

**FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: AMENDMENTS TO BURNABY POLICE SERVICES FEES BYLAW**

**RECOMMENDATION:**

1. THAT Council authorize the City Solicitor to bring forward a bylaw to replace Schedule A of the Burnaby Police Services Fees Bylaw, as outlined in the report.

**REPORT**

The Financial Management Committee, at its meeting held on 2021 July 14, received and adopted the attached report seeking Council approval for amendments to the Burnaby Police Services Fees Bylaw.

Respectfully submitted,

Mayor M. Hurley  
Chair

Councillor S. Dhaliwal  
Vice Chair

Copied to:	Acting City Manager Director Public Safety and Community Services Director Corporate Services Director Planning and Building City Solicitor
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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2021 June 25

**FROM:** DIRECTOR PUBLIC SAFETY &  
COMMUNITY SERVICES

**FILE:**

**SUBJECT: AMENDMENTS TO BURNABY POLICE SERVICES FEES BYLAW**

**PURPOSE:** To request Council's approval for amendments to the Burnaby Police Services Fees Bylaw.

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**RECOMMENDATION:**

1. **THAT** Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw to replace Schedule A of the Burnaby Police Services Fees Bylaw, as outlined in this report.

**REPORT****1.0 INTRODUCTION**

The Burnaby Police Services Fees Bylaw 2011 was first adopted on 2011 December 12. The purpose of the bylaw is to facilitate the many services provided by the Burnaby RCMP Main Detachment and the four Community Police Offices. Services provided by Burnaby RCMP include, but are not limited to: Criminal Record Search Requests, Fingerprinting, Insurance claims, copies of Accident Reports, provision of Police Certificates, and copies of Accident Scene Scale Drawings. Excluding grants, transfers and False Alarm charges, annual revenues generated from the fees contained in this bylaw are normally around \$525,000.

**2.0 POLICY SECTION****Goal**

- A Safe Community
  - Crime prevention and reduction
- A Thriving Organization
  - Financial viability

To: *Financial Management Committee*  
From: *Director Public Safety and Community Services*  
Re: *AMENDMENTS TO BURNABY POLICE SERVICES FEES BYLAW*  
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### **3.0 BACKGROUND**

Updates are required to the Burnaby Police Services Fees Bylaw in order to reflect terminology changes, the removal of fees that are no longer applicable, and the waiving of fingerprint fees for Indigenous peoples, residential school survivors and their family members, in alignment with the Federal waiver of fees incurred in the reclaiming of Indigenous names on official documents. No increase in City of Burnaby fees is recommended at this time.

### **4.0 PROPOSED BYLAW CHANGES**

#### **4.1 Indigenous Names - Fingerprinting Fees**

In Response to Action 17 of the Truth and Reconciliation Commission's report on the Canadian residential school system, the Federal Government have started the process of assisting all Indigenous peoples in the reclaiming of their Indigenous names, as written, on passports and other government documents, including: travel documents; citizenship certificates and permanent resident cards. This service is being provided free of charge for 5 years through to 2026 May 30.

It is proposed that Schedule A of the Burnaby Police Services Fees Bylaw be amended to waive municipal fingerprinting fees, in alignment with the Federal Government waiving of fees for all Indigenous peoples seeking to reclaim their Indigenous names. This waiver is recommended to be effective until 2026 May 30.

#### **4.2 Terminology changes**

A number of application / process names have changed since the creation of the Burnaby Police Services Fees Bylaw in 2011. Schedule A is proposed to be updated to reflect these changes in terminology. For example:

- "Criminal Records Search" is updated to "Police Information Check"
- "Criminal Records Search for Volunteers" is updated to "Police Information Check for Volunteers"
- "Pardon Application - Local Police Records Check" is updated to "Record Suspension - Local Police Records Check"

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### 4.3 Chauffeur's Permit

Municipal governments no longer administer or issue Chauffeur's Permits. The updated Schedule A removes this fee from the Burnaby Police Services Fees Bylaw.

### 4.4 Updated Schedule A to Burnaby Police Services Fees Bylaw

Table 1 below sets out the updated Schedule A to Burnaby Police Services Fees Bylaw, to reflect the changes discussed above. There are no increases to the fees in Schedule A.

**Table 1 - Updated Schedule A**

Service or Information	Current Fee As per 2011
Police Information Check	\$60.00
Police Information Check for Volunteers  (must be accompanied by a signed and dated verification letter from the non-profit organization including the applicant's name and address and a description of their duties with the organization)	
(a) first search in calendar year	\$0.00
(b) second and each subsequent search in calendar year  To qualify as a volunteer a person must not receive any direct or indirect financial benefit from the non-profit organization for whom they are volunteering. Home Stays, Post Secondary Practicums/Work Experiences, Private School Fee Reductions, and any positions where a honorarium is given, are not considered to be volunteering even if the work done is unpaid.	\$10.00
Police Certificate (for matters such as visas, foreign work permits and foreign travel)	\$60.00
Fingerprints (up to three sets) - Additional Federal Fees may apply - Fees do not apply if required for the purpose of Indigenous peoples, residential school survivors and their family members changing to Indigenous name, effective until May 30, 2026	\$60.00

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Record Suspension – Local Police Records Check	\$60.00
Copy of Traffic Accident Report (form MV6020 or similar)	\$50.00
Copy of Collision Analyst Report (technical reconstruction of MV accident scene)	\$575.00
Copy of Field Drawing (MV accident scene – not to scale)	\$40.00
Copy of Scale Drawing (MV accident scene – to scale)	\$150.00
Copy of Mechanical Report (certified mechanic's vehicle inspection report)	\$200.00
Copy of Scene Measurements (measurements taken at MV accident scene)	\$75.00
Passport letter (confirmation of lost passport)	\$50.00
File Synopsis Letter (confirmation of loss or theft of property)	\$50.00
Insurance Claim Report (details of loss or theft of property)	\$50.00
Court Ordered File Disclosure Report	\$50.00
Photocopies – per page	\$0.50
Copies of Photographs – per copy	\$2.80

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Copies of Video Tape or DVD – per copy	\$50.00
Copy of Audio Tape or CD – per copy	\$50.00
CD of Photographs – per CD	\$50.00

## 5.0 CONCLUSION

Updates to Schedule A of the Burnaby Police Services Fees Bylaw 2011 is proposed in order to reflect terminology changes, the removal of fees that are no longer applicable, and the waiving of municipal fingerprint fees for Indigenous peoples, residential school survivors and their family members seeking to reclaim their Indigenous names, in alignment with similar Federal fee waivers. It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw to replace Schedule A of the Burnaby Police Services Fees Bylaw, as outlined in this report.

Hoang,  
Christopher

Digitally signed by  
Hoang, Christopher  
Date: 2021.07.06  
16:55:22 -07'00'

Dave Critchley  
DIRECTOR PUBLIC SAFETY & COMMUNITY SERVICES

NK:RR

Copied to: Acting City Manager  
Director Corporate Services  
Director Planning and Building  
City Solicitor