

**CORPORATION OF THE CITY OF NEW WESTMINSTER**  
**COMMUNITY SERVICES FEES AND CHARGES BYLAW NO. 8529, 2025**

A Bylaw to establish fees and charges for services

WHEREAS Section 194 of the *Community Charter* authorizes municipalities by bylaw to impose fees in respect of a service of the municipality or provision of information;

AND WHEREAS Council deems it necessary and desirable to exercise the authority provided by the *Community Charter* to cover costs of providing services;

NOW THEREFORE, the CITY COUNCIL of the Corporation of the City of New Westminster in open meeting assembled ENACTS AS FOLLOWS:

**1. Citation**

This Bylaw may be cited for all purposes as “Community Services Fees and Charges Bylaw No. 8529, 2025”.

**2. Fee for Use of Service**

Every person using any service of the City of New Westminster listed in the schedules of the Community Services Fees and Charges Bylaw, attached to 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 the related schedule and which is hereby imposed in accordance with the applicable conditions, definitions, comments, notes and requirements set for in the schedule relating to such fee or charge.

**3. Severability**

If any portion of this Bylaw is held to be invalid by a court of competent jurisdiction, it shall be severed from the Bylaw and the remaining portions shall remain in full force and effect as if the Bylaw had been enacted without the invalid portion.

**4. Repeals**

Anvil Theatre Fees and Charges Bylaw No. 8209, 2020 and all amendments to it are hereby repealed.

Cultural Services Fees and Charges Bylaw No. 7875, 2016 and all amendments to it are hereby repealed.

Integrated Services Fees Schedule “E” in Planning and Development Fees and Rates Bylaw No. 7683, 2014 is hereby deleted.

**5. Effective Date**

This Bylaw will come into effect on January 1, 2026.

**Adopted September 29, 2025**

**Schedule A to Bylaw No. 8529, 2025  
Anvil Theatre Fees and Charges 2026**

**1. Anvil Theatre Rental Rates**

<b>2026 Rates</b>						
	<b>Prime Time: Friday to Sunday</b>			<b>Non-Prime Time: Monday to Thursday</b>		
	<b>Performance</b>	<b>Technical Rehearsal</b>	<b>Bare Stage Rehearsal</b>	<b>Performance</b>	<b>Technical Rehearsal</b>	<b>Bare Stage Rehearsal</b>
<b>Standard</b>	\$2,284	\$1,713	\$1,142	\$1,958	\$1,469	\$979
<b>New West Cultural Business</b>	\$1,598	\$1,196	\$800	\$1,370	\$1,027	\$685
<b>Not for Profit</b>	\$1,142	\$856	\$571	\$979	\$734	\$490
<b>Conference</b>	Fees for conference use of the Theatre are provided by quotation from the Anvil Centre Conference team.					

Rental Rates are based on an 8 hour minimum booking. Same day bookings, longer than 8 hours, will be charged at 1/8<sup>th</sup> of the appropriate rental fee for up to four hours.

The Manager, Community Arts & Theatre is authorized to develop and implement scaled rental fees in support of the advancement of the Arts Strategy, Theatre Strategy, and in alignment with the City’s DIEAR Framework and commitment to Truth and Reconciliation.

**2. Staffing Charges**

All theatre rentals require theatre technical staff throughout the rental term. The number and level of technical staff are determined by Theatre operator and associated costs are additional to space rental fees and identified on the Rental Agreement. Non-technical staff may be required to accommodate rental needs for safety, customer enjoyment and performance needs. Theatre staff and/or Anvil Theatre Management will determine non-technical staffing needs. Additional staff and related charges will be identified on the Rental Agreement.

<b>Staff Position</b>	<b>2026 Hourly Fee</b>
Technical Supervisor	\$44.55
Skilled Technician	\$33.40
General Technician	\$29.79
Front of House	\$29.49
Security	\$29.49
Building Cleaner	\$31.95

