

## **CELEBRATING SUCCESS**

*Congratulations to Councillor Terri McConnachie and Councillor Susan Scott for five years of service as Councillors of the City of Prince George.*



## SPECIAL COUNCIL MEETING AGENDA

December 4, 2019, 6:00 p.m.

Council Chambers of City Hall

1100 Patricia Boulevard, Prince George, BC

Pages

### A. ADOPTION OF THE AGENDA

#### RECOMMENDATION:

That the agenda for the special meeting of Council scheduled for December 4, 2019, BE ADOPTED.

### B. MINUTES

#### B.1 Adoption of Minutes

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#### RECOMMENDATION:

That the attached minutes of the regular Council meeting held November 18, 2019, be adopted as read on this day and that such minutes as read set out all of the business before Council at that meeting and fully and properly record all of the resolutions and bylaws passed and adopted by Council at that meeting.

### C. REPORTS

#### STANDING COMMITTEE ON FINANCE AND AUDIT - COUNCILLOR GARTH FRIZZELL, CHAIR

#### C.1 2020 - 2023 Fees and Charges

12

##### C.1.1 City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004, Amendment No. 9080, 2019

161

#### RECOMMENDATION:

That Council GRANTS FIRST THREE READINGS to "City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004, Amendment Bylaw No. 9080, 2019."

**C.2      Ross McBride Crescent Road Closure Bylaw No. 9060, 2019      265**

Applicant: City of Prince George

Location: Ross / McBride Crescent

**C.2.1      City of Prince George Ross McBride Crescent Road Closure Bylaw No. 9060, 2019      271**

**RECOMMENDATION:**

**That Council GRANTS FIRST AND SECOND READINGS to "City of Prince George Ross McBride Crescent Road Closure Bylaw No. 9060, 2019."**

**C.3      Rezoning Amendment Application No. RZ100644 (Bylaw No. 9084)      274**

Applicant: Bruce and Kathryn Kidd on behalf of Kidd Real Estate Holdings Ltd.

Location: 6934 Langer Crescent

**C.3.1      City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 9084, 2019      280**

**RECOMMENDATION:**

**That Council GIVES FIRST and SECOND READINGS to "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 9084, 2019."**

**RECOMMENDATION:**

**That Council PERMITS that consideration of Final Reading of proposed Bylaw No. 9084, 2019 BE WITHHELD until the following requirements have been met to the satisfaction of Administration:**

- a.      Registration of a Section 219 Covenant on the legal title of Lot 19, District Lot 4047, Cariboo District, Plan 19550 that restricts symmetrical facades for two-unit housing.**
- b.      Registration of a Section 219 Covenant on the legal title of Lot 19, District Lot 4047, Cariboo District, Plan 19550 that restricts secondary suites within two-unit housing.**

**C.4 Funding Request to Transport Canada - Bikeability Diagnostic Model 283**

**RECOMMENDATION:**

**That Council APPROVES Administration to complete a funding request to Transport Canada for the deployment of a Bikeability Diagnostic Model for the City of Prince George.**

**RECOMMENDATION:**

**That Council AUTHORIZES the City's Financial Officer and General Manager of Engineering and Public Works to sign funding request documents and any contract documents should funding approval be received.**

**D. BYLAWS - FINAL READING AND ADOPTION**

**D.1 City of Prince George 1357 PG Pulpmill Road, Road Closure Bylaw No. 9056, 2019 285**

Applicant: City of Prince George

Subject: 1357 PG Pulpmill Road

**RECOMMENDATION:**

**That Council GRANTS FINAL READING AND ADOPTION to "City of Prince George 1357 PG Pulpmill Road, Road Closure Bylaw No. 9056, 2019."**

**D.2 City of Prince George 1288 PG Pulpmill Road Closure Bylaw No. 9069, 2019 288**

Applicant: City of Prince George

Location: 1288 PG Pulpmill Road

**RECOMMENDATION:**

**That Council GRANTS FINAL READING AND ADOPTION to "City of Prince George 1288 PG Pulpmill Road Closure Bylaw No. 9069, 2019."**

**D.3 City of Prince George Parking and Traffic Bylaw No. 6056, 1993, Amendment Bylaw No. 9081, 2019 291**

Subject: Amending text within the bylaw and repealing of "City of Prince George Commercial Vehicle Licensing Bylaw No. 7852, 2007."

**RECOMMENDATION:**

**That Council GRANTS FINAL READING AND ADOPTION to "City of Prince George Parking and Traffic Bylaw No. 6056, 1993, Amendment Bylaw No. 9081, 2019."**

**D.4 City of Prince George Bylaw Notice Enforcement Bylaw No. 8813, 2016, Amendment Bylaw No. 9089, 2019 298**

Subject: Amendments to the text regarding the Bylaw Contraventions and Fines to "Schedule B - Bylaw Contraventions and Fines."



**RECOMMENDATION:**

**That Council GRANTS FINAL READING AND ADOPTION to "City of Prince George Bylaw Notice Enforcement Bylaw No. 8813, 2016, Amendment Bylaw No. 9089, 2019."**

- D.5 Prince George Transit Service Annual Operating Agreement 2019/2020 Amendment No. 1 Authorization Bylaw No. 9092, 2019**

**302**

Subject: Amendments to the Annual Operating Agreement regarding Community, Custom and Conventional Transit Services from April 1, 2019 to March 31, 2020

**RECOMMENDATION:**

**That Council GRANTS FINAL READING AND ADOPTION to "Prince George Transit Service Annual Operating Agreement 2019/2020 Amendment No. 1 Authorization Bylaw No. 9092, 2019."**

**E. CORRESPONDENCE**

**RECOMMENDATION:**

**That Council RECEIVES FOR INFORMATION Correspondence Items E.1 and E.2.**

- E.1 Correspondence dated November 12, 2019 from Mayor Lisa Helps, City of Victoria requesting support for resolutions not considered at the Union of BC Municipalities 2019 Convention**
- E.2 Correspondence dated November 25, 2019 from Kevin Moutray and Margot Parkes, Co-Chair, Nechako Watershed Roundtable (NWR) in thanks for the City's contribution to the NWR program implementation expenses**

**316**

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**F. ADJOURNMENT**

**RECOMMENDATION:**

**That there being no further business the Special Meeting of Council, BE ADJOURNED.**



## MINUTES OF THE REGULAR MEETING OF COUNCIL

November 18, 2019

6:00 pm

Council Chambers of City Hall

1100 Patricia Boulevard Prince George, BC

### PRESENT:

Mayor Lyn Hall, Chair  
Councillor Everitt  
Councillor Frizzell  
Councillor Krause  
Councillor Ramsay  
Councillor Sampson  
Councillor Scott via telephone <6:36 p.m. to 6:56 p.m.> and  
<7:17 p.m. to 8:36 p.m.>  
Councillor Skakun <6:13 p.m. to 8:36 p.m.>

### IN ATTENDANCE:

Ms. Kathleen Soltis, City Manager  
Mr. Walter Babicz, General Manager of Administrative Services  
Mr. Ian Wells, General Manager of Planning and Development  
Mr. Kris Dalio, Director of Finance  
Mr. Dave Dyer, General Manager of Engineering and Public Works  
Mr. Adam Davey, Associate Director of Community Services  
Mr. Rob van Adrichem, Director of External Relations  
Ms. Leslie Kellett, Legislative Coordinator

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### A. ADOPTION OF THE AGENDA

**Moved By** Mayor Hall

**Seconded By** Councillor Everitt

*That the agenda for the regular Council meeting scheduled for November 18, 2019, be amended to add a new item regarding "Downtown Social Issues", to be considered immediately following item F.7.1 and that the agenda, BE ADOPTED AS AMENDED..*

**Carried Unanimously**

**B. MINUTES****B.1 Adoption of Minutes**

**Moved By** Councillor Sampson  
**Seconded By** Councillor Krause

*That the attached minutes of the regular Council meeting held November 4, 2019, be adopted as read on this day and that such minutes as read set out all of the business before Council at that meeting and fully and properly record all of the resolutions and bylaws passed and adopted by Council at that meeting.*

**Carried Unanimously**

**C. DELEGATIONS****C.1 North Central Badminton Academy**

Presenter(s): Lisa Davison, Co-Chair, and Vonda Hofferd, Co-Chair  
Topic: 2020 Canadian Masters Badminton Championship

Ms. Lisa Davison and Ms. Vonda Hofferd, Co-Chairs, North Central Badminton Academy, provided a PowerPoint presentation regarding the 2020 Canadian Masters Badminton Championships including information on the event scope, ticket prices, and promotional materials.

Discussion commenced. Ms. Davison and Ms. Hofferd responded to questions of Council.

**D. CONSENT AGENDA (FOR INFORMATION)****D.1 Monthly Building Permit and Development Permit Summary (October 2019)**

Councillor Frizzell requested further consideration of Consent Agenda item D.1.

Councillor Skakun entered Council Chambers at 6:13 p.m.

Discussion commenced.

**Moved By** Councillor Krause  
**Seconded By** Councillor Ramsay

*That the report dated November 7, 2019 from the General Manager of Planning and Development titled "Monthly Building Permit and Development Permit Summary (October 2019)", BE RECEIVED FOR INFORMATION.*

**Carried Unanimously**

**F. REPORTS****GENERAL MANAGER OF PLANNING AND DEVELOPMENT - IAN WELLS****F.1 2020 to 2025 Economic Development Strategy**

Ms. Melissa Barcellos, Manager of Economic Development, provided a PowerPoint presentation regarding the "2020 - 2025 Economic Development Strategy" including information on the project, guiding principles, and strategy goals.

Discussion commenced.

**Moved By** Councillor Sampson

**Seconded By** Councillor Ramsay

*That Council APPROVES the 2020 to 2025 Economic Development Strategy as attached to the report dated November 18, 2019 from the General Manager of Planning and Development titled "2020 to 2025 Economic Development Strategy."*

**Carried Unanimously**

## **F.2 Prince George Transit Future Action Plan Review**

Ms. Tiina Schaeffer, Manager of Sustainable Development, and Ms. Lindsay Taylor, Manager of Government Relations, BC Transit, provided a PowerPoint presentation regarding "Prince George Transit Future Action Plan Review" including information on the 2014 Mode Share Target service and infrastructure priorities, the 2019/2020 action plan, and project timeline.

Councillor Frizzell exited Council Chambers at 6:31 p.m. and returned at 6:33 p.m.

Councillor Scott joined the meeting by telephone at 6:36 p.m.

Discussion commenced. T. Schaeffer, Manager of Sustainable Development, and Ms. Taylor, Manager of Government Relations, BC Transit, responded to questions of Council.

**Moved By** Councillor Ramsay

**Seconded By** Councillor Everitt

*That the report dated November 5, 2019 from the General Manager of Planning and Development titled "Prince George Transit Future Action Plan Review", BE RECEIVED FOR INFORMATION.*

**Carried Unanimously**

## **F.3 Prince George Transit Service Annual Operating Agreement 2019/2020 Amendment #1**

### **F.3.1 Prince George Transit Service Annual Operating Agreement 2019/2020 Amendment No. 1 Authorization Bylaw No. 9092, 2019**

**Moved By** Councillor Everitt

**Seconded By** Councillor Krause

*That Council GRANTS FIRST THREE READINGS to "Prince George Transit Service Annual Operating Agreement 2019/2020 Amendment No. 1 Authorization Bylaw No. 9092, 2019."*

**Carried Unanimously**

**F.4 Update on City of Prince George Multi-Family Housing Incentive Bylaw No. 8679, 2015**

Mr. Tristin Deveau, Planner, provided a PowerPoint presentation regarding "Multi-Family Housing Incentive - Check-in" including information on the history of the Multi-Family Housing Incentive Bylaw, incentive areas, bylaw lapse timing, and observations regarding the bylaw.

Discussion commenced. T. Deveau, Planner, and I. Wells, General Manager of Planning and Development, responded to questions of Council.

**Moved By** Councillor Ramsay

**Seconded By** Councillor Krause

*That the staff report dated November 7, 2019 from the General Manager of Planning and Development titled "Update on City of Prince George Multi-Family Housing Incentive Bylaw No. 8679, 2015", BE RECEIVED FOR INFORMATION.*

**Carried Unanimously**

Councillor Scott departed the meeting at 6:56 p.m.

Mayor Hall called a recess of the regular Council meeting at 6:56 p.m.

The meeting reconvened at 7:01 p.m.

The attendance of Council and Staff was the same as at the time the recess was called.

**E. FORMAL PUBLIC HEARINGS - COMMENCING AT 7:03 P.M.**

The Regular Meeting of Council adjourned to the Formal Public Hearing at 7:03 p.m.

**E.1 Preston Road Closure Bylaw No. 9039, 2019**

Applicant: City of Prince George

Location: Preston Road

Documents for consideration in conjunction with Preston Road Closure Bylaw No. 9039, 2019 include:

- Staff report dated October 15, 2019 from the General Manager of Planning and Development regarding "Preston Road Closure Bylaw No. 9039, 2019" (*Considered at the October 23, 2019 regular Council meeting*);
- Appendix "A" - Proposed Road Closure;
- Exhibit "A" - Proposed Consolidation;
- Exhibit "B" - Proposed Statutory Right of Way; and
- Exhibit "C" - Location Map.

**Gallery:**

There were no submissions from the gallery.

**Moved By** Councillor Frizzell  
**Seconded By** Councillor Sampson

*That the Formal Public Hearing regarding "Preston Road Closure Bylaw No. 9039, 2019", BE CLOSED.*

**Carried Unanimously**

The Formal Public Hearing adjourned to the regular meeting of Council at 7:04 p.m.

**E.1.1 City of Prince George Preston Road Closure Bylaw No. 9039, 2019**

**Moved By** Councillor Sampson  
**Seconded By** Councillor Everitt

*That "City of Prince George Preston Road Closure Bylaw No. 9039, 2019", BE GRANTED THIRD READING.*

**Carried Unanimously**

The regular meeting of Council adjourned to the Formal Public Hearing at 7:05 p.m.

**E.2 4759 Continental Way Road Closure Bylaw No. 9047, 2019**

Applicant: City of Prince George  
Location: 4759 Continental Way

Documents considered in conjunction with 4759 Continental Way Road Closure Bylaw No. 9047, 2019 include:

- Staff Report dated October 4, 2019 from the General Manager of Planning and Development regarding "4759 Continental Way Road Closure Bylaw No. 9047, 2019" (*Considered at the October 23, 2019 regular Council meeting*)
- Appendix "A" - Proposed Road Closure;
- Exhibit "A" - Proposed Consolidation;
- Exhibit "B" - Location Map;
- Correspondence, photos and a video, dated November 12, 2019 from Jordan Kordyban, Engineering Technologist, Carrier Lumber, in opposition to the application; and
- Updated correspondence dated November 12, 2019 from Jordan Kordyban, Engineering Technologist, Carrier Lumber, in opposition to the application.

**Gallery:**

There were no submissions from the gallery.

**Moved By** Councillor Ramsay  
**Seconded By** Councillor Everitt

*That the Formal Public Hearing regarding "4759 Continental Way Road Closure Bylaw No. 9047, 2019", BE CLOSED.*

**Carried Unanimously**

The Formal Public Hearing adjourned to the regular Meeting of council at 7:07 p.m.

**Moved By** Councillor Sampson  
**Seconded By** Councillor Krause

*That Council REFERS to Administration the letter dated November 12, 2019 from Jordan Kordyban, Carrier Lumber regarding 4759 Continental Way Road Closure Bylaw No. 9047, 2019, for action.*

**Carried Unanimously**

**E.2.1 City of Prince George 4759 Continental Way Road Closure Bylaw No. 9047, 2019**

**Moved By** Councillor Krause  
**Seconded By** Councillor Ramsay

*That "City of Prince George 4759 Continental Way Road Closure Bylaw No. 9047, 2019", BE GRANTED THIRD READING.*

**Carried Unanimously**

The regular meeting of Council adjourned to the Formal Public Hearing at 7:10 p.m.

**E.3 1357 PG Pulpmill Road Closure Bylaw No. 9056, 2019**

Councillor Skakun declared a conflict of interest as the purchaser of the subject property, 1357 PG Pulpmill Road, is his employer.

Councillor Skakun exited Council Chambers at 7:10 p.m.

Applicant: City of Prince George  
Location: 1357 PG Pulpmill Road

Documents considered in conjunction with 1357 PG Pulpmill Road Closure Bylaw No. 9056, 2019, include:

- Staff report dated October 9, 2019 from the General Manager of Planning and Development regarding "1357 PG Pulpmill Road Closure Bylaw No. 9056, 2019" (*Considered at the October 23, 2019 regular Council meeting*);
- Appendix "A" - Proposed Road Closure;
- Exhibit "A" - Proposed Consolidation; and
- Exhibit "B" - Location Map.

**Gallery:**

There were no submissions from the gallery.

**Moved By** Councillor Ramsay

**Seconded By** Councillor Everitt

*That the Formal Public Hearing regarding "1357 PG Pulpmill Road Closure Bylaw No.9056, 2019", BE CLOSED.*

**Carried Unanimously**

The Formal Public Hearing adjourned to the regular meeting of Council at 7:11 p.m.

**E.3.1 City of Prince George 1357 PG Pulpmill Road, Road Closure Bylaw No. 9056, 2019**

**Moved By** Councillor Sampson

**Seconded By** Councillor Krause

*That "City of Prince George 1357 PG Pulpmill Road, Road Closure Bylaw No. 9056, 2019", BE GRANTED THIRD READING.*

**Carried Unanimously**

Councillor Skakun returned to Council Chambers at 7:12 p.m.

The regular meeting of Council adjourned to the Formal Public Hearing at 7:12 p.m.

**E.4 1288 PG Pulpmill Road Closure Bylaw No. 9069, 2019**

Applicant: City of Prince George

Location: 1288 PG Pulpmill Road

Documents considered in conjunction with 1288 PG Pulpmill Road Closure Bylaw No. 9069, 2019 include:

- Staff report dated October 15, 2019 from the General Manager of Planning and Development regarding "1288 PG Pulpmill Road Closure Bylaw No. 9069, 2019" (*Considered at the October 23, 2019 regular Council meeting*);
- Appendix "A" - Proposed Road Closure;
- Exhibit "A" - Proposed Consolidation; and
- Exhibit "B" - Location Map.

**Gallery:**

A representative of the owners at 1133 Hofferkamp Road attended Centre Table and spoke in opposition to the application advising that the proposed road closure will impact the development of their property.

Discussion commenced and I. Wells, General Manager of Planning and Development, responded to questions of Council.



**Moved By** Councillor Sampson  
**Seconded By** Councillor Ramsay

*That the Formal Public Hearing regarding "1288 PG Pulpmill Road Closure Bylaw No. 9069, 2019", BE CLOSED.*

**Carried Unanimously**

The Formal Public Hearing adjourned to the regular meeting of Council at 7:16 p.m.

**E.4.1 City of Prince George 1288 PG Pulpmill Road Closure Bylaw No. 9069, 2019**

**Moved By** Councillor Everitt  
**Seconded By** Councillor Krause

*That "City of Prince George 1288 PG Pulpmill Road Closure Bylaw No. 9069, 2019", BE GRANTED THIRD READING.*

**Carried Unanimously**

**F. REPORTS**

**F.5 Amendments to the Parking and Traffic Bylaw and the Bylaw Notice Enforcement Bylaw**

Councillor Scott returned to the meeting by telephone at 7:17 p.m.

Mr. Fred Crittenden, Manager of Bylaw Services, provided an overview of the proposed amendments to the Parking and Traffic Bylaw and the Bylaw Notice Enforcement Bylaw.

