

CORPORATION OF THE CITY OF NEW WESTMINSTER



PARKS & RECREATION FEES BYLAW NO. 6673, 2001

EFFECTIVE DATE: July 9, 2001

CONSOLIDATED FOR CONVENIENCE ONLY
(September 5, 2019)

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	Apr. 7, 2008	September 1, 2008
7313, 2009	Schedule A	Jun. 1, 2009	September 1, 2009
7403, 2010	Schedule A	Aug. 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
8066, 2018	Schedule A	Dec. 10, 2018	January 1, 2019
8137, 2019	Schedule A	Aug. 26, 2019	January 1, 2020

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 The number of any amending bylaw that has been repealed is not referred to in this consolidation.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.

Bylaw Amendment No. 8137, 2019 - ATTACHMENT "A"



FEES AND CHARGES MANUAL

Effective January 1, 2020

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
Queen's Park Sportsplex	604.777.5121

active@newwestcity.ca

www.newwestcity.ca

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INDOOR SPACE RENTAL FEES

Room capacity up to 25 people

Centennial Community Centre - Piano Room (20)

Queensborough Community Centre - Channel Room (10) {no activities or socials}

Queensborough Community Centre - Samson Room (20)

GROUP	MEETING (1 hour minimum)	ACTIVITY (1 hour minimum)	SOCIAL (2 hour minimum)
NW Youth Groups	No charge	\$12.38 + GST = \$13.00	\$25.00 + GST = \$26.25
Non-Profit & Individuals	\$6.19 + GST = \$6.50	\$12.38 + GST = \$13.00	
Business	\$18.81 + GST = \$19.75	\$37.62 + GST = \$39.50	

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
- Breakaway Room (60, no socials)

Queensborough Community Centre
- Poplar Room (60)

Queensborough Community Centre
- Island Room (60)

Queen's Park Board Room (20)

Queen's Park Arena
- Power Play Room (12) {no socials}

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	No charge	\$25.00 + GST = \$26.25	\$50.48 + GST = \$53.00
Non-Profit & Individuals	\$12.38 + GST = \$13.00	\$25.00 + GST = \$26.25	
Business	\$37.62 + GST = \$39.50	\$75.00 + GST = \$78.75	

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 / HOUR (2 hour minimum)	ACTIVITY / HOUR (2 hour minimum)	SOCIAL / HOUR (4 hour minimum)	BANQUET
NW Youth Groups	No Charge	\$38.81 + GST = \$40.75	\$96.60 + GST = \$101.43 / hour Plus Socan and Re:Sound	\$787.03 + GST = \$826.38 Plus Socan & Re:Sound
Non-Profit & Individuals	\$19.29 + GST = \$20.25	\$38.81 + GST = \$40.75		
Business	\$58.33 + GST = \$61.25	\$116.43 + GST = \$122.25		

Room capacity up to 350

Queensborough Community Centre – Fraser River Room	Centennial Community Centre – Gym
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GROUP	MEETING / HOUR (2 hour minimum)	ACTIVITY / HOUR (2 hour minimum)	SOCIAL / HOUR (4 hour minimum)	BANQUET
NW Youth Groups	No Charge	\$85.00 + GST = \$89.25	\$132.86 + GST = \$139.50 / hour Plus Socan and Re:Sound	<i>January – March</i> \$786.90 + GST = \$826.25 <i>April – December</i> \$1,063.81 + GST = \$1,117.00 Plus Socan and Re:Sound
Non-Profit & Individuals	\$41.90 + GST = \$44.00	\$85.00 + GST = \$89.25		
Business	\$126.67 + GST = \$133.00	\$253.81 + GST = \$266.50		

Facility capacity up to 500 people

Queen's Park Arena - Dry floor	
GROUP	MEETING OR ACTIVITY (1 hour minimum)
Non-Profit	\$157.14 + GST = \$165.00 / hour
Business	\$314.05 + GST = \$329.75 / hour
Queensborough Community Centre – Fraser River Room & Port Royal Room	
GROUP	ACTIVITY (daily)
NW Youth, Non-Profit & Business	\$1,573.81 + GST = \$1,652.50 Plus Socan and Re:Sound
	Consecutive Day Activity Rate = \$786.90 + GST = \$826.25

