



**CITY OF WARMAN BYLAW 2021-11
A BYLAW OF THE CITY OF WARMAN TO INSTITUTE UNIFORM
R.C.M.P. CRIMINAL RECORD CHECK & VULNERABLE SECTOR CHECK FEES**

NOW THEREFORE, COUNCIL FOR THE CITY OF WARMAN IN COUNCIL ASSEMBLED ENACTS THE FOLLOWING:

1. SHORT TITLE:

- (a) This Bylaw may be cited as “The R.C.M.P Criminal Record Check and Vulnerable Sector Check Fees Bylaw.”

2. PURPOSE:

- (a) The purpose of this Bylaw is to institute a uniform fee for services rendered by Members and staff members at the Warman R.C.M.P. Detachment. These services include:
- i. Providing members of the public with criminal record checks for employment and volunteer purposes; and
 - ii. Providing members of the public with vulnerable sector checks for employment and volunteer purposes.

3. DEFINITIONS:

- (a) In this Bylaw, unless the context otherwise requires, the expression:
- i. **“Criminal Record Check”** means a formal document that is provided by a Member or staff member of the Warman R.C.M.P. Detachment detailing whether an individual has a criminal record pursuant to a written request by that individual.
 - ii. **“Vulnerable Sector Check”** means a formal document that is provided by a Member or staff member of the Warman R.C.M.P. Detachment detailing whether an individual has a criminal record and a record suspension (pardon) for sexual offences pursuant to a written request by that individual.
 - iii. **“R.C.M.P”** means the Royal Canadian Mounted Police.

4. FEES:

- (a) The fee charged for the completion of a criminal record check for employment purposes shall be **\$40.00**.
- (b) The fee charged for the completion of a vulnerable sector check and criminal record check for employment purposes shall be **\$40.00**.
- (c) There shall be **NO FEE (\$0.00)** for the completion of a criminal record check or vulnerable sector check for volunteer purposes. Volunteers, however, will be required to submit a “volunteer letter” or “volunteer email” from the organization which states that they are seeking the individual’s assistance

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as a volunteer and that the criminal record check or vulnerable sector check is required in order for them to be able to volunteer with their organization.

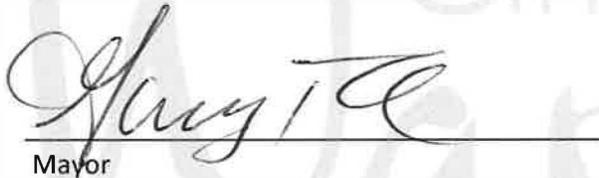
5. THE PROCESS:

- (a) Any individual wishing to make an application for a criminal record check or a vulnerable sector check at the Warman R.C.M.P. Detachment, must **first** pay the fee at Warman City Hall and must produce their receipt to the Warman R.C.M.P. Detachment.
- (b) No Member or staff member of the Warman R.C.M.P. Detachment shall commence work on any request for a criminal record check or vulnerable sector check until the requirement in either section 4(c) or section 5(a) is met, and the application form prescribed by the Warman R.C.M.P. Detachment, has been completed by the applicant.
- (c) The revenue generated from the criminal record checks and vulnerable sector checks shall become part of the R.C.M.P. Revenue.

6. EXEMPTIONS:

- (a) All City of Warman employees and R.C.M.P. employees shall be exempt from the **\$40.00** fee on the condition that they provide the Warman R.C.M.P Detachment with a letter or e-mail stating that the individual has been hired with the City of Warman or the R.C.M.P. and that a criminal record check or vulnerable sector check is a requirement of their employment.

This Bylaw shall come into full force and effect on **February 1, 2022**.



Mayor



City Clerk



Read a third time and adopted this day 13th day of December 2021.