

**BY-LAW RELATING TO FEES AND CHARGES
FOR SERVICES OR ACTIVITIES PROVIDED BY THE KINGSTON POLICE**

WHEREAS the Kingston Police Services Board is a “local board” pursuant to section 1(1) of the *Municipal Act, 2001*;

AND WHEREAS section 391(1) of the *Municipal Act, 2001*, as amended, authorizes a local board of a municipality to pass by-laws imposing fees or charges on any class of persons:

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- (c) for the use of its property, including property under its control;

AND WHEREAS the Board wishes to recover some of the costs of delivering or providing certain services and activities;

AND WHEREAS section 3.4.1 of the Board Policy Manual directs the Chief of Police to ensure that efficient, accurate, and transparent financial management and administration of the Kingston Police are maintained through the development of internal processes and policies in key areas, including but not limited to cost recovery and invoicing;

NOW THEREFORE the Kingston Police Services Board enacts as follows.

1. Definitions

1.1. In this policy the following definitions apply.

- (a) “Board” means the Kingston Police Services Board, the governing authority for the police force of the city of Kingston.
- (b) “Board Policy Manual” means the manual of policies and procedures maintained by the Board for the effective management of the Kingston Police pursuant to section 31(1)(c) of the *Police Services Act*.
- (c) “Chief of Police” means the Chief of Police for the Kingston Police.

2. Application

2.1. This policy provides direction to the Chief of Police regarding fees and charges for services or activities being provided by the Kingston Police.

3. Delegation of Authority

3.1. Authority for setting fees and charges pursuant to section 391(1) of the *Municipal Act, 2001*, as amended is hereby delegated to the Chief of Police, including incumbents of that office who may be appointed from time to time in an acting capacity.

4. Reporting Requirements

4.1. Revenues from fees and charges imposed pursuant to section 391(1) of the *Municipal Act, 2001*, as amended shall be captured in annual budget submissions.

5. Amendment and Repeal

5.1. This by-law supersedes any previous Board policy related to the authority provided in section 391(1) of the *Municipal Act, 2001*, or its precursor and shall form part of the Board Policy Manual.

5.2. This policy shall not be amended or repealed except by a majority of the whole Board.

6. Commencement

6.1. This policy comes into force and effect on the day that it is passed.

ADOPTED AND PASSED by the Kingston Police Services Board this 19th day of June, 2014, by Resolution No. 14-29.

Chair

Secretary