



**STAFF REPORT
ACTION REQUIRED**

**Routine Municipal Code Amendment – Fees for Archives
Reproduction Services**

Date:	April 25, 2007
To:	Government Management Committee
From:	City Clerk
Wards:	All
Reference Number:	

SUMMARY

This report seeks Council approval of a proposed by-law to amend, delete and add to existing user fees for providing reproductions of archival records to clients of the City of Toronto Archives.

These changes are required because the City of Toronto Archives has phased out analog photographic reproduction services and replaced them with digital photographic services. The Archives made this decision for the safety and security of its archival records and in response to increasing demand on the part of Archives' clients for more digital reproduction services. These digital services are done in-house and maximize the use of imaging equipment in the Archives Imaging Lab. This technology assists in the long-term preservation of fragile and rare archival materials, since once the Archives has a digital file, the original need not be copied again.

Some of the proposed changes increase current fees. The proposed fees are in line with those charged by other Ontario research facilities, and are necessary to support the broad range of archival activities, including acquisition, conservation and long-term preservation of unique archival corporate and private records.

RECOMMENDATIONS

The City Clerk recommends:

1. amending Schedule 12, City Clerk, of Appendix C of Municipal Code Chapter 441, Fees and Charges, to revise the fees and charges for reprographic services at the City of Toronto Archives, as described in Appendix 1
2. the repeal of former fees charged for reprographic services at the City of Toronto Archives, as described in Appendix 1
3. the fees and charges revisions come into force on the date of the passing of the amending by-law
4. granting the authority to introduce the necessary bills to give effect to the foregoing, and
5. authorizing the appropriate City of Toronto officials to take the necessary action to give effect thereto.

Financial Impact

The proposed user fees will increase the revenue from reproduction services offered by the City of Toronto Archives. As in some cases, these user fees are for new services and it is not possible at this time to estimate the annual increases. The increase in revenues, as a result of approval of these user fees, will be reflected in the City Clerk's 2008 Operating Budget.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

COMMENTS

- The City of Toronto Archives has phased out analog photographic reproduction services, and replaced these with digital photographic services. This was done for a number of reasons, the most important being the Archives' desire to stop out-sourcing its reproduction services. This outsourcing placed the records at risk since they left the safety of our facility every time reproductions were requested by clients. With digital reproduction, all requests can be handled within the Archives.
- The Archives is also responding to increasing demand on the part of clients for a greater range of digital reproduction services (for example, more variety in copy sizes and in storage media).
- Amendments to the fee structure are required because: (1) existing fees in the Municipal Code do not cover new digital services being offered; (2) some services relating to analog photographic reproduction processes are no longer being offered; (3) to bring Archival photocopy charges in line with those of other City Divisions; and (4) to incorporate

higher fees to bring City of Toronto Archives fees in line with those charged by other similar research facilities (see Appendix 2) while providing for recovery of some of the City's costs in providing these services.

- Before the Committee meeting, notice of the proposed fees discussed in this report will be given under the *City of Toronto Act, 2006* to persons who had requested notice and public notice will be given in the manner prescribed in Municipal Code Chapter, 162, Notice, Public.

CONTACT

Daphne Gaby Donaldson
Director, Records & Information Management
Phone: (416) 392-9673; fax: (416) 392-9685; e-mail: ddonald@toronto.ca

SIGNATURE

Ulli Watkiss, City Clerk

ATTACHMENTS

Appendix 1 - Changes to Toronto Municipal Code Fees and Charges Appendix C,
Schedule 12, City Clerk.

Appendix 2 - Comparison between some of the proposed new reproduction fees for the City of
Toronto Archives and reproduction fees for the same service charged by other
Ontario research institutions.

City of Toronto Act, 2006 Public Notice.