Board of Police Commissioners
September 9, 2013

TO: Chair and Members of the Halifax Regional Board of Police Commissioners

SUBMITTED BY: Chief Jean-Michel Blais, Halifax Regional Police

DATE: August 27, 2013

SUBJECT: **Approval of Service Fee for Withdrawal of Section 64 and 230(1) Tickets**

ORIGIN

Historically, Halifax Regional Police have withdrawn those tickets relating to operating a motor vehicle without licence (section 64 MVA) and/or insurance (section 230(1) MVA) if the driver attended the Police Station and provided proof of licence or insurance.   In 2011, the Provincial Department of Justice requested to take over responsibility for the withdrawal of these tickets, and in April of 2011 this responsibility was transferred to them. Earlier this year, the Department of Justice requested that the Police again take over this responsibility, with a tentative start date of October 1, 2013.

RECOMMENDATION

The reverting of this service should take place at one location, this being HRP Headquarters for the reasons outlined below. The withdrawal of tickets will be conducted between the hours of 8:30 a.m. and 4:30 p.m., to allow for insurance offices to be contacted for verification if required.   The fee for this process should nominally increase to $25.00, which would capture some of the administrative burden and operational costs associated with the issuing and subsequent withdrawal of these tickets.

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BACKGROUND

For some time there was no fee attached to service, but given the administrative burden associated with this service, Halifax Regional Police in 2006 instituted a $10.00 fee to withdraw these tickets. In 2011 the fee was increased to $20.00 per ticket. The purpose of this report is to seek approval for the withdrawal fee for 2013.

DISCUSSION

In the past, both Metro RCMP and HRP cancelled or withdrew tickets at various detachments and police stations throughout HRM. This created a number of administrative issues, including the timely submission of cancelled tickets to the Ticket Office, lack of consistency with regard to the process, and the fact that persons making fraudulent claims were at times not identified. These factors led to additional administrative burdens for both the Integrated Ticket Office and the Crown's Office. Consultations were held with both stakeholders who unanimously recommended that tickets be received at one location only, that being HRP Headquarters. The Integrated Ticket Office is located at Headquarters and would allow for staff from this office to be trained. Additionally, the acceptance at the Headquarters building allows for the efficient processing of ticket requests as the Ticket Office serves as the central repository for all integrated summary offence tickets. The RCMP were consulted and also agreed that a single location would be better in terms of consistency and efficiency.

For the years 2007 through 2010 HRP averaged approximately 5,000 ticket withdrawals/year. It is anticipated that with the inclusion of RCMP tickets that number could jump to 7,000 withdrawal requests/year.

BUDGET IMPLICATIONS

The reverting of this service will require the addition of a commissionaire which will be funded from the fee collection.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

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A copy of this report can be obtained online at http://www.halifax.ca/commcoun/cc.html then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by :   Superintendent Sean Auld, Halifax Regional Police, 490-5493

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Report Approved by: _____
                          Deputy Chief Bill Moore, Halifax Regional Police, 490-7138

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