

Attachment “A”

Proposed Parks and Recreation

Fees and Charges Bylaw No. 8343, 2022

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8343, 2022

A Bylaw to amend “Parks & Recreation Fees Bylaw No. 6673, 2001”.

This bylaw is an annual requirement of the Community Charter.

THE COUNCIL of the Corporation of the City of New Westminster ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Parks and Recreation Fees Amendment Bylaw No. 8343, 2022”.
2. “Parks & Recreation Fees Bylaw No. 6673, 2001”, is hereby amended as follows:
 - a) Attachment "A" is deleted and the attached Attachment "A" is inserted in its place.
3. This Bylaw comes into force and effect on January 1, 2023.

GIVEN FIRST READING this day of , 2022.

GIVEN SECOND READING this day of , 2022.

GIVEN THIRD READING this day of , 2022.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed
this day of , 2022.

MAYOR Jonathan X. Cote

CITY CLERK Jacque Killawee

Bylaw Amendment No. 8343, 2022 - ATTACHMENT “A”



FEES AND CHARGES MANUAL

Effective January 1, 2023

| | |
|---|--------------|
| Parks and Recreation Administration 511 Royal Avenue | 604.527.4567 |
| Centennial Community Centre 65 East Sixth Avenue | 604.777.5100 |
| Century House 620 Eighth Street | 604.519.1066 |
| Moody Park Arena 701 Eighth Avenue | 604.525.5301 |
| Hume Park Outdoor Pool 525 Kelly Street | 604.777.5100 |
| Moody Park Outdoor Pool 701 Tenth Avenue | 604.777.5100 |
| Queensborough Community Centre 920 Ewen Avenue | 604.525.7388 |
| Queen's Park Arena 51 Third Avenue | 604.777.5111 |
| Queen's Park Sportsplex 51 Third Avenue | 604.777.5121 |

active@newwestcity.ca

www.newwestcity.ca

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INDOOR SPACE RENTAL FEES

| |
|--|
| Small Room Capacity (2 - 20) |
| Centennial Community Centre - Piano Room |
| Queensborough Community Centre - Channel Room & Samson Room |

| GROUP | MEETING (1 hour minimum) |
|--------------------------|--------------------------|
| NW Youth Groups | \$0 |
| Non-Profit & Individuals | \$13.33 + GST = \$14.00 |
| Business | \$40.00 + GST = \$42.00 |

| | |
|--|---|
| Medium Room Capacity (14 - 75) | |
| Centennial Community Centre - Creek Room - Brook Room | Century House - Spruce Room |
| Queensborough Community Centre - Poplar Room - Island Room - Port Room - Royal Room | Queen's Park Arena - Breakaway Room (no socials) - Power Play Room (meetings only) |
| Queen's Park Board Room (meetings only) | |

| GROUP | MEETING (1 hour minimum) <small>* 2 x base rate for 25 room capacity</small> | ACTIVITY (1 hour minimum) | SOCIAL (2 hour minimum) |
|--------------------------|--|------------------------------|----------------------------|
| NW Youth Groups | \$0 | \$26.67 + GST = \$28.00 | \$54.00 + GST = \$56.70 |
| Non-Profit & Individuals | \$13.33 + GST = \$14.00 | \$26.67 + GST = \$28.00 | |
| Business | \$40.00 + GST = \$42.00 | \$80.00 + GST = \$84.00 | |

| |
|---------------------------------------|
| Large Room Capacity (32 – 135) |
|---------------------------------------|

| | |
|--|--|
| Centennial Community Centre - River Room | Queensborough Community Centre - Port Royal Room - Poplar Island Room |
| Centennial Lodge - Main Hall | |

| GROUP | MEETING / HOUR (2 hour minimum) | ACTIVITY / HOUR (2 hour minimum) | SOCIAL / HOUR (4 hour minimum) |
|--------------------------|------------------------------------|-------------------------------------|--|
| NW Youth Groups | \$0 | \$41.43 + GST = \$43.50 | \$102.86 + GST = \$108.00 / hour Plus Entandem |
| Non-Profit & Individuals | \$20.71 + GST = \$21.75 | \$41.43 + GST = \$43.50 | BANQUET \$842.86 + GST = \$885.00 Plus Entandem |
| Business | \$62.38 + GST = \$65.50 | \$124.76 + GST = \$131.00 | |

Extra Large Room Capacity (50 – 350)

| | |
|--|---|
| Queensborough Community Centre - Fraser River Room | Centennial Community Centre - Gym |
|--|---|

| GROUP | MEETING / HOUR (2 hour minimum) | ACTIVITY / HOUR (2 hour minimum) | SOCIAL / HOUR (4 hour minimum) |
|--------------------------|------------------------------------|-------------------------------------|--|
| NW Youth Groups | \$0 | \$91.24 + GST = \$95.80 | \$141.90 + GST = \$149.00 / hour Plus Entandem |
| Non-Profit & Individuals | \$44.71 + GST = \$48.00 | \$91.24 + GST = \$95.80 | BANQUET <i>January – March</i> \$843.81 + GST = \$886.00 <i>April – December</i> \$1,138.10 + GST = \$1,195.00 Plus Entandem |
| Business | \$135.24 + GST = \$142.00 | \$270.48 + GST = \$284.00 | |