Discussion commenced. F. Crittenden, Manager of Bylaw Services, and I. Wells, General Manager of Planning and Development, responded to questions of Council.

**F.5.1 City of Prince George Parking and Traffic Bylaw No. 6056, 1993, Amendment Bylaw No. 9081, 2019**

**Moved By** Councillor Frizzell  
**Seconded By** Councillor Ramsay

*That Council GRANTS FIRST THREE READINGS to "City of Prince George Parking and Traffic Bylaw No. 6056, 1993, Amendment Bylaw No. 9081, 2019."*

**Carried Unanimously**

**F.5.2 City of Prince George Bylaw Notice Enforcement Bylaw No. 8813, 2016, Amendment Bylaw No. 9089, 2019**

**Moved By** Councillor Sampson  
**Seconded By** Councillor Ramsay

*That Council GRANTS FIRST THREE READINGS to "City of Prince George Bylaw Notice Enforcement Bylaw No. 8813, 2016, Amendment Bylaw No. 9089, 2019."*

**Carried Unanimously**

**F.6 745 PG Pulpmill Road Closure Bylaw No. 9088, 2019**

Applicant: City of Prince George  
Location: 745 PG Pulpmill Road

**F.6.1 City of Prince George 745 PG Pulpmill Road Closure Bylaw No. 9088, 2019**

**Moved By** Councillor Scott  
**Seconded By** Councillor Frizzell

*That Council GIVES FIRST and SECOND READINGS to "City of Prince George 745 PG Pulpmill Road Closure Bylaw No. 9088, 2019."*

**Carried Unanimously**

**F.7 Rezoning Amendment Application No. RZ100613 (Bylaw No. 9001, 2019)**

Applicant: Sarbjit Gill for Randeep Gill  
Location: 2866 Hopkins Road

**F.7.1 City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 9001, 2019**

**Moved By** Councillor Frizzell  
**Seconded By** Councillor Everitt

*That Council GIVES FIRST TWO READINGS to "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 9001, 2019."*

**Carried Unanimously**

**Moved By** Councillor Frizzell  
**Seconded By** Councillor Sampson

*That Council PERMITS that consideration of Final Reading of proposed Bylaw No. 9001 BE WITHHELD until the following requirement has been met to the satisfaction of Administration:*

- a. Registration of a Section 219 Covenant on the legal title of Lot 1, District Lot 1433, Cariboo District, Plan BCP1357 that restricts symmetrical facades for two-unit housing; and
- b. Registration of a Section 219 Covenant on the legal title of Lot 1, District Lot 1433, Cariboo District, Plan BCP1357 that restricts the secondary suites within two-unit housing.

**Carried Unanimously**

**F.8a Downtown Social Issues**

Mayor Hall requested consideration by given to a discussion regarding downtown social issues.

Discussion commenced. K. Soltis, City Manager, and K. Dalio, Director of Finance, responded to questions of Council.

**Moved By** Councillor Sampson  
**Seconded By** Councillor Frizzell

*That Council DIRECTS Administration to arrange an open public meeting for public consultation regarding downtown social issues, to be held over the next few weeks.*

**Carried Unanimously**

DIRECTOR OF EXTERNAL RELATIONS - ROB VAN ADRICHEM

**F.8 Talktober 2019**

Discussion commenced. R. van Adrichem, Director of External Relations and K. Soltis, City Manager, responded to questions of Council.

**Moved By** Councillor Everitt  
**Seconded By** Councillor Ramsay

*That the report dated November 7, 2019 from the Director of External Relations titled "Talktober 2019", BE RECEIVED FOR INFORMATION.*

**Carried Unanimously**

DIRECTOR OF FINANCE - KRIS DALIO

**F.9 2020 Spring Security Issue Resolution and Debt Relinquishment**

Discussion commenced. K. Dalio, Director of Finance, and D. Dyer, General Manager of Public Works and Engineering, responded to questions of Council.

**Moved By** Councillor Sampson  
**Seconded By** Councillor Krause

*That Council APPROVES borrowing from the Municipal Finance Authority of British Columbia, as part of their 2020 spring issues, \$671,209 as authorized through "Kelly Road North Culvert Replacement Loan Authorization Bylaw No. 8953, 2018" and that the Regional District of Fraser-Fort George be requested to consent to the borrowing over a twenty (20) year term and include the borrowing in its security issuing bylaw.*

**Carried Unanimously**

**Moved By** Councillor Scott  
**Seconded By** Councillor Krause

*That Council APPROVES the reduction of authorized debt liability under "Killarney-Sussex-Wildwood Sanitary Sewer Extension Local Area Service Loan Authorization Bylaw No. 8722, 2015" by \$359,974.*

**Carried Unanimously**

**Moved By** Councillor Frizzell  
**Seconded By** Councillor Ramsay

*That Council APPROVES the reduction of authorized debt liability under “Plaza Parkade Upgrade Loan Authorization Bylaw No. 8746, 2016” by \$1,170,000.*

**Carried Unanimously**

**Moved By** Councillor Ramsay  
**Seconded By** Councillor Sampson

*That Council APPROVES the reduction of authorized debt liability under “Kin 3 Arena Floor Replacement Loan Authorization Bylaw No. 8748, 2016” by \$55,356.*

**Carried Unanimously**

**Moved By** Councillor Frizzell  
**Seconded By** Councillor Scott

*That Council APPROVES the reduction of authorized debt liability under “Kelly Road North Culvert Replacement Loan Authorization Bylaw No. 8953, 2018” by \$428,791.*

**Carried Unanimously**

**G. ADJOURNMENT**

**THE REGULAR MEETING OF COUNCIL ADJOURNED AT 8:36 P.M.**

**Moved By** Councillor Sampson  
**Seconded By** Councillor Scott

*That there being no further business the Regular Meeting of Council, BE ADJOURNED.*

**Carried Unanimously**

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CHAIRPERSON

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CERTIFIED CORRECT

DATE: November 18, 2019

TO: MAYOR AND COUNCIL

NAME AND TITLE: Standing Committee on Finance and Audit

SUBJECT: 2020-2023 Fees and Charges

ATTACHMENT(S):

**Staff Reports to Standing Committee on Finance and Audit from:**

- 1) General Manager, Engineering and Public Works, dated August 12, 2019, titled "Proposed Amendments to Cemetery Bylaw and Corresponding Fees & Charges"
- 2) Director of Finance, dated July 30, 2019, titled "2020-2023 Solid Waste User Fees"
- 3) General Manager, Engineering and Public Works, dated August 28, 2019, titled "Amendment to the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 Schedule A-7, A-14, and A-18"
- 4) Director of Finance, dated August 14, 2019, titled "2020-2023 Sewer and Water User Fees"
- 5) General Manager, Engineering and Public Works, dated August 26, 2019, titled "Amendment to the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 Schedule A-9, A-13, and A-16"
- 6) Associate Director of Community Services, dated August 28, 2019, titled "2020-2023 Community Arenas/CN Centre and PG Playhouse Theatre"
- 7) Associate Director of Community Services, dated August 26, 2019, titled "2020-2023 Proposed Fees and Charges for the Prince George Conference and Civic Centre and Canada Games Plaza"
- 8) Associate Director of Community Services, dated August 21, 2019, titled "2020-2023 Aquatics Fees and Charges"
- 9) General Manager, Engineering and Public Works, dated August 8, 2019, titled "Amendment to the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 Schedule B-6"
- 10) Director of Finance, dated August 8, 2019, titled "2020-2023 Off-Street Parking Levy and User Fees"
- 11) General Manager of Administrative Services, dated August 29, 2019, titled "Proposed Amendments to Fees and Charges for Records Administration – Schedule C-3 of City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004"
- 12) City Manager, dated August 29, 2019, titled "2020-2023 Proposed Fees and Charges for the Fire Protection and Emergency Response"
- 13) Associate Director of Community Services, dated August 19, 2019, titled "2020-2023 RCMP Support Services Fees and Charges"
- 14) Staff Report to Council from the Director of Finance, dated November 8, 2019, titled "2020-2023 Sewer and Water Fees"

## RECOMMENDATIONS:

That Council GRANT FIRST THREE READINGS TO “City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004, Amendment Bylaw No. 9080, 2019.”

## PURPOSE:

The purpose of this report is to seek Council’s approval to increase fees and charges for 2020 to 2023 as endorsed by the Standing Committee on Finance and Audit regarding reports presented by Administration to the Committee on August 19<sup>th</sup>, September 9<sup>th</sup> and November 18<sup>th</sup>, 2019.

## STRATEGIC PRIORITIES:

Fees and charges rate structures support Council’s priorities of Sustainable Fiscal Management, Sustainable Infrastructure and Organizational Excellence.

## FINANCIAL CONSIDERATIONS:

### Schedule A

The services in Schedule A are full cost recovery services. Administration has proposed fee structures to achieve that goal.

#### Schedule A-3 – Cemetery

A 3% increase each year for the next four years is required to achieve the full recovery of costs associated with this service. Also, additional interment options have been added to accommodate the growing trend for that end of life choice.

#### Schedule A-6 – Solid Waste

A 2% increase per year for the next four years is needed to meet the operational, capital and asset renewal expenses of the utility. Primary inflationary drivers for the fund include the tipping fees paid to the Regional District, labour and the purchase of the vehicles.

#### Schedule A-7 – Highways

This section includes items such as Extraordinary Vehicle Permit Fees, Right-of-Way Occupancy Permit Fees and Road Cut Fees. A 3% per year rate increase over the next four years is recommended to help alleviate inflationary impacts specifically related to the installation or extension of access culverts. These fees have not been adjusted since 2014.

#### Schedule A-9 – Sanitary Sewer

A new Sewer Capacity Charge is being proposed for implementation to metered customers. The goal is to create a two cost component structure that is similar to the one used in the Water Utility. The capacity charge will be based on the size of the pipe servicing the property and represents the recovery of the capital costs associated with providing the infrastructure to the property. The existing Sewer per gallon charge (which represents the charge tied to usage) will be reduced and set to equal 90% of the Water per gallon charge.

In addition to the new cost component structure, all Sewer flat and metered rates are proposed to increase at 5% per year for the next four years. Cost drivers include labour increases and a high inflation rate associated with the capital reinvestment needs of the facility.

#### Schedule A-13 – Storm Sewer

Key adjustments to this schedule include the fee for storm sewer connections to the City system and clarifications on the requirements for Deep Connections and Off Season Construction. Fees escalate at 3% per year for four years.

#### Schedule A-14 – Subdivision Control

Section 5, “Street Signs” of this schedule has been updated to reflect the current material supply fees and labour/equipment charges to install signs and supports for a subdivision or development. Fees escalate at 3% per year for four years.

#### Schedule A-16 – Water Regulation and Rates

In reviewing the Water Utility's two cost component structure, it has been determined that the City has been over-collecting on the capacity charge and under-collecting on the per gallon charge. As a result, a reduction in the capacity charge has been recommended along with an increase in the per gallon charge to bring the capital/operating expense recovery of the utility into balance.

In addition to the adjustment, all Sewer flat and metered rates are proposed to increase at 3% per year for the next four years. Cost drivers include labour increases and the inflation rate associated with the capital reinvestment needs of the facility

#### Schedule A-18 – Snow Dumping

These fees are charged through the purchase of tickets by private haulers utilizing City owned snow disposal sites. Updates reflect the costs for an attendant to manage haulers entering the site. Fees escalate at 3% per year for four years.

### Schedule B

The services in Schedule B are all subsidized by taxation to recognize that although specific organizations and individuals gain benefits from these services, the community as a whole is also provided significant public benefit. User fees are designed to reduce the amount of subsidization as much as possible while still ensuring accessibility to all users and operational efficiency.

#### Schedule B-1 – CN Centre & Schedule B-2 – Community Arenas

These two schedules will be combined into one schedule as the charges for arena ice usage were identical. A 3% increase has been proposed to recover costs through rental fees at a consistent and predictable rate that arena users have been annually anticipating. Some outdated items were also removed, such as faxing fees and Spring Roller Hockey rentals (activity is no longer occurring), and rental charges to meeting spaces were increased to be consistent with the Prince George Conference and Civic Centre.

### Schedule B-3 – Prince George Conference and Civic Centre

3% increases per year over the next four years are proposed to continue to position the facility competitively within the local, regional, provincial and national markets. Main cost drivers include increases to district energy heating costs, rising security needs, and a high construction inflation rate that is affecting the costs of meeting the reinvestment needs of the facility.

### Schedule B-4 – Aquatics

Cost-driving factors to the facilities include heating costs, rising labour costs associated with evolving safety legislation requiring a stricter Lifeguard to Swimmer ratio, annual costs related to switching from chlorine gas to a safer liquid chlorine and rising capital construction costs for reinvestment. 3% increases each year over the next four years are proposed to maintain the current cost recovery rates for the Aquatics Division.

### Schedule B-6 – Parks and Recreation

A 3% per year rate increase over the next four years is recommended to represent a stable increase that supports an operational cost recovery model that is balanced with the subsidized use of park and recreational facilities for the greater public good. Other key changes are defined in the related attached report.

An error was discovered in this section after approval by the Finance and Audit Committee. The 2020 Adult Hourly Sport Field rental rate should have been included at \$18.00/hour, but was incorrectly entered at \$27.00/hour. Research of peer communities identifies that the corrected rate is on par with the average rental rate for this class.

### Schedule B-7 – Prince George Playhouse Theatre

A 3% increase has been proposed to recover costs through rental fees at a consistent and predictable rate that theatre users have been annually anticipating.

## **Schedule C**

The services in Schedule C have the same goal as Schedule A. The City attempts to recover the full cost associated with these services.

### Schedule C-2 – Parking and Traffic

The Off-Street Parking Service is to be self funded through a combination of the Off-Street Parking Levy and the Off-Street Parking user fees. These rates are developed to fund operating and maintenance costs, debt payments, new and renewal of capital infrastructure needs as well as maintain a contingency fund. The primary inflationary challenges with providing the service is the cost of labour as well as inflation for capital construction costs. The fees proposed are increases of 2% per year for four years.

### Schedule C-3 – Records Administration

These fees are charged for the production of “routine” records to members of the public. The fees under this schedule have not received increases since 2004 so Administration conducted a review to bring fees in line with other municipalities and to better reflect the City’s cost of providing the service. New fees added to the schedule include the provision of electronic versions of records, a consolidated fee structure



for property file records and fees for certain record requests submitted to the Human Resources department.

#### Schedule C-4 – Fire Protection and Emergency Response

Administration proposed a 3% increase in fees for service and vehicle charges in each of the next four years. The purpose of the recommended increase is to keep pace with annual increasing overhead and operating costs such as labour, Emergency Vehicle Technician Certification and Training, and technological advancements in fire apparatus.

#### Schedule C-5 – RCMP Support Services

This schedule is for costs related to support staff providing services to the public as required, ie. Criminal records checks, police information checks, analyst reports, false alarm fees, etc. These fees have not increased since 2015 and Administration proposed 3% increases each year for the next four years to recover the increasing costs associated with providing this service.

#### **Total Financial Impact**

A large portion of the fees and charges in this report fund the self-sustaining utilities for those services (Sewer, Water, Solid Waste, Off-Street Parking). The remaining fees provide annual revenue sources that offset the general expenses of the City. The impact of those remaining fees are estimated to increase general revenue by approximate \$145,000 and offset the 2020 tax increase by 0.13%.

#### **SUMMARY AND CONCLUSION:**

The Standing Committee on Finance and Audit has endorsed the recommendations in Administration's attached reports and requests that Council approve the increases to the fees and charges for 2020 through 2023.

#### **RESPECTFULLY SUBMITTED:**



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Councillor Garth Frizzell, Chair  
Standing Committee on Finance and Audit

**MEETING DATE:** December 2, 2019

The once common method of burying full caskets in ground plots has been on a steady decline since the late 1990's. Interment statistics in Prince George would support this trend as Memorial Park Cemetery records show full interments have fallen over the last decade.

Interment and Rights Transfers Statistics 2009 to 2018										
Interments	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Full Interments	85	74	81	75	79	77	54	70	71	70
Cremated Interments	90	107	94	108	117	102	87	119	106	129
Niche Enurnments	30	29	24	25	28	43	31	25	17	41
Crypt Entombments			1	5	1	5	3	2		2
Total Interments	205	210	200	213	225	227	175	216	194	242

As the practice of cremation continues to trend upwards, it is important that the City of Prince George examine the interment services offered at Memorial Park Cemetery for cremated remains. In 2018, a number of additional interment options were added by Cemetery staff in an effort to provide families the opportunity to memorialize loved ones at Memorial Park, whose cremains may otherwise be scattered illegally or even retained at home. These additional interment options/fees form part of this proposed bylaw update. Other notable changes being proposed include an expanded Green Burial section with updated language consistent with other parts of Cemetery Bylaw No. 8046, 2008, and proposed housekeeping updates to language that would bring current definitions in line with the *Cremation, Interment and Funeral Services Act*. In British Columbia, the *Cremation, Interment and Funeral Services Act* has been established to protect consumers when it comes to end of life choices and places of interment. Cemeteries and funeral providers are required to follow legislation set out by the Act and are monitored by Consumer Protection British Columbia to ensure compliance.

#### FINANCIAL CONSIDERATIONS:

This report includes new interment options that will generate additional revenue at Memorial Park Cemetery. The proposed fees and increases will reflect the actual cost of current practices in the Cemetery/Mausoleum and will work toward meeting the goal of being financially self-sustaining in the operation of the Cemetery and Mausoleum.

#### SUMMARY AND CONCLUSION:

The attached documents outline proposed amendments to Cemetery Bylaw No. 8046, 2008 and the consequential amendments to the Comprehensive Fees & Charges Bylaw No. 7557, 2004 to ensure that administration and management of the Memorial Park Cemetery reflect current practice and industry standards. These amendments to the bylaw will assist staff in continuing to provide a suitable level of service to the public while meeting the goal of sustainable fiscal management.

RESPECTFULLY SUBMITTED:

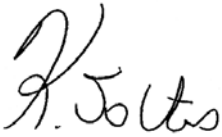


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Dave Dyer, General Manager, Engineering and Public Works

Report Prepared by Sean LeBrun, Manager, Parks and Solid Waste Services

APPROVED:



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Kathleen Soltis, City Manager  
Meeting date: August 19, 2019

# Proposed Amendments to the Cemetery Bylaw No. 8046, 2008



## CEMETERY BYLAW

### Bylaw No. 8046, 2008

Black font– existing Bylaw

Red font– additions to Bylaw

Blue font– explanation for additions

Section:

## **2. Definitions**

2.1 In this Bylaw:

**Change from:**

*“Authorized Person” means the person appointed by Council as head of the Development Services Department, or a person designated in writing by the head of the Development Services Department to carry out any act or function under this bylaw.*

**To:**

*“Authorized Person” means the person appointed by the City Manager as head of the Public Works Department, or a person designated in writing by the head of the Public Works Department during his/her absence to carry out any act or function under this bylaw;*

This amendment reflects current organizational structure and reporting.

**Change from:**

*“Caretaker” means the person or persons duly appointed or employed as such by the Board from time to time as caretaker of the Cemetery.*

**To:**

*“Caretaker” means the person or persons duly appointed or employed as such by Authorized Person as Caretaker of the Cemetery;*

This amendment reflects current practices and organizational structure.

**Add:**

*“CIFSA” means the Cremation, Interment and Funeral Services Act of the Province of B.C. as may currently exist or as may be amended or superseded from time to time by new legislation and all regulations made there under;*

This amendment reflects current Provincial Legislation.

