

CORPORATION OF THE CITY OF NEW WESTMINSTER



PARKS & RECREATION FEES BYLAW NO. 6673, 2001

EFFECTIVE DATE: July 9, 2001

CONSOLIDATED FOR CONVENIENCE ONLY
(November 24, 2017)

This is a consolidation of the bylaws listed below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

<u>Amendment Bylaw</u>	<u>Amends</u>	<u>Adopted</u>	<u>Effective</u>
6752, 2002	Schedule A	July 15, 2002	September 1, 2002
6928, 2004	Schedule A	July 12, 2004	September 1, 2004
7010, 2005	Schedule A	May 16, 2005	September 1, 2005
7099, 2006	Schedule A	May 29, 2006	September 1, 2006
7149, 2007	Schedule A	Mar 26, 2007	September 1, 2007
7223, 2008	Schedule A	April 7, 2008	September 1, 2008
7313, 2009	Schedule A	June 1, 2009	September 1, 2009
7403, 2010	Schedule A	August 30, 2010	July 1, 2010
7516, 2012	Schedule A	May 28, 2012	September 1, 2012
7629, 2013	Schedule A	Nov. 4, 2013	January 1, 2014
7792, 2015	Schedule A	Nov. 16, 2015	January 1, 2016
7865, 2016	Schedule A	Oct. 17, 2016	January 1, 2017
7955, 2017	Schedule A	Oct. 30, 2017	February 6, 2018

The bylaw numbers highlighted in this consolidation refer to the bylaws that amended the principal Bylaw No. 6673, 2001. The number of any amending bylaw that has been repealed is not referred to in this consolidation.

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 6673, 2001

(A Bylaw to impose Fees and Charges for Parks & Recreation Department Services)

WHEREAS Council is authorized by the *Local Government Act* to establish and operate any service that the council considers necessary for all or part of the City;

AND WHEREAS Council has established and operates the City of New Westminister Parks & Recreation Department;

AND WHEREAS Council may impose a fee or charge payable in respect of all or part of a service of the City;

NOW THEREFORE, the Council of the Corporation of the City of New Westminister, in open meeting assembled, ENACTS AS FOLLOWS:

1. CITATION

This Bylaw may be cited for all purposes as "Parks & Recreation Fees Bylaw No. 6673, 2001".

2. FEE FOR USE

Every person using any service of the City of New Westminister Parks & Recreation Department listed in the FEES AND CHARGES MANUAL attached as Schedule "A" and forming part of this Bylaw including, without limitation, rental or use of facilities or equipment or obtaining any service, shall pay the fee or charge for that rental, use or service which is set forth in Schedule "A" and which is hereby imposed in accordance with the applicable conditions, definitions, comments, notes and requirements set for in Schedule "A" relating to such fee or charge.

3. This Bylaw comes into force and effect on September 1, 2007.



FEES AND CHARGES MANUAL

Effective February 6, 2018

Parks and Recreation Administration 600 Eighth Street	604.527.4567
Canada Games Pool 65 East Sixth Avenue	604.526.4281
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
Queensborough Community Centre 920 Ewen Avenue	604.525.7388
Queen's Park Arena First Street & Third Avenue	604.777.5111

active@newwestcity.ca

www.newwestcity.ca

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RENTAL FEES

FACILITIES: Room capacity up to 25 people

Centennial Community Centre - Kitchen & Piano Room (20)
Queensborough Community Centre - Channel Room (10)
Queensborough Community Centre - Samson Room (20)

GROUP	MEETING (1 hour minimum)	ACTIVITY (1 hour minimum)	SOCIAL (1 hour minimum)
NW Youth Groups	No charge	\$11.43 + GST = \$12.00	\$22.86 + GST = \$24.00
Non-Profit & Individuals	\$5.71 + GST = \$6.00	\$11.43 + GST = \$12.00	
Business	\$17.14 + GST = \$18.00	\$34.29 + GST = \$36.00	

FACILITIES: Room capacity up to 75 people

Centennial Community Centre - Creek Room (40), Brook Room (30)	Queensborough Community Centre - Port or Royal Rooms (75)
Century House - Spruce Room (40)	Queen's Park Arena - North Lobby (60, no socials)
Queensborough Community Centre - Poplar Room (60)	Queensborough Community Centre - Island Room (60)
Queen's Park Board Room (20)	

