

STAFF REPORT TO FINANCE AND AUDIT COMMITTEE

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

DATE: August 29, 2019

TO: **STANDING COMMITTEE ON FINANCE AND AUDIT**

NAME AND TITLE: Walter Babicz, General Manager of Administrative Services

SUBJECT: Proposed Amendments to Fees and Charges for Records Administration - Schedule C-3 of City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004

ATTACHMENT(S): Schedule "A" - Proposed Fees (Highlighted Version)
Schedule "B" - Current Fees
Schedule "C" - Proposed Fees (Clean Version)

RECOMMENDATION(S):

That the Committee:

RECOMMEND that Council approve the proposed amendments to Schedule C-3 Administrative Services of "City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004" as outlined in the report dated August 29, 2019, from the General Manager of Administrative Services titled "Proposed Amendments to Fees and Charges for Records Administration - Schedule C-3 of City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004".

PURPOSE:

This report is submitted to the Standing Committee on Finance and Audit to present recommendations for fee adjustments related to records administration under Schedule C-3 Administrative Services of "City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004."

STRATEGIC PRIORITIES:

The City's Comprehensive Fees and Charges Bylaw No. 7557, 2004 supports Council's priorities of Sustainable Fiscal Management, Sustainable Infrastructure and Organizational Excellence.

BACKGROUND:

In 2004, Council adopted City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 (the "Bylaw") which consolidated various fees and charges under one Bylaw. Schedule C-3 of the Bylaw sets out fees and charges for records administration. These fees are charged for the production of "routine" records to a member of the public that consists of public information, or

information otherwise authorized to be disclosed without the need to submit a formal freedom of information (FOI) request. The FOI request process can be lengthy and somewhat cumbersome for the person requesting the records, and from the City's perspective, the cost to provide records under the FOI process is for the most part not recoverable. Providing routinely releasable records under the Bylaw provides a faster response for the public and enables the City to recover some of its costs for locating, retrieving and producing the records.

FINANCIAL CONSIDERATIONS:

The fees and charges for records administration under Schedule C-3 of the Bylaw were amended in 2017 to add a new category of fees for conducting a land title office search upon request. Apart from that, there have been no actual fee increases for records administration since the Bylaw was adopted in 2004. Staff reviewed the fees and charges under Schedule C-3 with the relevant City divisions and considered municipal comparisons. As a result of the review, several adjustments to the fees and charges are being recommended to bring fees in line with other municipalities and to better reflect the City's cost of providing this service.

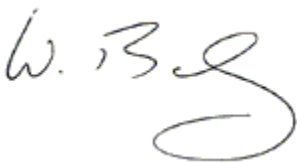
New proposed categories of fees and charges include providing electronic versions of records (by scanning/email or on a USB drive), a consolidated fee structure for property file records (commonly requested by the buyer or seller in real estate transactions) and fees for certain record requests submitted to the Human Resources department.

Schedule "A" attached to this report highlights the new categories and the fees and charges that are proposed to increase. Schedule "B" attached to this report is a clean copy of the current fees and charges under Schedule C-3 of the Bylaw. Schedule "C" attached to this report is a clean copy of the proposed fees and charges under Schedule C-3 of the Bylaw.

SUMMARY AND CONCLUSION:

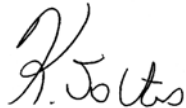
This report sets out the recommended amendments to the fees and charges under Schedule C-3 of the Bylaw in order to better reflect the City's cost of providing a copy of routinely releasable records upon request.

RESPECTFULLY SUBMITTED:



Walter Babicz, General Manager of Administrative Services

APPROVED:



Kathleen Soltis, City Manager
Meeting date: September 9, 2019

Schedule “A”

Proposed Amendments to Schedule C-3 of “City of Prince George Comprehensive Fees & Charges Bylaw NO. 7557, 2004”.



COMPREHENSIVE FEES AND CHARGES

Bylaw No. 7557, 2004

Black font – existing Bylaw

Red font – represents changes in wording in the existing Bylaw

Blue font – represents an increase in fees

Yellow highlighted text – represents new categories and/or new fees

C - 3

ADMINISTRATIVE SERVICES

Fees and Charges for Records Administration

C-3(a)

DESCRIPTION		FEE*
(a)	For locating and retrieving a record	\$10.00 per ¼ hour or portion thereof
(b)	For producing a record manually	\$10.00 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 \$0.35 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 (except historical property records and building plans, see subsection (k))	
	(i) photocopies and/or computer printouts	\$0.35 per page (8.5x11, 8.5x14) \$0.60 per page (11x17)
	(ii) scanned electronic copy of a record (sent electronically)	\$0.25 per page (8.5x11, 8.5x14, 11x17)
	(iii) microfiche – paper or electronic duplication	\$1.00 per page (8.5x11)
	(iv) USB drive	\$10.00 per drive
	(v) photographs – colour, or black and white	actual cost of reproduction
	(vi) engineering/legal maps/drawings	E size + \$20.00
		E size (900x1200) \$15.00
		D size (275x425) \$10.00
		B size (275x425) \$ 0.40
		A size (200x275) \$ 0.25
(g)	For sending records by fax	\$0.25 per page local \$1.00 per page long distance

