

## Attachment 3

### *Cultural Services Fees and Rates Review Memo*

*Memorandum*

**TO:** Shehzad Somji  
CFO/Director of Finance

**DATE:** August 12, 2024

**FROM:** Rob McCullough  
Manager, Museums and Heritage  
Services

**SUBJECT:** Amendment to Cultural Services Fees and Charges Bylaw No. 7875,  
2016 (New Westminster Museums & Archives, New Media Gallery,  
Arts Services)

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The purpose of this memo is to provide Council with information regarding recommended changes to the Bylaw regulating Fees and Charges for New Westminster's Cultural Services operations.

As per Community Charter requirement, municipal fees and charges must be approved through Bylaw. In accordance with the CPI increase recommended by Finance the Cultural Services division is recommending that the fees for Anvil Centre Studio Rates, and archival reproductions be increased to an average of 3.0%. A baseline rate of 3.0% was set for fee increases and modified to round to the nearest .5 cents. Programming fees will remain status quo through cost recovery.

Notable anomalies to the above fee increases are as follows:

- “Market Rate” has replaced a flat rate of \$5.00 for mailing/curioring archival reproductions. A flat rate system does not work for recovering postal costs associated reproductions of non-standard size, or in circumstances where the client has requested expedited delivery.
- Photocopy pretax rates have been set to \$0.54/page. This rate is a 50% increase from 2024, and is better aligned with staff costs for document reproduction. Due to the care required in handling archival materials staff are required to make photocopies for archival clients rather than using a client selfserve approach. This increased rate is in alignment with those charged at the provincial archives.
- Archive Research Rate (\$57.14/hour pretax) has been removed as the New Westminster Archives does not have the capacity to provide this service.
- As per risk management and in alignment with Parks and Recreation, all rental groups are required to provide proof of insurance with the City of New

Westminster listed as co-insured for 5 million liability. Starting June 1, 2024, the City of New Westminster has provided an insurance add-on option for rental contracts.

In addition to the above bylaw amendments, the fees for community use of Anvil Studios may change as part of the Anvil 10-year Review. On July 15, 2024 Council approved several staff recommendations aimed at improving community access to Anvil Centre. Recommendation 2.5 proposed alignment of booking policies with other civic facilities as well as establishing criteria for offering free community use of Anvil facilities. Should these changes affect Anvil Centre fees and charges, an amendment to this bylaw will be brought to council for approval.

Regards,

Rob McCullough  
Manager, Museums and Heritage Services