GROUP	MEETING (1 hour minimum)	ACTIVITY (1 hour minimum)	SOCIAL (1 hour minimum)
	* 2 x base rate for 25 room capacity		
NW Youth Groups	No charge	\$22.86 + GST = \$24.00	\$46.19 + GST = \$48.50
Non-Profit & Individuals	\$11.43 + GST = \$12.00	\$22.86 + GST = \$24.00	
Business	\$34.29 + GST = \$36.00	\$67.14 + GST = \$70.50	

FACILITIES: Room capacity up to 135 people

Centennial Community Centre - River Room (90)	Queensborough Community Centre – Port Royal Room (135)
Centennial Lodge - Main Hall (135)	Queensborough Community Centre – Poplar Island Room (100)

GROUP	MEETING (1 hour minimum)	ACTIVITY (1 hour minimum)	SOCIAL (1 hour minimum)	BANQUET OR DANCE (14 hours approximately)
NW Youth Groups	No Charge	\$35.48 + GST = \$37.25 Or 12.5% + GST	\$88.57 + GST = \$93.00 Plus Socan and Re:Sound	\$720.95 + GST = \$757.00 Plus Socan & Re:Sound
Non-Profit & Individuals	\$17.62 + GST = \$18.50	\$35.48 + GST = \$37.25 Plus 12.5% + GST		
Business	\$53.33 + GST = \$56.00	\$106.67 + GST = \$112.00		

FACILITIES: Room capacity up to 350

Queensborough Community Centre – Fraser River Room	Centennial Community Centre – Gym
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GROUP	MEETING (1 hour minimum)	ACTIVITY (1 hour minimum)	SOCIAL (1 hour minimum)	BANQUET OR DANCE Music & Dance (14 hours approx.)
NW Youth Groups	No Charge	\$77.62 + GST = \$81.50	\$121.90 + GST = \$128.00 Plus Socan and Re:Sound	<i>January – March</i> \$720.95 + GST = \$757.00
Non-Profit & Individuals	\$38.57 + GST = \$40.50	\$77.62 + GST = \$81.50 Plus 12.5% + GST		<i>April – December</i> \$974.29 + GST = \$1,023.00
Business	\$116.19 + GST = \$122.00	\$232.86 + GST = \$244.50 Plus 12.5% + GST		Plus Socan and Re:Sound

Queensborough Community Centre Fraser River Room Preparation Rates:

- Setup **or** take down = \$192.38 plus GST = \$202.00
- Setup **&** take down = \$242.86 plus GST = \$255.00

Commercial groups are charged the 'Not for Profit Fundraiser rate for set up & take down time and the regular room rate for the actual event.

FACILITIES: Facility capacity up to 500 people

Queen's Park Arena - Dry floor		
GROUP	MEETING OR ACTIVITY (1 hour minimum)	
Non-Profit	\$143.81 + GST = \$151.00	
Business	\$287.62 + GST = \$302.00	
Queensborough Community Centre – Fraser River Room & Port Royal Room		
GROUP	BANQUET OR DANCE WITH MUSIC & DANCE (approx. 14 hours)	
NW Youth, Non-Profit & Business	<i>April - December</i> \$1,493.33 + GST = \$1,568.00 Plus Socan and Re:Sound	<i>January - March</i> \$1,441.90 + GST = \$1,514.00 Plus Socan and Re:Sound

Other Facilities

Centennial Lodge	September – June Monthly Fee	July & August Monthly Fee
Arts Council of New Westminster	\$334.76 + GST = \$351.50	\$334.76 + GST = \$351.50
Queen's Park Preschool	\$1,200.95 + GST = \$1,261.00	\$300.95 + GST = \$316.00

RENTAL DEFINITIONS

NEW WESTMINSTER YOUTH ACTIVITY GROUPS

Definition	New Westminster groups providing activity for local youth. Examples: Royal City Youth Soccer Club, New Westminster Minor Baseball, New Westminster Minor Hockey, Guides, Scouts, etc.
Meeting	Defined as a gathering of the group's members to carry out regular operational business of the league or group.
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 a dance or reception, involving food and drink

