

# Memo



**Date:** June 18th, 2010  
**File:**  
**To:** City Manager  
**From:** Anita Rideout, Client Services Supervisor  
**Subject:** Fees for Police Services

Report Prepared by: Anita Rideout

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## Recommendation:

THAT Council receive for information, the Report from the Client Services Supervisor, dated June 17, 2010 with respect to amending the fees in Bylaw No. 9381 being the City of Kelowna Miscellaneous Fees and Charges Bylaw;

AND FURTHER THAT Council give reading consideration to Bylaw No. 10368 being Amendment No. 3 to the Miscellaneous Fees and Charges Bylaw No. 9381.

## Purpose:

The cost of processing police service requests is no longer offset by the fees charged for these services. An amendment to Schedule "B", Fees for Police Services, in Bylaw 9381 Fees and Charges, to increase fees will provide sufficient revenue for cost recovery of these police service fees

## Background:

Since 2000 there has been a consistent yearly increase in the amount of criminal record searches and fingerprints processed at the Kelowna RCMP Detachment. From 2000 to 2009 there was a 57% increase in criminal record search applications. In the last ten years there has been an increase of 147% in processing fingerprints at the Kelowna RCMP.

A recommended change with this request is the removal of the limit of ten applications at the not-for-profit fee per organization. This will have long term benefits for approximately 20 not-for-profit organizations in the Kelowna area. These organizations utilize many volunteers to assist in the delivery of their programs and the removal of the ten application limit would assist in reducing the expenses incurred by the not-for-profit organizations.

In the last ten years the human resource expenditure to process the criminal record searches and fingerprints have exceeded the processing fees for these services. In 2000 the human resource cost was \$28.92 per hour. In 2009 the human resource expenditure increased to \$36.61 to process criminal record searches and fingerprints.

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Recommended changes to Schedule “B”, Fees for Police Services, of the Miscellaneous Fees and Charges Bylaw No. 9381 is as follows:

<u>Current Fees for Police Services</u>	<u>Proposed Fees for Police Services</u>
Criminal Record Searches for profit \$30.00	Criminal Record Searches for profit \$40.00
Criminal Record Searches not-for-profit \$15.00. Limit of 10 searches per organization.	Criminal Record Searches not-for-profit \$20.00. Removal of limit of 10 searches per organization.
Request for Fingerprints \$25.00	Request for Fingerprints \$30.00
Chauffeur Permit \$30.00	Chauffeur Permit \$40.00
Police Report \$30.00	Police Report \$40.00
Accident Report \$30.00	Accident Report \$40.00
Polygraph Examination Report \$30.00	Polygraph Examination Report \$40.00
Traffic Analyst Report (booklet) per incident \$50.00	Traffic Analyst Report (booklet) per incident \$65.00
Traffic Analyst Report ( 1 page) per incident \$10.00	Traffic Analyst Report ( 1 page) per incident \$15.00
Audio Tape per call \$25.00	Audio Tape per call \$30.00
Video Tape per incident \$25.00	Video Tape per incident \$30.00

A review of other municipalities in Penticton, Vernon and Kamloops was completed to determine the appropriate fee rate. The proposed increase to police service fees at the Kelowna detachment is within the fee range of other local municipalities.

**Legal/Statutory Authority:**

Under the Community Charter, s.194, Council has the power to impose fees for all or part of a service of the municipality.

**Financial/Budgetary Considerations:**

Increase in revenue to more closely match the associated costs of providing the service.

**Considerations not applicable to this report:**

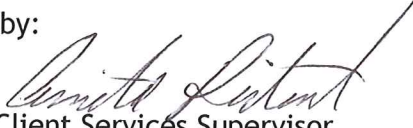
Internal Circulation

Legal/Statutory Procedural Requirements:

Existing Policy:

Personnel Implications:  
External Agency/Public Comments:  
Community & Media Relations Comments:  
Alternate Recommendation:

Submitted by:



A. Rideout Client Services Supervisor

Approved for inclusion:



Director, Financial Services

cc: S. Meadows, Police Administration Manager, Corporate Sustainability  
K. Grayston, Director, Financial Services, Corporate Sustainability  
C. Boback, Legislative Coordinator, Legislative Services