**Schedule B to Bylaw No. 8529, 2025  
Business Licence Fees 2026**

**1. Licensing Fees Set by Business Type**

<b>Business Type</b>	<b>2026 Fee</b>
Adult Entertainment Business – Venue Non-Liquor Licence	\$3269.00
Automobile Leasing/Renting	\$363.00 (1-5 vehicles) \$730.00 (5+ vehicles)
Fuel Station	\$114.00 per nozzle
Services – Beauty	\$174.00 (first person) \$27.00 (each additional person)
Bed & Breakfast Accommodation	\$214.00
Book or Magazine Agent	\$182.00
Cannabis – Retail	\$3269.00
Contractor	\$182.00 (1-2 employees) \$23.00 (each additional employee)
Direct Seller	\$182.00
Event Promotion Services	\$182.00 (1-2 employees) \$23.00 (each additional employee)
Group Care Facility – child or adult	\$0.00
Hall – Rental * No licence required for a performance, concert, exhibition or entertainment, the entire proceeds of which are disbursed to non-profit or religious purposes.	\$868.00 (1 year) \$522.00 (1 month) \$261.00 (1 day)
Inter-Municipal Business Licence (IMBL)	Pursuant to Bylaw No. 8475, 2024  \$300.00
Laundromat	\$50.00 (first machine) \$22.00 (each additional machine)
Liquor Licence – Liquor Primary	\$1538.00
Liquor Licence – Liquor Primary Add On Fee for Other Business	\$409.00
Liquor Licence – Food Primary Licence Add On Fee	\$409.00
Liquor Licence – Patron Participation Add On Fee	\$409.00
Liquor Licence – Manufacturer Endorsement Add On Fee	\$409.00
Liquor Retail Store	\$3269.00
Liquor Licence – Private Club (*non-profit)	\$0.00
Mobile Food Vending (Food Truck)	\$59.00 (single event) \$214.00 (annual: 1-3 employees) \$312.00 (annual: 4+ employees)
Non-Profit Organization	\$0.00
Parking Lot	\$260.00
Pool Rooms and Billiard Halls	\$69.00 (per table) \$214.00 (minimum fee)
Secondhand Dealer	\$361.00
Street Entertainer / Busker	\$40.00
Street Vendor	\$214.00
Temporary Business Licence	\$128.00

<b>Business Type</b>	<b>2026 Fee</b>
Theatre	\$850.00 (1 year) \$509.00 (1 month) \$261.00 (1 day)  Provided that each screen shall pay a separate fee.

**b) Employee Based Business**

Every person carrying on within the City of New Westminster any business, professional practice, trade, employment, occupation, calling, not herein before enumerated, shall pay to the City of New Westminster a fee specified as follows plus any applicable taxes:

<b>Number of Employees</b>		<b>2026 Fee</b>
1 – 3	Persons Engaged in the Business	\$214.00
4 - 10	Persons Engaged in the Business	\$312.00
11 - 25	Persons Engaged in the Business	\$591.00
26 - 50	Persons Engaged in the Business	\$1181.00
51 - 100	Persons Engaged in the Business	\$2406.00
over 100	Persons Engaged in the Business	\$3269.00

**c) Vending Machines**

For any person carrying on the business of operating vending machines the following fees per machine plus any applicable taxes apply:

<b>Type of Vending Machine</b>	<b>2026 Fee</b>
Confectionery, including beverages	\$41.00
Tobacco, cigars or cigarettes	\$87.00
Amusement when operated by coins greater than one cent when not part of an entertainment facility	\$62.00
Sale and/or distribution of newspapers	\$52.00
Coin operated laundry machines	\$18.00
ATM at locations other than at a financial institution	\$214.00
Any other vending machine	\$41.00

**d) Rental Accommodation Fees**

For any person carrying on the business of operating apartments, rooming houses, hotels, lodging houses, rental houses and any other place where rooms are available for rental for human habitation.

<b>Type of Unit</b>	<b>Property Certified by the Crime Free Multi Housing Program</b>	<b>Property not Certified by the Crime Free Multi Housing Program</b>
Hotels	\$19.00 /unit	
Housekeeping / Bachelor unit	\$33.00/unit	\$39.00/unit
1 Bedroom unit	\$49.00/unit	\$58.00/unit
2 Bedroom unit	\$66.00/unit	\$78.00/unit
3 Bedroom unit	\$82.00/unit	\$97.00/unit

**e) Commercial Vehicle Fees**

For any person carrying on the business of being a carrier of persons or chattels plus any applicable taxes:

<b>Vehicle Type</b>	<b>2026 Fee</b>
Class "A" – Taxi	Per vehicle: \$150.00 (carbon fuel or hybrid) \$30.00 (zero emission) \$0.00 (accessible) Plus: \$9.00 per vehicle if also displaying materials
Class "B" – Bus	\$91.00 per vehicle
Class "C" – Hearse	\$31.00 per vehicle
Class "D" – Limousine	\$10.00 per vehicle
Class "F" – Driver Testing/Training Vehicle	\$38.00 per vehicle
Class "L" – Accessible Vehicle	\$241.00 per vehicle
Class "P" – Pedicab	\$38.00 per vehicle

**f) Business Licence Application Fees**

The business types listed in the table below, shall be required to pay the corresponding non-refundable application fee upon submission of an application for a business licence.