OTHER INDOOR SPACE FEES

Arena Ice Rentals

User	Time	Days	Hourly Fee
All	12:00 am – 6:00 am	Daily	\$67.62 + GST = \$71.00
All – Public Prime Time	6:00 pm – 12:00 am	Weekdays	\$297.14 + GST = \$312.00
	6:00 am – 12:00 am	Weekends & Stat Holidays	
All – Public Non-Prime Time	6:00 am – 6:00 pm	Weekdays	\$148.57 + GST = \$156.00
	6:00 am – 12:00 am	July & August Weekends	
All – Short Notice Prime Time** (50% of prime time fee)	See Public Prime Time		\$148.57 + GST = \$156.00
All – Short Notice Non-Prime Time*** (50% of non- prime time fee)	See Public Non-Prime Time		\$74.29 + GST = \$78.00
NW Minor Sports – Prime	See Public Prime Time		\$89.14 + GST = \$93.60*
NW Minor Sports – Non-Prime Time	See Public Non-Prime Time		\$50.00 + GST = \$52.50
Preschools & Daycares	9:00 am – 3:00 pm	Weekdays	\$37.14 + GST = \$39.00 (½ ice, < 35 users) \$74.29 + GST = \$78.00 (full ice, >35 users)
NW School – Grades K – 5	9:00 am – 3:00 pm	Weekdays	\$36.75 + skate rentals
NW School – Grades 6 – 12	9:00 am – 3:00 pm	Weekdays	\$37.06 + GST + PST = \$41.50 (includes skates)
School (non-New Westminster)	9:00 am – 3:00 pm	Weekdays	\$74.00 + GST = \$77.70 + skate rentals
NWSS Hockey Academy (75% of non-prime time fee)	9:00 am – 3:00 pm	Weekdays	\$111.43 + GST = \$117.00
School Skating Lesson	9:00 am – 3:00 pm	Weekdays	\$76.00 + GST = 79.80 / hour***
Rentals Charging Admission	Applicable Ice charge plus 12.5% of gross admission revenue		

* 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 24 hours ice rental time

*** additional staff charges may apply for lessons with more than 20 students

Arena Dry Floor Rentals

User	Time	Days	Hourly Fee
All – Prime Time	3:00 pm – 12:00 am	Weekdays	\$99.05 + GST = \$104.00
	6:00 am – 12:00 am	Weekends & Stat Holidays	
All – Non-Prime Time	6:00 am – 3:00 pm	Weekdays	\$49.53 + GST = \$52.00
New Westminster Minor & Junior B2 & B3 Lacrosse	During operating hours	Any day	\$30.00 + GST = \$31.50
New Westminster Junior A or B1 & Senior Lacrosse	During operating hours	Any day	\$78.10 + GST = \$82.00
New Westminster Senior A, B or Masters Lacrosse	During operating hours	Any day	\$99.05 + GST = \$104.00
New Westminster Minor Sports – Ball Hockey	During operating hours	Any day	\$27.00 + GST = \$28.35

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	\$43.00 + GST = \$45.15	Individuals or Not For Profit Groups
All Eligible Sports & Activities		\$74.76 + GST = \$78.50	Business Groups
All Eligible Sports & Activities	Queen's Park Sportsplex	\$74.76 + GST = \$78.50	All
Admission Based Gym Rentals	Queensborough & Centennial Community Centres & Sportsplex	Rental Fee + 12.5% of Gross Ticket Sales	All

