

## City Services

The City is a diversified municipal government institution that provides a wide range of core services to its citizens, including services in Police, Parks & Recreation, Culture, Heritage, Fire & Rescue, Planning & Development, Engineering, Library and Utility Operations. City Services often have associated fees, with examples noted in this document. Use of any City owned property, both indoors and outdoors, requires a permit of use.

### **Applying for City Services:**

Applicants applying for City Services as part of their applications must obtain an estimate for the planned City Services prior to applying for a grant and submit it with the application form. Please note that the process of obtaining an estimate must be initiated well in advance of the grant application deadline as it may take up to four weeks to develop an estimate for large initiatives and festivals. Applicants must contact the special events department at [specialevents@newwestcity.ca](mailto:specialevents@newwestcity.ca) no later than September 16 to allow time for this process.

### **Festivals, and Activities Events:**

For festivals, events and activities, a staff member will work with the applicant to develop an estimate that fulfills the needs of the event. For large scale events, a full estimate will be created. To obtain an estimate, contact [specialevents@newwestcity.ca](mailto:specialevents@newwestcity.ca). Please note that use of City facilities is not included as part of City Services, except in exceptional circumstances. Facilities are already made available to user groups at a discounted rate. Facilities are defined as any designated or passive bookable space(s) within indoor City recreation facilities and bookable outdoor spaces and structures. Dates of use should be provided in the request. Applicants may choose to only apply for City Services. In this case, the request will be reviewed by City staff and will not go to the advisory committee for approval.

### **City Services and the Grant Stream 1 & 2 Intakes:**

City Services such as traffic control, Fire, Police and Engineering Services will NOT be considered as part of the Grant Stream 1 and 2 intakes. If you are interested in using a city facility, you can include the city facility rental as part of your cash request. Please contact the facility you wish to rent directly and attach the quote from the facility to your grant application.

### **City Services and the Grant Stream 3 intake:**

If you would like to include any City Services as part of your grant application, you must obtain a quote from the City's Special Events Department prior to applying for a grant. This may take up to four weeks. Applicants must contact [specialevents@newwestcity.ca](mailto:specialevents@newwestcity.ca) by September 16 to allow for this process. Examples of City Services include use of a City-owned space, barricades, waste management services and road closures.

### **1. Police Services**

The mandate of Police Services [www.nwpolice.org](http://www.nwpolice.org) is to keep the community safe by enforcing the law, and by preventing and reducing crime. Examples of City Services include:

- Event review and approval when applicable
- High risk events (large crowds)
- Traffic control when third party security is not available
- Special Occasion or Beer Garden Permit approvals

### **2. Parks and Recreation Services**

Parks and Recreation is responsible for providing, facilitating the development of, and maintaining high quality parks, recreation programs and supporting facilities. In addition, the department is responsible for City produced events, managing events produced by community organizations. Maintenance responsibility for both indoor and outdoor facilities and park spaces is shared with Engineering Services. Examples of City Services include:

- Use of facilities (resources vary by facility): [www.newwestcity.ca/parks-and-recreation/facilities](http://www.newwestcity.ca/parks-and-recreation/facilities)
- Use of outdoor spaces, parks and plazas: [www.newwestcity.ca/parks-and-recreation/parks](http://www.newwestcity.ca/parks-and-recreation/parks)
- Use of outdoor amenities: [www.newwestcity.ca/parks-and-recreation/parks/amenities](http://www.newwestcity.ca/parks-and-recreation/parks/amenities)
- Staff and Service Supports: (resources based on availability and vary by initiative)
  - Irrigation Controls
  - Concession Services
  - Access Permits

Rentals of resources such as tables, chairs, tents and staging are NOT included for outdoor initiatives.

### **3. Library Services**

The New Westminster Public Library is responsible for providing library resources and services to the community. Examples of City Services include:

- Use of facilities and meeting rooms (resources vary): [www.nwpl.ca](http://www.nwpl.ca)

### **4. Anvil Centre**

Anvil Centre includes a number of programming, presentation and workshop spaces that may be accessed for community use. City Services at Anvil Centre may include space rental, specialized staff support and event-related costs.