<b>Business Type</b>	<b>2026 Fee</b>
Business Licence Application (excluding Liquor Primary and Cannabis Retail)	\$59.00
Mobile Food Vending (Food Truck) Application (Annual Licence)	\$59.00
Cannabis Retail Store Application	\$6412.00
Liquor Primary Application (initial application where local government input required)	\$1538.00
Change to existing Liquor Licence where local government input required	\$264.00

**Schedule C to Bylaw No. 8529, 2025  
Bylaw Services Fees 2026**

**1. Fees for administration, permits and charges**

Bylaw	Description	2026 Fee*
Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004	Re-inspection Fee:	\$250.00
	Excessive Nuisance Abatement Fees: Police Nuisance Response and Abatement Service Call	\$303.00
	City Staff Nuisance Response and Abatement Service Call	\$121.00
	Administration Fee	10% on Total Service Call Fees
Controlled Substance Property Bylaw No. 6679, 2001	Permit, Inspection Fees and Charges: For Special Inspection	\$727.00
	For each inspection prior to issue of Occupancy Permit	\$485.00
	To Obtain Occupancy Permit	\$606.00
Unightly Premises Bylaw No. 5969, 1991	Administration Fee for hiring contractor as per Section 9	\$91.00
Fire Protection Bylaw No. 6940, 2004	Administration Fee for hiring contractor as per Section 15.1	\$91.00
	Administration Fee for hiring contractor as per Section 15.3	\$91.00
Construction Noise Bylaw No. 6063, 1992 Exemption Request	Administration Fee	\$222.00
*All fees are subject to applicant taxes.		

**Schedule D to Bylaw No. 8529, 2025  
Community Event Fees 2026**

**1. Community Event Fees**

Fee Type	2026 Fee
Damage & Performance Deposit	\$500.00 - \$2,000.00
Police Officer	\$143.00 + GST = \$150.15 / hour (subject to change)
Engineering Operations Staff	By Quote
Waste Disposal	By Quote
Electrical fee	By Quote
Water fee	By Quote
Use of Civic Spaces	By Quote
Onsite Staff Liaison	By Quote
Barricade Delivery & Removal	By Quote
Permit – Special Occasion or Liquor Service	By Quote
Permit – Sale of Goods, Services or Food	By Quote
All ticketed and gated events and activities are subject to an additional fee of 15% of gross gate revenue plus GST.	

**Notes**

All community events are subject to additional facility booking fees, stipulated in other City of New Westminster fee bylaws. The Community Events Office will provide a complete quotation once details about the proposed activities are known.

City staff callouts are a minimum 4 hour call out.

**Schedule E to Bylaw No. 8529, 2025**  
**Cultural Services Fees and Charges 2026 (Arts, Heritage, Museum, Archives, New Media Gallery, Art and Technology)**

**1. Anvil Centre Studio Rental Rates**

All Fees are subject to applicable taxes; per hour fee, unless otherwise noted rental rates do not include staffing or other additional costs. Insurance with the City of New Westminster listed as co-insured for \$5 million liability is required with all rental bookings. Starting June 1, 2024, the City of New Westminster provides insurance add-on options for rental contracts.

Fees are subject to criteria in the following policies:

- Facility Allocation Policy & Procedures: Anvil Centre Community Spaces (506823)

<b>Anvil Centre Community Spaces - room capacity up to 20 people</b>			
<b>Room Name (capacity)</b>	<b>Community Rental (1 hour minimum)</b>		<b>Commercial &amp; Private (1 hour minimum)</b>
	<b>Meeting (per hour)</b>	<b>Activity (per hour)</b>	<b>Meeting &amp; Activity (per hour)</b>
Archives Reading Room (12)	\$19.05 + GST = \$20.00	N/A	N/A
Music Practice Rooms (4)	N/A	\$6.05 + GST = 6.35	\$17.33 + GST = \$18.20
Half Studios 411 & 413 (20)	\$9.57 + GST = \$10.05	\$19.05 + GST = \$20.00	\$56.62 + GST = \$59.45
Dance Studio (20)	N/A	\$37.52 + GST = \$39.40	\$37.52 + GST = \$39.40
<b>Anvil Centre Community Spaces - room capacity up to 50 people</b>			
<b>Room Name (capacity)</b>	<b>Community Rental (1 hour minimum)</b>		<b>Commercial/Private (1 hour minimum)</b>
	<b>Meeting (per hour)</b>	<b>Activity (per hour)</b>	<b>Meeting &amp; Activity (per hour)</b>
Cultural Studio 417 (25)	\$19.05 + GST = \$20.00	\$37.52+ GST = \$39.40	\$114.24 + GST = \$119.95
Cultural Studios 411 & 413 (50)	\$19.05+ GST = \$20.00	\$37.52 + GST = \$39.40	\$114.24 + GST = \$119.95
Additional staff charges apply for rentals occurring when the building is closed to the public.			
Individuals and groups booking Anvil Centre studios may be required to obtain liability insurance coverage as determined by the Community Services Department.			