Event Facilities

| Queen's Park Arena - Dry floor | |
|---|--------------------------------------|
| GROUP | MEETING OR ACTIVITY (1 hour minimum) |
| Non-Profit | \$167.62 + GST = \$176.00 / hour |
| Business | \$335.24 + GST = \$352.00 / hour |
| Queensborough Community Centre – Fraser River Room & Port Royal Room | |
| GROUP | ACTIVITY (Day Rate) |
| NW Youth, | \$1,685.71 + GST = \$1,770.00 |

| | |
|-----------------------|--|
| Non-Profit & Business | Plus Entandem |
| | ACTIVITY (Consecutive Day Rate) \$842.86 + GST = \$885.00 |

OTHER INDOOR SPACE FEES

| Arena Ice Rentals | | | |
|--|--|--------------------------|--|
| User | Time | Days | Hourly Fee |
| All | 12:00 am – 6:00 am | Daily | \$72.38 + GST = \$76.00 |
| All – Public Prime Time | 6:00 pm – 12:00 am | Weekdays | \$320.00 + GST = \$336.00 |
| | 6:00 am – 12:00 am | Weekends & Stat Holidays | |
| All – Public Non-Prime Time | 6:00 am – 6:00 pm | Weekdays | \$160.00 + GST = \$168.00 |
| | 6:00 am – 12:00 am | July & August Weekends | |
| All – Short Notice Prime Time** (50% of prime time fee) | See Public Prime Time | | \$160.00 + GST = \$168.00 |
| All – Short Notice Non-Prime Time*** (50% of non-prime time fee) | See Public Non-Prime Time | | \$80.00 + GST = \$84.00 |
| NW Minor Sports – Prime | See Public Prime Time | | \$95.24 + GST = \$100.00* |
| NW Minor Sports – Non-Prime Time | See Public Non-Prime Time | | \$53.33 + GST = \$56.00 |
| Preschools & Daycares | 9:00 am – 3:00 pm | Weekdays | \$40.00 + GST = \$42.00 |
| | | | (½ ice, < 35 users) \$80.00 + GST = \$84.00 |
| | | | (full ice, >35 users) |
| NWSD#40 – Grades K – 5 | 9:00 am – 3:00 pm | Weekdays | \$39.00 / hour plus skate rentals |
| NWSD#40 – Grades 6 – 12 | 9:00 am – 3:00 pm | Weekdays | \$39.73 + GST + PST = \$44.50 / class (includes skates) |
| School (non-New Westminster) | 9:00 am – 3:00 pm | Weekdays | \$80.00 + GST = \$84.00 plus skate rentals |
| NWSS Hockey Academy (75% of non-prime time fee) | 9:00 am – 3:00 pm | Weekdays | \$119.05 + GST = \$125.00 |
| Rentals Charging Admission | Applicable Ice charge or 12.5% of gross admission revenue (whichever is greater) | | |

* Fee is calculated using the minor sports formula

- Maximum Cost = % of New Westminster participants registered x difference between maximum and minimum cost
- Minimum Cost = 30% of Prime Time fee and Maximum Cost = 50% of Prime Time fee

** the Arena Manager short notice booking criteria with the general practice that the discounted fee is available within 72 hours ice rental time

| Arena Dry Floor Rentals | | | |
|--|------------------------|--------------------------|---------------------------|
| User | Time | Days | Hourly Fee |
| All – Prime Time | 3:00 pm – 12:00 am | Weekdays | \$105.71 + GST = \$111.00 |
| | 6:00 am – 12:00 am | Weekends & Stat Holidays | |
| All – Non-Prime Time | 6:00 am – 3:00 pm | Weekdays | \$52.86 + GST = \$55.50 |
| New Westminster Minor & Junior B2 & B3 Lacrosse | During operating hours | Any day | \$31.90 + GST = \$33.50 |
| New Westminster Junior A or B1 | | Any day | \$83.33 + GST = \$87.50 |
| New Westminster Senior A, B, C or Masters Lacrosse | | Any day | \$105.71 + GST = \$111.00 |
| New Westminster Minor Sports – Ball Hockey | | Any day | \$31.90 + GST = \$33.50 |

Lacrosse playoffs, outside of league play, are subject to an agreement with the Parks and Recreation Department and BC or Canadian representatives. Overtime use of the Arena(s) will be the actual cost plus 50%.

