

Authority: Corporate Services Committee Report No. 7(15), June 3, 4 and 5, 1998
Intended for first presentation to Council: July 8, 1998
Adopted by Council: July 10, 1998

CITY OF TORONTO

BY-LAW No. 451-1998

**To establish fees or charges for copies of documents and services
provided by the City Clerk.**

WHEREAS under subsection 74(1) of the Municipal Act, the City Clerk is required to furnish copies of certain documents to any applicant on payment at such rate as Council may by-law establish; and

WHEREAS under section 220.1 of the Municipal Act, a municipality may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it;

The Council of the City of Toronto HEREBY ENACTS as follows:

1. (1) In this section,

“agenda list” means a list that sets out the items and the recommendations before a Committee at a particular meeting;

“Committee” means a Standing Committee of Council and includes a Community Council;

“Council” means the Council of the City of Toronto;

“full Committee agenda” includes the agenda list, report items and minutes of previous meetings;

“full Council agenda” includes the order paper, communications, bills, Committee reports and minutes of previous Council meetings, to the extent to which these documents are available at the time the agenda is mailed to subscribers.

(2) The fees or charges in column 2, “Fee or Charge”, of the following table shall be paid to the City for copies of the documents or for the services provided by the City Clerk listed opposite under column 1, “Material or Service”:

Material or Service	Fee or Charge
Full Council agendas	\$ 1,800.00 per year or 1,920.00 per year, if mailed
Committee reports per Committee	\$ 180.00 per year or \$ 205.00 per year, if mailed
Minutes of Council meetings	\$ 720.00 per year or \$ 760.00 per year, mailed
Full Committee agendas per Committee	\$ 260.00 per year or \$ 300.00 per year, if mailed
Committee agenda lists per Committee	\$ 40.00 per year or \$ 55.00 per year, if mailed
Photocopies of letter, legal or ledger size materials	\$ 0.50 per impression
Information on 3.5" diskette (1.44M)	\$ 5.00 per diskette plus \$ 1.50 per document
Certification of material	\$ 20.00 per document plus \$ 1.00 for each additional associated certification, plus photocopying charges
Expert research services	\$ 60.00 per hour with a \$ 15.00 minimum charge
Copying of videotaped recordings, including meetings of Council, but not including any editing services	\$ 30.00 per tape
Video tape editing services	\$ 40.00 per hour with a \$ 10.00 minimum charge

2. (1) Where payment of a fee or charge is required under this by-law, the fee or charge is payable at the time the applicant makes a request for a subscription, a copy of material, or the provision of any other service.

(2) The City Clerk may establish one or more renewal dates for annual subscriptions, and provide for prorated fees for any application for a subscription that does not start on any renewal date.

(3) The fees or charges established in section 1 do not include taxes and any applicable sales, goods and services or other taxes shall be added to the fee or charge.

3. (1) Despite section 1, the City Clerk may from time to time, upon written request, provide free of charge copies of agenda lists to resident and ratepayer associations and other non-profit community organizations, and a single copy of any individual agenda item of interest, if necessary, to the extent that copies of the documents are readily available.

(2) Despite section 1, the City Clerk may continue to provide copies of documents free of charge to members of the City of Toronto Press Gallery, on written request, and to public reference libraries.

4. (1) The table in section 1 of By-law No. 147-90, as amended, of the former Municipality of Metropolitan Toronto, is amended by deleting numbered items 1, 2, 3, 4, 5, 7, 8, 9 and 10 under Columns 1 and 2.

(2) Where this by-law conflicts with a fee or charge in Schedule E of § 91-11, as amended, of Municipal Code Chapter 91, Administrative Fees, of the former City of Etobicoke, this by-law prevails and the fee or charge in Schedule E of § 91-11 is repealed to the extent of the conflict.

(3) Where this by-law conflicts with a fee or charge in any other by-law or a resolution of a council of the former Municipality of Metropolitan Toronto, the former City of Etobicoke, North York, Scarborough, Toronto or York, or the former Borough of East York, that was in force on December 31, 1997, this by-law prevails and the fee or charge in the former municipality's by-law or resolution is repealed to the extent of the conflict.

ENACTED AND PASSED this 10th day of July, A.D. 1998.

CASE OOTES,
Deputy Mayor

NOVINA WONG,
City Clerk

(Corporate Seal)