

CITY OF PRINCE GEORGE
BYLAW NO. 6702

A Bylaw of the City of Prince George to amend Records Administration Bylaw No. 6277, 1994.

WHEREAS Council enacted "Records Administration Bylaw No. 6277, 1994" to establish procedures for the administration of municipal records and the Freedom of Information and Protection of Privacy Act, and to prescribe a schedule of maximum fees for routinely available records;

AND WHEREAS Council is now desirous of amending Bylaw No. 6277, 1994 to amend fees and charges for the searching of tax and utility accounts, and to establish fees for the provision of copies of Council Agendas;

NOW THEREFORE, The Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS**:

1. That Records Administration Bylaw No. 6277, 1994 is hereby amended by deleting Schedule "A" thereto in its entirety, and substituting therefore a revised Schedule "A", a copy of which is attached to, and forms a part of, this Bylaw as Appendix "A".
2. The Mayor and Clerk are hereby empowered to do all things necessary to give effect to this Bylaw.
3. This Bylaw may be cited for all purposes as "Records Administration Bylaw No. 6277, 1994, Amendment Bylaw No. 6702, 1997."

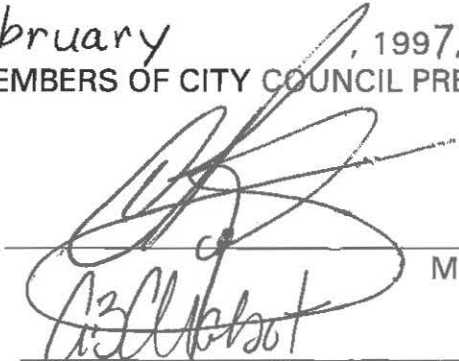
READ A FIRST TIME THIS THE 27th DAY OF January 1997


READ A SECOND TIME THIS THE 27th DAY OF January 1997

READ A THIRD TIME THIS THE 27th DAY OF January 1997

All three readings passed by a unanimous decision of Members of City Council present and eligible to vote.

ADOPTED THIS THE 3rd DAY OF February, 1997, BY A unanimous DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE



MAYOR


CLERK

SCHEDULE A TO BYLAW 6277

SCHEDULE OF MAXIMUM FEES FOR ROUTINELY AVAILABLE RECORDS

ROUTINELY AVAILABLE RECORDS	
DESCRIPTION	FEE*
(a) for locating and retrieving a record	\$7.50 per 1/4 hour or portion thereof
(b) for producing a record manually	\$7.50 per 1/4 hour or portion thereof
(c) for producing a record from a machine readable record excluding records produced on the plotter.	\$15.00 per 1/4 hour for developing a computer program to produce the record plus \$.25 per page of printout produced.
(d) for producing a record on the plotter	\$15.00 per 1/4 hour or portion thereof for preparation time plus \$2.00 per square foot of plot
(e) for shipping copies of records	actual cost+ of shipping by method chosen by applicant
(f) for copying records:	
i) photocopies and computer printouts	(i) \$.25 per page (8.5x11, 8.5x14) \$.40 per page (11x17)
(ii) floppy disks	(ii) \$10.00 per disk (map data excluded)
(iii) computer tapes	(iii) \$40.00 per tape
(iv) microfiche	(iv) \$10.00 per fiche
(v) photographs	(v) actual cost of reproduction+
(vi) hard copy laser print, B/W	(vi) \$.25 per page
(vii) slide duplication	(vii) actual cost of reproduction+
(viii) engineering/legal maps/drawings	(viii) \$10.00 per print
(ix) video cassette	(ix) actual cost of reproduction+

(g) for sending records by fax	\$.25 per page local, \$1.00 per page in B.C. \$2.00 per page in Canada \$3.00 per page outside Canada
(h) Special Documents:	
(i) Ready copies of	(i) \$.05 per page
(ii) bylaws or reports	(ii) \$2.00 per document
(iii) Cerlox binding if required	(iii) \$10.00 per map
(iv) OCP Map or City Map (36"x48")	(iv) \$5.00 per map
(v) Zoning Map (22"x34") Zoning Map Set (over 200 maps)	(v) \$400.00 per set
(vi) Building Record Search/Summary	(vi) \$20.00 per street address
(vii) Fire Dept. Record Search and copy	(vii) \$20.00 per street address plus \$1 per page of records copied
(viii) Tax/Utility Accounts, prior or current year search and copy	(viii) \$10.00 per account per year searched electronically \$15.00 per account per year searched manually
(ix) Search current Tax Balance (includes certificate)	(ix) \$15.00 per account
(x) Criminal Record Searches	(x) \$26.75 per record
(xi) Police Information Search/Copy	(xi) \$26.75 per record or document
(xii) Council Agenda	(xii) \$20.00 per agenda

* \$2.50 minimum service charge on each fee
+ actual cost plus 20% overhead costs
all applicable taxes included