

Date: October 15, 2024

To: **Mayor and Council**

Name and title: Ethan Anderson, Manager of Legislative Services/Corporate Officer

Subject: Amendments to Schedule C3 – “Records Administration” of the Comprehensive Fees and Charges Bylaw No. 7557, 2004 (Bylaw No. 9522)

Attachment(s): Exhibit “A” to Bylaw No. 9522

Recommendation(s):

That Council GIVES FIRST THREE READINGS to “City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004, Amendment Bylaw No. 9522, 2024”.

Purpose:

The purpose of this report is to seek Council’s approval to amend “Schedule C-3: Records Administration” of the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004.”

Strategic Priorities:

Maintaining accurate and reliable bylaws support Council’s priorities of organizational excellence.

Discussion:

Administration proposes amendments to “Schedule C-3 – Records Administration” to more accurately reflect the fees incurred to search and retrieve certain types of records. Specifically, the proposed bylaw differentiates between records search and retrieval for single family dwellings and duplexes vs. commercial properties, strata complexes, and apartment buildings. The flat fee represents the costs of a simple search and retrieval, however, search and retrieval fees involving greater than 30 minutes staff time will incur additional fees for complex property types.

Summary and conclusion:

Administration recommends Council approve the bylaw readings as outlined in the recommendation.

Respectfully submitted:

Ethan Anderson, Manager of Legislative Services/Corporate Officer

Prepared by: Leslie Kellett, Deputy Corporate Officer

Approved:

Walter Babicz, City Manager

Meeting date: 2024/12/02