| Gym Rentals | | | |
|----------------------------------|--|--|--------------------------------------|
| Use | Location | Hourly Fee | User |
| All Eligible Sports & Activities | Queensborough Community Centre & Centennial Community Centre | \$45.71 + GST = \$48.00 | Individuals or Not For Profit Groups |
| All Eligible Sports & Activities | | \$79.05 + GST = \$83.00 | Business Groups |
| All Eligible Sports & Activities | Queen's Park Sportsplex | \$79.05 + GST = \$83.00 | All |
| Admission Based Gym Rentals | Queensborough & Centennial Community Centres & Sportsplex | Rental Fee + 12.5% of Gross Ticket Sales | All |

| Miscellaneous Spaces | | |
|----------------------|--------------------------------|--------------------------------|
| Space | Location | Fee |
| Martial Arts Room | Centennial Community Centre | \$17.14 / hour + GST = \$18.00 |
| Judo Mat Rental | Centennial Community Centre | \$10.48 / hour + GST = \$11.00 |
| Kitchen | Queensborough Community Centre | \$134.29 + GST = \$141.00 |

OUTDOOR SPACE RENTAL FEES

| Moody Park Outdoor Pool and Hume Park Outdoor Pool | | | |
|--|------------|---|---|
| Use | User | Time | Hourly Fee* |
| 1 – 30 swimmers | All | Limited availability. Rentals are only available outside of public swim and lesson times. | \$76.19 + GST = \$80.00 |
| 31 – 49 swimmers | All | | \$114.29 + GST = \$120.00 |
| 50 – 89 swimmers | All | | \$147.62 + GST = \$155.00 |
| 90+ swimmers | All | | \$184.76 + GST = \$194.00 |
| Lane Rental | NFP Groups | | \$9.52 + GST = \$10.00 / Lane plus lifeguarding costs (\$40.00 + GST = \$42.00) |

| Outdoor Stages | |
|-----------------------------------|-------------------------------------|
| Outdoor Stages, All Users | \$25.71 + GST = \$27.00 / hour |
| Queen's Park Bandshell, All Users | \$129.52 + GST = \$136.00 / 4 hours |

| Picnic Shelters | | | | | |
|--|-------------------------|--------------------------|-------------------------|-------------------------|-------------------------|
| Large | | Medium | | Small | |
| Prime Time | Non-Prime Time | Prime Time | Non-Prime Time | Prime Time | Non-Prime Time |
| \$129.52 + GST = \$136.00 | \$64.76 + GST = \$68.00 | \$97.14 + GST = \$102.00 | \$48.57 + GST = \$51.00 | \$64.76 + GST = \$68.00 | \$32.38 + GST = \$34.00 |
| Fee is for a booking. Prime Time is weekends and statutory holidays. Non-Prime Time is 10:00 am – 3:00 pm or 4:00 – 9:00 pm on weekdays. | | | | | |

| Queen's Park Rose Garden |
|-------------------------------------|
| \$126.67 + GST = \$133.00 / 2 hours |

| Outdoor Sports Court & Track | |
|---|--|
| User | Lacrosse Box, Tennis, Basketball & Sand Volleyball Courts & Mercer Track Permit holders have priority over drop-in users |
| New Westminster Minor & Senior groups (60%+ residency required) | no charge |
| All Non-business groups & Individuals Users | \$5.71 + GST = \$6.00 / court, lane or jump area / hour \$119.05 + GST = \$125.00 for bookings over 5 hours / court, track or jump area / day |

| | |
|--------------------------------|--|
| Business & professional groups | $\$11.43 + \text{GST} = \12.00 / court, lane or jump area / hour $\$238.10 + \text{GST} = \250.00 for bookings over 5 hours / court, track or jump area / day |
|--------------------------------|--|

| Public Spaces & Plazas & Events | |
|--|--|
| User | All public plazas and open spaces except sport fields and outdoor sport courts & track |
| Non-Profit & Individual (New Westminster Group) | $\$57.14 + \text{GST} = \60.00 / use / day |
| Non-Profit & Individual (Non-New Westminster Group) | $\$114.28 + \text{GST} = \120.00 / use / day |
| Business | $\$223.81 + \text{GST} = \235.00 / use / day |
| All gate ticketed events | Applicable fees above plus 15% of gross gate revenue plus GST |

