

## TOWN OF STETTLER

Prepared by: Town of Stettler Administration      Number: VII-6  
Adopted by: Town of Stettler Council      Original Policy: 2002 07 16  
Previous Policy: 2008 01 08  
Current Policy: 2025 06 17

Title:      **Miscellaneous R.C.M.P. Fees**

Purpose:      To establish a fee to recover costs in providing a criminal records check for the public, and to detail the procedure for holding and spending of these funds.

Policy Statement:      The fee for this service to the public provided by the Stettler R.C.M.P. detachment will be \$30.00 (includes GST) for each criminal records check.

Where a criminal record check is requested for a voluntary position with a local not for profit, charitable, recognized or public service agency/organization the fee shall be decreased to \$10.00.

The Stettler R.C.M.P. detachment will issue a receipt for each criminal records check. Each receipt will state the Town's GST business number.

The funds collected by the Stettler R.C.M.P. detachment for criminal records checks will be forwarded to the Town of Stettler monthly.

The Town of Stettler will keep all funds forwarded from the Stettler R.C.M.P. detachment for criminal records checks in a separate operational reserve called the "R.C.M.P.-Criminal Records Fee".

The Stettler R.C.M.P. detachment commander, in consultation with the Town Manager, may access the "R.C.M.P.-Criminal Records Fee" reserve to purchase goods and services that will benefit the Stettler R.C.M.P. detachment.