	DESCRIPTION	FEE*	
(h)	Miscellaneous Records		
	(i) Ready copies of bylaws or reports	\$0.15 per page	
	(ii) Cerlox binding if required	\$2.00 per document	
	(iii) Ready copies of maps/plans (including street, zoning, legal composite, OCP maps.	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
	(iv) Zoning Map (22"x34")	\$ 5.00 per map \$400.00 per set	
	(v) Building record	\$150.00 per parcel	
	(vi) Environmental record Search/Summary	\$200.00 per parcel	
	(vii) Fire Department record search and copy	\$20.00 per street address plus \$1.00 per page of records copied	
	(viii) Criminal Record search	\$35.00 per search	
	(ix) Police information search and copy	\$35.00 per search	
	(x) Council Agenda	\$20.00 per agenda	
(i)	Land Title and Survey Authority Services		
	(i) Title Search	\$20.00 per search	
	(ii) State of Title Certificate	\$25.00 per certificate	
	(iii) Copies of land title documents	actual cost of reproduction +\$10.00 per ¼ hour or portion thereof	
(j)	Engineering Records		
	For preparing Computer Modeling of City Infrastructure (water, sanitary sewer, etc.)		
	(i) Water modeling information for sprinkler design	\$135.00 flat fee based on 2.5 hours per project	
	(ii) Modeling information for Infrastructure expansion (includes planning studies, design briefs, subdivisions, main extension analysis, etc.	\$ 60.00 per hour (includes) 15% administration charge)	
(k)	Historical property file records searches and copies of exterior building plans (per civic address)		
	Property file records search (includes search fee, copies of all applications, permits, inspections, survey certificates on file)	\$28.00	
	(i) Permits and inspections only	\$20.00	
	(ii) Applications only	\$15.00	
	(iii) Location survey (survey certificate)	\$13.00	
	(iv) Building plans – view only	\$45.00	
	(v) Building plans – copies	\$50.00 for first 10 pages, \$10.00 per additional page	

	<u>DESCRIPTION</u>	<u>FEE*</u>
(i)	Fees for Human Resources Records Search	
	A search fee shall be charged for each written reply to requests to the Human Resources Department from ICBC, Solicitors and other for information pertaining to employment where such disclosure is authorized. Request from Worksafe BC, Canada Revenue Agency, Canada Pension Plan, Human Resource Development Canada and the Pension Corporation are exempt from this fee, as well as simple employment verification/confirmation requests.	
	(i) Requests from law firms	\$100.00
	(ii) Requests from ICBC	\$ 50.00
	(iii) Requests from others not listed	\$ 50.00 (max)
	(iv) Photocopies	\$ 0.35 per page

MUNICIPAL DIGITAL MAPPING PRODUCTS

Please contact the **Engineering Department** for a list of the available digital files. Completion of a LICENSE AGREEMENT is required for these products. The map sheet numbers must be indicated when ordering. Allow ten working days for delivery.

Schedule "B"

Bylaw 8830
Bylaw 8227

C - 3

ADMINISTRATIVE SERVICES

Fees and Charges for Records Administration

EFFECTIVE: January 1, 2017

Amended by BL8830, 2016

C-3(a)

<u>DESCRIPTION</u>		<u>FEE*</u>
(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 (ii) floppy disks (iii) computer disks (iv) microfiche (v) photographs (vi) hard copy laser print, B/W (vii) slide duplication (viii) engineering/legal maps/drawings (ix) video cassette	(i) \$0.25 per page (8.5x11, 8.5x14) \$0.40 per page (11x17) (ii) \$2.00 per disk (map data excluded) (iii) \$2.00 per disk (map data excluded) (iv) \$10.00 per fiche (v) actual cost of reproduction (vi) \$0.25 per page (vii) actual cost of reproduction (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) 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 (ii) Cerlox binding if required (iii) Ready copies of maps/plans (including street, zoning, legal	(i) \$0.05 per page (ii) \$2.00 per document (iii) E size + \$20.00

CPG Consolidated Fees & Charges Bylaw No. 7557, 2004

	composite, OCP maps.	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
	(iv) Zoning Map (22"x34")	(iv) \$5.00 per map \$400.00 per set
	(v) Building Record	(v) \$150.00 per parcel
	(vi) Environmental Record Search/Summary	(vi) \$200.00 per parcel
	(vii) Fire Dept. Record Search and copy	(vii) \$20.00 per street address plus \$1.00 per page of records copied
	(viii) Criminal Record Searches	(viii) \$35.00 per search
	(ix) Police Information Search/Copy	(ix) \$35.00 per search
	(x) Council Agenda	(x) \$20.00 per agenda
(i)	Land Title Searches	
	(i) Title Search	(i) \$20.00 per search
	(ii) State of Title Certificate	(ii) \$25.00 per certificate
	(iii) Producing Copies of Land Title Documents	(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	(i) \$100.00 flat fee based on 2.5 hours per project
	(ii) Modeling information for Infrastructure expansion (includes planning studies, design briefs, subdivisions, main extension analysis, etc.	(ii) \$50.00 per hour (includes 15% administration charge)