Canada Games Pool Rentals

Use	User	Time	Days	Fee		
One 25 Meter Lane	Hyack Swim Club	5:00 – 9:00 am (non-prime time)	Daily	\$2.67 + GST = \$2.80 / hour		
	Not for Profit			\$5.00 + GST = \$5.25 / hour		
Eight 25 Meter Lanes	Hyack Swim Club			\$21.43 + GST = \$22.50 / hour		
Sixteen 25 Meter Lanes	Hyack Swim Club			\$44.29 + GST = \$46.50 / hour		
One 50 Meter Lane	Hyack Swim Club			\$5.52 + GST = \$5.80 / hour		
	Not for Profit			\$10.00 + GST = \$10.50 / hour		
One 25 Meter Lane	Hyack Swim Club			9:00 am – 12:00 am (prime time)	Daily	\$11.00 + GST = \$11.55 / hour
	Not for Profit					\$22.00 + GST = \$23.10 / hour
	Business					\$33.00 + GST = \$34.65 / hour
Eight 25 Meter Lanes	Hyack Swim Club					\$88.24 + GST = \$92.65 / hour
	Business	\$280.00 + GST = \$294.00 / hour				
Eight 50 Meter Lanes	Hyack Swim Club	\$176.19 + GST = \$185.00 / hour				
	Not for Profit	\$353.00 + GST = \$370.65 / hour				
	Business	\$528.57 + GST = \$555.00 / hour				
Swim Meet (restricted opportunities)	Hyack Swim Club	Any time	Daily			\$261.90 + GST = \$275.00 / hour
	Not for Profit					\$347.62 + GST = \$365.00 / hour
0 – 50 swimmers	New Westminster Schools	11:30 am – 1:00 pm	Monday & Wednesday	\$56.19 + GST = \$59.00 / 90 minutes		
51 – 100 swimmers				\$112.38 + GST = \$118.00 / 90 minutes		
101 – 150 swimmers				\$167.62 + GST = \$176.00 / 90 minutes		
151 – 200 swimmers		\$223.81 + GST = \$235.00 / 90 minutes				
201 – 250 swimmers		\$280.00 + GST = \$294.00 / 90 minutes				
251 – 300 swimmers		\$336.19 + GST = \$353.00 / 90 minutes				

Miscellaneous Spaces

Space	Location	Fee
Martial Arts Room	Centennial Community Centre	\$15.48 / hour + GST = \$16.25
Judo Mat Rental	Centennial Community Centre	\$9.52 / hour + GST = \$10.00
Kitchen	Queensborough Community Centre	\$125.71 + GST = \$132.00

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.	\$72.00 + GST = \$75.60
31 – 49 swimmers	All		\$107.00 + GST = \$112.35
50 – 89 swimmers	All		\$140.00 + GST = \$147.00
90+ swimmers	All		\$175.00 + GST = \$183.75

Outdoor Stages

All Outdoor Stages, All Users	\$25.00 + GST = \$26.25 / hour
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Picnic Shelters

Large		Small	
Prime Time	Non-Prime Time	Prime Time	Non-Prime Time
\$120.95 + GST = \$127.00	\$60.48 + GST = \$63.50	\$60.48 + GST = \$63.50	\$30.24 + GST = \$31.75

Fee is for a booking. Prime Time bookings are 4:00 – 9:00 pm on weekdays, all day weekends and statutory holidays. Non-Prime Time bookings are 10:00 am – 3:00 pm on weekdays.

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	\$5.24 + GST = \$5.50 / court or lane / hour \$109.52 + GST = \$115.00 for bookings over 5 hours / court / day
Business & professional groups	\$10.48 + GST = \$11.00 / court or lane / hour \$219.05 + GST = \$230.00 for bookings over 5 hours / court / 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)	\$50.00 + GST = \$52.50 / use / day
Non-Profit & Individual (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 SPACE FEES

RENTAL STAFF, SERVICE OR EQUIPMENT CHARGES

Staff Rental Charge (As Applicable, non-aquatic)	\$43.81 + GST = \$46.00 / hour
Staff Rental Charge (As applicable, aquatic)	\$36.00 x GST = \$37.80 / hour
Staff Rental Charge (As applicable, outdoor)	\$75.00 / hour / staff member
Skate Toy and/or Equipment Rental	\$39.62 + GST = \$41.60 / hour
Skate Sharpening – single	\$3.88 + GST & PST = \$4.35
Skate Sharpening – 10 (20% discount)	\$31.25 + GST & PST = \$35.00
Skate Rental - single	\$2.23 + GST + PST = \$2.50
Skate Rental – 10x (20% discount)	\$17.86 + GST + PST = \$20.00
Corker Rental*	\$1.79 + GST & PST = \$2.00
Locker Rentals (size dependent)	\$0.09 + GST = \$0.10 (mini); \$0.24 + GST = \$0.25 (half) \$0.48 + GST = \$0.50