**2. Equipment Rental**

- Upright Piano - \$52.05 + GST & PST = \$58.30/booking day
- Electric Piano - \$25.94 + GST & PST = \$29.05/booking day
- Piano tuning fee – At cost

### 3. Entandem

Cultural Services is required to collect music license fees on applicable rental bookings (plus applicable sales tax) based on occupancy, music use and dancing. These fees are set by Entandem and will be billed at cost.

### 4. Programs, Fees and Admissions

- Admission by donation for Samson V, Irving House, Museum and the New Media Gallery.
- Program fees are based on the program formula or delivered by donation.
  - The following fee criteria will be considered when developing fees for registered programs:
    - Instructor salary (CUPE or Contractors) and benefits
    - Supplies (teaching collection, art materials, food, etc. – program consumables)
    - Banking fees
    - Transportation & other costs (as applicable)
    - Third Party Costs (i.e. non-New Westminster admission fees)
    - Some programs that are developing may be excluded from the above formula considerations to provide a community service or establish a customer base.

### 5. Archive Reproduction Fees

Method of Reproduction	Fee Per Reproduction & Subject to change
Scanned Image (emailed)	\$15.09 + GST & PST = \$16.90
Digitized video (emailed/file transfer)	\$15.09 + GST & PST = \$16.90
Digitized Audio (emailed/file transfer)	\$15.09 + GST & PST = \$16.90
Photocopy (per page)	\$0.54 + GST & PST = \$0.60
Print photograph	Market Rate, based on size
Mailing/Couriering	Market Rate

#### Notes

**Fee Adjustments:** Under special circumstances designated cultural staff (i.e. managers, directors or coordinators) may adjust fees and charges rates to meet current market value or extraordinary bookings.

**Partnerships:** Cultural Services may elect to not charge third parties rental fees if the service provided is offered in partnership with Cultural Services and offers a public good. Admission fees will be used to recover service costs.

**Food, Beverage, Vending & Merchandise Sales:** All applicable fees are priced at market value and subject to change, sales, discounts or other promotions.

**Schedule F to Bylaw No. 8529, 2025  
Filming Fees 2026**

<i>*Filming fees are subject to increases without notice.</i>	
<b>Fee Type</b>	<b>2026 Fee</b>
Permit License Fee	\$300.00
Business License	\$150.00
Damage /Performance Deposit	\$500.00 - \$10,000.00
Location Hold Fee	\$1000.00 (non-refundable)
Street Occupancy	\$225.00 per block/day based on 200 feet
Multiple Locations	\$75.00
Multi Day Filming	\$100.00 per additional day
Daily Inspection	\$100.00
Meter Charges	\$15.00 per meter /day – on top of street occupancy
Temporary No Parking Signage	\$150.00 per block
Garbage Disposal	By Quote – Engineering Operations
Filming – City Hall Exterior	\$5000.00
Filming – City Hall Interior	\$5000.00
Filming – City Hall Prep/Wrap	\$1500.00
Civic Facilities - Interior	\$500.00 - \$1000.00 or by quote
Civic Facilities Exterior	\$500.00 - \$1000.00 or by quote
Parking at Civic Facilities (parking lots)	\$750.00 - \$1000.00 / day
Fire Hydrant Access	\$100.00 / hydrant / day
Municipal Services - City staff liaison	\$ 75.00 / hour / plus overtime
Location liaison City staff – electrical call out, fire watch.	Variable – by quote
Fire Hydrant Use of Wet Down (permitted only if metro Vancouver water restrictions are below level III)	\$250.00 per hydrant / day
Parking Infraction	\$200.00 per infraction
Damage Deductions	Variable
Student Permit	Free (except city service requests)
Prep & Wrap days	By Quote or 50% of location fee
Permit Changes During Active Filming	\$300.00
Re-Occurring Location	\$250.00 (per occurrence)

Lunch Tent	\$300.00
Moving Picture Car admin fee	\$100.00
FX or Gun Use admin fee	\$175.00
Curfew Extension	\$250.00 per hour outside curfew
Drone Use admin fee	\$500.00
City Staff – excluding Police	By quote
Police Officer – (4 hour minimum)	\$143.00 + GST = \$150.15 / hour (subject to change, based on staff costs)
Use of Police Vehicle	By quote
Police Admin Fee	15%
Fire Services Equipment and Staff	By quote
Fire Inspector	By quote
Fire Inspector – FX, safety plan & consulting	\$100.00 / hour
Fire Services Administration	10%
Administration (charged on total film fees)	20%
Fraser Cemetery – Prep & Wrap	\$1000.00 per day
Fraser Cemetery - Filming Days	\$2000.00
Fraser Cemetery – Staff (4 hour minimum)	\$75.00 per hour for 4 hour minimum; \$100 per hour for overtime
Fraser Cemetery Facility Interior	\$500.00
Equipment Use	By Quote
Fraser Cemetery Grave Side Props	\$300.00
Park and Recreation Facilities	By Quote