

LaSalle Police Services Board

By-law Number 2025-01

A By-law to impose fees and charges for services or activities provided by the Town of LaSalle Police Service, on behalf of the Town of LaSalle Police Services Board.

Whereas Section 391(1.1) of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, authorizes a local board to impose fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any municipality or other local board; and, for the use of its property including property under its control.

And whereas the Town of LaSalle Police Service receives requests for the preparation and sale of various reports, or parts thereof, relating to the criminal and accident investigations conducted by the police service;

And whereas the Town of LaSalle Police Service receives requests for the services of police personnel and equipment to private functions and events;

And whereas the Town of LaSalle Police Services Board deems it expedient to establish and maintain a list of services, activities and the use of property subject to fees or charges and the amount of each fee or charge;

Now therefore the Town of LaSalle Police Services Board hereby enacts as follows:

1. In this By-law:

“Administrative Fee” – the daily flat rate cost for arranging and approving the requisite manpower and equipment for the event.

“Officer Rate” — The hourly wage payable directly to the Officers assigned to the event as arranged through the LaSalle Police Association.

“Vehicle/ Equipment Use” —The hourly rate for use of each vehicle and/ or piece of equipment necessary for the event.

“Collision Reconstruction Report” means the documentation completed by a collision reconstructionist, including the Officer(s) time spent on the investigation, preparation of the report and any related recordings.

“Digital - Audio, Photographs or Video” means the electronic recordings related to investigations.

“File Destruction” means the destruction of a file in accordance with relevant legislation and/or an order of the court.

“Freedom of Information” or **“FOI”** means all requests and/or applications made under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56 (MFIPPA). All applicable fees associated with FOI requests and/or applications that are provided in the legislation.

“LaSalle Police Service” or **“Service”** means the municipal police service for the Corporation of the Town of LaSalle.

“Motor Vehicle Collision Report” means the official Ministry of Transportation report required for all reportable collisions. This report is completed electronically and may be printed or downloaded.

“Occurrence Report” means a general occurrence report including any supplementary reports directly related to the initial substantive investigation. All reports are subject to review and vetting to remove any third party or other personal information in accordance with the provisions of MFIPPA.

“Police Clearance” means the Service issued document that indicates whether or not a person has a criminal record, outstanding criminal charges and/or other police contact that may be disclosed in accordance with the provisions of the *Police Records Check Reform Act, 2015*, S.O. 2015, c. 30 (PRCRA Ontario). The document is normally requested by a potential employer, school or volunteer agency to assist with assessing a person's suitability.

“Employment” —The document is necessary for employment purposes.

“Student” —The document is necessary for school purposes.

“Volunteer” —The document is necessary for volunteer purposes.

“Vulnerable Sector Check” or **“VSC”**— A more in-depth check required for employment, school or volunteer purposes. When a vulnerable sector check is required, the application should be accompanied by a letter from the potential employer, school or volunteer agency.

“Exempted (Broad) Record Check” or **“BRC”** – a more extensive background assessment for those working closely with children/youth. A BRC is in addition to a VSC or a Criminal Record and Judicial Matters Check (CRJMC).

“Expedited” — An additional fee associated with processing the police clearance within two business days.

“Fingerprints” — An additional fee charged for applications that require the taking and processing of fingerprints for a vulnerable sector and/or adoption process.

“Additional Copy” —The cost of having an additional copy printed and supplied.

“Record Suspension (Pardon)” means the time and effort necessary to assist with the completion of the record suspension form (formerly pardon application).

“Special Events/Pay Duty” means the additional fees associated contracting members of the Service outside of their regular duties and responsibilities. Examples include providing traffic control for the movement of large objects or highway projects and/or providing private security for special events. Details of the event must be provided in advance for review and approval.

“Statistical Research” — Subject to MFIPPA provisions, the hourly rate to review data and/or prepare documentation.

“Witness Statement” refers of the written, typed or otherwise recorded statement of a civilian and/or police witness including Officers notes.

2. **That** the administrative fees and charges as outlined in Schedule A attached hereto and forming part of By-law 2025-01 shall be adopted and prescribed as the LaSalle Police Service fees and charges.

3. **That** the LaSalle Police Service fees and charges shall be made payable to the LaSalle Police Service in Canadian currency and will be subject to applicable taxes, including but not limited to, Harmonized Sales Tax (HST).
4. **That** the fees and charges are due and payable prior to the preparation and sale of any report or any part thereof.
5. **That** the fees and charges shall be collected in cash, debit transaction, certified cheque, or by money order, at the discretion of the LaSalle Police Service. Online Police Clearances will require payment by Interact Online, Visa, Mastercard, Amex or Discover card.
6. **That** this By-law shall come into full force and effect on the final passing thereof.

Read a first, second and third time, and finally passed this 15th day of December 2025.

1st Reading – December 15, 2025

2nd Reading – December 15, 2025

3rd Reading – December 15, 2025



Board Chair



Board Secretary

Schedule ALaSalle Police Service
Fees and Charges

Fee Description	2025 Fee	2026 Fee	Change	Unit of Measurement
Police Clearance – Employment	\$55	\$55	-	Includes online fee & HST
Police Clearance – Volunteer	\$25	\$25	-	Includes online fee & HST
Police Clearance – Student	\$25	\$25	-	Includes online fee & HST
Police Clearance – Exempted (Broad)	-	\$90	\$90	Includes online fee & HST
Police Clearance – Expedited	\$55	\$55	-	In addition to police clearance fee
Police Clearance – Fingerprints	\$50	\$50	-	In addition to police clearance fee
Police Clearance – Additional Copy	\$10	\$10	-	Per copy
Digital Audio Recording	\$10	\$10	-	Per CD plus \$5.00 per audio recording
Digital Photographs	\$10	\$10	-	Per CD plus \$5.00 per digital photograph
Digital Video Recording	\$110	\$110	-	Per DVD
Electronic Motor Vehicle Collision Report	\$50	\$50	-	CD, printed or emailed
Collision Reconstruction Report	\$50	\$50	-	Per hour plus costs
Occurrence Report	\$50	\$50	-	CD, printed or emailed

Schedule A

LaSalle Police Service

Fees and Charges

Fee Description	2025 Fee	2026 Fee	Change	Unit of Measurement
Witness Statement	\$50	\$50	-	CD, printed or emailed
File Destruction – Fingerprints	\$0	\$0	-	
File Destruction – Photographs	\$0	\$0	-	
File Destruction – File	\$50	\$50	-	
Record Suspension (Pardon)	\$55	\$55	-	
Special Events/Pay Duty – Administrative Fee	\$100	\$100	-	Daily rate
Special Events/Pay Duty – Vehicle Use	\$50	\$50	-	Per vehicle per hour
Special Events/Pay Duty – Officer Rate	\$	\$	-	LaSalle Police Association hourly rate
Statistical Research – Hourly Rate	\$50	\$50	-	Per hour plus costs
Statistical Research – Documentation	\$50	\$50	-	Per report – CD, printed or emailed
Freedom of Information Requests	\$	\$	-	See FOI legislation fee schedule