NOT FOR PROFIT

Definition	Community groups or associations with a society number or registered charitable organization number, where an individual or business does not stand to gain from the use of the space.
Meeting	Defined as a gathering of the group's members to conduct business relating to their groups' activities.
Activity	Defined as a function that involves fundraising (swap meet, stamp sale/show, information fair) or where a program / activity is provided to the group's members. A program / activity are defined as having a specific time frame or having starting / stopping date.
Social	Defined as a tea, fashion show, display, wine & cheese, breakfast /lunch meetings or children's party.
Banquet	Defined as a dance or reception, involving food and drink

BUSINESS

Definition	For profit entities that include individual(s) or business enterprise. <i>Examples:</i> Travel Agencies, Strata Council Meetings, Walmart, etc.
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Meeting	Defined as a gathering of colleagues, employees, etc., for business purposes where the public does not attend.
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 children's party.
Banquet:	Defined as a dance or reception involving food and drink.

RENTAL INFORMATION, TERMS & CONDITIONS

1. The Department, through its Facility Managers, 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 Re: Sound & SOCAN Fees (i.e. music license fees determined by the source) 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 Assistant Director of Parks and Recreation 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 Private rate.
8. Performance, Security & Damage Deposits - A minimum deposit of \$200.00 for banquet rentals and \$100.00 for sport 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 is entitled to one free meeting per month for organization business administration purposes in a Parks and Recreation Department facility. 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 Friday, Saturday or Sunday.

Arenas

A. PUBLIC SKATES

	1x Admission	10x Pass (20% Discount)
3 and under	\$0.00	n/a
Children (4 - 12 years)	\$2.00	\$16.00
Teens (13 - 17 years)	\$2.48 + GST = \$2.60	\$19.90 + GST = \$20.90
Adults (18 - 64 years)	\$4.05 + GST = \$4.25	\$32.00 + GST = \$33.60
Seniors (65+ years)	\$2.00 + GST = \$2.10	\$16.00 + GST = \$16.80
Discounted Skates (all ages)	\$0.95 + GST = \$1.00	n/a

B. SPECIAL SKATES

Family Rate (Maximum 5 people)	\$9.00 + GST = \$9.45
Recreation Hockey	Adult Regular Admission
Parent & Tot Hockey	Regular Admission
Youth Hockey	Regular Admission

C. ICE RENTAL*

Weekdays

Non-Prime Time: 12:00 am - 6:00 pm	\$129.52 / hour + GST = \$136.00
Prime Time: 6:00 pm - 12:00 am	\$259.05 / hour + GST = \$272.00

Weekends

Non-Prime Time: 12:00 am - 6:00 am	\$129.52 / hour + GST = \$136.00
Prime Time: 6:00 am - 12:00 am	\$259.05 / hour + GST = \$272.00

July & August

12:00 am - 12:00 am	\$129.52 / hour + GST = \$136.00
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* Under special circumstances the Director of Parks and Recreation may adjust the above rates to meet current market value. The non-prime and summer rates are priced at 50% of the prime rate.

D. NEW WESTMINSTER MINOR SPORTS FEE FORMULA (Hockey & Ringette)

Fall / Winter / Spring

Non-Prime Time	\$45.95 + GST = \$48.25
Prime Time	Formula (\$77.72 + GST = \$81.60)
<i>Maximum Cost = % of New Westminster participants registered x difference between maximum & minimum cost</i>	
<i>Minimum Cost = 30% of Prime Time rate & Maximum Cost = 50% of Prime Time rate</i>	

E. PRIVATE SKATING PARTIES

1. Regular ice rental rate plus additional staff costs.
2. Use of toys, Santa or 1 staff person) - \$38.10 / hour of ice booked + GST = \$40.00

F. SKATE SHOP

a) Skate Sharpening	\$3.88 + GST & PST	= \$4.35
b) Regular Skate Rental - Single	\$2.32 + GST & PST	= \$2.60
- 10x Regular pass	\$18.60 + GST & PST	= \$20.83
c) Lesson Skate Rental*	\$1.87 + GST & PST	= \$2.10
d) Discounted Skate Rental Rate	\$1.87 + GST & PST	= \$2.10
e) Corkers	\$1.38 + GST & PST	= \$1.55

*Parents participating in Parent & Tot lessons are entitled to free corker or skate rentals.

