



ISSUE PAPER

TO:
FROM:
SUBJECT: CBRPS COST RECOVERY
DATE: March 2023

Overview:

<p>Proposal Type:</p> <p><input type="checkbox"/> Business Transformation Initiative</p> <p><input type="checkbox"/> ICT Systems</p> <p><input checked="" type="checkbox"/> Other (<i>specify</i>)</p> <p>Fee Structure</p>	<p>Program/Service Impact:</p> <p><input type="checkbox"/> New Program/Service</p> <p><input type="checkbox"/> Expansion of Existing Program/Service</p> <p><input type="checkbox"/> Change/Repurposing of Existing Program/Service</p>	<p>Asset Type Impact:</p> <p><input type="checkbox"/> Building</p> <p><input type="checkbox"/> Equipment</p> <p><input type="checkbox"/> Land</p>
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Purpose

On March 7, 2022, the CBRM Board of Police Commissioners reviewed and recommended the proposed fee structure be brought to Council for approval *Appendix A*. Unfortunately, and for reasons that are not discernable, the recommendation was not brought forward during the 2022-23 budgetary process.

As such, the original issue paper has been updated and is being recommended with the inclusion of the previously approved fee structure for routine non-emergency services provided by the CBRPS. It is also recommended within the scope of the implementation of the updated fee structure, that cost recovery fees be reflected within the 2023-24 budget and revenues will be used as in current and past practice, to offset non-emergency activities performed within the CBRPS.

Background

The CBRPS offers full service policing to the communities and individuals within the CBRM. Information management services constitute a significant portion of customer service activities provided to the public through police. Each year, approximately 6400-6500 police record checks are requested and issued. This number is increasing in tandem with growth from the broader community and policy adjustments in outside organizations.

Record check distribution and contents are governed by federal laws including the *Criminal Records Act* which outlines the information that is safeguarded and the conditions under which police record information is maintained including the access and disclosure of that information. Accessing the federal Canadian Police Information Center (CPIC) to search records requires personnel training and policy knowledge for adherence to

these federal regulations. Recent increases in volumes and subsequent federal ‘flagging’ of checks have increased workload on CBRPS. When a record check gets ‘flagged’, the CBRPS must then acquire and submit fingerprints to CPIC in Ottawa for vetting. This ultimately increases workload and processing costs.

Insurance and law companies routinely request motor vehicle accident reports and accident reconstruction reports. Time to compile reports depending on the request and are prepared by both civilian and officers. Reconstruction files in particular, can take upwards eight hours to prepare and includes copies of the motor vehicle accident report, witness statements, copies of Summary Offense tickets, hard copies of the computer file lab documents and reports with measurements of the scene, as well as photographs and video.

Costs are directly associated with the production of routine, non-emergency requests and include paper, ink, lab fees, and other costs directly related to the service.

Discussion

Routine information services are by their very nature optional. They are not legislated nor do they fall within the mandates of emergency response or criminal investigation. As such, their provision is often contingent on partial or full recovery. To illustrate how other areas are offsetting these service costs, comparison data is included below.

Comparison to other services:

SERVICE	CURRENT CBRPS	CALGARY	YORK	OTTAWA
RECORDS & SECURITY CLEARANCE				
Criminal Record Check Standard	\$30	\$55.00	\$84 (\$32 students, \$74 vulnerable sector)	\$67
Criminal Record Check Standard Volunteers (waived with letter) & students	\$15 (\$0 for volunteer with letter)	\$15 (with volunteer letter)	N/A	\$67
Criminal Record Check duplicate	\$5	-----	\$10 (at time of initial)	-----
Fingerprinting- LiveScan/Ink	\$50	\$71.40	\$71	\$51
FOIPOP Application	\$5	-----	-----	-----
Peace Bond	\$0	-----	-----	-----
TRAFFIC				
Collision Reports - General	\$23	\$45	\$370	\$59 (over \$2000 damage - \$231)

Collision Reports - Investigative	\$0	\$210	\$590	Varies - \$231-2062
Collision Reconstruction Report	\$0	\$2360	\$3260	\$2587
Statements (electronic)	\$0	\$45.00	\$100	-----
Photos (electronic- contact sheet of four)	\$0	\$60	\$53	-----
Report Duplications (except reconstruction)	\$0	-----	\$10 (at time of initial)	----

Additional comparisons have been drawn from local municipalities such as Halifax. Halifax Regional Police have comparable fees to those being proposed e.g. Record Check \$50, Student Check \$30, Volunteer \$30, Fingerprinting \$50, Peace Bond \$34.50.

A side-by-side comparison from the current amounts to the future amounts highlights the increases and areas that remain status quo.

