



CITY OF VANCOUVER

ADMINISTRATIVE REPORT

Report Date: February 20, 2009
Contact: Leslie Mobbs
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VanRIMS No.: 08-2000-20
Meeting Date: March 24, 2009

TO: Vancouver City Council
FROM: City Clerk
SUBJECT: City of Vancouver Archives Fee Schedule

RECOMMENDATION

THAT Council approve the proposed City of Vancouver Archives fee schedule as set out in Attachment A of the Council report entitled, "City of Vancouver Archives Fees" dated February 20, 2009.

FURTHER THAT the Director of Legal Services be instructed to bring forward for Council approval a by-law to reflect the Archives fee schedule as approved by Council.

CITY MANAGER'S COMMENTS

The City Manager RECOMMENDS approval of the foregoing recommendations.

COUNCIL POLICY

It is Council policy that fees for services are to be set at cost recovery level or at market level in circumstances where City Services compete with the private sector.

PURPOSE

The purpose of this report is to obtain Council approval of proposed Archives fee schedule and to request that a by-law be prepared by Legal Services reflecting these fees.

BACKGROUND

The City of Vancouver Archives has charged for reproduction and tax search services for many years at the rates outlined in Attachment A of this report. Over the years, small increases to these fees have been made to recover costs associated with postage and micrographics rate increases. In the past, much of the photo reproduction work was sent to outside labs and the fee based on the lab prices and couriating costs, which were then recovered from Archives' clients. Most photo reproduction work is now done in-house by staff, as the Archives has developed its in-house digitization/scanning capability, and the fee is now based on the amount of staff time to complete an order of average complexity. Photocopying fees are based on the cost of toner for and maintenance of the photocopiers and microfilm reader printers. Micrographic services (which include oversize bond prints) are based on recovering the City's Micrographics unit and associated courier charges. Tax searches are based solely on an estimate of staff time required to carry out a search of average complexity.

DISCUSSION

During a recent review of fees charged for reproductions by the City Archives, staff determined that a fees and charges by-law had never been enacted to establish fees for various Archives services. Staff consulted with Legal Services and it was determined that a by-law was necessary.

It is anticipated that service volumes for 2009 will be:

- 8x10 and digital reproductions - 2000 images
- Rush orders - 20 orders
- Custom scanning - 10 images
- Digital Betacam - a new fee for 2009 - volume is unknown
- Photocopies - 6000 pages
- Microcopies - 8000 pages
- Other Micro services - 25 orders of an average of 3 units each = 75 units
- Tax Searches - 6

The proposed Archives fees do not represent an increase in the existing fee schedule and, therefore, will not result in an increase in the 2009 budgeted revenue for these services. It is anticipated that the above estimated service volumes will result in the Archives' 2009 revenue target of \$41,300 being met.

FINANCIAL IMPLICATIONS

Assuming the estimated service levels are met, the proposed fee schedule will result in the Archives meeting their 2009 budgeted revenue. There is no change to the 2009 Archives revenue budget.

CONCLUSION

The Archives currently charges for their services as set out in Attachment A of this report. Legal Services is recommending that the Archives fee schedule be set out in a by-law. Staff are putting forward the existing fee schedule for Council's approval and requesting that Council direct Legal Services to prepare a by-law reflecting the Archives fee schedule for Council's consideration.

Goods and Services:

Reproductions	Price (excluding tax)
Digital:	
Digital file	\$17.00 per image
8 x 10 print (paper is glossy)	\$17.00 per print
Rush service	100% surcharge per item
Custom scanning (no Rush Service)	\$68.00 per TIFF
Digital betacam copy	Current rates of third party vendor
Photocopies	\$0.26 per page
Microcopies (on paper from microform reader/printer)	\$0.48 per page
Oversize bond prints (11 x 17):	
From original	\$13.63 per page
From microfiche/film	\$7.52 per page
Micrographics:	
Microfiche duplicate	\$3.00 per fiche jacket
Microfilm reel duplicate	\$36.73 per reel
Tax Searches	\$25.00 per legal description

Postage and Handling:

		Price		
Size	# of prints	Canada	U.S.	International (Air)
8 x 10	1 - 6	\$3.00	\$4.25	\$7.50
	7 - 14	\$4.25	\$6.00	\$12.00
CD/DVD only		\$3.00	\$4.25	\$7.50
CD/DVD plus 8x10 photos	1-3 photos	\$3.00	\$4.25	\$7.50
CD/DVD plus 8x10 photos	4-15 photos	\$4.25	\$6.00	\$12.00
Other		Cost recovery based on postal/courier charge		