G. PRIVATE & SCHOOL LESSONS

- 1. Private Skating Lessons:
 - <14 years, 30-minutes \$24.60
 - 14+ years, 30-minutes \$24.62 + GST = \$25.85
- 2. School Lessons \$3.70 per student and lesson

H. SCHOOL ICE RENTAL RATES

- New West Schools – K to Grade 5 \$34.30 (multiple classes ok, skate rental extra)
- New West Schools – Grades 6+ \$34.38 + GST & PST= \$38.50 (per class / hour & free skate rentals)
- Non New Westminster Schools \$68.57 + GST = \$72.00 (skate rentals not included)
- Daycares & Preschools
 - i. < 35 people (½ ice) \$34.29 + GST = \$36.00 (per hour plus skate rentals)
 - ii. >35 people \$68.57 + GST = \$72.00 (per hour plus skate rentals)
- NWSS Hockey Academy \$97.14 + GST = \$102.00 (per hour, 75% of non-prime rate during school hours)

I. ADULT HOCKEY

Junior Hockey A or B & other ice events that charge admission
Regular ice rates or 12 ½% of gross revenue plus GST, whichever is greater.

J. SPORTS TEAMS - New Westminster only

- Dry Floor – Prime Time* \$82.86 + GST = \$87.00 / hour
- Dry Floor – Non-Prime Time* \$41.43 + GST = \$43.50 / hour

**Non-Prime Time is non-statutory holiday weekdays before 3:00 pm; all other time is deemed Prime Time.*

Minors & Intermediate \$25.05 + GST = \$26.30

Junior & Senior (based on Dry Floor rate)

- (a) Junior A or B Dry floor rate minus 20%
\$65.71 + GST = \$69.00 / hour or 12.5 % of gross gate (whichever is greater) plus GST
- (b) Senior A or B & Masters Dry floor rate is \$82.86 + GST = \$87.00 / hour or 12.5 % of gross gate (whichever is greater) plus GST

NOTES:

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 Arenas – charge will be actual cost plus 50%.

Canada Games Pool

A. UNIVERSAL ADMISSION FEES

User	1x Admission	10x Visit (20% Discount)	1 Month (25% Discount)
Child (6 – 12 years)	= \$3.00	= \$24.00	= \$27.00
Youth (13 – 18 years)	\$4.05 + GST = \$4.25	\$32.38 + GST = \$34.00	\$36.43 + GST = \$38.25
Adult (19 – 64 years)	\$5.95 + GST = \$6.25	\$47.62 + GST = \$50.00	\$53.57 + GST = \$56.25
Senior (65+ years)	\$3.57 + GST = \$3.75	\$28.57 + GST = \$30.00	\$32.14 + GST = \$33.75
<i>Universal admission fees all users to access all eligible Department drop-in services. Some drop-in services are excluded based on the users age, a membership requirements or service fee (i.e. prevent clients from overpaying for a \$1.00 skate).</i>			
<i>Time based membership fees are based on 12 single admission fees less 25%.</i>			
<i>The Universal single admission fee provides the customer with access to as many eligible drop-in services visits offered by the Department on the day of the purchase.</i>			

OTHER POOL ADMISSION FEES

Loonie Swim	\$0.95 + GST = \$1.00	
Partial Closure Swim	\$1.90 + GST = \$2.00	
Access	\$3.57 + GST = \$3.75	(Per Financial Assistance Policy)
Lesson 5x Pass	\$14.29 + GST = \$15.00	(restricted times)
Over 40 Swims	\$28.57 + GST = \$30.00	(restricted ages and times)

B. LOCKER RENTALS

Lockets	\$0.09 + GST = \$0.10
Half Locker	\$0.24 + GST = \$0.25
Full Size Locker	\$0.48 + GST = \$0.50

C. AQUATIC REGISTERED PROGRAMS - BY FORMULA

D. SPECIALTY LESSONS

Private Lessons <15 years (instructor cost recovery)	\$29.50
Private Lessons 15+ years (instructor cost recovery)	\$29.52 + GST = \$31.00

E. CANADA GAMES POOL RENTALS

(Eligibility and Terms and Conditions defined in the Aquatic Facility Allocation Policy)

Non-Prime Time All days before 9:00 am

Defined as time not normally used for regular programming. All other times are Prime Time.