OTHER SPACE FEES

| RENTAL STAFF, SERVICE OR EQUIPMENT CHARGES | |
|--|--|
| Staff Rental Charge (As Applicable, non-aquatic) | $\$46.19 + \text{GST} = \48.50 / hour |
| Staff Rental Charge (As applicable, aquatic) | $\$40.00 \times \text{GST} = \42.00 / hour |
| Staff Rental Charge (As applicable, outdoor) | $\$77.14 + \text{GST} = \81.00 / hour / staff member |
| Arena – Staff and Toys | $\$53.33 + \text{GST} = \56.00 / hour |
| Skate Sharpening – single | $\$4.02 + \text{GST} \& \text{PST} = \4.50 |
| Skate Sharpening – 10 (20% discount) | $\$32.14 + \text{GST} \& \text{PST} = \36.00 |
| Skate Rental - single | $\$2.46 + \text{GST} + \text{PST} = \2.75 |
| Skate Rental – 10x (20% discount) | $\$18.75 + \text{GST} + \text{PST} = \21.00 |
| Corker Rental* | $\$2.01 + \text{GST} \& \text{PST} = \2.25 |
| Locker Rentals (size dependent) | $\$0.09 + \text{GST} = \0.10 $\$0.24 + \text{GST} = \0.25 $\$0.48 + \text{GST} = \0.50 |
| Permit - Special Occasion or Beer Garden Permit | $\$98.10 + \text{GST} = \103.00 / event / location / day |
| Permit - Sale of Goods, Services or Food (Business vendor selling to the public through an event) | $\$54.29 + \text{GST} = \57.00 / day / vendor station (subject to change) |
| Rose Garden Staff and Chairs | $\$154.46 + \text{PST} + \text{GST} = \173.00 / two hours |
| Additional Garbage or Recycling Bins | $\$34.29 + \text{GST} = \36.00 / bin drop off or disposal |
| Additional Washroom Cleaning Services | $\$161.90 + \text{GST} = \170.00 / event / washroom / day |
| Electricity Supply | $\$29.52 + \text{GST} = \31.00 / event location / day |
| Water Supply | By Quote |

* Parents participating in Parent & Tot lessons are entitled to free corks

| Sports Fields | | | | |
|--|---|--------------------------------|--------------------------------|--------------------------------|
| User | <div><div>- A users deposit is required, 20% of contract total prior to the group's first booking, and is held until end of season reconciliation with the final invoice.</div><div>- Prime Time is 5:00 pm to 12:00 am on weekdays, 7:00 am to 12:00 am on weekends and statutory holidays. Non-prime time is 7:00 am to 5:00 pm on non-statutory holiday weekdays.</div><div>- Minor or Youth is 18 years and under. Senior is 65+ years.</div></div> | | | |
| | Artificial Turf Fields | | Grass Fields | |
| | Prime Time | Non-prime Time | Prime Time | Non-prime Time |
| New Westminster Minor & Senior Sports Groups (60%+ residency required) | \$23.81 + GST = \$25.00 / hour | \$11.90 + GST = \$12.50 / hour | no charge | |
| All Non-business groups & Individuals (all user ages) | \$47.62 + GST = \$50.00 / hour | \$23.81 + GST = \$25.00 / hour | \$11.90 + GST = \$12.50 / hour | \$5.95 + GST = \$6.25 / hour |
| Business & professional groups | \$95.24 + GST = \$100.00 / hour | \$47.62 + GST = \$50.00 / hour | \$23.81 + GST = \$25.00 / hour | \$11.90 + GST = \$12.50 / hour |
| | Queen's Park Stadium | | | |
| | Prime Time | Non-prime Time | | |
| New Westminster Minor & Senior groups (60%+ residency required) | no charge | | | |
| All Non-business groups & Individuals (all user ages) | \$47.62 + GST = \$50.00 / hour | \$23.81 + GST = \$25.00 / hour | | |
| Business & professional groups | \$95.24 + GST = \$100.00 / hour | \$47.62 + GST = \$50.00 / hour | | |
| Tournament (all type) | Applicable Sports Field fees plus PUBLIC SPACE & PLAZA PERMIT fee | | | |
| Gate Ticketed Events | Applicable Sports Field fees plus 15% of gross gate revenue, plus GST | | | |
| Light Fee | \$10.00 + GST = \$10.50 / hour / all users | | | |
| Change room with Booked Field | \$11.90 + GST = \$12.50 / change room (Hume Park Only) \$24.52 + GST = \$25.75 / change room | | | |

REGISTERED PROGRAMS FEE CRITERIA

Registered program fees are developed through a formula using the following fee criterion:

- Instructor salary & benefits including prep/wrap/training time (CUPE or Contractors)
- Instructor
- Supplies (toys, art materials, food, progress cards, etc. – program consumables)
- Transportation & other costs (as applicable)
- Third party costs (i.e. non New Westminster fees associated to the program delivery)
- Equipment (non-consumable materials with < 1 year lifespan – i.e. soccer balls)
- Bank charges (cost recovery)
- Space or room costs
- Number of registered participants (i.e. class size)
- Costs associated to public safety (i.e. Covid-19)
- Administration, sales and inflationary costs

As such registered program fees are subject to fee changes throughout the term of the fees and charges bylaw amendment.