**Add:**

*“Columbaria/Private Estate” means a structure, building or an area in a structure or building that contains, as an integral part of the structure or building or a freestanding sections, niches for the inurnment of cremated human remains;*

This amendment reflects the addition of private columbaria to our cemetery products and services and is consistent with the definition used in the *Cremation, Interment and Funeral Service Act (SBC 2004)*

Add:

***“Cremated Remains”** means human bone fragments left after human remains are cremated;*

This amendment is consistent with the definition used in the *Cremation, Interment and Funeral Service Act (SBC 2004)*.

Add:

***“Dis-interment”** means the removal, for the purpose of permanent relocation, of*

- (a) Human remains*
- (b) The container, or any of the remaining container, holding the human remains, from the lot in which the human remains are interred;*

This amendment is consistent with the definition used in the *Cremation, Interment and Funeral Service Act (SBC2004)*.

Add:

***“Exhumation”** means the exposure and removal of interred human remains for the purposes of viewing or examination;*

This amendment is consistent with the definition used in the *Cremation, Interment and Funeral Service Act (SBC2004)*.

Add:

***“Memorial Wall”** means a monument consisting of plaques to commemorate deceased persons.*

Add:

***“Memorial Wall Plaque”** means a plaque stating the deceased information to be permanently attached to the Memorial Wall.*

This amendment reflects the addition of a memorial wall to our cemetery products and services.

Add:

***“Scattering”** means the non-recoverable dispersal of cremated remains in a body of land within a defined area of the Cemetery.*

This amendment is consistent with the definition used in the *Cremation, Interment and Funeral Service Act (SBC 2004)*.

Add:

***“Temporary Memorial”** means a plastic plot memorial supplied by a Funeral Home at the time of interment.*

*This amendment reflects current practice of funeral homes providing temporary memorials.*

## **5. Organization, Operation and Management of Cemetery**

5.1 In this Bylaw:

**Add:**

*(f) Shall have control and management over the land, buildings, plantings, roads, utilities, books and records of the Cemetery and shall have the authority to amend, establish, administer and enforce the bylaws and schedule of rates of the Cemetery.*

This amendment gives the Authorized Person the authority to make decisions in instances when situations arise where the Bylaw is silent or does not specify clearly.

## **11. Permit to Dis-inter/Exhume**

11.1 In this Bylaw:

**Change from:**

No human remains or cremated remains shall be exhumed from the Cemetery unless:

**To:**

No human remains or cremated remains shall be **dis-interred** or exhumed from the Cemetery unless:

11.1 In this Bylaw:

**Change from:**

(b) the Authorized Person issues an Exhumation Permit;

**To:**

(b) the Authorized Person issues a **Dis-interment** / Exhumation Permit;

**Change from:**

(e) the City is not responsible for damage to any casket, urn or other container sustained during exhumation

**To:**

(e) the City is not responsible for damage to any casket, urn or other container sustained during **dis-interment or** exhumation

**Add:**

*(f) The City will not reinter dis-interred or exhumed human remains in a damaged or deteriorated casket or grave liner. The purchase of a new casket is the responsibility of the person requesting the disinterment or exhumation.*

This amendment is in place to ensure that all burials meet the Bylaws requirements of 12.13

11.2 In this Bylaw:

**Add:**

*In accordance with Section 18 of the CIFSA, the City's responsibility will end at the point where the soil is sufficiently excavated to permit safe access to the remains for removal by the attending Funeral Director. The physical removal of the exposed human remains and their transfer into a container that fully encloses the disinterred or exhumed human remains shall be performed by a Funeral Director authorized by and employed at the expense of the person requesting the exhumation or dis-interment. No employee of the City shall be required to handle or participate in the removal of exposed human remains opened for exhumation or dis-interment.*

This amendment adds protection to City employees when dealing with dis-interred human remains. The Funeral Act has a grey area that we need the bylaw to cover. Funeral directors have refused to assist in the past. This ensures all parties are in agreement before disinterment or exhumation. All parties are required to sign the Dis-interment/Exhumation form prior to excavation.

## **12. Interment**

12.1 In this Bylaw;

**Add:**

*(a) it shall be unlawful for any person to scatter cremated remains within the confines of the Cemetery except within the designated areas. All scattering remains are considered non-recoverable from the date of interment.*

This amendment reflects the addition of a scattering garden in the Cemetery to offer other means for families to inter their loved ones.

12.8 In this Bylaw:

**Change from:**

*Each Grave Space may be used for the interment of the cremated remains of a maximum of four (4) persons over the casket interment(s). All Grave Spaces sold prior to the adoption of this Bylaw may be used for the interment of the cremated remains to the previous six limit of six (6) persons over the casket interment(s). The burial of the cremated remains shall conform to the requirements of subsection 12.5.*

**To:**

*Each **Adult** Grave Space may be used for the interment of the cremated remains of a maximum of four (4) persons over the casket interment(s). All **Adult** Grave Spaces sold prior to the adoption of this Bylaw 8046, 2008 may be used for the interment of the cremated remains to*



*the previous limit of six (6) persons over the casket interment(s). **The Interment Rights Holder of a previously interred child or baby is permitted to inter up to 2 family members cremated remains in the same plot as the child or baby.** The burial of the cremated remains shall conform to the requirements of subsection 12.5.*

This amendment reflects current practice and by offering this option it will deter the family from exhuming the child to be buried with the parent.

12.16

**Add:**

***The Authorized Person may deny or postpone an interment due to weather conditions, which may impede the safety of workers, the potential of disturbing other interments in proximity or the inability to reasonably prepare the site for interment.***

This amendment reflects a best management practice as seasonal flooding has become common and often makes interments impossible. Heavy snow events would not allow staff to access some plots.

## **15. Memorials**

**Delete Section 15 in its entirety and replace with the following for readability and number changes:**

15.1 *All Grave Space memorials shall be supplied by the Interment Permit holder.*

15.2 *All the memorials (flat or upright) are the property of the purchaser and required care or repair is the responsibility of the purchaser.*

15.3 *No memorial shall be placed or installed in the Cemetery unless the memorial conforms to the requirements set out in this Bylaw. Only the Caretaker shall place memorials, any memorial that is illegally placed will be removed.*

15.4 ***Temporary memorials shall be removed after 12 months of the interment.***

This amendment reflects a best management practice for Prince George as cemetery maintenance is hampered by deteriorated temporary memorials.

15.5 *Should any memorial or grave cover be in a state of disrepair such that it might be hazardous to the public or detrimental to the maintenance of the Cemetery, the Caretaker may, after 30 days' notice in writing to the interment rights holder, at their last known address, have the memorial or grave cover removed from the Cemetery, if it has not been repaired in accordance with the notice.*

15.6 ***Memorials that were installed prior to the adoption of this Bylaw No. 8046, 2008 that do not conform to this Bylaw No. 8046, 2008 may remain as installed, until such time as replacement of the Memorial is required. Any replacement Memorial must conform to this Bylaw No. 8046, 2008 and be installed in accordance with this Bylaw No. 8046, 2008 including the payment of the applicable Memorial fees and charges.***

This amendment reflects current practice. Existing non-conforming memorials or grave covers are grandfathered until they are removed.

- 15.7 No Grave Space in the Cemetery shall be defined by a fence, bench, hedge, curbing, railing, loose rock or any other material.
- 15.8 A person must receive confirmation in writing that a memorial conforms to the requirements of this Bylaw by the Authorized Person prior to delivering the memorial to the Cemetery. Memorials delivered to the Cemetery without the appropriate confirmation shall be returned to the sender at owner's expense.
- 15.9 Due to weather conditions, installation of memorials may not occur from October 1 to April 30. No person shall deliver memorials to the Cemetery without prior approval between October 1 and April 30.
- 15.10 A flat memorial may be installed on a Grave Space in the Cemetery provided the flat memorial conforms to the requirements set out in this Bylaw.
- 15.11 Each **Flat Memorial:**

(a) Shall be made of **granite** or bronze;

This amendment reflects a best management practice as the term "stone" is too vague. Granite is the industry standard and most common material used for memorials. Many types of stone such as slate are not suitable or recommended for such an application because they fracture and lack strength.

(b) Shall be installed in a centered position at the head of the Grave Space with the top surface of the memorial set level and flush with the surface of the surrounding ground;

(c) **Installation of granite memorials are permitted without concrete wash.**

(d) **Should a concrete wash be requested the concrete wash will be installed with a 7cm (3") border and 7cm (3") thickness supplied by a memorial dealer**

This amendment reflects the current practice of 90% of British Columbia's municipal cemeteries. Concrete washes are no longer required by the Cemetery for granite memorials (October 2018)

(e) **If supplied with sawn sides, the memorial shall have 1.2cm x 5cm (1/2" x 2") drilled holes, on all four sides for a concrete border base wash and stainless steel pins supplied by the Interment Permit holder;**

(f) **A bronze memorial shall be:**

**i) provided by a memorial dealer and must arrive at the Cemetery adhered to a granite or concrete base that provides a 7cm (3") border and has a 7cm (3") base thickness;**

**ii) set with four (4) threaded rods anchored to the underside of the granite or concrete base. The threaded rods shall be drilled to receive washers and bolts and shall be constructed of non-corroding material.**

This amendment reflects current practice and industry standard.

- 15.12 The top surface of each flat memorial shall conform to one of the following measurements:

(a) For one adult Grave Space or Companion Grave Space– 1.52m x 2.7m (5' x 9' lot)  
46cm (width) x 76cm (length) [18" (width) x 30" (length)]  
40cm (width) x 71cm (length) [16" (width) x 28" (length)]  
30cm (width) x 50cm (length) [12" (width) x 20" (length)]  
20cm (width) x 30cm (length) [8" (width) x 12" (length)]

(b) For two adult Grave Spaces (in case of side by side adult size Grave Spaces)-  
3.0m x 2.7m (10' x 9' lot)

46cm (width) x 110cm (length) [18" (width) x 44" (length)]  
46cm (width) x 76cm (length) [18" (width) x 30" (length)]  
40cm (width) x 71cm (length) [16" (width) x 28" (length)]  
30cm (width) x 50cm (length) [12" (width) x 20" (length)]  
20cm (width) x 30cm (length) [8" (width) x 12" (length)]

(c) For Child Grave Spaces- 1.07m x 2.13m (3' ½" x 7' lot)

30cm (width) x 50cm (length) [12" (width) x 20" (length)]  
20cm (width) x 30cm (length) [8" (width) x 12" (length)]

(d) For Infant Grave Spaces- 0.9 m x 1.5 m (3' x 5' lot)

30cm (width) x 50cm (length) [12" (width) x 20" (length)]  
20cm (width) x 30cm (length) [8" (width) x 12" (length)]

(e) For Cremated Remains Grave Spaces (Single)- 0.6m x 0.76m (2' x 2' ½" lot)

30cm (width) x 50cm (length) [12" (width) x 20" (length)]  
20cm (width) x 30cm (length) [8" (width) x 12" (length)]

(f) For Cremated Remains Grave Spaces (Companion side by side)- 0.6m x 1.52m (2' x 5' lot)

40cm (width) x 71cm (length) [16" (width) x 28" (length)]  
30cm (width) x 50cm (length) [12" (width) x 20" (length)]  
20cm (width) x 30cm (length) [8" (width) x 12" (length)]

15.13 *One flat memorial only may be installed on each Adult Grave Space, but where two related persons are buried side by side in adjacent Adult Grave Spaces, one 46cm x 110cm (18" x 44" excluding wash) maximum flat memorial which provides for the memorialization of both persons may be used instead of two separate flats, provided the single flat so used is set to embrace evenly the two Grave Spaces concerned.*

15.14 *One upright memorial may be installed on each Adult Grave Space in the Cemetery provided the upright memorial conforms to the requirements of this Bylaw*

15.15 *Each **Upright Memorial:***

(a) *Shall be made of **granite** or bronze;*

*This amendment reflects the current practice of using granite in place of stone as this is the most common product used for memorials.*

- (b) Shall not exceed 61 cm (length) x 20 cm (thickness) x 91cm (height) (32"x 8"x 36") for a single Adult Grave Space and 121.9 cm (length) x 20 cm (thickness) x 91.5 cm (height) (48"x 8"x 36") for two (2) side by side Adult Grave Spaces

This amendment corrects an error in the sizing of a single adult grave space memorial.

- (c) Shall be on a **Granite** Base which shall not exceed 91cm (length) x 20cm (height) x 30cm (width) (36"x 8"x 12") for an upright memorial **on a Single Adult Grave Space. Two side by side Adult Grave Spaces shall not exceed 153cm (length) x 20cm (height) x 30cm (width) (60" x 8" x 12").**

This amendment reflects the current practice of using granite in place of stone as this is the most common product used for memorials. Additional size for the base of a side by side memorial was added.

- (d) shall be glued and pinned (stainless steel pins) to the Base;
- (e) shall have all accessories physically attached to the memorial with a permanent adhesive and using a minimum pin size of 1.3cm (1/2") diameter, extending a minimum of two inches into the accessory as well as a minimum of two inches into the memorial;
- (f) shall not exceed a maximum height of 91.2cm (36"); and,
- (g) shall not exceed 81cm (length) x 20cm (thickness) x 91.5cm (height) (32" x 8" x 36") for installation on a Grave Cover that complies with the specifications in this Bylaw under section 14.3.

#### 15.16 **Each Pillow Upright Memorial:**

- (a) shall be made of granite or bronze;
- (b) shall not exceed 91cm (length) x 15cm (thickness) x 61cm (width) (36" x 6" x 24") for a single Pillow Adult Grave Space and 152cm (length) x 15cm (thickness) x 91.5cm (width) (60" x 6" x 36") for two (2) side by side Pillow Adult Grave Spaces;
- (c) shall be on a Granite Base which shall not exceed 91cm (length) x 15cm (height) x 61 cm (width) (36" x 6" x 24") for a single Pillow Adult Grave Space. Two side by side Pillow Adult Grave Spaces shall not exceed 153cm (length) x 15cm (height) x 91cm (width) (60" x 6" x 36");
- (d) shall have all accessories physically attached to the memorial with a permanent adhesive and using a minimum pin size of 1.3cm (1/2") diameter, extending a minimum of two inches into the accessory as well as a minimum of two inches into the memorial; and,
- (e) shall have a slope of
  - i) height back maximum of 15cm (6"),
  - ii) height front minimum of 7cm (3"),

This amendment reflects the current practice. Pillow memorial sizes were not included in previous bylaw.

15.17 Notwithstanding section 15.15, upright memorials in historic sites designated on the Cemetery plot plan may be replaced based on the dimensions of the original memorial.

15.18 The Caretaker may arrange for the temporary removal of a memorial without permission of the interment rights holder if, during the excavation of an adjoining grave space, the memorial is found to be a hazard to the safety of workers in the excavation or to gain access to a plot for grave site preparation, provided the memorial is replaced in its original position on the grave from which it was removed as soon as possible.

15.19 **Memorial Wall**

(a) only one (1) individual may be memorialized on a memorial space;

(b) a memorial plaque shall:

i) have an inscription that will denote given names, year of birth and death;

ii) denote a sentiment no longer than twenty-five (25) letters and spaces; and

iii) be supplied and installed by the City to ensure uniform quality and consistency is maintained.

This amendment reflects a new option for customers to memorialize their loved ones.

**16. Crypts and Niches**

16.1 In this Bylaw:

**Change from:**

*Each interment in the Cemetery above ground shall be in a Crypt or Niche in the Mausoleum in the Cemetery.*

**To:**

*Each interment in the Cemetery above ground shall be in a Crypt or Niche in the Mausoleum or Columbaria/Private Estate in the Cemetery.*

This amendment adds Columbaria/Private Estates as an additional acceptable above ground interment option.

16.4 In this Bylaw:

**Change from:**

*An urn made of wood or a temporary cremation container shall only be placed in marble front niches.*

**To:**

*An urn made of wood or a temporary cremation container shall only be placed in marble front niches of the Mausoleum or Columbaria/Private Estates.*

This amendment adds Columbaria/Private Estates as an additional acceptable above ground interment method where wood containers may be used.

16.8 (b) In this Bylaw:

**Change from:**

*(b) For Niche lettering Surname and given names and/or initials plate no more than 28cm (11") in length each, cast in bronze alloy. Surname lettering to be 1.9cm (3/4") in height, and given name and initial lettering to be 1.3cm (1/2") in height in Times Roman font. Letters and numerals to be hand chased and polished. Castings to be true and free from defects and roughness and colour finish to be secured by chemical means.*

**To:**

*(b) For Niche lettering **in the Mausoleum** - Surname and given names and/or initials plate no more than 28cm (11") in length each, cast in bronze alloy. **The Niche lettering of the Columbaria/Private Estate must be cast in bronze alloy or stainless steel.** Surname lettering to be 1.9cm (3/4") in height, and given name and initial lettering to be 1.3cm (1/2") in height in Times Roman font. Letters and numerals to be hand chased and polished. Castings to be true and free from defects and roughness and colour finish to be secured by chemical means.*

This amendment adds Columbaria/Private Estates as an additional acceptable above ground interment option.

16.8 In this Bylaw:

**Add**

***(e) Columbaria/Private Estate portraits will be supplied and affixed by a memorial dealer***

This amendment adds Columbaria/Private Estates as an additional acceptable above ground interment options and specifies that portraits are allowed if supplied and warranted by a memorial dealer.

16.10 In this Bylaw:

**Change from:**

*No person shall alter, embellish or adorn any Crypt, Niche or common area in the Mausoleum in the Cemetery without the prior written consent of the Authorized Person.*

**To:**

*No person shall alter, embellish or adorn any Crypt Niche, **Private Estate/Columbaria** or common area in the Mausoleum in the Cemetery without the prior written consent of the Authorized Person. **Silk flowers and a single rosary may be placed in the flower holder of each crypt. No fresh flowers or plants are permitted in the Mausoleum.***

This amendment provides specific guidelines on adornments allowed in the Mausoleum.

**17. Green Burials**

Delete Section 17 in its entirety and replace with the following for readability and number changes:

17.1 ***Green burial interment will take place only in the section designated for the purpose.***

- 17.2 *A right of interment for the Green Burial Section may be purchased on an at-need or pre-need basis*
- 17.3 *Green Burial Grave Spaces shall be of the following size:*
- (a) Adult—not less than 1.52m (5 feet) in width x 2.74m (9 feet) in length;*
  - (b) Cremated remains—not less than 0.76metres (2 1/2') in width x 0.61 metres (2') in length;*
  - (c) Each interment other than cremated remains in a Grave Space shall provide for not less than 1.2m (4') of earth between the general surface level of the ground at the Grave Space and the upper surface of the shroud or biodegradable casket materials containing human remains; and,*
  - (d) Each interment in the Grave Space of cremated remains shall provide for not less than 0.6 metres (2') of earth between the general surface level of the ground at the Grave Space and the upper surface level of the biodegradable container or cremains.*
- 17.4 *Each Grave Space shall contain the full body interment of one individual and the secondary interment of the cremated remains up to a maximum of four individuals. Companion full burials will not be permitted.*
- 17.5 *Where right of interment is purchased in the Green Burial Section with the intent of having a secondary disposition burial of cremated remains in to the plot then the interment shall not be made until the full body interment has first been made into the plot.*
- 17.6 *Human remains proposed for interment in the Green Burial Section shall:*
- (a) not be embalmed;*
  - (b) be enclosed in a shroud, biodegradable casket or alternative biodegradable container with a rigid base that is approved by the Authorized Person.*
- 17.7 *The Cemetery shall install a Communal Memorial Stone for the purpose of making approved memorial inscriptions to commemorate interments and scatterings.*
- 17.8 *Other than the approved Communal Memorial Stone, no other memorial marker, monument or other stone, vase, ornament or any other structure shall be placed on, in or around any Grave Space in the Green Burial Section. Fresh flowers may be placed on the plot at the time of the interment.*
- 17.9 *The Authorized person shall have the authority to limit, restrict or prohibit vehicle access to the Green Burial Section.*

These amendments reflect the addition of a functional Green Burial Section and its procedures.