F. LANE RENTAL RATE

Base Rate (Non-Profit)

\$306.00 + GST = \$321.30 per hour for sixteen 25 metre lanes

\$20.00 + GST = \$21.00 per 25m lane per hour

New Westminster Swim Club (50% of base rate)

\$153.00 + GST = \$160.65 per hour for sixteen 25 metre lanes

\$10.00 + GST = \$10.50 per 25m lane per hour

Commercial Rate (3x non-profit rate)

\$918.00 + GST = \$963.90 per hour for sixteen 25 metre lanes

\$60.00 + GST = \$63.00 per 25m lane per hour

G. SWIM MEET RENTAL RATES

Base rate (Non-profit, Individuals or Groups)
\$306.00 + GST = \$321.30 per hour for sixteen 25 metre lanes

New Westminster Swim Club (75% of base rate)
\$229.50 + GST = \$240.98 per hour for sixteen 25 metre lanes

Swim meet rate applies to all time that regular program is cancelled from initial warm-up to the end of the competition, including break time between as well as time before or after competition where programs have been cancelled to accommodate the meet or tournament.

H. AQUATIC RENTAL STAFF RATE (Lifeguard or Maintenance) - \$35.00 x GST = \$36.75 / hour

I. OUTDOOR POOLS

Admissions	1x Admission	10x Pass (20% Discount)
3 & under	\$0.00	\$0.00
Children (4 - 12 years)	\$1.75	\$14.00
Youth (13 - 18 years)	\$1.90 + GST = \$2.00	\$15.24 + GST = \$16.00
Adults (19 - 64 years)	\$2.38 + GST = \$2.50	\$19.05 + GST = \$20.00
Seniors (65+ years)	\$1.90 + GST = \$2.00	\$15.24 + GST = \$16.00
Weekends (all users)	\$0.00	\$0.00

Rental Occupancy & Rates (Limited availability & one hour minimum booking requirement)

1 – 30 swimmers	\$66.67 + GST = \$70.00	50 – 89 Swimmers	\$131.43 + GST = \$138.00
30 – 49 swimmers	\$98.57 + GST = \$103.50	90+ Swimmers	\$164.29 + GST = \$172.50

Centennial Community Centre

(See pages 1 - 6 for room rental rates)

A. GYM SPORT RENTAL – same rates as Queensborough Community Centre (page 15)

B. BUILDING CLOSED RATE

When a building is closed staff wages and benefits are charged in addition to the rental fees.

C. JUDO - Room 4 \$14.29 / hour + GST = \$15.00

D. UNIVERSAL ADMISSION FEES

User	1x Admission	10x Visit (20% Discount)	1 Month (25% Discount)
Child (6 – 12 years)	\$2.86 + GST = \$3.00	\$22.86 + GST = \$24.00	\$25.71 + GST = \$27.00
Youth (13 – 18 years)	\$4.05 + GST = \$4.25	\$32.38 + GST = \$34.00	\$36.43 + GST = \$38.25
Adult (19 – 64 years)	\$5.95 + GST = \$6.25	\$47.62 + GST = \$50.00	\$53.57 + GST = \$56.25
Senior (65+ years)	\$3.57 + GST = \$3.75	\$28.57 + GST = \$30.00	\$32.14 + GST = \$33.75
<i>Universal admission fees all users to access all eligible Department drop-in services. Some drop-in services are excluded based on the users age, a membership requirements or service fee (i.e. prevent clients from overpaying for a \$1.00 skate).</i>			
<i>Time based membership fees are based on 12 single admission fees less 25%</i>			
<i>The Universal single admission fee provides the customer with access to as many eligible drop-in services visits offered by the Department on the day of the purchase.</i>			

F. Childminding

1x Admission (1 hour)	\$4.75
10 Hour Pass	\$38.00 (20% discount)

Century House (See pages 1 - 6 for room rental rates and information)