Private Lessons

| Duration | Service | Child Fee (< 16 years) | Adult Fee (16+ years) |
|---------------------------------------|-----------------------------------|------------------------|---------------------------|
| 30 minutes | Gymnastics, Trampoline or Skating | \$29.50 | \$29.52 + GST = \$31.00 |
| 30 minutes | Aquatics | \$33.00 | \$33.33 + GST = \$35.00 |
| 45 minutes | Gymnastics & Trampoline | \$35.50 | \$35.71 + GST = \$37.50 |
| 90 minutes | Skateboarding & Tennis | \$73.50 | \$73.33 + GST = \$77.00 |
| Private (1 hour) | Personal Training Assessment | n/a | \$70.00 + GST = \$73.50 |
| Private (1 hour) | Personal Training - 1x | | \$56.19 + GST = \$59.00 |
| | Personal Training - 3x | | \$160.00 + GST = \$168.00 |
| | Personal Training - 5x | | \$252.38 + GST = \$265.00 |
| | Personal Training - 10x | | \$476.19 + GST = \$500.00 |
| Semi Private (2 participants, 1 hour) | Personal Training - 1x | | \$80.00 + GST = \$84.00 |
| | Personal Training - 3x | | \$228.57 + GST = \$240.00 |
| | Personal Training - 5x | | \$360.00 + GST = \$378.00 |

| | | | |
|--|-------------------------|--|---------------------------|
| | Personal Training - 10x | | \$680.00 + GST = \$714.00 |
|--|-------------------------|--|---------------------------|

DROP IN FEES

| Active Admission & Membership Fees | | | | | |
|--|-----------------------|---------------------------------|------------------------------|------------------------------|---------------------------|
| User | Active 1 Visit | Active 10x Visit (20% Discount) | Active 30 Day (25% Discount) | Active 90 Day (25% Discount) | Active 365 (45% Discount) |
| Child (1 – 12 years) | \$3.50 | \$28.00 | \$30.70 | \$92.00 | \$270.00 |
| Youth (13 – 18 years) | \$4.52 + GST = \$4.75 | \$36.19 + GST = \$38.00 | \$40.95 + GST = \$43.00 | \$121.43 + GST = \$127.50 | \$357.14 + GST = \$375.00 |
| Adult (19 – 64 years) | \$6.52 + GST = \$6.85 | \$52.38 + GST = \$55.00 | \$58.09 + GST = \$61.00 | \$175.24 + GST = \$184.00 | \$514.29 + GST = \$540.00 |
| Senior (65+ years) | \$4.76 + GST = \$5.00 | \$38.10 + GST = \$40.00 | \$42.86 + GST = \$45.00 | \$128.57 + GST = \$135.00 | \$376.19 + GST = \$395.00 |
| Active admission fees give users access to <u>eligible</u> Department drop-in services. Some drop-in services are excluded based on the users age, a membership requirements or the services fee (i.e. prevent clients from overpaying). | | | | | |
| Time based membership fees are based on 12 single admission fees less 25%. | | | | | |

Aquatics

| User | Location | Admission Fee |
|-------------|--|-----------------------|
| Under 4 | Moody Park Outdoor Pool & Hume Park Outdoor Pool | Free |
| All - Daily | | \$1.90 + GST = \$2.00 |

Gymnastics

| User | 1 Visit |
|---|-----------------------|
| Child and Parent & Tot (under 13 years) | \$5.00 |
| Youth (13 -18 years) | \$6.67 + GST = \$7.00 |
| Adult (19+ years) | \$8.57 + GST = \$9.00 |
| Family (per person) | \$3.57 + GST = \$3.75 |

Skating

| Type of Public Skate | User | Fee |
|---------------------------|-----------|---|
| All - Non-Hockey | All | \$2.00 / person (participants under 3 are free) |
| All - Recreational Hockey | 18+ years | \$4.52 + GST = \$4.75 |
| Figure Skating | All | \$7.62 + GST = \$8.00 |

Century House

| Fee Type | Description | Admission Fee |
|--|---|--|
| Annual Membership | Requirement to participation | \$23.81 + GST = \$25.00 / year (based on Jay's preliminary feedback) |
| Single Admission | Fitness Classes or weight room use for Members 50+ | \$4.76 + GST = \$5.00 |
| 50+ Limited 10 Visit Pass (20% discount) | | \$38.10 + GST = \$40.00 |

Youth Centre

| Fee Type | Description | Admission Fee |
|-------------------|--|--|
| Annual Membership | For 11 - 18 year old members | \$20.00 + GST = \$21.00 / year |
| Single Admission | Includes general youth drop-in services and associated programs | \$0.95 + GST = \$1.00 |
| Single Admission | Special Event | \$0.95 + GST = \$1.00 (member) \$1.90 + GST = \$2.00 (non-member) |
| Sports Drop-In | Includes skates, swims, fitness centre, registered programs and outtrips | \$1.90 + GST = \$2.00 |

Childminding

| Newborn – 10 years | Location | Admission Fee |
|-------------------------|--|---------------|
| 1 hour | Centennial Community Centre & Temsewtxw Aquatic and Community Centre | \$6.00 |
| 10 hours (20% discount) | | \$48.00 |