- Use of facilities and meeting rooms (resources vary): [www.anvilcentre.com](http://www.anvilcentre.com)

### **5. Fire and Rescue Services**

The mandate of the Fire and Rescue Services [www.newwestcity.ca/fire](http://www.newwestcity.ca/fire) is to protect life, property and the environment through the provision of emergency response and planning, inspections, code enforcement and public education, ensuring safety for the public. Examples of City Services include:

- Food truck inspections
- Event review and approval when required
- High risk events (large crowds)
- Capacity limit advisory

### **6. Planning and Development**

Planning and Development Services is responsible for preparing land use plans, bylaws and policies for sustainable development of the City, and for reviewing and approving new development and building permits and inspections. The Department also supports social planning initiatives and outreach, promotes heritage conservation and tree preservation and manages bylaw enforcement on private property. Examples of City Services include:

- Staffing Supports (resources based on availability and vary by initiative)

### **7. Economic Development**

The City's Economic Development Team play a vital role in the economic health of a community by fostering an environment that meets the needs of both existing and new business while enabling continued economic growth. This department also conducts business licensing and the City's Food Truck licensing program. Examples of City Services include:

- Staffing Supports (resources based on availability and vary by initiative)

### **8. Engineering Services**

Engineering Services is responsible for planning, building, operating and maintaining the City's physical infrastructure including roads and sidewalks, civic buildings and facilities and sanitation services. Examples of City Services include:

- Waste management
- Barricades, cones
- Signage
- Washroom Services
- Staffing Supports (resources based on availability and vary by initiative)



# NEW WESTMINSTER

## **9. Electrical Utility Operations - Electrical Services, BridgeNet Fibre Optic Network**

The Electrical Services Department is responsible for maintaining the City's Street Lighting system and Traffic system. Examples of City Services include:

- Street Banners
- Access to electrical supply

## **10. Environment and Sustainability**

The City of New Westminster is committed to protecting, enhancing and managing the natural environment in order to provide a sustainable living environment to local residents. The City supports a number of programs and initiatives that help and improve our environment. Examples of City Services include:

- Staffing Supports (resources based on availability and vary by initiative)
- Use of outdoor spaces and/or amenities

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## **Government Services Subject Matter Experts – Youth Amateur Sports, Arts, Childcare, Environment, Festival and Events, Community Engagement, Heritage**

The core services provided by various departments include Subject Matter Experts (SME) in the following Service Areas. There is no City Service fee associated with SMEs.

### **Child Care**

- Anur, Mehdic, Social Planner [amehdic@newwestcity.ca](mailto:amehdic@newwestcity.ca) 604-515-3792

### **Environment**

- Meghan Doyle, Environmental Coordinator [mdoyle@newwestcity.ca](mailto:mdoyle@newwestcity.ca)

### **Arts**

- Todd Ayotte, Manager, Community Arts & Theatre [tayotte@newwestcity.ca](mailto:tayotte@newwestcity.ca) 604-515-3822
- Lisa Kemp, Program Coordinator - Special Events [specialevents@newwestcity.ca](mailto:specialevents@newwestcity.ca)

### **Heritage**

- Robert McCullough, Manager of Museums and Heritage Services  
[rjmccullough@newwestcity.ca](mailto:rjmccullough@newwestcity.ca) 604-527-4639

### **Youth Amateur Sport & Sport Travel**

- Sloane Elphinstone, Coordinator - Park Services [selphinstone@newwestcity.ca](mailto:selphinstone@newwestcity.ca) 604-777-5123

### **Festivals & Events**

- Lisa Kemp, Program Coordinator - Special Events [specialevents@newwestcity.ca](mailto:specialevents@newwestcity.ca)

### **All Multi-Year Grants**

- Trish Nielsen, Administrative Assistant [tNielsen@newwestcity.ca](mailto:tNielsen@newwestcity.ca) 604-527-4606