## **18 General**

18.13 In this Bylaw:

**Change from:**

*No person shall be in the Cemetery at any time other than the operating hours of 7:00 a.m. and 9:00 p.m., seven days a week, unless permission has been given by the Caretaker, the Authorized Person or any other person authorized by the Board to grant such permission*

**To:**

*No person shall be in the Cemetery at any time other than the operating hours of **8:00** a.m. and **8:00** p.m., seven days a week, unless permission has been given by the Caretaker, or the Authorized Person.*

[This amendment reflects the current operating hours of the Cemetery.](#)

Schedule B to Bylaw No. 8046

**Change title from:** INTERMENT PERMIT & EXHUMATION PERMIT

**To:** INTERMENT PERMIT AND EXHUMATION **OR DIS-INTERMENT** PERMIT

[Click here to enter text](#)



# **Proposed Amendments to Schedule A-3 of the Comprehensive Fees & Charges Bylaw NO. 7557, 2004.**



## **COMPREHENSIVE FEES AND CHARGES**

### **Bylaw No. 7557, 2004**

Black font – existing Bylaw

Red font – additions to Bylaw

Blue font – explanation for additions

Yellow highlight – price increase of 3% yearly

## A-3(a)

Grave Space Permit Fees		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>				
		2019	2020	2021	2022	2023
Flat Marker Gravespace						
Adult- Single	Resident	\$2,656.00	\$2,736.00	\$2,818.00	\$2,902.00	\$2,989.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$664.00	\$684.00	\$704.00	\$726.00	\$747.00
	Non-Resident	\$2,985.00	\$3,075.00	\$3,167.00	\$3,262.00	\$3,360.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$746.00	\$769.00	\$792.00	\$815.00	\$840.00
Adult- Companion Plot	Resident	\$4,648.00	\$4,787.00	\$4,931.00	\$5,079.00	\$5,231.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,162.00	\$1,197.00	\$1,233.00	\$1,270.00	\$1,308.00
	Non-Resident	\$5,313.00	\$5,472.00	\$5,637.00	\$5,806.00	\$5,980.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,329.00	\$1,368.00	\$1,409.00	\$1,451.00	\$1,495.00
Child (2-14 years)	Resident	\$822.00	\$847.00	\$872.00	\$898.00	\$925.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$206.00	\$212.00	\$218.00	\$225.00	\$231.00
	Non-Resident	\$1,064.00	\$1,096.00	\$1,129.00	\$1,163.00	\$1,198.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$267.00	\$274.00	\$282.00	\$291.00	\$299.00
Infant (less than 2 years of age)	Resident	\$586.00	\$604.00	\$622.00	\$640.00	\$660.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$146.00	\$151.00	\$155.00	\$160.00	\$165.00
	Non-Resident	\$726.00	\$748.00	\$770.00	\$793.00	\$817.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$181.00	\$187.00	\$193.00	\$198.00	\$204.00

Cremated Remains- Single	Resident	\$664.00	\$684.00	\$704.00	\$726.00	\$747.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$166.00	\$171.00	\$176.00	\$181.00	\$187.00
	Non-Resident	\$712.00	\$733.00	\$755.00	\$778.00	\$801.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$178.00	\$183.00	\$189.00	\$195.00	\$200.00
Cremated Remains- Companion	Resident	\$1,162.00	\$1,197.00	\$1,233.00	\$1,270.00	\$1,308.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$290.00	\$299.00	\$308.00	\$317.00	\$327.00
	Non-Resident	\$1,461.00	\$1,505.00	\$1,550.00	\$1,596.00	\$1,644.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$365.00	\$376.00	\$387.00	\$399.00	\$411.00
Upright Monument Gravespace		2019	2020	2021	2022	2023
Adult- Single	Resident	\$2,983.00	\$3,072.00	\$3,165.00	\$3,260.00	\$3,357.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$746.00	\$768.00	\$791.00	\$815.00	\$839.00
	Non-Resident	\$3,312.00	\$3,411.00	\$3,514.00	\$3,619.00	\$3,728.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$828.00	\$853.00	\$878.00	\$905.00	\$932.00
Adult- Companion plot	Resident	\$5,222.00	\$5,379.00	\$5,540.00	\$5,706.00	\$5,877.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,305.00	\$1,345.00	\$1,385.00	\$1,427.00	\$1,469.00
	Non-Resident	\$5,879.00	\$6,055.00	\$6,237.00	\$6,424.00	\$6,617.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,470.00	\$1,514.00	\$1,559.00	\$1,606.00	\$1,654.00
Child (2-14 years)	Resident	\$1,005.00	\$1,035.00	\$1,066.00	\$1,098.00	\$1,131.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$251.00	\$259.00	\$267.00	\$275.00	\$283.00
	Non-Resident	\$1,306.00	\$1,336.00	\$1,345.00	\$1,427.00	\$1,470.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$327.00	\$336.00	\$346.00	\$357.00	\$367.00

Infant (less than 2 years of age)	Resident	\$702.00	\$723.00	\$745.00	\$767.00	\$790.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$176.00	\$181.00	\$186.00	\$192.00	\$198.00
	Non-Resident	\$889.00	\$916.00	\$943.00	\$971.00	\$250.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$221.00	\$229.00	\$236.00	\$243.00	\$250.00
Cremated Remains- Single	Resident	\$743.00	\$765.00	\$788.00	\$812.00	\$836.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$185.00	\$191.00	\$197.00	\$203.00	\$209.00
	Non-Resident	\$801.00	\$825.00	\$850.00	\$875.00	\$902.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$201.00	\$206.00	\$212.00	\$219.00	\$225.00
Cremated Remains- Companion	Resident	\$1,300.00	\$1,339.00	\$1,379.00	\$1,421.00	\$1,463.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$324.00	\$335.00	\$345.00	\$355.00	\$366.00
	Non-Resident	\$1,402.00	\$1,444.00	\$1,487.00	\$1,532.00	\$1,578.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$350.00	\$361.00	\$372.00	\$383.00	\$394.00
Green Burial Gravespace		2019	2020	2021	2022	2023
Green Burial Adult-Single	Resident	\$2,656.00	\$2,736.00	\$2,818.00	\$2,902.00	\$2,989.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$664.00	\$684.00	\$704.00	\$726.00	\$747.00
	Non-Resident	\$2,985.00	\$3,075.00	\$3,167.00	\$3,262.00	\$3,360.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$746.00	\$769.00	\$792.00	\$815.00	\$840.00
Green Burial Cremated Remains-Single	Resident	\$664.00	\$684.00	\$704.00	\$726.00	\$747.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$166.00	\$171.00	\$176.00	\$181.00	\$187.00
	Non-Resident	\$712.00	\$733.00	\$755.00	\$778.00	\$801.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$178.00	\$183.00	\$189.00	\$195.00	\$200.00

This amendment will reflect the cost to customers for interments in the Green Burial Section. Fees are consistent with other interment fees within the Cemetery.

Green Burial Scattering of Cremated Remains	Resident	\$220.00	\$227.00	\$233.00	\$240.00	\$248.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Non-Resident	\$242.00	\$249.00	\$257.00	\$264.00	\$272.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

This price for the scattering of cremains is consistent with other municipalities within the province. Scattering of cremains does not require a portion of payment to be given to the Perpetual Care Fund (Confirmed with Consumer Protection March 29, 2019)

A-3(b)

Service Fees	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>				
	2019	2020	2021	2022	2023
Opening and Closing Grave for Burial					
Adult	\$1,064.00	\$1,096.00	\$1,129.00	\$1,163.00	\$1,198.00
Child	\$315.00	\$324.00	\$334.00	\$344.00	\$355.00
Infant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cremated Remains	\$332.00	\$342.00	\$352.00	\$363.00	\$374.00
Extra Depth (Additional Fee)	\$579.00	\$596.00	\$614.00	\$633.00	\$652.00
Opening and Closing Grave for Exhumation					
Adult	\$2,122.00	\$2,186.00	\$2,251.00	\$2,319.00	\$2,388.00
Child	\$2,122.00	\$2,186.00	\$2,251.00	\$2,319.00	\$2,388.00
Infant	\$1,061.00	\$1,093.00	\$1,126.00	\$1,159.00	\$1,194.00
Cremated Remains	\$399.00	\$411.00	\$423.00	\$436.00	\$449.00
Extra Depth (Additional Fee)	\$732.00	\$754.00	\$777.00	\$800.00	\$824.00
The above exhumation shall apply to each exhumation required in the case of multiple grave space interments as provided for in Section 5.2 of the City of Prince George Cemetery Bylaw No. 8046					
Additional Fees Interment, Entombment, Inurnments					
Adult, Child for Saturday burials	\$679.00	\$699.00	\$720.00	\$742.00	\$764.00
Cremated Remains for Saturday burials	\$178.00	\$183.00	\$189.00	\$195.00	\$200.00
Fee for after 3:30 pm services (Monday-Friday)	\$178.00	\$183.00	\$189.00	\$195.00	\$200.00
Pallbearer assistance (maximum 2	\$139.00	\$143.00	\$147.00	\$152.00	\$156.00
Lowering device rental	\$170.00	\$175.00	\$180.00	\$186.00	\$191.00
Administration Fee	\$72.00	\$74.00	\$76.00	\$79.00	\$81.00

Flat Grave Marker Installation - Concrete wash installed by City						
Extra Small Marker (0.20m x 0.31m)	Total Fee	\$273.00	\$281.00	\$290.00	\$298.00	\$307.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Small Flat Marker (0.31m x 0.51m)	Total Fee	\$273.00	\$281.00	\$290.00	\$298.00	\$307.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Medium Flat Marker (0.41m x 0.71m)	Total Fee	\$352.00	\$363.00	\$373.00	\$385.00	\$396.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Large Flat Marker (0.46m x 0.76m)	Total Fee	\$509.00	\$524.00	\$540.00	\$556.00	\$573.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Extra Large Flat Marker (0.46m x 1.10m)	Total Fee	\$509.00	\$524.00	\$540.00	\$556.00	\$573.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Flat Grave Marker Installation - Concrete wash installed by Supplier						
Extra Small Marker (0.20m x 0.31m)	Total Fee	\$191.00	\$197.00	\$203.00	\$209.00	\$215.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Small Flat Marker (0.31m x 0.51m)	Total Fee	\$191.00	\$197.00	\$203.00	\$209.00	\$215.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Medium Flat Marker (0.41m x 0.71m)	Total Fee	\$247.00	\$254.00	\$262.00	\$270.00	\$278.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Large Flat Marker (0.46m x 0.76m)	Total Fee	\$322.00	\$332.00	\$342.00	\$352.00	\$362.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Extra Large Flat Marker (0.46m x 1.10m)	Total Fee	\$322.00	\$332.00	\$342.00	\$352.00	\$362.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00

Upright Monument Installation		2019	2020	2021	2022	2023
Small Upright Marker- up to 0.91m base	Total Fee	\$710.00	\$731.00	\$753.00	\$776.00	\$799.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Large Upright Marker- up to 1.52m base	Total Fee	\$1,054.00	\$1,086.00	\$1,118.00	\$1,152.00	\$1,186.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Small Pillow Marker- up to 0.91m base	Total Fee	\$710.00	\$731.00	\$753.00	\$776.00	\$799.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Large Pillow Marker- up to 1.52m base	Total Fee	\$1,054.00	\$1,086.00	\$1,118.00	\$1,152.00	\$1,186.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
This change reflects the need to separate upright markers and pillow markers for clarification. Units of measure changed from imperial to metric.						
Grave Covers		2019	2020	2021	2022	2023
Grave Cover Foundation Construction		\$1,352.00	\$1,393.00	\$1,434.00	\$1,477.00	\$1,522.00
Grave Cover Installation (each time)	Total Fee	\$349.00	\$359.00	\$370.00	\$381.00	\$393.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Grave Cover removal & reinstallation for subsequent interment		\$1992.00	\$2052.00	\$2113.00	\$2177.00	\$2242.00
Marker Handling Fees						
Loading and Unloading of Markers		\$77.00	\$79.00	\$82.00	\$84.00	\$87.00
Flat Marker Removal		\$77.00	\$79.00	\$82.00	\$84.00	\$87.00
Flat Marker Reinstallation		N/A	N/A	N/A	N/A	N/A
Flat Marker Removal and Reinstallation		\$153.00	\$158.00	\$162.00	\$167.00	\$172.00
Upright Marker Removal		\$383.00	\$394.00	\$406.00	\$419.00	\$431.00
Upright Marker Removal and Reinstallation		\$765.00	\$788.00	\$812.00	\$836.00	\$861.00
Disposal of Flat Markers		\$105.00	\$108.00	\$111.00	\$115.00	\$118.00
Disposal of Upright Markers		\$150.00	\$155.00	\$159.00	\$164.00	\$169.00
This change reflects the need to have separated prices for the disposal of an upright and a flat marker.						

Interment Liners					
Adult Casket Liner	\$574.00	\$591.00	\$609.00	\$627.00	\$646.00
Adult Casket Vault	\$732.00	\$754.00	\$777.00	\$800.00	\$824.00
Child Casket Liner	\$394.00	\$406.00	\$418.00	\$431.00	\$443.00
Infant Casket Liner	\$327.00	\$337.00	\$347.00	\$357.00	\$368.00
Cremation Liner	\$175.00	\$180.00	\$186.00	\$191.00	\$197.00
Cremation Companion Liner	\$217.00	\$224.00	\$230.00	\$237.00	\$244.00
Externally Supplied Casket Liner / vault handling fee	\$166.00	\$171.00	\$176.00	\$181.00	\$187.00
Externally Supplied Cremation Liner / vault handling fee	\$100.00	\$103.00	\$106.00	\$109.00	\$113.00

Mausoleum/Columbaria Fees		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>				
		2019	2020	2021	2022	2023
Mausoleum Crypts						
Single Crypts - Price includes single crypt (for one (1) casket) and perpetual care. Services and accessories are additional at time of use. Level E is top level. Level A is bottom level.						
Level E	Resident	\$10,983.00	\$11,312.00	\$11,652.00	\$12,001.00	\$12,361.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,648.00	\$1,697.00	\$1,748.00	\$1,800.00	\$1,854.00
	Non-Resident	\$13,180.00	\$13,575.00	\$13,983.00	\$14,402.00	\$14,834.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,977.00	\$2,036.00	\$2,097.00	\$2,160.00	\$2,225.00
Level D	Resident	\$14,417.00	\$14,850.00	\$15,295.00	\$15,754.00	\$16,226.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$2,162.00	\$2,227.00	\$2,294.00	\$2,363.00	\$2,434.00
	Non-Resident	\$16,869.00	\$17,375.00	\$17,896.00	\$18,433.00	\$18,986.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$2,531.00	\$2,606.00	\$2,684.00	\$2,765.00	\$2,848.00
Level C	Resident	\$18,890.00	\$19,457.00	\$20,040.00	\$20,642.00	\$21,261.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$2,834.00	\$2,919.00	\$3,006.00	\$3,096.00	\$3,189.00
	Non-Resident	\$22,668.00	\$23,348.00	\$24,048.00	\$24,770.00	\$25,513.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$3,400.00	\$3,502.00	\$3,607.00	\$3,715.00	\$3,827.00



Level B	Resident	\$19,623.00	\$20,212.00	\$20,818.00	\$21,443.00	\$22,086.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$2,943.00	\$3,032.00	\$3,123.00	\$3,216.00	\$3,313.00
	Non-Resident	\$23,547.00	\$24,253.00	\$24,981.00	\$25,730.00	\$26,502.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$3,532.00	\$3,638.00	\$3,747.00	\$3,860.00	\$3,975.00
Level A	Resident	\$17,573.00	\$18,100.00	\$18,643.00	\$19,202.00	\$19,779.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$2,637.00	\$2,715.00	\$2,796.00	\$2,880.00	\$2,967.00
	Non-Resident	\$21,086.00	\$21,719.00	\$22,370.00	\$23,041.00	\$23,732.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$3,162.00	\$3,258.00	\$3,356.00	\$3,456.00	\$3,560.00
Companion Front Crypts						
Includes double crypt space (for two (2) caskets) and perpetual care. Services and accessories are additional at time of use. Level E is top level. Level A is bottom level.						
Level E	Resident	\$23,430.00	\$24,113.00	\$24,857.00	\$25,603.00	\$26,371.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$3,514.00	\$3,620.00	\$3,729.00	\$3,840.00	\$3,956.00
	Non-Resident	\$28,116.00	\$28,959.00	\$29,828.00	\$30,723.00	\$31,645.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$4,217.00	\$4,344.00	\$4,474.00	\$4,608.00	\$4,747.00
Level D	Resident	\$33,387.00	\$34,389.00	\$35,420.00	\$36,483.00	\$37,577.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$5,009.00	\$5,158.00	\$5,313.00	\$5,472.00	\$5,637.00
	Non-Resident	\$40,065.00	\$41,267.00	\$42,505.00	\$43,780.00	\$45,094.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$6,010.00	\$6,190.00	\$6,376.00	\$6,567.00	\$6,764.00
Level C	Resident	\$39,538.00	\$40,724.00	\$41,946.00	\$43,204.00	\$44,500.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$5,931.00	\$6,109.00	\$6,292.00	\$6,481.00	\$6,675.00
	Non-Resident	\$47,446.00	\$48,869.00	\$50,335.00	\$51,846.00	\$53,401.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$7,116.00	\$7,330.00	\$7,550.00	\$7,777.00	\$8,010.00
	Resident	\$42,467.00	\$43,741.00	\$45,053.00	\$46,405.00	\$47,797.00

Level B	<i>Includes Perpetual Care Fund Contribution</i>	\$6,370.00	\$6,561.00	\$6,758.00	\$6,961.00	\$7,170.00
	Non-Resident	\$50,959.00	\$52,488.00	\$54,062.00	\$55,684.00	\$57,355.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$7,644.00	\$7,873.00	\$8,109.00	\$8,353.00	\$8,603.00
Level A	Resident	\$41,001.00	\$42,231.00	\$43,498.00	\$44,803.00	\$46,147.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$6,150.00	\$6,335.00	\$6,525.00	\$6,720.00	\$6,922.00
	Non-Resident	\$49,202.00	\$50,678.00	\$52,198.00	\$53,764.00	\$55,377.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$7,381.00	\$7,602.00	\$7,830.00	\$8,065.00	\$8,307.00
Mausoleum Crypt Memorialization						
Single Crypts Bronze Light/ Vase Unit, Surname, 2 Given Names Birth & Death dates included		\$1,464.00	\$1,508.00	\$1,553.00	\$1,600.00	\$1,648.00
Companion Front Crypts Bronze Light/ Vase Unit, Surname, Two (2) Given Names Birth & Death dates		\$2,637.00	\$2,716.00	\$2,798.00	\$2,882.00	\$2,968.00
Crypt Bronze Religious Plaque for Memorial		\$324.00	\$334.00	\$344.00	\$354.00	\$365.00
Crypt Lettering over the 4 line limit		\$212.00	\$218.00	\$225.00	\$232.00	\$239.00
General Housekeeping: The bronze religious plaque currently costs \$196.00 increase price to cover. Both plaque and Crypt lettering over the 4 line limit was missed in previous bylaws.						
Mausoleum Services						
Entombment Fees - Per Casket		\$996.00	\$1,026.00	\$1,057.00	\$1,088.00	\$1,121.00
Placement of Floral Arrangements on Crypts		\$35.00	\$36.00	\$37.00	\$38.00	\$39.00
Crypt Photo Ceramic (8cmx10cm) with frame		\$349.00	\$359.00	\$370.00	\$381.00	\$393.00