Miscellaneous

| Fee Type | Location | Admission Fee |
|---|-----------------------------|-----------------------|
| Shower Use (1x) | Various | \$2.15 + GST = \$2.25 |
| Registered Programs with a Drop-In Option | Service based | Variable Fee |
| Judo | Centennial Community Centre | \$9.05 + GST = \$9.50 |
| Motoring Munchkins | Various | \$3.25 |
| Get Active Grade 5 | Various | Free |
| Stay Active Grade 6 | Various | Free |

FILMING FEES (subject to applicable tax)

Permit Fees

| | |
|--|-----------------------------------|
| License Fee | \$300.00 |
| Street Occupancy Film Fee | \$225.00 / day |
| Multiple Location License Fee (2+ locations on the same permit) | \$75.00 |
| Daily Inspection Fee | \$100.00 / day |
| Damage / Performance Deposit | \$500.00 - \$5,000.00 |
| Parking | \$200.00 / block / face / day |
| Meter Charges (in addition to street occupancy) | \$15.00 / meter / day |
| Temporary No Parking Signage | \$150.00 / block |
| Garbage Disposal | Set by Engineering Opps |
| Filming at City Hall (preparation & clean up) | \$1,500.00 / day |
| Filming at City Hall (active interior filming) | \$5,000.00 / day |
| Parking at City Hall | \$750.00 / day |
| Civic Facility Exteriors | \$500.00 / day |
| Fire Hydrant Access | \$100.00 / hydrant / day |
| Fire Hydrant Use for Wet Down | \$250 / hydrant / day |
| (Permitted only if Metro Vancouver water restrictions are below Level III) | |
| Municipal Services | \$75.00 / hour plus overtime |
| Business License | \$150.00 |
| Irving House | \$1,000.00 / day |
| Other Civic Facilities | \$500.00 / day |
| Parking Infraction | \$200.00 / occurrence / day |
| Damage Deductions (2x employee(s) collective agreement rate) | Variable |
| Onset City Staff Liaison (2x employee(s) collective agreement rate) | Variable |
| Student Permits (Administrative Costs) | Free |
| Civic Location Fee (not already listed) | By Quote |
| Prep & Wrap Days | By Quote or 50% of Location Fee |
| Permit Changes During Active Filming | \$300.00 |
| Location Hold Fee (non-refundable) | \$1,000.00 |
| Re-Occurring Location Fee | \$250.00 |
| Lunch Tent Fee (on civic property) | \$300.00 / day |
| Moving Picture Car Administration Fee | \$100.00 |
| FX or Gun Use Administration Fee | \$175.00 |
| Curfew Extension Fee | \$250.00 / hour outside of curfew |
| Drone Use Administration Fee | \$500.00 |
| Multiday Film Permit Fee | \$100.00 / additional day |

Police Services

| | |
|--|---------------------------|
| Deposit to cover estimated Policing (# of officers x # of hours x 1.5 x \$110.00) | \$130.00 / hour / officer |
| Use of Police Vehicle as a prop | \$127.00 / day |

Fire Services

| | |
|---|------------------|
| Equipment & Staff | By quote |
| Fire Inspector (FX, safety plan & consulting) | \$100.00 / hour |
| Performance Deposit (minimum) | \$1000.00 |
| Fire Administration | 10% of Fire Fees |

Administration

20% Fee on all filming charges (exception Fire fees)

Fraser Cemetery

| | |
|---------------------------------|---|
| Prep & Wrap Days | \$1,000.00 / day |
| Filming Days | \$2,000.00 / day |
| Cemetery Staff (4 hour minimum) | \$75.00 / hour regular time \$100.00 / hour for overtime |
| Grave Side Props | \$300.00 / day |
| Cemetery Facility Interior Use | \$500.00 |
| Equipment Use | By quote |

Parks and Recreation

Recreation Facilities and Parks
 Film Parking Lot Rental (i.e. 4th Avenue & 1st Street lots)
 Film Parking Lot Rental (QPA & CGP lots)

By Quote
 \$750.00 for a 24-hour period / lot
 \$1,000.00 for a 24-hour period / lot

Filming fees are subject to increases without notice for 2023.

| SPECIAL EVENTS | | |
|------------------------------|-------------|---|
| Fee Type | User | Fee |
| Damage & Performance Deposit | All | \$500.00 - \$2,000.00 |
| Police Officer | All | \$133.33 + GST = 140.00 / hour (subject to change) |
| Engineering Operations Staff | All | By Quote |
| Waste Disposal | All | By Quote |
| Use of Civic Spaces | All | By Quote or prices set herein |
| Onsite Staff Liaison | All | Variable |
| Barricade Delivery & Removal | All | By Quote |

| Commercial Sales or Rentals of Hanging Baskets to New Westminster Businesses or Organizations Only | |
|---|---------------------------------|
| City Hanging Basket Rental & Water Services | \$325.89 x GST + PST = \$365.00 |
| Hanging Basket Sale – 18" | \$125.00 x GST + PST = \$140.00 |

| Miscellaneous Park Fees | |
|---------------------------------------|---|
| Park Memorial Donation (non-bench) | By Quote |
| Deluxe Memorial Bench | \$3,465.00 |
| Lounger Memorial Bench | \$6,400.00 |
| Plaque Replacement | \$446.43 + GST + PST = \$500.00 |
| Off-Site Works & Services Tree Fee | 2022 = \$650.00 + GST & PST = \$728.00 2023 = \$775 + GST & PST = \$868.00 |