A. Building Closed Rate – if available, staff wages and benefits are charged in addition to the rental fee

B. Membership Fee - \$16.19 + GST = \$17.00 / year
(Fee set by the Century House Association and is subject to change)

C. Fitness Classes 50+ (members only)

Single Admission	\$4.05 + GST = \$4.25
10 x Session	\$32.40 (20% discount) + GST = \$34.02
20 x Session	\$60.90 (25% discount) + GST = \$63.95

D. Weight Room (for members only, under review)

Single Admission	\$4.05 + GST = \$4.25
10 x Session	\$32.40 (20% discount) + GST = \$34.02
20 x Session	\$60.90 (25% discount) + GST = \$63.95

Youth Centre

- A. Youth Membership Fee = \$16.19 + GST = \$17.00 per year (subject to change)
- B. Drop-in rates = \$0.95 + GST = \$1.00 (subject to change)
- C. Program fees are based on the program formula on page 19
- D. Weight Room = \$0.95 + GST = \$1.00 / visit or \$9.52 + GST = \$10.00 for a 10x pass

Queensborough Community Centre

See pages 1 – 6 for room rental rates.

GYM SPORT RENTAL

Prime Time Weekdays 6:00 pm – 1:00 am & anytime on weekends

Non-Prime Time Weekdays 1:00 am – 6:00 pm

Community Groups

1. If no admission is charged (all sports except Ball Hockey)

Prime time	\$36.19 / hour + GST = \$38.00
Non-Prime Time	\$23.57 / hour + GST = \$24.75

1. If no admission is charged (Ball Hockey)

Prime time	\$39.29 / hour + GST = \$41.25
Non-Prime Time	\$28.57 / hour + GST = \$30.00

3. If admission is charged (all sports except Ball Hockey)

\$46.43 / hour = \$48.75 or 12 ½ % of gross gate plus GST, whichever is greater

Commercial Groups \$68.57 / hour + GST = \$72.00

B. KITCHEN USE

Upon permission of the Facility Manager, use of the kitchen for cooking purposes will be made available of an additional cost of \$115.24 + GST = \$121.00.

C. BUILDING CLOSED RATE

When building is closed, staff wages and benefits are charged in addition to the rental fees.

D. UNIVERSAL ADMISSION FEES

User	1x Admission	10x Visit (20% Discount)	1 Month (25% Discount)
Child (6 – 12 years)	\$2.86 + GST = \$3.00	\$22.86 + GST = \$24.00	\$25.71 + GST = \$27.00
Youth (13 – 18 years)	\$4.05 + GST = \$4.25	\$32.38 + GST = \$34.00	\$36.43 + GST = \$38.25
Adult (19 – 64 years)	\$5.95 + GST = \$6.25	\$47.62 + GST = \$50.00	\$53.57 + GST = \$56.25
Senior (65+ years)	\$3.57 + GST = \$3.75	\$28.57 + GST = \$30.00	\$32.14 + GST = \$33.75
<i>Universal admission fees all users to access all eligible Department drop-in services. Some drop-in services are excluded based on the users age, a membership requirements or service fee (i.e. prevent clients from overpaying for a \$1.00 skate).</i>			
<i>Time based membership fees are based on 12 single admission fees less 25%.</i>			
<i>The Universal single admission fee provides the customer with access to as many eligible drop-in services visits offered by the Department on the day of the purchase.</i>			

E. SHOWER DROP-IN SERVICES

1x Admission \$2.14 + GST = \$2.25

F. Play Pass Per Child 1x = \$3.00 10x = \$25.00

FILMING FEES (subject to GST & Effective January 1, 2018)

Permit Fees

License Fee	\$275.00	
Multiple License Fee (2+ locations on the same permit)		\$50.00
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)		\$10.00 / meter / day
Signage		\$100.00 / block
Garbage Disposal		Set by Engineering Opps
Filming at City Hall (preparation & clean up)		\$1,000.00 / day
Filming at City Hall (active interior filming)		\$5,000.00 / day
Parking at City Hall		\$500.00 / day
Civic Facility Exteriors		\$500.00 / day
Fire Hydrant Fire Prevention Safety Plan 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

Police Services

Deposit to cover estimated Policing (# of officers x # of hours x 1.5 x \$110.00)		\$125.00 / hour / officer
Use of Police Vehicle as a prop		\$127.00 / day

Fire Services

Pumper Truck (includes 3 Fire fighters & 1 Captain)		By quote
Ladder Truck (includes 3 Fire fighters & 1 Captain)		By quote
Fire Inspector (FX, safety plan & consulting)		\$100.00 / hour
Fire Vehicle Rental - Prop (includes vehicle operator)		By quote
Rescue Truck, Turnout Clothing, fire hall rental, etc.		By quote
Performance Deposit		\$1000.00
Fire Administration		10% of Fire Fees

Administration

15% Fee on all filming charges (exception Fire fees).

