

CITY OF PRINCE GEORGE
BYLAW NO. 7470

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 producing and copying records, maps and plans, and to include fees for Land Title searches and fees for preparation of Computer Modeling of City Infrastructure;

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. 7470, 2003".

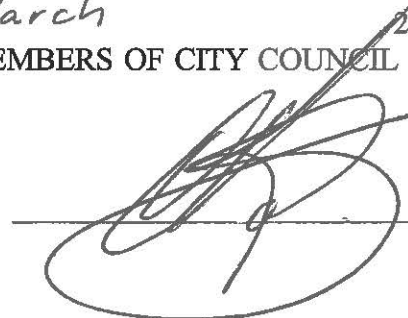
READ A FIRST TIME THIS THE *3rd* DAY OF *March* 2003.

READ A SECOND TIME THIS THE *3rd* DAY OF *March* 2003.

READ A THIRD TIME THIS THE *3rd* DAY OF *March* 2003.

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

ADOPTED THIS THE *17th* DAY OF *March* 2003, BY A *majority* DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.



MAYOR



CLERK

SCHEDULE A TO BYLAW 6277

APPENDIX "A" TO BYLAW NO. 7470

DESCRIPTION		FEE*
(a)	For locating and retrieving a record	\$7.50 per ¼ hour or portion thereof
(b)	For producing a record manually	\$7.50 per ¼ hour or portion thereof
(c)	For producing a record from a machine readable record excluding records produced on the plotter	\$15.00 per ¼ hour for developing a computer program to produce the record plus \$0.25 per page or printout produced.
(d)	For producing a record on the plotter	\$15.00 per ¼ hour or portion thereof for preparation time plus cost of materials E size + \$20.00 E size (900x1200) 10.00 D size (600x900) 5.00 B size (275x425) 2.00 A size (200x275) 2.00
(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) \$0.25 per page (8.5x11, 8.5x14) \$0.40 per page (11x17)
	(ii) floppy disks	(ii) \$2.00 per disk (map data excluded)
	(iii) computer disks	(iii) \$2.00 per disk (map data excluded)
	(iv) microfiche	(iv) \$10.00 per fiche
	(v) photographs	(v) actual cost of reproduction
	(vi) hard copy laser print, B/W	(vi) \$0.25 per page
	(vii) slide duplication	(vii) actual cost of reproduction
	(viii) engineering/legal maps/drawings	(viii) E size + \$20.00 E size (900x1200) 15.00 D size (275x425) 10.00 B size (275x425) 0.40 A size (200x275) 0.25
	(ix) video cassette	(ix) actual cost of reproduction
(g)	For sending records by fax	\$0.25 per page local, \$1.00 per page in B.C.

SCHEDULE A TO BYLAW 6277

APPENDIX "A" TO BYLAW NO. 7470

SCHEDULE OF MAXIMUM FEES FOR ROUTINELY AVAILABLE RECORDS

(h)	<p>Special Documents</p> <p>(i) Ready copies of bylaws or reports</p> <p>(ii) Cerlox binding if required</p> <p>(iii) Ready copies of maps/plans (including street, zoning, legal composite, OCP maps.</p> <p>(iv) Zoning Map (22"x34")</p> <p>(v) Building Record</p> <p>(vi) Environmental Record Search/Summary</p> <p>(vii) Fire Dept. Record Search and copy</p> <p>(viii) Tax/Utility Accounts, prior or current year search and copy (includes certificate)</p> <p>(ix) Criminal Record Searches</p> <p>(x) Police Information Search/Copy</p> <p>(xi) Council Agenda</p>	<p>(i) \$0.05 per page</p> <p>(ii) \$2.00 per document</p> <p>(iii) E size + \$20.00 E size (900x1200) 10.00 D size (600x900) 5.00 B size (275x425) 2.00 A size (200x275) 2.00 1:5000 map sets (275x425) 35.00 1:2500 map sets (600x900) 400.00</p> <p>(iv) \$5.00 per map \$400.00 per set</p> <p>(v) \$150.00 per parcel</p> <p>(vi) \$200.00 per parcel</p> <p>(vii) \$20.00 per street address plus \$1.00 per page of records copied</p> <p>(viii) \$15.00 pr account per year searched electronically \$20.00 per account per year searched manually</p> <p>(ix) \$10.00 per search for volunteers & students \$35.00 per search for Ministry of Children & Families \$35.00 per search for all others</p> <p>(x) \$35.00 per report</p> <p>(xi) \$20.00 per agenda</p>	
	(i)	<p>Land Title Searches</p> <p>(i) Title Search</p> <p>(ii) State of Title Certificate</p> <p>(iii) Producing Copies of Land Title Documents</p>	<p>(i) \$20.00 per search</p> <p>(ii) \$25.00 per certificate</p> <p>(iii) actual cost of reproduction +\$7.50 per ¼ hour or portion thereof</p>

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(j)	For preparing Computer Modeling of City Infrastructure (water, sanitary sewer, etc.) (i) Water modeling information for sprinkler design (ii) Modeling information for Infrastructure expansion (includes planning studies, design briefs, subdivisions, main extension analysis, etc.	(i) \$100.00 flat fee based on 2.5 hours per project (ii) \$50.00 per hour (includes 15% administration charge)
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