MUNICIPAL DIGITAL MAPPING PRODUCTS

Please contact the Urban Development or Engineering Divisions for a list of the available digital files. Completion of a LICENSE AGREEMENT is required for these products. The map sheet numbers must be indicated when ordering. Allow ten working days for delivery.

Schedule "C"

C - 3

ADMINISTRATIVE SERVICES

Fees and Charges for Records Administration

C-3(a)

<u>DESCRIPTION</u>		<u>FEE*</u>	
(a)	For locating and retrieving a record	\$10.00 per ¼ hour or portion thereof	
(b)	For producing a record manually	\$10.00 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 \$0.35 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 (except historical property records and building plans, see subsection (k))		
	(i) photocopies and/or computer printouts	\$0.35 per page (8.5x11, 8.5x14) \$0.60 per page (11x17)	
	(ii) scanned electronic copy of a record (sent electronically)	\$0.25 per page (8.5x11, 8.5x14, 11x17)	
	(iii) microfiche – paper or electronic duplication	\$1.00 per page (8.5x11)	
	(iv) USB drive	\$10.00 per drive	
	(v) photographs – colour, or black and white	actual cost of reproduction	
	(vi) engineering/legal maps/drawings	E size +	\$20.00
		E size (900x1200)	\$15.00
		D size (275x425)	\$10.00
		B size (275x425)	\$ 0.40
		A size (200x275)	\$ 0.25
(g)	For sending records by fax	\$0.25 per page local \$1.00 per page long distance	

	<u>DESCRIPTION</u>	<u>FEE*</u>
(h)	Miscellaneous Records	
	(i) Ready copies of bylaws or reports	\$0.15 per page
	(ii) Cerlox binding if required	\$2.00 per document
	(iii) Ready copies of maps/plans (including street, zoning, legal composite, OCP maps.	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
	(iv) Zoning Map (22"x34")	\$ 5.00 per map \$400.00 per set
	(v) Building record	\$150.00 per parcel
	(vi) Environmental record Search/Summary	\$200.00 per parcel
	(vii) Fire Department record search and copy	\$20.00 per street address plus \$1.00 per page of records copied
	(viii) Criminal Record search	\$35.00 per search
	(ix) Police information search and copy	\$35.00 per search
	(x) Council Agenda	\$20.00 per agenda
(i)	Land Title and Survey Authority Services	
	(i) Title Search	\$20.00 per search
	(ii) State of Title Certificate	\$25.00 per certificate
	(iii) Copies of land title documents	actual cost of reproduction +\$10.00 per ¼ hour or portion thereof
(j)	Engineering Records	
	For preparing Computer Modeling of City Infrastructure (water, sanitary sewer, etc.)	
	(i) Water modeling information for sprinkler design	\$135.00 flat fee based on 2.5 hours per project
	(ii) Modeling information for Infrastructure expansion (includes planning studies, design briefs, subdivisions, main extension analysis, etc.	\$ 60.00 per hour (includes) 15% administration charge)
(k)	Historical property file records searches and copies of exterior building plans (per civic address)	
	Property file records search (includes search fee, copies of all applications, permits, inspections, survey certificates on file)	\$28.00
	(i) Permits and inspections only	\$20.00
	(ii) Applications only	\$15.00
	(iii) Location survey (survey certificate)	\$13.00
	(iv) Building plans – view only	\$45.00
	(v) Building plans – copies	\$50.00 for first 10 pages, \$10.00 per additional page

	<u>DESCRIPTION</u>	<u>FEE*</u>
(i)	Fees for Human Resources Records Search	
	<p>A search fee shall be charged for each written reply to requests to the Human Resources Department from ICBC, Solicitors and other for information pertaining to employment where such disclosure is authorized.</p> <p>Request from Worksafe BC, Canada Revenue Agency, Canada Pension Plan, Human Resource Development Canada and the Pension Corporation are exempt from this fee, as well as simple employment verification/confirmation requests.</p>	
	(i) Requests from law firms	\$100.00
	(ii) Requests from ICBC	\$ 50.00
	(iii) Requests from others not listed	\$ 50.00 (max)
	(iv) Photocopies	\$ 0.35 per page

MUNICIPAL DIGITAL MAPPING PRODUCTS

Please contact the Engineering Department for a list of the available digital files. Completion of a LICENSE AGREEMENT is required for these products. The map sheet numbers must be indicated when ordering. Allow ten working days for delivery.