Considerations

Funds in the amount of \$15,997,559 are included in the 2025 proposed Operating Budget for fees and service revenues. The proposed amendments to service fees and charges are projected have an impact of \$167,000 due to inflationary impacts, representing 1% of the budget for fees and service revenues. This has not been reflected in the 2025 Operating budget proposal, but the impact is minimal.

6. Conclusion

The implementation of the new rates is proposed to occur on January 1, 2025 for fees affected by the working agreement. The lead time is needed to allow for administrative and information technology system changes and to allow for notification to consumers of the affected services. It is anticipated service fees and charges will be reviewed again biennially.

It is therefore recommended that the Board approve the amended service fees and charges set out in Schedule A effective January 1, 2025.

Alternative formats or communication supports are available upon request.

Approved for Submission: Jim MacSween, M.O.M., B.A.A.
Chief of Police

Attachments (1) - Schedule A – Service Fees and Charges