

## Attachment 3

*Cultural Services Fees and Charges  
Bylaw No. 7875, 2016, Amendment  
Bylaw No. 8477, 2024*

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8477, 2024**

A Bylaw to Amend Cultural Services Fees and Charges Bylaw No. 7875, 2016

The Council of The Corporation of the City of New Westminster in open meeting assembled ENACTS AS FOLLOWS:

**Citation**

1. This Bylaw may be cited for all purposes as “Cultural Services Fees and Charges Bylaw No. 7875, 2016, Amendment Bylaw No. 8477, 2024.”

**Amendments**

2. Cultural Services Fees and Charges Bylaw No. 7875, 2016 as amended, is hereby further amended by deleting Appendix A and replacing it with the Appendix A attached to and forming part of this bylaw.
3. This bylaw will come into effect on January 1, 2025.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2024.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2024.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2024.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Mayor Patrick Johnstone

\_\_\_\_\_  
Hanieh Berg, Corporate Officer

**APPENDIX A**

**CULTURAL SERVICES FEES & CHARGES**

Arts, Heritage, Museum, Archives, New Media Gallery, Art + Technology

**RENTALS**

**ANVIL CENTRE STUDIO RATES**

All Fees are subject to applicable taxes; per hour fee, unless otherwise noted rental rates do not include staffing or other additional costs. Insurance with the City of New Westminster listed as co-insured for 5 million liability is required with all rental bookings. Starting June 1, 2024, the City of New Westminster provides insurance add-on options for rental contracts.

Fees are subject to criteria in the following policies:

- Facility Allocation Policy & Procedures: Anvil Centre Community Spaces (506823)

<b>Anvil Centre Community Spaces - room capacity up to 20 people</b>			
<b>Room Name (capacity)</b>	<b>Community Rental (1 hour minimum)</b>		<b>Commercial &amp; Private (1 hour minimum)</b>
	<b>Meeting (per hour)</b>	<b>Activity (per hour)</b>	<b>Meeting &amp; Activity (per hour)</b>
Archives Reading Room (12)	\$18.61 + GST = \$19.55	N/A	N/A
Music Practice Rooms (4)	N/A	\$5.90 + GST = 6.20	16.90 + GST = \$17.75
Half Studios 411 & 413 (20)	\$9.33 + GST = \$9.80	18.61 + GST = 19.55	55.24 + GST = \$58.00

Dance Studio (20)	N/A	\$36.57 + GST = \$38.40	\$36.57 + GST = \$38.40
<b>Anvil Centre Community Spaces - room capacity up to 50 people</b>			
Room Name (capacity)	Community Rental (1 hour minimum)		Commercial/Private (1 hour minimum)
	Meeting (per hour)	Activity (per hour)	Meeting & Activity (per hour)
Cultural Studio 417 (25)	\$18.61 + GST = \$19.55	\$36.57 + GST = \$38.40	\$111.43 + GST = \$117.00
Cultural Studios 411 & 413 (50)	\$18.61 + GST = \$19.55	\$36.57 + GST = \$38.40	\$111.43 + GST = \$117.00
Additional staff charges apply for rentals occurring when the building is closed to the public.			
Individuals and groups booking Anvil Centre studios may be required to obtain liability insurance coverage as determined by the Community Services Department.			

## EQUIPMENT RENTAL

Upright piano - \$50.80 + GST & PST = \$56.90/booking day

Electric Piano - \$25.31 + GST & PST = \$28.35/booking day

Piano tuning fee – At cost

## RE:SOUND & SOCAN

Cultural Services is required to collect Re:Sound & SOCAN Fees (i.e. music license fees) on applicable rental bookings (plus applicable sales tax) based on occupancy, music use and dancing.

<b>Room Size</b>	<b>No Dancing</b>	<b>Dancing</b>
1 – 100	Set by Re:Sound & SOCAN	Set by Re:Sound & SOCAN

## **PROGRAMS, FEES and ADMISSIONS**

A. Admission by donation for Samson V, Irving House, Museum and the New Media Gallery.

B. Program fees are based on the program formula\* or delivered by donation

### **ARCHIVE REPRODUCTION FEES**

<b>Method of Reproduction</b>	<b>Fee Per Reproduction &amp; Subject to change</b>
Scanned Image (emailed)	\$14.73 + GST & PST = \$16.50
Scanned Image (on disc)	\$16.97 + GST & PST = \$19.00
Digitized video (emailed)	\$14.73 + GST & PST = \$16.50
Digitized video (on disk)	\$16.97 + GST & PST = \$19.00
Photocopy (per page)	\$0.54 + GST & PST = \$0.60
Mailing/Couriering	Market Rate

\*The following fee criteria will be considered when developing fees for registered programs:

- Instructor Salary (CUPE or Contractors)
- Instructor Benefits
- Supplies (teaching collection, art materials, food, etc. – program consumables)
- Banking fees
- Transportation & other costs (as applicable)
- Third Party Costs (i.e. non New Westminster admission fees)

Some programs that are developing may be excluded from the above formula considerations to provide a community services or establish a customer base.

## **NOTES**

### **1. FEE ADJUSTMENTS**

Under special circumstances designated cultural staff (i.e. managers, directors or coordinators) may adjust fees and charges rates to meet current market value or extraordinary bookings.

### **3. PENNY**

The Federal Government elimination of the penny in 2012 has resulted in penny rounding, to the nearest \$0.05, for cash transactions.

### **4. PARTNERSHIPS**

Cultural Services may elect to not charge third parties rental fees if the service provided is offered in partnership with Cultural Services and offers a public good. Admission fees will be used to recover service costs.

### **5. FOOD, BEVERAGE, VENDING & MERCHANDISE SALES**

All applicable fees are priced at market value and subject to change, sales, discounts or other promotions.