Mausoleum/Columbaria Fees		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>				
		2019	2020	2021	2022	2023
Mausoleum Cremation Niches						
Marble Front Niches						
Marble Niches 0.30m W 0.30m H 0.30m D Type A Level 10	Resident	\$1,317.00	\$1,357.00	\$1,397.00	\$1,439.00	\$1,482.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$198.00	\$203.00	\$210.00	\$216.00	\$222.00
	Non-Resident	\$1,582.00	\$1,629.00	\$1,678.00	\$1,729.00	\$1,781.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$238.00	\$244.00	\$252.00	\$259.00	\$267.00
Marble Niches 0.30m W 0.30m H 0.30m D Type A Level 9	Resident	\$1,464.00	\$1,508.00	\$1,533.00	\$1,600.00	\$1,648.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$219.00	\$226.00	\$233.00	\$240.00	\$247.00
	Non-Resident	\$1,757.00	\$1,810.00	\$1,864.00	\$1,920.00	\$1,978.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$263.00	\$271.00	\$280.00	\$288.00	\$297.00
Marble Niches 0.30m W 0.30m H 0.30m D Type A Level 8	Resident	\$1,611.00	\$1,659.00	\$1,709.00	\$1,760.00	\$1,813.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$242.00	\$249.00	\$256.00	\$264.00	\$272.00
	Non-Resident	\$1,933.00	\$1,991.00	\$2,051.00	\$2,112.00	\$2,176.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$289.00	\$299.00	\$308.00	\$317.00	\$326.00
Corner Marble Niches 0.30m W 0.30m H 0.30m D Type D Level 10	Resident	\$1,757.00	\$1,810.00	\$1,864.00	\$1,920.00	\$1,978.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$263.00	\$271.00	\$280.00	\$288.00	\$297.00
	Non-Resident	\$2,109.00	\$2,172.00	\$2,237.00	\$2,305.00	\$2,374.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$316.00	\$326.00	\$336.00	\$346.00	\$356.00

	Resident	\$1,903.00	\$1,960.00	\$2,019.00	\$2,079.00	\$2,142.00
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Corner Marble Niches 0.30m W 0.30m H 0.30m D Type D Level 9	<i>Includes Perpetual Care Fund Contribution</i>	\$285.00	\$294.00	\$303.00	\$312.00	\$321.00
	Non-Resident	\$2,285.00	\$2,354.00	\$2,424.00	\$2,497.00	\$2,572.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$343.00	\$353.00	\$364.00	\$375.00	\$386.00
Corner Marble Niches 0.30m W 0.30m H 0.30m D Type D Level 9	Resident	\$2,050.00	\$2,112.00	\$2,175.00	\$2,240.00	\$2,307.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$308.00	\$317.00	\$326.00	\$336.00	\$346.00
	Non-Resident	\$2,461.00	\$2,535.00	\$2,611.00	\$2,689.00	\$2,770.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$369.00	\$380.00	\$392.00	\$403.00	\$415.00
Glass Front Niches						
Glass Niches 0.28m W 0.28m H 0.30m D Type C Level 10	Resident	\$1,757.00	\$1,810.00	\$1,864.00	\$1,920.00	\$1,978.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$263.00	\$271.00	\$280.00	\$288.00	\$297.00
	Non-Resident	\$2,109.00	\$2,172.00	\$2,237.00	\$2,305.00	\$2,374.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$316.00	\$326.00	\$336.00	\$346.00	\$356.00
Glass Niches 0.28m W 0.28m H 0.30m D Type C Level 9	Resident	\$2,014.00	\$2,074.00	\$2,137.00	\$2,201.00	\$2,267.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$303.00	\$311.00	\$320.00	\$330.00	\$340.00
	Non-Resident	\$2,415.00	\$2,487.00	\$2,562.00	\$2,639.00	\$2,718.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$363.00	\$373.00	\$384.00	\$396.00	\$408.00
Glass Niches 0.28m W 0.28m H 0.30m D Type C Level 8	Resident	\$2,269.00	\$2,337.00	\$2,407.00	\$2,479.00	\$2,554.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$341.00	\$351.00	\$361.00	\$372.00	\$383.00
	Non-Resident	\$2,723.00	\$2,805.00	\$2,889.00	\$2,975.00	\$3,065.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$409.00	\$421.00	\$433.00	\$446.00	\$460.00

Glass Niches 0.30m W 0.30m H 0.30m D Type A Level 7	Resident	\$2,415.00	\$2,487.00	\$2,562.00	\$2,639.00	\$2,718.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$363.00	\$373.00	\$384.00	\$396.00	\$408.00
	Non-Resident	\$2,899.00	\$2,986.00	\$3,076.00	\$3,168.00	\$3,263.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$435.00	\$448.00	\$461.00	\$475.00	\$489.00
Glass Niches 0.30m W 0.30m H 0.30m D Type A Level 6	Resident	\$2,637.00	\$2,716.00	\$2,798.00	\$2,882.00	\$2,968.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$396.00	\$407.00	\$420.00	\$432.00	\$445.00
	Non-Resident	\$3,162.00	\$3,257.00	\$3,355.00	\$3,455.00	\$3,559.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$474.00	\$489.00	\$503.00	\$518.00	\$534.00
Glass Niches 0.30m W 0.30m H 0.30m D Type A Level 5	Resident	\$2,856.00	\$2,942.00	\$3,030.00	\$3,121.00	\$3,214.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$428.00	\$441.00	\$454.00	\$468.00	\$482.00
	Non-Resident	\$3,427.00	\$3,530.00	\$3,636.00	\$3,745.00	\$3,857.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$514.00	\$529.00	\$545.00	\$562.00	\$579.00
Glass Niches 0.30m W 0.30m H 0.30m D Type A Level 2	Resident	\$2,856.00	\$2,942.00	\$3,030.00	\$3,121.00	\$3,214.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$428.00	\$441.00	\$454.00	\$468.00	\$482.00
	Non-Resident	\$3,427.00	\$3,530.00	\$3,636.00	\$3,745.00	\$3,857.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$514.00	\$529.00	\$545.00	\$562.00	\$579.00
Glass Niches 0.30m W 0.30m H 0.30m D Type A Level 1	Resident	\$2,710.00	\$2,791.00	\$2,875.00	\$2,961.00	\$3,050.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$406.00	\$419.00	\$431.00	\$444.00	\$458.00
	Non-Resident	\$3,251.00	\$3,349.00	\$3,449.00	\$3,552.00	\$3,659.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$488.00	\$502.00	\$517.00	\$533.00	\$549.00

Corner Glass 0.30m W 0.30m H 0.30m D Type B Level 7	Resident	\$3,076.00	\$3,168.00	\$3,263.00	\$3,361.00	\$3,462.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$461.00	\$475.00	\$489.00	\$504.00	\$519.00
	Non-Resident	\$3,689.00	\$3,800.00	\$3,914.00	\$4,031.00	\$4,152.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$554.00	\$570.00	\$587.00	\$605.00	\$623.00
Corner Glass 0.30m W 0.30m H 0.30m D Type B Level 6	Resident	\$3,295.00	\$3,394.00	\$3,496.00	\$3,601.00	\$3,709.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$494.00	\$509.00	\$524.00	\$540.00	\$556.00
	Non-Resident	\$3,954.00	\$4,073.00	\$4,195.00	\$4,321.00	\$4,450.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$593.00	\$611.00	\$629.00	\$648.00	\$668.00
Corner Glass 0.30m W 0.30m H 0.30m D Type B Level 5	Resident	\$3,514.00	\$3,619.00	\$3,728.00	\$3,840.00	\$3,955.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$527.00	\$543.00	\$559.00	\$576.00	\$593.00
	Non-Resident	\$4,217.00	\$4,344.00	\$4,474.00	\$4,608.00	\$4,746.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$632.00	\$652.00	\$671.00	\$691.00	\$712.00
Corner Glass 0.30m W 0.30m H 0.30m D Type B Level 2	Resident	\$3,514.00	\$3,619.00	\$3,728.00	\$3,840.00	\$3,955.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$527.00	\$543.00	\$559.00	\$576.00	\$593.00
	Non-Resident	\$4,217.00	\$4,344.00	\$4,474.00	\$4,608.00	\$4,746.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$578.92	\$652.00	\$671.00	\$691.00	\$712.00
Corner Glass 0.30m W 0.30m H 0.30m D Type B Level 1	Resident	\$3,295.00	\$3,394.00	\$3,496.00	\$3,601.00	\$3,709.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$494.00	\$509.00	\$524.00	\$540.00	\$556.00
	Non-Resident	\$3,954.00	\$4,073.00	\$4,195.00	\$4,321.00	\$4,450.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$593.00	\$611.00	\$629.00	\$648.00	\$668.00

Glass Niches 0.30m W 0.36m H 0.30m D Type G Level 4	Resident	\$4,100.00	\$4,223.00	\$4,350.00	\$4,480.00	\$4,615.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$615.00	\$633.00	\$652.00	\$672.00	\$692.00
	Non-Resident	\$4,920.00	\$5,068.00	\$5,220.00	\$5,376.00	\$5,538.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$739.00	\$760.00	\$783.00	\$806.00	\$831.00
Glass Niches 0.30m W 0.36m H 0.30m D Type G Level 3	Resident	\$4,100.00	\$4,223.00	\$4,350.00	\$4,480.00	\$4,615.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$562.84	\$633.00	\$652.00	\$672.00	\$692.00
	Non-Resident	\$4,920.00	\$5,068.00	\$5,220.00	\$5,376.00	\$5,538.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$675.41	\$760.00	\$783.00	\$806.00	\$831.00
Corner Glass 0.30m W 0.36m H 0.30m D Type I Level 4	Resident	\$4,687.00	\$4,828.00	\$4,972.00	\$5,122.00	\$5,275.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$703.00	\$724.00	\$746.00	\$768.00	\$791.00
	Non-Resident	\$5,623.00	\$5,792.00	\$5,965.00	\$6,144.00	\$6,329.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$844.00	\$869.00	\$895.00	\$922.00	\$949.00
Corner Glass 0.30m W 0.36m H 0.30m D Type I Level 3	Resident	\$4,687.00	\$4,828.00	\$4,972.00	\$5,122.00	\$5,275.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$703.00	\$724.00	\$746.00	\$768.00	\$791.00
	Non-Resident	\$5,623.00	\$5,792.00	\$5,965.00	\$6,144.00	\$6,329.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$844.00	\$869.00	\$895.00	\$922.00	\$949.00
Glass Niches- 0.41m W 0.30m H 0.30m D Type D Level 7	Resident	\$5,260.00	\$5,418.00	\$5,580.00	\$5,748.00	\$5,920.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$789.00	\$813.00	\$837.00	\$862.00	\$888.00
	Non-Resident	\$5,523.00	\$5,689.00	\$5,859.00	\$6,035.00	\$6,216.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$828.00	\$853.00	\$879.00	\$905.00	\$932.00

Glass Niches 0.41m W 0.30m H 0.30m D Type D Level 6	Resident	\$5,052.00	\$5,204.00	\$5,360.00	\$5,520.00	\$5,686.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$757.00	\$781.00	\$804.00	\$828.00	\$853.00
	Non-Resident	\$6,062.00	\$6,244.00	\$6,431.00	\$6,624.00	\$6,823.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$909.00	\$937.00	\$965.00	\$994.00	\$1,023.00
Glass Niches 0.41m W 0.30m H 0.30m D Type D Level 2	Resident	\$5,052.00	\$5,204.00	\$5,360.00	\$5,520.00	\$5,686.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$757.00	\$781.00	\$804.00	\$828.00	\$853.00
	Non-Resident	\$6,062.00	\$6,244.00	\$6,431.00	\$6,624.00	\$6,823.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$909.00	\$937.00	\$965.00	\$994.00	\$1,023.00
Glass Niches 0.41m W 0.30m H 0.30m D Type D Level 1	Resident	\$4,833.00	\$4,978.00	\$5,127.00	\$5,281.00	\$5,440.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$724.00	\$747.00	\$769.00	\$792.00	\$816.00
	Non-Resident	\$5,799.00	\$5,973.00	\$6,152.00	\$6,337.00	\$6,527.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$870.00	\$896.00	\$923.00	\$951.00	\$979.00
Glass Niches 0.46m W 0.30m H 0.30m D Type E Level 7	Resident	\$5,125.00	\$5,279.00	\$5,437.00	\$5,600.00	\$5,768.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$769.00	\$792.00	\$816.00	\$840.00	\$865.00
	Non-Resident	\$6,150.00	\$6,335.00	\$6,525.00	\$6,720.00	\$6,922.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$923.00	\$950.00	\$979.00	\$1,008.00	\$1,038.00
Glass Niches 0.46m W 0.30m H 0.30m D Type E Level 6	Resident	\$5,345.00	\$5,505.00	\$5,671.00	\$5,841.00	\$6,016.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$802.00	\$826.00	\$851.00	\$876.00	\$902.00
	Non-Resident	\$6,414.00	\$6,606.00	\$6,805.00	\$7,009.00	\$7,219.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$962.00	\$991.00	\$1,021.00	\$1,051.00	\$1,083.00



Glass Niches 0.46m W 0.30m H 0.30m D Type E Level 5	Resident	\$5,564.00	\$5,731.00	\$5,903.00	\$6,080.00	\$6,262.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$835.00	\$860.00	\$885.00	\$912.00	\$939.00
	Non-Resident	\$6,677.00	\$6,877.00	\$7,084.00	\$7,296.00	\$7,515.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,001.00	\$1,032.00	\$1,063.00	\$1,094.00	\$1,127.00
Glass Niches 0.46m W 0.30m H 0.30m D Type E Level 2	Resident	\$5,564.00	\$5,731.00	\$5,903.00	\$6,080.00	\$6,262.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$835.00	\$860.00	\$885.00	\$912.00	\$939.00
	Non-Resident	\$6,677.00	\$6,877.00	\$7,084.00	\$7,296.00	\$7,515.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,001.00	\$1,032.00	\$1,063.00	\$1,094.00	\$1,127.00
Glass Niches 0.46m W 0.30m H 0.30m D Type E Level 1	Resident	\$5,345.00	\$5,505.00	\$5,671.00	\$5,841.00	\$6,016.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$802.00	\$826.00	\$851.00	\$876.00	\$902.00
	Non-Resident	\$6,414.00	\$6,606.00	\$6,805.00	\$7,009.00	\$7,219.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$962.00	\$991.00	\$1,021.00	\$1,051.00	\$1,083.00
Glass Niches 0.46m W 0.36m H 0.30m D Type J Level 4	Resident	\$6,589.00	\$6,787.00	\$6,990.00	\$7,200.00	\$7,416.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$989.00	\$1,018.00	\$1,049.00	\$1,080.00	\$1,112.00
	Non-Resident	\$7,908.00	\$8,145.00	\$8,390.00	\$8,641.00	\$8,901.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,187.00	\$1,222.00	\$1,258.00	\$1,296.00	\$1,335.00
Glass Niches 0.46m W 0.36m H 0.30m D Type J Level 3	Resident	\$6,589.00	\$6,787.00	\$6,990.00	\$7,200.00	\$7,416.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$989.00	\$1,018.00	\$1,049.00	\$1,080.00	\$1,112.00
	Non-Resident	\$7,908.00	\$8,145.00	\$8,390.00	\$8,641.00	\$8,901.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,187.00	\$1,222.00	\$1,258.00	\$1,296.00	\$1,335.00

Glass Niches 0.61m W 0.36m H 0.30m D Type H Level 5	Resident	\$7,029.00	\$7,240.00	\$7,457.00	\$7,681.00	\$7,911.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,055.00	\$1,086.00	\$1,119.00	\$1,152.00	\$1,187.00
	Non-Resident	\$8,436.00	\$8,689.00	\$8,950.00	\$9,218.00	\$9,495.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,266.00	\$1,303.00	\$1,342.00	\$1,383.00	\$1,424.00
Glass Niches 0.61m W 0.30m H 0.30m D Type F Level 4	Resident	\$8,347.00	\$8,597.00	\$8,855.00	\$9,121.00	\$9,395.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,251.00	\$1,290.00	\$1,328.00	\$1,368.00	\$1,409.00
	Non-Resident	\$10,016.00	\$10,316.00	\$10,626.00	\$10,945.00	\$11,273.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,502.00	\$1,547.00	\$1,594.00	\$1,642.00	\$1,691.00
Glass Niches 0.61m W 0.30m H 0.30m D Type F Level 3	Resident	\$8,347.00	\$8,597.00	\$8,855.00	\$9,121.00	\$9,395.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,251.00	\$1,290.00	\$1,328.00	\$1,368.00	\$1,409.00
	Non-Resident	\$10,016.00	\$10,316.00	\$10,626.00	\$10,945.00	\$11,273.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,502.00	\$1,547.00	\$1,594.00	\$1,642.00	\$1,691.00

Units of measure changed from imperial to metric.

A-3(e)

Mausoleum Niche Services and Memorialization	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>				
	2019	2020	2021	2022	2023
Niche Inurnment for Cremation	\$197.00	\$203.00	\$209.00	\$215.00	\$222.00
Opening of Glass Niche for decoration	\$73.00	\$75.00	\$77.00	\$80.00	\$82.00
Niche Photo Ceramic (6cmx8cm) with frame	\$293.00	\$302.00	\$311.00	\$320.00	\$330.00
Marble Front Niche Letters (each)	\$6.00	\$6.00	\$6.00	\$7.00	\$7.00

A-3(f) Memorialization

Memorialization		2019	2020	2021	2022	2023
Green Burial Memorial Rock Space and Plaque	Resident	\$216.00	\$218.00	\$225.00	\$232.00	\$239.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
	Non-Resident	\$238.00	\$245.00	\$252.00	\$260.00	\$268.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Memorial Wall Space and Plaque	Resident	\$318.	\$328.00	\$337.00	\$347.00	\$358.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
	Non-Resident	\$350.00	\$361.00	\$371.00	\$382.00	\$394.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Memorial Wall Space	Resident	\$106.00	\$109.00	\$112.00	\$116.00	\$119.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
	Non-Resident	\$117.00	\$121.00	\$124.00	\$128.00	\$132.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Stainless Steel cost/letter for Header – 8cm		\$21.00	\$21.00	\$22.00	\$23.00	\$23.00
Stainless Steel cost/letter for Surname/dates – 3.5cm		\$8.00	\$8.00	\$8.00	\$9.00	\$9.00
Stainless Steel cost/letter for Given Name and Dates – 2cm		\$6.00	\$6.00	\$6.00	\$7.00	\$7.00
Addition of Memorial Rock and Wall to Cemetery options for customers. Costs are based on costs of wall and rock and the purchase of plaques.						