RENTAL DEFINITIONS

NEW WESTMINSTER YOUTH GROUPS

| | |
|-------------------|---|
| Definition | Youth Activity Group means a Bonafied New Westminster based non-profit organization that delivers organized sports leagues, tournaments and recreation-based services to residents under 19 years of age. Youth activity groups require 60% participation membership from New Westminster residents and they must be open to all New Westminster youth. |
| Meeting | Defined as a gathering of the group's members to carry out regular operational business of the league or group. If the primary purpose of the booking is a meeting, food is permitted, otherwise the activity rate applies. |
| Activity | Defined as a gathering where a fee may be exchanged for attendance/instruction (examples: coaches clinics for non-New Westminster people or fund-raising activities for the sports groups (examples: garage sale, bake sale). |
| Social | Defined as a youth social gathering |
| Banquet | Defined as an evening dance or reception, involving food and drink |

NOT FOR PROFIT ORGANIZATION AND/OR INDIVIDUALS

| | |
|-------------------|---|
| Definition | Community groups or associations with a society number or registered charitable organization number, or individuals, who do not stand to gain from the use of the space. |
| Meeting | Defined as a gathering of the group's members to conduct business in a seated meeting or workshop format. If the primary purpose of the booking is a meeting, food is permitted, otherwise the activity rate applies |
| Activity | Defined as a function that involves fundraising or where a program / activity is provided to the group's members. A program / activity is defined as having a specific time frame or having a starting / stopping date. |
| Social | Defined as a tea, fashion show, display, wine & cheese or family celebrations. |
| Banquet | Defined as an evening dance or reception, involving food and drink |

BUSINESS

| | |
|-------------------|--|
| Definition | Private, Business or Commercial Groups means a private sector for-profit businesses or individuals undertaking for-profit activities. <i>Examples:</i> Travel Agencies, Strata Council Meetings, Walmart, etc. |
| Meeting | Defined as a gathering of colleagues, employees, etc., for business purposes where the public does not attend (i.e. Union and Strata meetings, etc.). If the primary purpose of the booking is a meeting, food is permitted, otherwise the activity rate applies |
| Activity | Defined as when the general public is invited, sales may take place or at least the promotion of their products to potential clients. |
| Social | Defined as a tea, fashion show, display, wine & cheese, breakfast /lunch/dinner meeting or corporate celebration. |
| Banquet: | Defined as an evening dance or reception involving food and drink. |

RENTAL INFORMATION, TERMS & CONDITIONS

1. The Department, through its Service Area Manager, determines the amount of time necessary to accommodate a booking request that considers group size, user group, room use, room set up, the user group's room use and room clean up time. All room rentals are subject to additional fees, as applicable, related to staffing, maintenance, custodial needs, equipment or furniture set up, etc.
2. All rates are based on regularly staffed hours at the facility. Exceptions will be reviewed on an individual basis.
3. Recreation Managers will notify each other if user groups have been non-compliant with the rental contract and this may affect the user group's ability to rent Department spaces in the future.
4. Sport room rentals are listed under the individual facilities
5. The Department is required to collect Entandem Fees (i.e. music license fees) on applicable rental bookings (plus applicable sales tax) based on occupancy, music use and dancing.
6. Facility Allocation Policy - the Department uses its Facility Allocation Policy to determine user group's eligibility and priority with accessing spaces.
7. Recreation Rate - The recreation rate must be applied for in writing to the Senior Manager of Recreation Services and Facilities and is applicable to regular New Westminster Minor Sport and Recreation user groups utilizing Parks and Recreation facilities. It is available on a once per year basis for the total Department, NOT per facility and is based on 30% reduction of Business rate.
8. Performance, Security & Damage Deposits - A minimum deposit of \$200.00 for socials and \$500.00 for banquet rentals is required but depositions based on the rental may be larger based on the nature of the group and space use. Deposits will be returned, in full, if the user has left the premise undamaged, clean and organized (i.e. in the state received). Deposits will be withheld, partially or fully, to cover damages or custodial expenses if the contract agreements have not been met or are broken. If damages or custodial charges exceed the damage deposit, Parks and Recreation will invoice user for all outstanding fees. Full deposit conditions are outlined on the facility use contract and signed by user group.
9. Additional Staff - Where extra staff is required for a function or a statutory holiday, the user group will pay the total cost of that staff person.
10. Minor Sport & Youth Group Meetings - New Westminster Minor Sport groups and youth groups recognized by the City are entitled to free meeting room space in a Parks and Recreation facility for organizational business administrative purposes. Reflecting the City's allocation policies, booking requests for free space can be confirmed up to 3 months in advance and subject to availability.
11. Tax Tariffs - All applicable tax and tariffs are applied to the fees listed herein.
12. Refunds - Refunds are subject to the criteria outlined in the Parks and Recreation Department Refund Policy and Procedures document (#287443).
13. Residents' Associations - Residents' Associations (RA) recognized by the City are entitled to one free meeting per month for organization business administration purposes in a Parks and Recreation Department facility (exception – Centennial Lodge). Reflecting the City's allocation policies, booking requests for free space can be confirmed up to three months in advance and subject to availability.
14. Facility Allocation Policy - Rental allocation is governed by the Parks and Recreation Facility Allocation Policy (69863).