Fraser Cemetery

Prep & Wrap Days		\$750.00 / day
Filming Days		\$1,500.00 / 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	By Quote
Community Parks	By Quote
Neighbourhood Parks	\$595.00 (min. charge, 12-hour day)
Garbage Disposal	\$100.00 / bin
Film Parking Lot Rental (i.e. 4 th Avenue & 4 th Street lots)	\$750.00 for a 24-hour period / lot
Film Parking Lot Rental (QPA & CGP full lots)	\$1,000.00 for a 24-hour period / lot

SPORTS FIELDS

FIELD LIGHT FEES (all groups)	Full Field \$9.05 + GST = \$9.50 / hour	Half Field (where applicable) \$5.00 + GST = \$5.25
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SPORTS FIELD FEES	<ul style="list-style-type: none"> - 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. - Prime Time is 5:00 pm to 11:00 pm on weekdays, weekends and statutory holidays. Non-prime time is 7:00 am to 5:00 pm on non-statutory holiday weekdays. - Minor or Youth is 18 years and under. Senior is 65+ years. 			
	Artificial Turf Fields		Grass Fields	
	Prime Time	Non-prime Time	Prime Time	Non-prime Time
New Westminster Minor & Senior Sports Groups (60%+ residency required)	\$21.40 + GST = \$22.50 / hour	\$10.71 + GST = \$11.25 / hour	no charge	
All Non-business groups (all user ages)	\$42.85 + GST = \$45.00 / hour	\$21.40 + GST = \$22.50 / hour	\$10.71 + GST = \$11.25 / hour	\$5.35 + GST = \$5.60 / hour
Business & professional groups	\$85.70 + GST = \$90.00 / hour	\$42.85 + GST = \$45.00 / hour	\$21.40 + GST = \$22.50 / hour	\$10.71 + GST = \$11.25 / hour
	Queen's Park Stadium		All Weather	
	Prime Time	Non-prime Time	Prime Time	Non-prime Time
New Westminster Minor & Senior groups (60%+ residency required)	No sports field fees		no charge	
All Non-business groups	\$42.85 + GST = \$45.00 / hour	\$21.40 + GST = \$22.50 / hour	no charge	
Business & professional groups	\$85.70 + GST = \$90.00 / hour	\$42.85 + GST = \$45.00 / hour	\$21.40/ hour + GST = \$22.50	\$10.71 + GST = \$11.25 / hour
Gate Ticketed Events	Applicable fees above plus 12.5% of gross gate revenue, plus GST			

OUTDOOR SPORTS COURT	Lacrosse Box, Tennis, Basketball & Sand Volleyball Courts Permit holders will have priority over drop-in groups and individuals
New Westminster Minor & Senior groups (60%+ residency required)	no charge
All Non-business groups	\$5.00 + GST = \$5.25 / court / hour \$107.62 + GST = \$113.00 for bookings over 5 hours / court / day
Business & professional groups	\$10.00 + GST = \$10.50 / court / hour \$107.62 + GST = \$113.00 for bookings over 5 hours / court / day

CHANGEROOM (must be booked with the applicable field)	\$10.00 + GST = \$10.50 / 1 room (Hume Park Only) \$20.00 + GST = \$21.00 / 1 room \$30.00 + GST = \$31.50 / 2 rooms
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PICNIC SHELTER	Prime Time = 3:00 pm to dusk on weekdays and all day on weekends & statutory holidays	
	Non-Prime Time = 9:00 am to 3:00 pm on non-statutory holidays & weekdays	
	Large Shelter	Small Shelter

	Prime Time	Non-Prime Time	Prime Time	Non-Prime Time
	\$110.95 + GST = \$116.50	\$55.24 + GST = \$58.00	\$55.24 + GST = \$58.00	\$27.62 + GST = \$29.00