Current and proposed fees for CBRPS:

SERVICE	CURRENT CBRPS	PROPOSED CBRPS
RECORDS & SECURITY		
Criminal Record Check Standard including students	\$15 (students) \$30 standard	\$30
Criminal Record Check Standard Volunteers	\$15 (\$0 with volunteer letter)	\$5 -\$15 (waived with proof of income)
Criminal Record Check duplicate	\$5	\$5 (at time of original)
Fingerprinting- LiveScan/Ink	\$50	\$50
FOIPOP Application	\$5	\$5
Peace Bond (unless IPV)	\$0	\$75 (\$0 IPV)
Information/Reports including Occurrence Report	\$30	\$30
TRAFFIC		
Collision Reports – General	\$23	\$30
Collision Reports - Investigative	\$0	\$345
Collision Reconstruction Report	\$0	\$1500
Statements (electronic)	\$0	\$25

Photos (electronic- contact sheet of four)	\$0	\$50
MISCELLANEOUS		
Commissioner of Oaths	\$0	\$0

Recommended fees are a result of environmental pressures such as inflation yet, the CBRPS cost recovery policy has not been updated since 2008. Establishing a modernized fee structure provides a new foundation that can be revisited incrementally for a temperate approach to adjustments, as well as identifying new opportunities. For example, VIN verification for trailers require an officer attend a site where the trailer is housed to verify the VIN; or process streamlining for large non-profit agencies so that record checks can be collected at an assigned site, rather than sending multiple volunteers to CBRPS Headquarters.

Discussion - Record Checks

As per the CBRM Board of Police Commissioners motion on March 7, 2022, Council will be provided with information and potential opportunities to be considered with the respect to criminal record checks for volunteers.

Record check distribution and contents are governed by federal laws including the *Criminal Records Act* which outlines the information that is safeguarded and the conditions under which police record information is maintained including the access and disclosure of that information.

As noted above, record check requests typically range between 6400-6500 requests per annum with volunteer checks estimated at approximately 2000. Historically, requests for checks from volunteers, or volunteer agencies are \$0, however it has been recommended in the 2022 issue paper, a nominal fee of \$15 be charged for volunteer applications.

Recognizing the nominal fee may have impact on the volunteer sector, the following is also proposed:

- Fees are waived where proof of income
 - Social assistance statement, endorsement from Department of Community Services or Indigenous Social Development; or
 - CRA Notice of assessment where household income e.g. not exceeding \$29,000 for single income households, and \$44,000 for family income households
 - Assessments may be based on the organization’s financial capacity e.g. organizations that provide and require large volumes of volunteer applications

Fee waiving will be determined on a case-by-case basis with utmost care and respect for the applicant’s financial and personal situation.

Revenue projection is based on 2000 record checks. This volume is anticipated in 2023-24 as a result of circumstances noted above. For illustration purposes, an estimate of 2000 volunteer checks has been used. It is anticipated a portion of record checks will have fees waived. A projection has been provided as an illustration only. Future scenarios will be based on historical values of 2023-24.

Record Check Type/Amounts	No Charge volunteer	\$5 nominal fee volunteer	\$15 nominal fee volunteer	\$15 nominal fee x 60% not waived
Standard Record Checks x4500	\$135,000	\$135,000	\$135,000	\$135,000
Volunteer No Charge x 2000	\$0			
Volunteer \$5 x 2000		\$10,000		
Volunteer \$15 x 2000			\$30,000	
Volunteer \$15 x 2000 x appx 60% not waived				\$18,000
Totals	\$135,000	\$145,000	\$185,000	\$153,000

*Other service increases are projected to increase revenues by an additional \$40,600 See *Appendix A*.

Conclusion

Cost recovery efforts should be modernized to reflect the increased efforts required as a result of federal ‘flagging’ processes, increased cost of services, and to be brought in line with other agencies. Comparable fees illustrate an opportunity for sound fiscal accountability. This balance is sought to reduce pressures that would otherwise reduce the provision of funding for essential law enforcement activities.

Appendix A – Council Motion March 7, 2022 Re: Fee Structure

From: Deborah Campbell Ryan, Municipal Clerk

Date: March 9th, 2022

Subject: Fee Restructure

At the CBRM Board of Police Commissioners meeting on March 7, 2022, the following motion was passed:

Motion:

Moved by Commissioner Edwards, seconded by Commissioner Gillespie, that a recommendation be made to Council:

a) to approve the following fee schedule for Police Records Services:

- Criminal Record Check: \$30 (no change) for standard; \$30 (from \$15) for Students; \$15 (from \$0) for volunteers - an increase of approximately \$35,000/yr.
- Collision Reports: \$30 (from \$23) - an increase of approximately \$ 1600/yr.
- Collision Investigation File: \$345 (from \$0) - an increase of approximately \$1000/yr.
- Collision Reconstruction Report: \$1500 (from \$0) - an increase of approximately \$3,000/yr.
- Peace Bond: \$75 (from \$0), unless related to a Domestic matter being investigated by police - an increase of approximately \$35,000 /yr.
- Statements (CD Format): \$25 (from \$0)
- Photos (CD Format): \$50 (from \$0)
- Fingerprinting: \$50 - no change

and

b) to direct staff to develop a CBRM policy for this Fee Structure, tied to align with annual increases in the CPI (Consumer Price Index).

Discussion:

During discussion on the motion, the Chair clarified that with respect to concerns raised on the cost of the criminal record check for volunteers, Chief Walsh will provide Council with further information and potential opportunities to be considered.

Motion Carried.