Columbaria/Private		2019	2020	2021	2022	2023
1 niche (2 sets of cremains)	Resident	\$2,122.00	\$2,186.00	\$2,251.00	\$2,319.00	\$2,388.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$318.00	\$328.00	\$338.00	\$348.00	\$358.00
	Non-Resident	\$2,546.00	\$2,622.00	\$2,701.00	\$2,782.00	\$2,866.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$382.00	\$393.00	\$405.00	\$417.00	\$430.00
2 niche (4 sets of cremains)	Resident	\$4,244.00	\$4,371.00	\$4,502.00	\$4,638.00	\$4,777.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$637.00	\$656.00	\$675.00	\$696.00	\$716.00
	Non-Resident	\$5,093.00	\$5,246.00	\$5,403.00	\$5,565.00	\$5,732.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$764.00	\$787.00	\$810.00	\$835.00	\$860.00
4 niche (8 sets of cremains)	Resident	\$6,365.00	\$6,556.00	\$6,753.00	\$6,955.00	\$7,164.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$955.00	\$983.00	\$1,013.00	\$1,043.00	\$1,075.00
	Non-Resident	\$7,638.00	\$7,867.00	\$8,103.00	\$8,346.00	\$8,597.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,146.00	\$1,180.00	\$1,215.00	\$1,252.00	\$1,289.00
The addition of Columbaria/Private Estates is to give our customers more options for interment.						

Click here to enter text

Provide suggested wording for any resolutions that may be relevant to matter being presented.

# STAFF REPORT TO FINANCE AND AUDIT COMMITTEE

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | [www.princegeorge.ca](http://www.princegeorge.ca)

DATE: July 30, 2019

TO: STANDING COMMITTEE ON FINANCE AND AUDIT

NAME AND TITLE: Kris Dalio, Director of Finance

SUBJECT: 2020-2023 Solid Waste User Fees

ATTACHMENT(S): None

## RECOMMENDATION(S):

That the Committee recommend to Council approval of a 2% increase for each year inclusive of 2020 through 2023 for the Solid Waste user fees to be effective January 1<sup>st</sup> of each year, as presented in the report dated July 30, 2019 from the Director of Finance titled "2020-2023 Solid Waste User Fees".

## PURPOSE:

The Standing Committee on Finance and Audit is requested to review the financial information described in this report and approve the proposed approach with respect to Solid Waste user fees for 2020 through 2023.

## STRATEGIC PRIORITIES:

Providing rate structures that maintain the City's self-sustaining fully funded utilities supports Council's priorities of Sustainable Finance, Sustainable Infrastructure and Organizational Excellence.

## POLICY/REGULATORY ANALYSIS:

City utilities are structured to be self-funded through user fees (as per Sustainable Finance Guideline 3) that are invoiced to customers on either a quarterly or semi-annual basis. The rates are developed to provide revenues to fund operating costs, debt payments and maintain a contingency fund. In addition the user fees are required to fund new and renewal of capital infrastructure. Sustainable Finance Guideline 7.0 requires that a contingency of between 5% and 10% of current year's expenditures is to be achieved. Contingency funds are used to fund unexpected expenses and emergency costs. They also reduce the need to borrow temporarily early in the year before revenues from utility bills are received.

## FINANCIAL CONSIDERATIONS:

Finance staff has completed a review of the revenue, expenditures and capital needs of the solid Waste utility. That review included a projection for the years 2020 to 2024.

The Solid Waste Service includes residential and commercial curb side collection of refuse through either the automated collection cart program or the loose commercial program. The dominant expenses that drive the user fee rates are the labour to collect the solid waste, Regional District tipping fees and the capital contribution required to purchase the collection trucks. The Collective Agreement between the City of Prince George and CUPE Locals 399 and 1048 expires at the end of 2020 but for the purpose of this analysis, estimates of a 2% increase/year have been used for labour costs. Labour represents approximately 22% of the total expenses of the solid waste utility.

Tipping fees at the Regional District landfill have increased at \$5/tonne/year in recent years and the 2019 rate is \$90/tonne. While 2020 and beyond rates have not been established by the Regional District at the time of this report, Administration has assumed a 5% increase per year to reflect recent trends. Tipping fees represent approximately 30% of the total expenses of the solid waste utility. The Regional District is increasing the tipping fees due to the increased operation costs of the landfill.

The capital needs for the solid waste utility are made up of the fleet of trucks used for the automated collection service and the containers provided to each user as their garbage receptacle. The trucks are worked very hard and only have an estimated service life of 7 years. The average annual reinvestment for the solid waste fleet and the containers are \$531,575/year and \$357,523/year, respectively. This is based on 2019 figures provided by the Asset Management Division and inflated at 2.5%/year. These capital requirements are funded within the solid waste utility and represent approximately 21% of the total expenses of the utility.

With over 70% of the expenses of the utility inflating anywhere from 2% - 5%, it is recommended that the solid waste utility user fees increase at 2% per year to maintain self-sustainability.

The table below provides a 2018 Year history, and projections for 2019 through 2023.

Description	2018	2019	2020	2021	2022	2023
% Increase	2%	0%	2%	2%	2%	2%
Small can	\$3.00	\$0.00	\$3.00	\$3.00	\$3.00	\$3.00
Medium can	\$4.00	\$0.00	\$4.00	\$4.00	\$4.00	\$4.00
Large can	\$5.00	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00
Manual	\$3.60	\$0.00	\$3.61	\$3.68	\$3.76	\$3.83
Revenues	4,624,686	4,590,148	4,708,860	4,828,671	4,949,589	5,071,624
Expenses	(3,522,445)	(3,439,248)	(3,547,163)	(3,659,193)	(3,775,518)	(3,896,326)
Capital Contribution	(1,060,487)	(1,049,659)	(1,150,000)	(1,200,000)	(1,200,000)	(1,200,000)
Surplus/(Deficit)	41,754	101,241	11,697	(30,522)	(25,929)	(24,703)
Surplus as % of Operating Expenses	8.26%	11.40%	11.38%	10.20%	9.20%	8.28%

#### SUMMARY AND CONCLUSION:

Council has a strategic priority for continuing progressive and responsible fiscal management. The service of the utilities and their infrastructure should be funded through fees paid by the users of the utility. The committee is asked to provide endorsement of the proposed user fee increases that provide for meeting the operational, capital and asset renewal expenses of the solid waste utility.

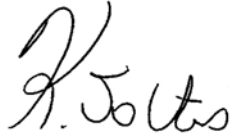
RESPECTFULLY SUBMITTED:

A handwritten signature in dark ink that reads "Kris Dalio". The signature is fluid and cursive, with the first name "Kris" and last name "Dalio" clearly distinguishable.

---

Kris Dalio, Director of Finance

APPROVED:

A handwritten signature in dark ink that reads "K. Soltis". The signature is cursive, with a large initial "K" and the last name "Soltis" written in a flowing script.

---

Kathleen Soltis, City Manager  
Meeting date: August 19, 2019

# STAFF REPORT TO FINANCE AND AUDIT COMMITTEE

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | [www.princegeorge.ca](http://www.princegeorge.ca)

**DATE:** August 28, 2019

**TO:** **STANDING COMMITTEE ON FINANCE AND AUDIT**

**NAME AND TITLE:** Dave Dyer, General Manager, Engineering and Public Works

**SUBJECT:** Amendment to the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 Schedule A-7, A-14, and A-18

**ATTACHMENT(S):** City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004, Schedule A-7, A-14, and A-18 Amendments

## RECOMMENDATION(S):

That the Committee:

RECOMMEND to Council approval of amendments to the Schedule A-7, A-14, and A-18 of the "Comprehensive Fees and Charges Bylaw No. 7557, 2004"

as presented in the report dated August , 2019 from the General Manager of Engineering and Public Works titled "Amendment to the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 Schedule A-7, A-14, and A-18".

## PURPOSE:

The Standing Committee on Finance and Audit is requested to review and recommend approval to Council of the amendments described in this report for fees and charges for 2020 through 2023.

## STRATEGIC PRIORITIES:

The City of Prince George's Comprehensive Fees and Charges Bylaw No. 7557, 2004 supports Council's priorities of sustainable fiscal management, sustainable infrastructure, equity and inclusion, and organizational excellence.

## POLICY/REGULATORY ANALYSIS:

## BACKGROUND:

The City of Prince George Comprehensive Fees and Charges Bylaw No. 7557 was adopted in 2004 and has been subsequently amended to reflect new rates. The bylaw consolidates fees and charges for the provision of City services and the use of facilities. Updating of the fees and charges for Roads and Fleet related activities is recommended for schedules "A-7", "A-14", and "A-18":



- **Schedule “A-7”** of the bylaw includes fees and charges for Extraordinary Vehicle Permit Fee, Highway Right-of-Way Occupancy Permit Fee, Work on Highway Right-of-Way / Utility Permit Fee, and Road Cut Fees and for the installation or extension of access culverts. Costing updates reflect current material supply fees and labour/equipment charges to install or extend an access culvert.
- **Schedule “A-14”, Section 5, “Street Signs”** of the bylaw outlines fees for the supply and installation of a typical regulatory/street name sign required for a subdivision or development. Costing updates reflect current material supply fees and labour/equipment charges to install signs and supports.
- **Schedule “A-18” (a)** of the bylaw includes fees and charges for snow dumping. These fees are charged through the purchase of tickets by private haulers utilizing City owned snow disposal sites. Updates reflect the costs for an attendant to manage haulers entering the site.

When viewing the attachment, it is an amended version of the suggested pricing updates only for the referenced schedules. Updated fees are **highlighted in yellow**. New text content has been added in **red** and additional content explanation has been added in **blue**.

#### **FINANCIAL CONSIDERATIONS:**

A 3% per year rate increase over the next four (4) years is recommended to help alleviate inflationary impacts which affect the cost of service delivery. Services that require the supply of materials from an external agency are subject to market fluctuations that cannot be accurately predicted in future years. The annual 3% rate increase may not cover market escalation until the next bylaw update.

#### **SUMMARY AND CONCLUSION:**

The attached amendments to Schedules “A-7”, “A-14” and “A-18” of the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 as outlined in this report, represent recommended costing updates for Highway, Roads and Fleet related services. The rate increases support current operational recovery costs for the services delivered.

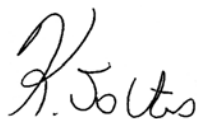
#### **RESPECTFULLY SUBMITTED:**



Dave Dyer, General Manager Engineering and Public Works

**REPORT PREPARED BY:** Blake McIntosh, Manager, Roads and Fleet

#### **APPROVED:**



Kathleen Soltis, City Manager  
Meeting date: September 9, 2019

**“A – 7”****DEVELOPMENT SERVICES***Fees and Charges for Highways***EFFECTIVE: JANUARY 1, 2014****AMENDED BY BYLAW 8533, 2013****A-7(a) SCHEDULE OF FEES****New Culvert Installation**

New culvert installation is based on the required 8.0m culvert length. The City shall charge for supply and installation. **Installation includes supply and delivery of two (2) loads of granular material.** Should the applicant provide his own culvert, the culvert supply cost shall be refunded. **Should the applicant request additional granular material, supply and delivery will be charged per load.**

	Supply of Culvert	Total Fee	2020 Total Fee	2021 Total Fee	2022 Total Fee	2023 Total Fee	2024 Total Fee
400mm Diameter Culvert	364.00	1,126.00	1688.80	1739.46	1791.65	1845.40	1900.76
500mm Diameter Culvert	454.00	1,216.00	1827.60	1882.43	1938.90	1998.07	2056.98
600mm Diameter Culvert	600.00	1,362.00	1938.40	1996.55	2056.45	2118.14	2181.69

Additional length of culvert per metre cost		Total Fee	2020 Total Fee	2021 Total Fee	2022 Total Fee	2023 Total Fee	2024 Total Fee
400mm Diameter Culvert		46.00	65.85	67.85	69.85	71.95	74.15
500mm Diameter Culvert		57.00	83.20	85.70	88.25	90.90	93.65
600mm Diameter Culvert		75.00	97.05	99.95	102.95	106.05	109.25

**Extensions to Existing Culverts****4.0 m Extension**

	Supply of Culvert	Total Fee	2020 Total Fee	2021 Total Fee	2022 Total Fee	2023 Total Fee	2024 Total Fee
400mm Diameter Culvert	182.00	826.00	1246.95	1284.35	1322.90	1362.60	1403.45
500mm Diameter Culvert	227.00	871.00	1326.70	1366.50	1407.50	1449.70	1493.20
600mm Diameter Culvert	300.00	944.00	1390.45	1432.15	1475.15	1519.40	1564.95

**2.0 m Extension**

	Supply of Culvert	Total Fee	2020 Total Fee	2021 Total Fee	2022 Total Fee	2023 Total Fee	2024 Total Fee
400mm Diameter Culvert	91.00	676.00	906.25	933.45	961.45	990.30	1020.00
500mm Diameter Culvert	113.00	698.00	951.30	979.85	1009.25	1039.50	1070.70
600mm Diameter Culvert	150.00	735.00	987.35	1017.00	1047.50	1078.90	1111.25

\*Supply of Culvert cost may escalate on a yearly basis and may be subject to annual revision. Total fees from 2020-2024 reflect 2019 cost of material plus 3% annually.

**Additional Granular Material – Supply and Delivery per load (6.0 cubic meters)**

2020 Total Fee	2021 Total Fee	2022 Total Fee	2023 Total Fee	2024 Total Fee
300.00	309.00	318.00	328.00	338.00

**"A – 14"****DEVELOPMENT SERVICES****Fees and Charges for Subdivision Control****EFFECTIVE: JANUARY 1, 2014****AMENDED BY BYLAW No. 8533, 2013**

The following fees, where applicable, shall be paid by cash or certified cheque.

**Subdivision Applications:**

1.
  - a) Base fee – For Fee Simple, Bare Land Strata, and Phased Strata\* subdivision and for Strata Conversion \$750.00  
 \* Fee payable for each phase
  - b) Processing fee for each additional lot resulting from subdivision for Fee Simple, Bare Land Strata and Phased Strata subdivision and for Strata Conversion \$100.00
  - c) Approving Officer Examination Fee – as per Land Title Act \$50.00
  - d) PRL Renewal/Amendment Fee – \$250.00
2. **Subdivision Inspection Fee:**
  - a) Fee Simple Subdivisions: Based on an estimate of construction value for off-site and on-site construction of municipal infrastructure, prepared and certified by a Professional Engineer or prepared by City of Prince George staff. Payable at the time the subdivision receives final approval. 2% of construction value
  - b) Bare Land Strata Subdivisions: Based on an estimate of construction value for off-site construction of municipal infrastructure and any on-site municipal servicing, prepared and certified by a Professional Engineer or by City of Prince George staff. Payable at the time the subdivision receives final approval. 2% of construction value
3. **City Utility Connection Applications:**

Processing fee, per application, for a water, sanitary sewer or storm sewer service connection. One application may include one, two or all three types of service connections. Payable at the time of application for connection to a City utility or storm sewer, or, at the time of building permit issuance. \$100.00
4. **Inspection Fee for Offsite Works and Services**

Based on an estimate of construction value for off-site construction of municipal infrastructure, prepared and certified by a Professional Engineer or prepared by City of Prince George staff. 2% of construction value

5. Street Signs

Fee, per sign, for the fabrication and installation, by the City of Prince George, of street signs required for a subdivision or a development, including regulatory signs and street name signs. Payable at the time the subdivision receives final approval or at the time of building permit issuance.

\$200.00

2020	2021	2022	2023	2024
\$291.00	\$300.00	\$309.00	\$318.00	\$328.00

Costs of raw materials to complete sign installations may escalate on a yearly basis and may be subject to annual revisions. Increases above based on 3% annual increase.

6. Development Cost Charges

In accordance with the Development Cost Charge Bylaw.

## "A – 18"

**DEVELOPMENT SERVICES*****Fees and Charges for Snow Dumping*****A-18 (a)**

Private snow haulers to deposit snow in the Guay Road Snow Dump are as follows:

		2020	2021	2022	2023	2024
Tandem Truck Load	\$12.00	\$18.00	\$18.50	\$19.00	\$19.75	\$20.25
End Dump Load	\$24.00	\$34.00	\$35.00	\$36.00	\$37.25	\$38.25
Truck / Pup Load	\$24.00	\$34.00	\$35.00	\$36.00	\$37.25	\$38.25

For each load hauled to the site.

Haulers shall pay to cover cost of snow dump attendant in times of sole or dedicated use. Payment shall be determined based on number of hours attendant is required for private use. Applicable amount of tickets for dedicated use to be paid to account for snow dump attendant cost.

Attendant is required to man the gate at Guay Road to count loads not related to City snow removal functions. Typically, private haulers deposit snow from private commercial parking lots. Private haulers would purchase enough tickets to cover hours attendant is required. Costs include 3% annual increase and are rounded for ease of balancing tickets.

**“A – 7”**

**DEVELOPMENT SERVICES**

*Fees and Charges for Highways*

EFFECTIVE: JANUARY 1, 2014

AMENDED BY BYLAW 8533, 2013

**A-7(a) SCHEDULE OF FEES**

**E Extraordinary Vehicle Permit Fee**

**Yearly rate below** or \$0.10 per km of vehicle travel for which the permit is issued, whichever is greater; to a maximum of an **Extraordinary Vehicle Annual Permit Fee** of **the yearly rate below**.

	2020	2021	2022	2023
Permit Fee	51.50	53.00	54.50	56.00
Annual Permit Fee	206.00	212.00	218.50	225.00

**F Highway Right-of-Way Occupancy Permit Fee\***

	2020	2021	2022	2023
Permit Fee	51.50	53.00	54.50	56.00

**G Work on Highway Right-of-Way / Utility Permit Fee\***

	2020	2021	2022	2023
Permit Fee	257.50	265.00	273.00	281.00

**Road Cut Fees**

Road Cut Fees apply when work or an activity affects the paved portion of a Highway, and are in addition to permit fees.

Calendar years since road construction, last reconstruction or last resurfacing	Pavement Degradation Fee (per m <sup>2</sup> )
2 years or less	\$33.00
2 to 4 years	\$28.00
4 to 7 years	\$22.00
7 to 10 years	\$14.00
More than 10 years	\$ 6.00

Road cuts will be a minimum width of 1 metre. Pavement cuts shall be straight, vertical and parallel or perpendicular to property lines. No uneven or ragged edges will be permitted. Pavement cuts parallel to the direction of traffic shall occur at land lines. Asphalt patching shall be completed with a step joint with a minimum 300mm overlap. All surfaces will be tack coated. All edges will be sealed with a bead of hot rubberized asphalt.

# STAFF REPORT TO FINANCE AND AUDIT COMMITTEE

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | [www.princegeorge.ca](http://www.princegeorge.ca)

**DATE:** August 14, 2019

**TO:** **STANDING COMMITTEE ON FINANCE AND AUDIT**

**NAME AND TITLE:** Kris Dalio, Director of Finance

**SUBJECT:** 2020-2023 Sewer and Water User Fees

**ATTACHMENT(S):** National Water and Wastewater Benchmarking Initiative (NWWBI) - Water and Sewer Rate Comparisons with other Canadian Municipalities for 2017

## RECOMMENDATION(S):

That the Committee:

1. RECOMMEND to Council approval of Sewer and Water capacity charge, per gallon charge and flat rate charges for each year inclusive of 2020 through 2023 to be effective January 1<sup>st</sup> of each year, as described in Option 1

presented in the report dated August 14, 2019 from the Director of Finance titled “2020-2023 Sewer and Water User Fees”.

## PURPOSE:

The Standing Committee on Finance and Audit is requested to review the financial information described in this report and approve the proposed approach with respect to Sewer and Water user fees for 2020 through 2023.

## STRATEGIC PRIORITIES:

Providing rate structures that maintain the City’s self-sustaining fully funded utilities supports Council’s priorities of Sustainable Finance, Sustainable Infrastructure and Organizational Excellence.