15. Centennial Lodge - Rental requests are restricted to 90 days prior to the rental date for Meeting Rentals that take place on a Sunday.
16. Individuals and Groups booking recreation and community facilities may be required to obtain liability insurance coverage as determined by the Parks and Recreation Department. If provided through the City, fees for such insurance will be levied on a cost recovery basis. Rates will be variable and dependent upon a number of factors including: size of group, duration of booking, relative risk of activities and whether or not alcohol is served.
17. All Candidates Forums - in the period between the declaration of candidates or dropping of the writ and Election Day, All Candidate Forum room bookings made to Eligible New Westminster Organizations for will be booked at no-charge subject to space availability and the Parks and Recreation Facility Allocation Policy criteria. Further, free room bookings are extended to any referendum process if all sides of each referendum question(s) are represented from the time the referendum question(s) is released and the referendum closing date. All candidate forums must have a rental agreement for a designated indoor or outdoor Parks and Recreation space. No political lobbying, campaigning or solicitation is permitted, in any Parks and Recreation space, without an approved space rental agreement.
18. Century House has limited public rental opportunities based on its purpose to offer seniors and youth services.
19. t̓əməsewtxʷ Aquatic and Community Centre rental fees will be created, piloted and charged in 2023 and may be different than existing rental fees listed herein. All t̓əməsewtxʷ Aquatic and Community Centre rental fees will be formalized in the 2024 Fees and Charges Bylaw Amendment.

All Candidate Forums - Purpose & Definitions

1. To support resident and candidate participation in the democratic process;
2. To promote local resident's awareness of and participation in the electoral process at the local, provincial and federal levels of government; and
3. To further electorate knowledge of all candidates and political party positions, goals and visions.

Eligible New Westminster Organizations – means a Council identified New Westminster Residents' Associations, School District #40 District Parent Advisory Council, a New Westminster Business Improvement Association or a New Westminster situated community organization possessing a charitable or not-for-profit status that predominately serves New Westminster residents.

All Candidate Forums – means public meetings where all candidates are invited to speak, and further, receive and questions from members of the public with the purpose to promote voter knowledge and participation. All Candidate Forums may have focus on election subgroups such as all mayoral candidates, all councilor candidates and/or all school trustee candidates. Finally, all candidates must be invited to participate in All Candidate Forums to be eligible for a no-charge room booking.

NOTES

1. **ACCESS & INCLUSION POLICY** - the Parks and Recreation Department offers reduced fees and participant support services to promote participation and accessibility.
2. **FEE ADJUSTMENTS** - Under special circumstances, the Director of Parks and Recreation (or designate) may adjust fees and charges rates to meet current market value or extraordinary bookings.
3. **CORPORATE WELLNESS PROGRAM** – admission fees are adjusted to reflect the City's Corporate Wellness Policy and Program.
4. **ACTIVE GRADE FIVE & SIX PROGRAMS** - Council may approve free admission access to New Westminster students in grade five and/or grade six with a defined term.
5. **FOOD, BEVERAGE, VENDING & MERCHANDIZE SALES** - All applicable fees are priced at market value and subject to change, sales, discounts or other promotions.
6. **EXTRAORDINARY OR UNKNOWN FEES** - Parks and Recreation has the ability to charge users, residents, property owners and filming production companies additional or extraordinary fees and charges in the event that **a)** services fees may be unknown or greater than quoted, and **b)** in the event the City is required to perform services to ensure public safety, maintain City operations or ensure public use of public property (i.e. the City may be required to perform arborist or horticulture work, on private property with or without notification, to ensure that private property trees or vegetation do not restrict public access or public safety related to using City sidewalks) or **c)** charges related to filming on City property or fines associated to breaching permit requirements.
7. **PARTNERSHIPS** - The Department may elect to waive third parties rental fees if the service provided is offered in partnership with Parks and Recreation and offers a public good. Admission fees will be used to recover service costs.
8. **TREE PROTECTION & ANVIL CENTRE FEES** – these fees are set in alternative City of New Westminster Bylaws.
9. **COVID-19** – Provincial Health Officer orders to protect public safety may affect Parks and Recreation service delivery, fees and patron participant requirements.