

CITY OF PRINCE GEORGE  
BYLAW NO. 7413

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. That "Records Administration Bylaw No. 6277, 1994, Amendment Bylaw No. 6702, 1997." is hereby repealed.
4. This Bylaw may be cited for all purposes as "Records Administration Bylaw No. 6277, 1994, Amendment Bylaw No. 7413, 2002".


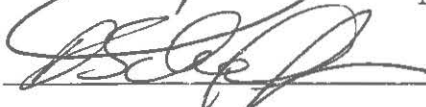
READ A FIRST TIME THIS THE 15<sup>TH</sup> DAY OF JULY 2002.

READ A SECOND TIME THIS THE 15<sup>TH</sup> DAY OF JULY 2002.

READ A THIRD TIME THIS THE 15<sup>TH</sup> DAY OF JULY 2002.

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

ADOPTED THIS THE 29<sup>TH</sup> DAY OF JULY, 2002, BY A UNANIMOUS DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.

  
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MAYOR  
  
\_\_\_\_\_  
CLERK

**SCHEDULE A TO BLYAW 6277**

**APPENDIX "A" TO BYLAW NO. 7413**

**SCHEDULE OF MAXIMUM FEES FOR ROUTINELY AVAILABLE RECORDS**

<b>DESCRIPTION</b>		<b>FEE*</b>
(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.
(h)	Special Documents	
	(i) Ready copies of bylaws or reports	(i) \$0.50 per page
	(ii) Cerlox binding if required	(ii) \$2.00 per document
	(iii) Ready copies of maps/plans (including street, zoning, legal composite, OCP maps.	(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

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	(iv) Zoning Map (22"x34") (v) Building Record Search/Summary (vi) Fire Dept. Record Search and copy (vii) Tax/Utility Accounts, prior or current year search and copy (viii) Search current Tax Balance (includes certificate) (ix) Criminal Record Searches (x) Police Information Search/Copy (xi) Council Agenda	(iv) \$5.00 per map \$400.00 per set (v) \$40.00 per street address (vi) \$20.00 per street address plus \$1.00 per page of records copied (vii) \$10.00 pr account per year searched electronically \$15.00 per account per year searched manually (viii) \$15.00 per account (ix) \$26.75 per record (x) \$26.75 per record or document (xi) \$20.00 per agenda
(i)	Land Title Searches (i) Title Search (ii) State of Title Certificate (iii) Producing Copies of Land Title Documents	(i) \$20.00 per search (ii) \$25.00 per certificate (iii) actual cost of reproduction +\$7.50 per ¼ hour or portion thereof
(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)