## POLICY/REGULATORY ANALYSIS:

City utilities are structured to be self-funded through user fees (as per Sustainable Finance Guideline 3) that are invoiced to customers on either a quarterly or semi-annual basis. The rates are developed to provide revenues to fund operating costs, debt payments and maintain a contingency fund. In addition the user fees are required to fund new and renewal of capital infrastructure. Sustainable Finance Guideline 7.0 requires that a contingency of between 5 and 10% of current year’s expenditures is to be achieved. Contingency funds are used to fund unexpected expenses and emergency costs. They also reduce the need to borrow temporarily early in the year before revenues from utility bills are received.

#### FINANCIAL CONSIDERATIONS:

Finance staff has completed a review of the revenue, expenditures and capital needs of the Sewer and Water utilities. That review included a projection for the years 2020 to 2024.

#### Cost Drivers

The Collective Agreement between the City of Prince George and CUPE Locals 399 and 1048 expires at the end of 2020 but this report has assumed an increase of 2% per year for labour costs.

The City of Prince George continues to work on an asset plan for the utilities that incorporates sustainable approaches to infrastructure management. This plan includes integrated approaches to underground and surface infrastructure renewals. Administration uses local data to determine the actual condition of assets rather than relying on standard national data. Annual average reinvestment (AAR) figures for the utilities' infrastructure are as follows:

Sewer and Water Average AAR		
Infrastructure Type	Sewer	Water
Linear Assets (underground)	\$4,180,290	\$5,260,918
Facilities	1,895,250	1,650,562
Mobile Equipment	530,125	254,865
<b>TOTAL</b>	<b>\$6,605,665</b>	<b>\$7,166,345</b>

Each year, the City attempts to determine, as accurately as possible, an inflationary factor that can be used in the development of capital project cost estimates. We also apply this inflationary factor to the AAR figures when considering the long-term financial plans of the utilities. This year, the City considered five different inflation options:

1. Consumer Price Index (CPI) of 2.3% – the primary challenge for this approach is that the basket of goods is consumer based (food, clothing, etc.), not construction based, and therefore does not provide us with accurate information for construction estimates;
2. City of Prince George growth rate in Gross Domestic Product (GDP) of 1.9% - this approach also struggles with showing a direct link from GDP to Infrastructure Investment;
3. Statistics Canada non-residential construction price index of 5.8% - uses average construction costs from 1981 to 2017 for building construction. Disadvantages are that it is not separated by region and building construction inflation may be different from linear infrastructure inflation;
4. Building construction price index for non-residential buildings for 11 census metropolitan areas across Canada (Vancouver – 5.7%) – provides more regional specific data but still does not take into account variations between large centres and northern communities;
5. Infrastructure construction price index by the City of Ottawa of 5.7% - this is a service developed specifically for the City of Ottawa; it could be done similarly for the City of Prince George but would require ongoing costs, time and resources to do so.

The final three inflation options are the most applicable options and so Administration has used 5% as the inflationary factor for our capital reinvestment needs.

#### Recommended Increases to Sewer and Water Rates



Administration has prepared two options for the Committee to consider. Both options are prepared with the goal of maintaining fully self-funded utilities. Administration is recommending Option 1 as the preferred option.

*Option 1 – Adjust Water Capacity Charge and Implement New Sewer Capacity Charge to align with capital cost recovery and increase the Flat Charge for Sewer and Water as described in Option 2*

Administration is recommending the implementation of a two cost component structure for metered customers in the Sewer Utility. The goal is to create a system similar to the one used by the Water Utility. Currently, metered customers in Sewer are charged a per imperial gallon rate that recovers the costs associated with delivering the service. Administration is proposing that the charge to customers be split into a capital component (a static charge that is tied to the service size of the pipe to the property); and an operating component (the per imperial gallon charge that is tied to usage).

There is a large capital cost to the utility to have the infrastructure in place and ready to use at a property. The fixed charge is meant to recover this cost even if no usage is taking place. Service lines (connections) have the ability to provide flow in proportion to the pipe diameter to the 2.63 power. A 50mm (2") diameter pipe is capable of providing 6.2 times as much flow as a 25mm (1") diameter pipe. Typical residential service lines are 19mm (0.75") in diameter.

The water utility capacity charge was created in 2004 and the charge per pipe size was calculated by using the 19mm pipe as the base service to calculate the relative share of capacity costs for the metered accounts, taking into consideration flat charge accounts (assuming all 19mm services), and the annual debt servicing costs as a means to allocate the cost recovery on a 19mm equivalency basis. This is the method Administration has prepared the sewer capacity charge model on as well, but due to the City's work in recent years on Asset Management, an AAR figure is a much more accurate and reliable method on which to estimate capital costs for the utilities.

Reviewing the Water Utility using the AAR method, the capital/operating expense recovery that the City should base its revenue collection on is out of balance (we currently over-collect on the capacity charge and under-collect on the per gallon charge) by approximately \$500,000 per year. This is further confirmed by the fact that our imperial gallon charge for water is low when compared to other municipalities. Bringing the water utility billing into balance, using an estimated 2020 AAR of \$7,524,662 (this is the 2019 figure inflated at 5% for linear and facilities, and 2.5% for fleet) for the capital costs of the utility, would be:

PROPOSED WATER CAPACITY CHARGE MODEL FOR 2020				
Service Main Size	# of accounts	19mm Flow Equivalency	Total 19mm Flow Equivalency	Proportional share of AAR per account per year
19mm (0.75") (Flat Charge)	22,150	1.0	22,150	
19mm (0.75") (Meter Charge)	1,842	1.0	1,842	\$221.52
25mm (1")	484	2.0	996	\$455.92
38mm (1.5")	347	6.2	2,148	\$1,371.32
51mm (2")	247	13.4	3,315	\$2,973.16
76mm (3")	31	38.3	1,188	\$8,488.80
102mm (4")	13	83.1	1,080	\$18,404.52
152mm (6")	3	237.2	712	\$52,547.84
203mm (8")	1	507.7	508	\$112,465.84
			<b>33,939</b>	

This results in a lower water capacity charge than Option 2 for all customers, except the one account in the 203mm (8") category. In order to collect the same combined projected revenue as Option 2, the per gallon charge would increase for all customers from \$.00252 to \$.00340 per imperial gallon. For the Sewer Utility Capacity Charge, an AAR method is still required but the size of pipes that provide the service are different. A 102mm (4") pipe is used for the water connections that are serviced by a 19mm-25mm pipe; a 152mm (6") pipe is used for 38mm-76mm water connections; and a 203mm (8") pipe is used for 102mm and larger water connections. Using a three-tier pipe size system and a 2020 AAR of \$6,922,695 (this is the 2019 figure inflated at 5% for linear and facilities, and 2.5% for fleet) for the capital costs of the utility, the model is calculated as follows:

PROPOSED SEWER CAPACITY CHARGE MODEL FOR 2020				
Service Main Size	# of accounts	19mm Flow Equivalency	Total 19mm Flow Equivalency	Proportional share of AAR per account per year
19mm (0.75") (Flat Charge)	21,875	1.0		
19mm (0.75") (Meter Charge)	1,833	1.0		
25mm (1")	482	2.0		
38mm (1.5")	345	6.2		
51mm (2")	246	13.4		
76mm (3")	31	38.3		
102mm (4")	13	83.1	2,009,705	\$265.54
152mm (6")	3	237.2	147,542	\$758.17
203mm (8")	1	507.7	8,631	\$1,622.68
			<b>2,165,878</b>	

The sewer metered charge is currently \$0.00401/imperial gallon. If the capacity charge is implemented, this charge should be reduced to only reflect the operating cost component of the utility. It is estimated that, on average, only 90% of the water that is consumed in a property will require the use of the sewer infrastructure. As the projected metered water charge for 2020 is \$0.00340/imperial gallon, it is recommended that the new sewer metered charge be \$0.00306/imperial gallon.

For years 2021 through 2023 of this option, the ongoing capacity charge increases and per gallon charge increases would match the flat charge increases as described Option 2. The only exception to this is that the Sewer per gallon charge increase would now have to match the Water per gallon charge increase in order to maintain the 90% ratio.

#### Option 2 – No changes to the capacity charge structure

Assuming no changes to the structure on which the City collects utility revenue, all sewer utility user fees should increase 5% per year for 2020 through 2023 and all water utility user fees should increase 3% per year for 2020 through 2023 in order to maintain revenue that offset the estimated capital and operating expenses of the utilities. The table below provides a 2018 Year history and projections for 2019 through 2023, and specifically highlights the Single Family Dwelling (SFD) rate for information. The goal in the financial models of the utilities is to have the capital contribution to the reserve match the AAR of each utility.

SEWER	2018	2019	2020	2021	2022	2023
% Increase	0%	3%	5%	5%	5%	5%
SFD Rate	\$445.20	\$458.56	\$481.48	\$505.56	\$530.84	\$557.38

Capital Contribution	\$5,410,284	\$4,900,000	\$5,500,000	\$6,000,000	\$6,500,000	\$7,000,000
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<b>WATER</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
% Increase	0%	0%	3%	3%	3%	3%
SFD Rate	\$499.32	\$499.32	\$514.30	\$529.73	\$545.62	\$561.99
Capital Contribution	\$6,843,261	\$7,200,000	\$7,800,000	\$8,000,000	\$8,200,000	\$8,550,000

Option 1 to Option 2 comparison

The table below is provided to summarize the multiple changes for the 2020 year presented in both options. It assumes an average consumption per account for each tier shown below. Low consumption users should experience lower costs than presented and high consumption users should see higher costs.

<b>PROJECTED COMBINED SEWER AND WATER UTILITY BILLS</b>						
<b>Service Main Size</b>		<b>2019</b>	<b>2020 Option 1</b>	<b>Option 1 as a %</b>	<b>2020 Option 2</b>	<b>Option 2 as a %</b>
19mm (0.75") (Flat)		<b>\$957.88</b>	<b>\$995.78</b>	<b>3.96%</b>	<b>\$995.78</b>	<b>3.96%</b>
19mm (0.75") (Metered) - Residential	Avg/gallon Cap. Charge <b>TOTAL</b>	335.33 217.68 <b>553.01</b>	331.73 486.94 <b>818.67</b>	<b>48.04%</b>	349.71 224.20 <b>573.91</b>	<b>3.78%</b>
19mm (0.75") (Metered) - Commercial	Avg/gallon Cap. Charge <b>TOTAL</b>	1,035.54 217.68 <b>1,253.22</b>	1,024.44 486.94 <b>1,511.38</b>	<b>20.60%</b>	1,079.94 224.20 <b>1,304.14</b>	<b>4.06%</b>
25mm (1")	Avg/gallon Cap. Charge <b>TOTAL</b>	1,345.64 674.48 <b>2,020.12</b>	1,331.22 721.18 <b>2,052.40</b>	<b>1.60%</b>	1,403.34 694.72 <b>2,098.06</b>	<b>3.86%</b>
38mm (1.5")	Avg/gallon Cap. Charge <b>TOTAL</b>	2,659.92 1,457.68 <b>4,117.60</b>	2,631.41 2,128.69 <b>4,760.10</b>	<b>15.60%</b>	2,773.98 1,501.40 <b>4,275.38</b>	<b>3.83%</b>
51mm (2")	Avg/gallon Cap. Charge <b>TOTAL</b>	5,257.90 4,166.64 <b>9,424.54</b>	5,201.53 3,729.57 <b>8,931.10</b>	<b>(5.24)%</b>	5,483.35 4,291.64 <b>9,774.99</b>	<b>3.72%</b>
76mm (3")	Avg/gallon Cap. Charge <b>TOTAL</b>	4,351.28 9,040.52 <b>13,391.80</b>	4,304.63 9,242.01 <b>13,546.64</b>	<b>1.16%</b>	4,537.86 9,311.72 <b>13,849.58</b>	<b>3.42%</b>
102mm (4")	Avg/gallon Cap. Charge <b>TOTAL</b>	27,453.77 25,805.40 <b>53,259.17</b>	27,159.47 20,016.44 <b>47,175.91</b>	<b>(11.42)%</b>	28,630.96 26,579.56 <b>55,210.52</b>	<b>3.66%</b>
152mm (6")	Avg/gallon Cap. Charge <b>TOTAL</b>	314,478.99 55,233.48 <b>369,712.47</b>	311,107.85 54,139.80 <b>365,247.65</b>	<b>(1.21)%</b>	327,963.54 56,890.48 <b>384,854.02</b>	<b>4.10%</b>
203mm (8")	Avg/gallon Cap. Charge <b>TOTAL</b>	78,648.10 99,587.72 <b>178,235.82</b>	77,805.02 114,022.84 <b>191,827.86</b>	<b>7.63%</b>	82,020.46 102,575.36 <b>184,595.82</b>	<b>3.57%</b>

While the 19mm Residential customers have a large percentage increase, they are still well below the flat charge customers, on average. They also have the ability to reduce their bill further through conservation efforts.

The 19mm and 25mm Commercial customers (all the 25mm customers are commercial with the exception of two large residential accounts) also receive a high percentage increase. Examples of customers within these tiers are stratas (apartments), hotels, trailer parks, churches, laundromats and restaurants.

**SUMMARY AND CONCLUSION:**

The service of the utilities and their infrastructure should be fully funded through fees paid by the users of the utility. The committee is asked to provide endorsement of the proposed user fee structure in Option 1 that provides for meeting the operational and capital expenses of the Sewer and Water utilities.

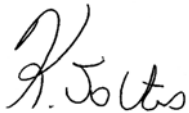
**RESPECTFULLY SUBMITTED:**



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Kris Dalio, Director of Finance

**APPROVED:**



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Kathleen Soltis, City Manager  
Meeting date: August 19, 2019

Current Assignment

System Type

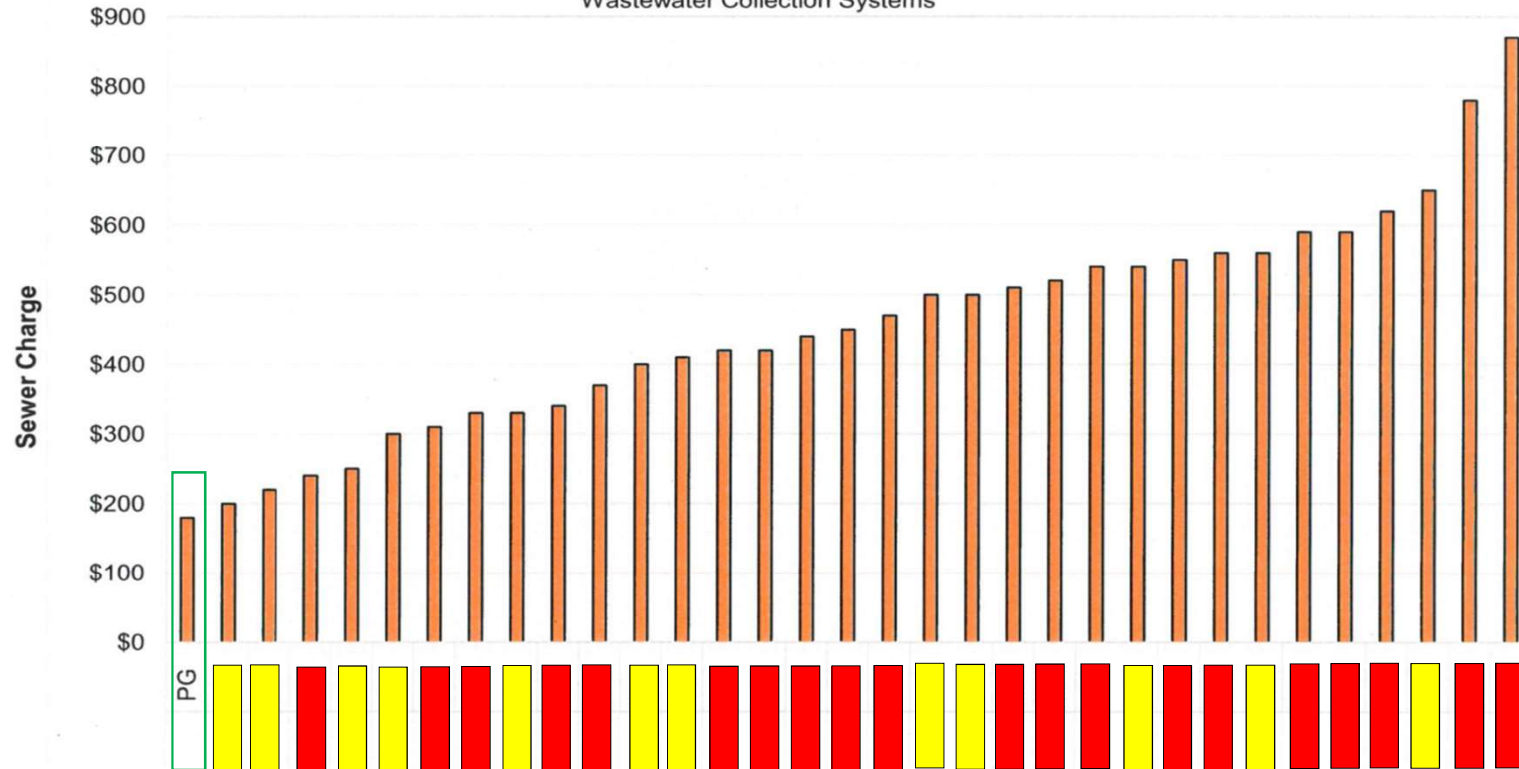
Sum of 210

### Meet Service Requirements with Economic Efficiency - 1

Sewer Charge for a Typical Size Residential Connection using Canadian Average

Consumption Rate (210m³ of Water / Year)

Wastewater Collection Systems



Negative Values - no data available

X-axis - in order of increasing sewer costs

210

Abbrev

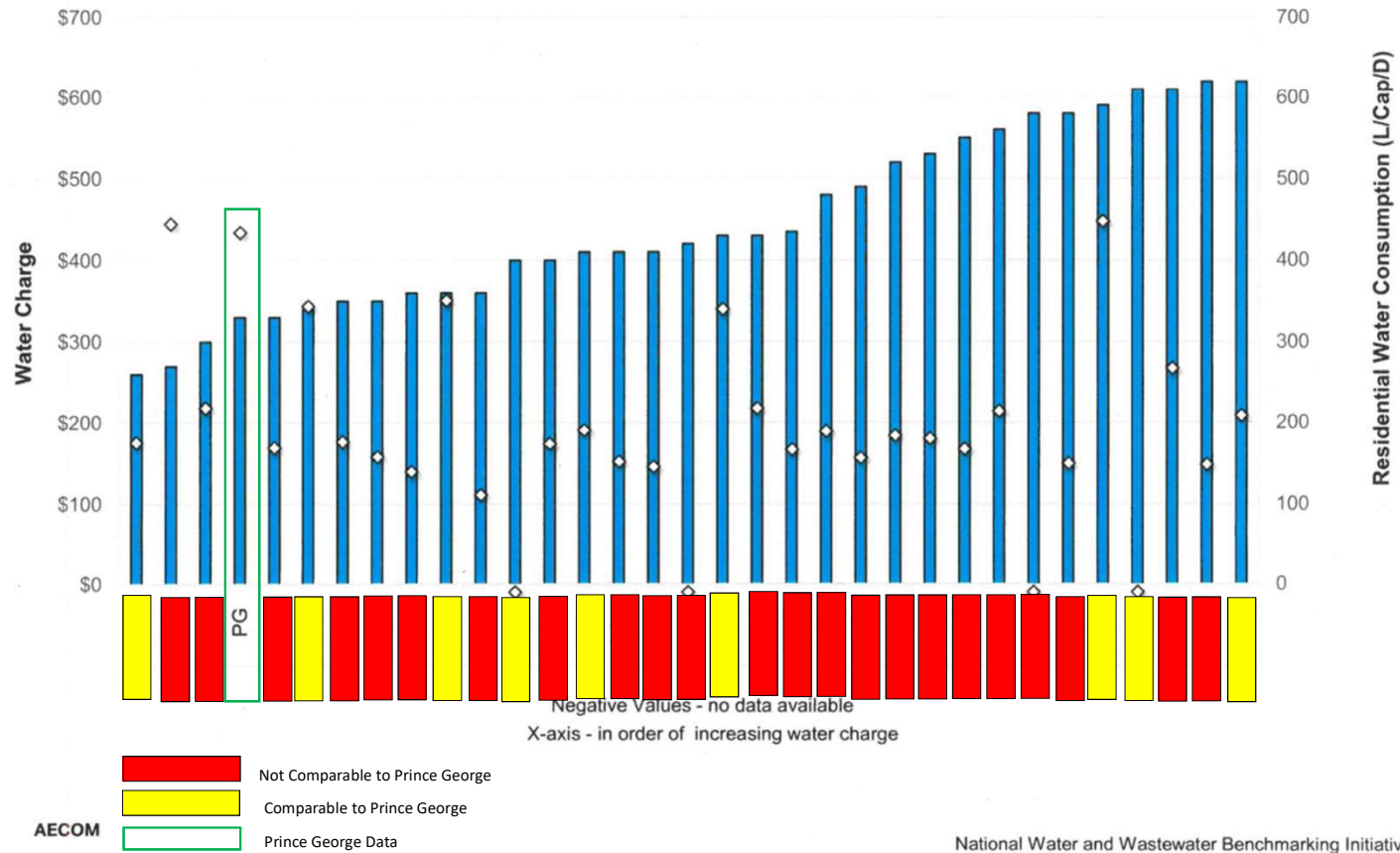
- Not Comparable to Prince George
- Comparable to Prince George
- Prince George Data