OUTDOOR STAGES	\$110.95 + GST = \$116.50 (up to 4 hours)
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ROSE GARDEN OR GAZEBO	\$112.38 + GST = \$118.00 (up to 4 hours)
	Staff & up to 30 chairs = \$142.86 + GST = \$150.00 / event
SPECIAL OCCASION OR BEER GARDEN PERMIT	\$71.43 + GST = \$75.00 /event location /day

SALE OF GOODS, SERVICES AND/OR FOOD PERMIT	\$50.00 + GST = \$52.50 /day/vendor station (Business vendor selling to the public through an event)
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PUBLIC SPACE & PLAZA PERMIT	All public plazas and spaces except sport fields and outdoor sport courts
Non-Profit (New Westminster Group)	\$50.00 + GST = \$52.50 / use / day
Non-Profit (Non-New Westminster Group)	\$100.00 + GST = \$105.00 / use / day
Business	\$200.00 + GST = \$210.00 / use / day
All gate ticketed events	Applicable fees above plus 12.5% of gross gate revenue plus GST

OTHER PARKS FEES	The Department, at its discretion, may apply these charges to rental user groups
Staff Support Services (by day)	\$40.00 + GST = \$42.00 (4 hour minimum between 7:00 am - 4:00 pm) \$50.00 + GST = \$52.50 (4 hour minimum between 4:00 pm - 12:00 am) \$64.00 + GST = \$67.20 (4 hour minimum between 12:00 - 7:00 am)
Additional Garbage or Recycling Services	\$14.29 + GST = \$15.00 / bin drop off or disposal
Additional Washroom Services	\$42.86 + GST = \$45.00 / event / washroom / day
Electricity Supply	\$19.05 + GST = \$20.00 / event location / day

FLOWER RENTAL	1 to 20 tropical plants & up to 15 potted	= \$103.00 x GST = \$108.15
	21 to 40 tropical plants & up to 30 potted plants	= \$206.00 x GST = \$216.30

PARK BENCH DEDICATIONS	Deluxe Bench = \$2,575.00 + GST + PST = \$2,884.00 Lounger = \$5,047.32 + GST + PST = \$5,653.00
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HANGING BASKETS	Fee	Transaction	Total with Tax	Tax Applied
Basket Watering	\$154.00	Service	\$161.70	GST
City Hanging Basket	\$56.00	Rental	\$62.72	GST & PST
Plastic Mixed Basket	\$25.89	Sale	\$29.00	GST & PST
Moss Mixed Baskets – 14"	\$80.00	Sale	\$89.60	GST & PST
Moss Mixed Baskets – 18"	\$85.00	Sale	\$95.20	GST & PST
Moss Mixed Baskets – XL	\$95.00	Sale	\$106.40	GST & PST

NOTES

1. **FINANCIAL ASSISTANCE** - Parks and Recreation [Financial Assistance Policy and Procedures](https://www.newwestcity.ca/parks-and-recreation/access-and-inclusion) offer several options to reduce financial barriers and promote individual access to Department services. Details on the financial assistance program and policy are available online: <https://www.newwestcity.ca/parks-and-recreation/access-and-inclusion>.
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** - On March 1, 2007, Council endorsed a Corporate Wellness Program that provides City staff with a 50% discount (approximately) to Parks and Recreation admission services. External organizations can access Department services to help facilitate their corporate wellness program per the criteria outlined in the External Corporate Wellness Policy and Procedures (1068221).
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 & MERCHANDISE SALES** - All applicable fees are priced at market value and subject to change, sales, discounts or other promotions.
3. **PENNY** - The Federal Government elimination of the penny in 2012 requires cash transactions to be rounded to the nearest \$0.05.
4. **EXTRAORDINARY OR UNKNOWN FEES** - Parks and Recreation has the ability to charge users, residents and property owners additional or extraordinary fees and charges in the event of 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).
5. **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.
6. **BIRTHDAYS** - Clients may enjoy a free drop-in visit on their birthday with proof of age.
7. **TREE PROTECTION** - Fees related to the Tree Protection and Regulation is outlined in the associated Bylaw No. 7799, 2016.