Permit - Special Occasion or Beer Garden Permit	\$76.19 + GST = \$80.00 / event / location / day
Permit - Sale of Goods, Services or Food (Business vendor selling to the public through an event)	\$50.00 + GST = \$52.50 /day/vendor station
Rose Garden or Gazebo (50 Chairs Set Up)	\$143.75 + PST + GST = \$161 / two hours
Additional Garbage or Recycling Service	\$28.57 + GST = \$30.00 / bin drop off or disposal
Additional Washroom Cleaning Services	\$152.38 + GST = \$160.00 / event / washroom / day
Electricity Supply	\$23.81 + GST = \$25.00 / event location / day

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

Sports Fields				
User	<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 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. - 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)	\$21.90 + GST = \$23.00 / hour	\$10.95 + GST = \$11.50 / hour	no charge	
All Non-business groups & Individuals (all user ages)	\$43.81 + GST = \$46.00 / hour	\$21.90 + GST = \$23.00 / hour	\$10.95 + GST = \$11.50 / hour	\$5.48 + GST = \$5.75 / hour
Business & professional groups	\$87.62 + GST = \$92.00 / hour	\$43.81 + GST = \$46.00 / hour	\$21.90 + GST = \$23.00 / hour	\$10.95 + GST = \$11.50 / hour
	Queen's Park Stadium		All Weather Sand Field	
	Prime Time	Non-prime Time	Prime Time	Non-prime Time
New Westminster Minor & Senior groups (60%+ residency required)	no charge		no charge	
All Non-business groups & Individuals (all user ages)	\$43.81 + GST = \$46.00 / hour	\$21.90 + GST = \$23.00 / hour	no charge	
Business & professional groups	\$87.62 + GST = \$92.00 / hour	\$43.81 + GST = \$46.00 / hour	\$21.90 + GST = \$23.00 / hour	\$10.95 + GST = \$11.50 / hour
Tournament (all type)	Applicable Sports Field fees plus PUBLIC SPACE & PLAZA PERMIT fee			
Gate Ticketed Events	Applicable Sports Field fees plus 12.5% of gross gate revenue, plus GST			
Light Fee	\$9.52 + GST = \$10.00 / hour / all users			
Change room with Booked Field	\$10.24 + GST = \$10.75 / change room (Hume Park Only) \$20.48 + GST = \$21.50 / change room			

Rose Garden or Gazebo
\$122.86 + GST = \$129.00 / 2 hours

REGISTERED PROGRAMS FEE CRITERIA

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

- Instructor salary & benefits (CUPE or Contractors)
- 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)

As such registered program fees are subject to prices changes throughout the term of the fees and charges bylaw amendment. Further, the formula may be amended to promote emerging or service based programs to help ensure their success.

Private Lessons

Duration	Service	Child Fee (< 16 years)	Adult Fee (16+ years)
30 minutes	Gymnastics & Trampoline or Skating	\$28.00	\$28.00 + GST = \$29.40
30 minutes	Aquatics	\$32.00	\$32.00 + GST = \$33.60
45 minutes	Gymnastics & Trampoline	\$31.00	\$30.95 + GST = \$32.50
90 minutes	Skateboarding & Tennis	\$70.00	\$70.00 + GST = \$73.50

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)	= \$3.00	= \$24.00	= \$27.00	= \$81.00	= \$237.60
Youth (13 – 18 years)	\$4.05 + GST = \$4.25	\$32.38 + GST = \$34.00	\$36.43 + GST = \$38.25	\$109.26 + GST = \$114.75	\$320.76 + GST = \$336.80
Adult (19 – 64 years)	\$5.95 + GST = \$6.25	\$47.62 + GST = \$50.00	\$53.57 + GST = \$56.25	\$160.71 + GST = \$168.75	\$471.43 + GST = \$495.00
Senior (65+ years)	\$4.29 + GST = \$4.50	\$34.29 + GST = \$36.00	\$38.10 + GST = \$40.00	\$114.29 + GST = \$120.0	\$340.00 + GST = \$357.00
<i>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).</i>					
<i>Time based membership fees are based on 12 single admission fees less 25%.</i>					

Aquatics

Fee Type	Location	Admission Fee
One Dollar Admission	Canada Games Pool	\$0.95+ GST = \$1.00 (variable days/times/season)
Lesson Deal		\$3.10 + GST = \$3.25 (restricted times)
Parent & Tot Swim – Child		Active 1 Child Admission Fee
Parent & Tot Swim – Adult		\$5.00 + GST = \$5.25
Two Dollar Admission		\$1.90 + GST = \$2.00 (variable days/times/season)
User	Location	Admission Fee
Under 4	Moody Park Outdoor Pool	Free
All - Weekdays	&	\$1.90 + GST = \$2.00
All - Weekends	Hume Park Outdoor Pool	Free

