



## New Westminster Community Grants: City Services

The City of New Westminster provides a wide range of City Services to support grant recipients that include Police, Transportation, Fire and Rescue, Engineering Operations and others. These services do have a cost associated with their delivery. Additionally, the use of any City-owned property, both indoors and outdoors, requires permits to use, which often have a fee associated to them.

### Applying for City Services

Typical requests for City Services include traffic control, barricades, waste management services, road closures, and Fire, Police and Engineering Services. A Community Grants program applicant may choose to apply for a combination of cash and City Services, up to \$75,000. If only City Services are requested, City staff review these applications internally.

### Requesting a City Services Quote

Applicants applying for City Services as part of their proposed activities must obtain a quote for the planned City Services prior to applying for a grant and to submit it with the application form. Please note that applicants need to begin the process of obtaining a quote for City Services well in advance of the grant application deadline as it may take up to three weeks to develop an estimate for large and / or complex initiatives and festivals. Applicants must contact the Special Events Coordinator at [specialevents@newwestcity.ca](mailto:specialevents@newwestcity.ca) before October 22, 2024 to allow time for this process. The dates of your proposed activities along with a preliminary list of requested City Services as it relates to your festival/event plan should be provided in the request if known.

**Please note:** Use of City facilities is not included as part of City Services, except in exceptional circumstances, as 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. If you are interested in using a city facility, you can include the city facility rental as part of a cash request. Please contact the facility you wish to rent directly and attach the quote from the facility to your grant application. For more information about City facility rentals, [click here](#).

Below is a list of services that the City provides through the Community Grants Program. Applicants should identify all aspects of City Services required as it relates to your festival/event plan and include this in their email to the Special Events Coordinator. Rental of resources such as tables, chairs, tents and staging is not included for outdoor initiatives. The City does not have these resources and they should be rented from reputable rental companies.

#### 1. *Community Partnerships*

Within Community Services, Community Partnerships is responsible for City produced events and managing events produced by community organizations. This division is likely to be the one that works closely with you to produce your public events and provides your permits.



## 2. Police Services

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

## 3. 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. Maintenance responsibility for both indoor and outdoor facilities and park spaces is shared with Engineering Services. Examples of Parks and Recreation Services include:

- Use of facilities (resources vary by facility): click [here](#)
- Use of outdoor spaces, parks and plazas: click [here](#)
- Use of outdoor amenities: click [here](#)
- Staff and Service Supports: (resources based on availability and vary by initiative)
  - Irrigation Controls
  - Concession Services

## 4. Library Services

The New Westminster Public Library is responsible for providing library resources and services to the community. Examples of Library Services include use of facilities and meeting rooms (resources vary): click [here](#).

## 5. Anvil Centre

Anvil Centre ([anvilcentre.com](http://anvilcentre.com)) 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.

## 6. Fire and Rescue Services

The mandate of the Fire and Rescue Services ([newwestcity.ca/fire](http://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 Fire and Rescue Services include:

- Food truck inspections
- Event review and approval when required



- High risk events (large crowds)
- Capacity limit advisory

## **7. 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 Engineering Services include:

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

## **8. Electrical Utility Operations - Electrical Services**

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

- Street Banners
- Access to electrical supply

## **9. 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 Environment and Sustainability Services include:

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