Childminding

Newborn – 10 years	Location	Admission Fee
1 hour	Centennial Community Centre	\$5.00
10 hours		\$40.00 (20% discount)

Gymnastics

User	1 Visit
Child and Parent & Tot (under 13 years)	\$4.50
Youth (13 -18 years)	\$6.43 + GST = \$6.75
Adult (19+ years)	\$8.33 + GST = \$8.75
Family (per person)	\$3.33 + GST = \$3.50

Skating

Type of Public Skate	User	Fee
All - Non-Hockey	All*	\$2.00 / person (users under 3 are free)
All - Recreational Hockey	18+ years	\$4.29 + GST = \$4.50

Century House

Fee Type	Description	Admission Fee
Annual Membership	Set by Century House Association & subject to change	\$18.10 + GST = \$19.00 / year
Single Admission	Fitness Classes or weight room use for Members 50+	\$4.29 + GST = \$4.50
10 Visit Pass		\$34.29 (20% discount) + GST = \$36.00
Square Dancing		\$6.67 + GST = \$7.00
Hatha Yoga & Zumba		\$9.52 + GST = \$10.00
Soapstone		\$0.48 + GST = \$0.50

Youth Centre

Fee Type	Description	Admission Fee
Annual Membership	For 11 - 18 year old members	\$18.10 + GST = \$19.00 / year
Single Admission	Drop-In Fee	\$0.95 + GST = \$1.00
Single Admission	Weight Room Fee	\$0.95 + GST = \$1.00

Miscellaneous

Fee Type	Location	Admission Fee
Shower Use (1x)	Queensborough Community Centre	\$2.15 + GST = \$2.25
Registered Programs with a Drop-In Option	Service based	Variable Fee
Judo	Centennial Community Centre	\$8.57 + GST = \$9.00
Motoring Munchkins	Various	\$3.00
Get Active Grade 5	Various	Free
Stay Active Grade 6	Various	Free

FILMING FEES (subject to applicable tax)

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 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

Police Services

Deposit to cover estimated Policing	\$130.00 / hour / officer
(# of officers x # of hours x 1.5 x \$110.00)	
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 / 7 hours
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 lots)	\$1,000.00 for a 24-hour period / lot

SPECIAL EVENTS

Fee Type	User	Fee
Special Events Permit	All	\$142.86 + GST = \$150.00
Damage & Performance Deposit	All	\$500.00 - \$2,000.00
Police Office	All	\$130.00 + GST = 136.50 / hour
Engineering Operations Staff	All	\$74.29 + GST = \$78.00 / hour
Garbage Disposal	All	By Quote
Use of Civic Spaces	All	By Quote or prices set herein
Onsite Staff Liaison	All	Variable

Commercial Sales or Rentals of Hanging Baskets to New Westminster Businesses or Organizations Only

Good or Service	Fee	Transaction	Total with Tax	Tax Applied
Basket Watering	\$161.90	Service	\$170.00	GST
City Hanging Basket	\$58.93	Rental	\$66.00	GST & PST
Hanging Basket – 14"	\$83.93	Sale	\$94.00	GST & PST
Hanging Basket – 18"	\$89.29	Sale	\$100.00	GST & PST
Basket Hanging Fee	\$22.86	Service	\$24.00	GST

Miscellaneous Park Fees

Park Memorial Donation (non-bench)	By Quote
Deluxe Memorial Bench	\$3,200.00
Lounger Memorial Bench	\$6,000.00
DCC Street Tree Fee	\$500.00 + GST & PST = \$560.00

RENTAL DEFINITIONS

NEW WESTMINSTER YOUTH 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 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.
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 is defined as having a specific time frame or having a starting / stopping date.
Social	Defined as a tea, fashion show, display, wine & cheese, breakfast /lunch/dinner meetings or family celebrations.
Banquet	Defined as an evening 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.
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.).
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. he 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. T
2. All rates are based on regularly staffed hours at the facility. Exceptions will be reviewed on an individual basis.
3. ecreation 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. R
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 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.

NOTES

1. **ACCESS & INCLUSION** - 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 & MERCHANDISE 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.