AECOM

National Water and Wastewater Benchmarking Initiative

### Meet Service Requirements with Economic Efficiency - 1

Water Charge for a Typical Size Residential Connection using Canadian Average Consumption Rate (210m<sup>3</sup> / year)  
Distribution and Integrated Systems



# STAFF REPORT TO FINANCE AND AUDIT COMMITTEE

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | [www.princegeorge.ca](http://www.princegeorge.ca)

**DATE:** August 26, 2019

**TO:** **STANDING COMMITTEE ON FINANCE AND AUDIT**

**NAME AND TITLE:** Dave Dyer, General Manager, Engineering and Public Works

**SUBJECT:** Amendment to the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 Schedule A-9, A-13 and A-16

**ATTACHMENT(S):** City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004, Schedule A-9, A-13 and A-16 Amendments

## **RECOMMENDATION(S):**

That the Committee:

RECOMMEND to Council approval of amendments to Schedule A-9, A-13 and A-16 of the "Comprehensive Fees and Charges Bylaw No. 7557, 2004"

as presented in the report dated August 26, 2019 from the General Manager of Engineering and Public Works titled "Amendment to the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 Schedule A-9, A-13 and A-16".

## **PURPOSE:**

The Standing Committee on Finance and Audit is requested to review and recommend to Council approval of the amendments described in this report for fees and charges for 2020 through 2023.

## **STRATEGIC PRIORITIES:**

The City of Prince George's Comprehensive Fees and Charges Bylaw No. 7557, 2004 supports Council's priorities of sustainable fiscal management, sustainable infrastructure, equity and inclusion, and organizational excellence.

## **DISCUSSION:**

The City of Prince George Comprehensive Fees and Charges Bylaw No. 7557 was adopted in 2004 and has been subsequently amended to reflect new rates. The bylaw consolidates fees and charges for the provision of City services

The recommended amendments to Schedule "A-9" of the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 are the outcome of a comprehensive review and analysis of the City of Prince George's fees and charges and a comparison of fees and charges for similar services in other communities. Some of the key changes that are recommended for Schedule "A-9" include:



- Adjustment to the fee for sanitary sewer connections to the City system;
- Clarifications on the requirements for Deep Connections and Off Season Construction;
- Flat and Metered Rates will be adjusted and updated as part of the Finance Department's review and recommendations;
- Unit costs will be adjusted to metric. Imperial unit conversions are provided for reference;
- Extra Treatment costs will be increased by 5% as per recommendations from the Finance Department. Unit rates will be converted to metric;
- Blocked Sewer charge added as an hourly rate due to the high cost of providing this service after hours;
- Waste Discharge permit fees increased;
- Trucked Waste section added under Special User Rates; and,
- Fee for staff to conduct sampling following confirmation of non-compliance with the bylaw added.

The recommended amendments to Schedule "A-13" of the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 are the outcome of a comprehensive review and analysis of the City of Prince George's fees and charges and a comparison of fees and charges for similar services in other communities. Some of the key changes that are recommended for Schedule "A-13" include:

- Adjustment to the fee for storm sewer connections to the City system; and,
- Clarifications on the requirements for Deep Connections and Off Season Construction.

The recommended amendments to Schedule "A-16" of the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 are the outcome of a comprehensive review and analysis of the City of Prince George's fees and charges and comparison of fees and charges for similar services in other communities. Some of the key changes that are recommended for Schedule "A-13" include:

- Adjustment to the fee for water connections to the City system;
- Clarifications on the requirements for Deep Connections and Off Season Construction;
- Flat and Metered Rates will be adjusted and updated as part of the Finance Department's review and recommendations;
- Unit costs will be adjusted to metric. Imperial unit conversions are provided for reference;
- Water Construction Flat Rate Charge will increase;
- Meter Access and Special Meter Reading charges increased to reflect current costs;
- New Meter Testing process and charges added. The process will ensure fairness to the property owner in the event of a meter not reading properly as well as cover the cost for the testing if there are no issues found with the meter;
- Increase in penalties for tampering with water meters and unauthorized connection to a fire hydrant;
- Service Connection Abandonment Charge increased to cover actual costs;
- Emergency Callouts and Water Services On/Off – removed the charge for daytime response and increased afterhours callout to reflect actual costs;
- Adjustment to the Utility Bill Suspension fee to a billing period;
- Private Fire Hydrant Maintenance fee increase to be in line with the current market;
- Meter Replacement costs increased to match actual costs. The cost of staff time and expenses also included. Yearly rate increase of 6% shown as per recommendation by the supplier; and,
- Backflow Testing documentation processing fees and penalties added.



When viewing the attachment, it is an amended version where the new text is highlighted in yellow, new additions shown in red text and existing text for removal in strikethrough.

**FINANCIAL CONSIDERATIONS:**

The rate increases over the next four (4) years are recommended to help alleviate inflationary impacts which affect the cost of service delivery.

**SUMMARY AND CONCLUSION:**

The recommended amendments to Schedule “A-9, A-13 and A-13” of the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 as outlined in this report, represent the current and proposed practices associated with providing sanitary sewer, storm sewer and water services.

Proposed flat rates, capacity charges and consumption rates have been provided by the Finance Department in a separate report.

**RESPECTFULLY SUBMITTED:**

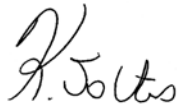


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Dave Dyer, General Manager Engineering and Public Works

**REPORT PREPARED BY:** William Wedel, Utilities Manager

**APPROVED:**



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Kathleen Soltis, City Manager  
Meeting date: September 9, 2019

Schedule "A"City of Prince George Comprehensive Fees & Charges Bylaw No. 7557**PUBLIC WORKS**Index

No.	Description			
A – 9	<b>Sanitary Sewer</b> Fees and Charges			
A – 13	<b>Storm Sewer</b> Fees and Charges			
A – 16	<b>Water Regulation and Rates</b> Fees and Charges			

CHANGES TO THE BYLAW SECTIONS ARE NOTED AS FOLLOWS:

**Highlighted in yellow** – amended version

**Red Text** – New Content

~~Strikethrough~~ – sections to be removed

**Blue Text** – notes on justification for changes – to be removed before going to F&A

## A- 9

**PUBLIC WORKS***Fees and Charges for Sanitary Sewer*Effective January 1, 2020 to December 31, 2023Amended by BL8708, 2015

## A-9(a)

1. CONNECTION FEES

Pursuant to Section 7.1 the normal connection fees for residential service connections on roadways with classifications of Local or Collector and with a depth of less than three (3) meters from April 15<sup>th</sup> to September 1<sup>st</sup> shall be as follows:

1.1.1 Connection Size                      Connection Fee\*                      Dual Fee\*\*

100 mm		\$4000.00	\$3,250.00	
Connection Size	2020	2021	2022	2023
100mm (4 inch)	\$4,600.00	\$5,300.00	\$6,000.00	\$6,000.00

*150 mm	\$5,500.00 *	Not Applicable
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*200 mm	\$6,000.00 *	Not Applicable
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*250 mm	\$6,400.00 *	Not Applicable
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*300 mm	\$6,800.00 *	Not Applicable
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\*Fee applies to connection installed on the basis of a single connection in a single trench.

\*\*Where multiple services can be installed in a single one (1) metre wide trench, a reduction of \$2,000 per additional service will be applied.

1.2 Where curbs, gutters, sidewalk and asphaltic pavement have been installed on the street prior to the sewer connection application being received, the extra cost of connection to cover repairs, over and above the connection fee, shall be:

1.2.1. Curb and gutter repair – each curb	\$1,500.00
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1.2.2. Pavement repair or pipe pushing	
-8m wide road	\$5,000.00
-10m wide road	\$5,500.00

1.2.3 Concrete sidewalk repair – each sidewalk	\$2,000.00
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1.2.4 Asphalt sidewalk repair – each sidewalk	\$1,000.00
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1.2.5 Boulevard repair-each side	\$600.00
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## 2. Installation

Upon receipt of the connection fee, the Authorized Person will, within ninety days, weather permitting, provide and install a service connection to the applicant's property. If such connection is not practicable the Authorized Person will so notify the applicant within sixty days and the City shall refund charges or fees paid to the City by the applicant.

## 3. Deep Connection and Off-Season Construction

3.1 All applicants for service connections that apply between September 2<sup>nd</sup> and April 15<sup>th</sup> shall pay the actual cost of the construction. The applicant will be required to authorize, by signature, a third party billing arrangement agreeing to pay all costs incurred during the installation of the connection. They must deposit with the City security equaling the estimated cost of doing the work. Charges may include costs for replacement of cold mix asphalt and hot mix asphalt in the spring, hydro/telephone pole holding, dewatering and costs relating to thawing or excavating frozen ground. The final account reconciliation will be made after all work is complete in the spring and the City will advise the applicant of any refund or extra cost at that time.

3.2 All applications for service connections where the connection will be at a depth of three (3) meters or deeper, shall pay the actual cost of the construction. The applicant will be required to authorize, by signature, a third party billing arrangement agreeing to pay all costs incurred during the installation of the connection. They must deposit with the City security equaling the estimated cost of doing the work. The final account reconciliation will be made after all work is complete and the City will advise the applicant of any refund or extra cost at that time.

## 2. EXTRA TREATMENT CHARGES

2.1 Pursuant to Section 7.5, extra treatment charges shall be as follows:

Charge for Treating one (1) Kilogram of B.O.D. above permitted limits - \$0.5929

Charge for Treating one (1) Kilogram of T.S.S. above permitted limits - \$0.5929

Extra Charge will start at 350mg/L under the new bylaw. Previously was set at 500mg/L. Price increased by three percent (3%)

## 3. EMERGENCY CALL OUT

During regular working hours	<del>\$60.00 per call out</del>
Outside of regular working hours	\$90.00 per call out
After Hours Blocked Sewer	\$120.00 per hour

New charge to cover cost of the staff and equipment costs.

## 4. WASTE DISCHARGE PERMIT ADMINISTRATION FEE

4.1 The holder of a Waste Discharge Permit shall pay an annual Waste Discharge Permit Administration Fee of \$1,000.00 for each Waste Discharge Permit issued to him for the discharge of Non-Domestic Waste to a Sewer.

- 4.2 The Waste Discharge Permit Administration Fee is payable upon Issuance of a Waste Discharge Permit and upon each anniversary thereafter.
- 4.3 If the Waste Discharge Permit Administration Fee is not paid within 90 days of its due date, the Waste Discharge Permit in respect of which the Waste Discharge Permit Administration Fee is payable shall be automatically terminated and of no effect.
- 4.4 Each person who applies for a Waste Discharge Permit shall pay an Application Fee of **\$100.00**. The Application Fee is not refundable **but** is credited to the Waste Discharge Permit Administration Fee.
- 4.5 Each time a holder of a Waste Discharge Permit requests an amendment to the Waste Discharge Permit, a fee of **\$100.00** for a minor amendment, and **\$250** for major amendment shall be applied.

## 5. WASTE DISCHARGE PERMITS ISSUED FOR PERIODS OF LESS THAN 365 DAYS

Where a Waste Discharge Permit is issued for a period of less than 365 days, the Waste Discharge Permit Administration Fee shall be **pro-rated based on the number of days remaining before the end of the year**.

<u>Period of Time</u>	<u>Waste Discharge Permit Administration Fee</u>
less than 7 days	\$0
7 days - 30 days	\$160
31 days - 90 days	\$320
91 days - 180 days	\$480
181 days - 270 days	\$640
271 days - 365 days	\$800

## 6. BILLING PROCEDURES

- 6.1 Bills shall be rendered twice yearly by the City for the use of the sewer system, except for metered accounts and metered residential accounts which shall be rendered quarterly. Should the due date as printed on the bill fall on any Saturday, Sunday or Holiday, then the next business day following that Saturday, Sunday or Holiday shall be taken as the due date.
- 6.2 Non-receipt of the utility bill will not be recognized as a valid excuse for failure to pay the rates when due.

## 7. SPECIAL USER RATES

~~7.1 The user rate for bottling plants where such are connected to the Municipal storm sewer system shall be set at fifty percent (50%) of the user rate as set out in Section A 9(b) 1.2.~~

~~7.2 Greenhouse operations where it can be shown that the majority of water does not enter the sewer system shall be set at fifty percent (50%) of the user rate as set out in Section A 9(b) 1.2.~~

### 7.1. TRUCKED WASTE

Trucked waste will require haulers to obtain a permit to discharge at authorized location. Authorized locations may change based on operational needs/requirements at each site.

7.1.1 Authorization access fee for each hauling company  
(includes first access card) \$500.00 per year

7.1.1.1 Additional Access Cards or Replacement Cards \$100.00 each

7.1.3 Volume charge\* \$45 per cubic meter  
\*for sites without flow meters, truck capacity must be provided and billing will be based off 90% of total capacity for each unit.

7.1.4 Unauthorized or contaminated discharge  
(not meeting Bylaw) \$5000.00 per offence\*\*  
\*\*Additional cleanup costs to remove material and Transfer for proper facility plus treatment may also apply.

7.2 Sani-dump Authorization – New and Existing \$100.00 per site/year

7.3 Sampling requirement for non-compliance with Bylaw  
For sites which require follow-up testing due to non-compliance with the sanitary sewer bylaw may require additional onsite sampling.

7.3.1 Return site visit to obtain follow-up sample \$150.00 per visit

New charges to cover the increased cost for Shelly Lagoon maintenance (7.1), staff time for sampling and follow-up (7.2 and 7.3)

## 8. PENALTY

8.1 The user rate for all consumer accounts rendered shall be subject to a penalty of ten percent (10%) if the account is paid after the due date as printed on the Utility bill.

8.2 The date of payment shall be the date the account is received at City Hall or paid at any Chartered Bank in British Columbia, as evidenced by cash register impression or tellers stamp.

8.3 Payments shall be applied firstly against charges in arrear and thereafter against the current charges.

- 8.4 In the event the payments are less than the total amount currently due, the penalty shall be applicable only to that portion of the current charges unpaid.

9. **ESTIMATION OF USAGE AND ADJUSTMENTS**

Where an adjustment in rates of the City of Prince George Water Bylaw has occurred to an individual account, the maximum calculated period for adjustment purposes to the Sewer rates shall be 12 months.

## A - 13

**PUBLIC WORKS***Fees and Charges for Storm Sewer Rates***A-13(a)****1. CONNECTION FEES**

Pursuant to Section 4.1 the normal connection fees for **residential service connections on roadways with classifications of Local or Collector** and with a depth of less than **three (3)** meters from April 15<sup>th</sup> to September 1<sup>st</sup> shall be as follows:

1.1	Connection Size	Fee*	Dual Fee**	
	100mm (4")	\$4,000.00	\$3,350.00	
Connection Size	2020	2021	2022	2023
100mm (4 inch)	\$4,600.00	\$5,300.00	\$6,000.00	\$6,000.00
	150mm (6")	\$5,500.00	Not Applicable	
	200mm (8")	\$6,000.00	Not Applicable	
	250mm (10")	\$6,400.00	Not Applicable	
	300mm (12")	\$6,800.00	Not Applicable	
	375mm (15")	\$7,600.00	Not Applicable	
	450mm (18")	\$8,300.00	Not Applicable	

\* Fee applies to connections installed on the basis of a single connection in a single trench.

\*\*Where multiple services can be installed in a single one (1) metre wide trench, a reduction of \$2,000 per additional service will be applied.

~~Storm sewer connections 150mm and larger require a connection to a manhole at the sewer main. If no new manhole is required, a reimbursement of \$2,000.00 will be made.~~

1.2 Where curbs, gutters, asphaltic pavement, concrete or asphaltic sidewalk or boulevard exists on the street prior to the storm sewer connection application being received, the extra cost of connection to cover repairs, over and above the connection fee, shall be:

	Fee
1.2.1 Curb & Gutter Repair - each curb	\$1,500.00
1.2.2 Pavement Repair or Pipe Pushing	
- 8m wide road	\$5,000.00
- 10m wide road	\$5,500.00
1.2.3 Concrete Sidewalk Repair - each sidewalk	\$2,000.00



1.2.4	Asphalt Sidewalk Repair - each sidewalk	\$1,000.00
1.2.5	Boulevard repair – each side	\$600.00

## 2 INSTALLATION

Upon receipt of the connection fee, the Engineer will, within ninety days, weather permitting, provide and install a service connection to the applicant's property. If such connection is not practicable, the Engineer will so notify the applicant within sixty days and the City shall refund charges or fees paid to the City by the applicant.

### DEEP CONNECTION & OFF-SEASON CONSTRUCTION (WINTER SURCHARGE)

- 4.1 All applications for service connections that apply between September 2<sup>nd</sup> and April 15<sup>th</sup> shall pay the actual cost of the construction. The applicant will be required to authorize, by signature, a third party billing arrangement agreeing to pay all costs incurred during the installation of the connection. They must deposit with the City security equaling the estimated cost of doing the work. Charges may include costs for replacement of cold mix asphalt and hot mix asphalt in the Spring, hydro/telephone pole holding, dewatering and costs relating to thawing or excavating frozen ground. The final account reconciliation will be made after all work is complete in the Spring and the City will advise the applicant of any refund or extra cost at that time.
- 4.2 All applications for service connections where the connection will be at a depth of three (3) meters or deeper, shall pay the actual cost of the construction. The applicant will be required to authorize, by signature, a third party billing arrangement agreeing to pay all costs incurred during the installation of the connection. They must deposit with the City security equaling the estimated cost of doing the work. The final account reconciliation will be made after all work is complete and the City will advise the applicant of any refund or extra cost at that time.

## "A – 16"

**PUBLIC WORKS***Fees and Charges for Water Rates and Regulation*

EFFECTIVE: JANUARY 1, 2016 TO DECEMBER 31, 2018

Amended by Bylaw No. 8708, 2015

## A-16(a)

1. **CONNECTION FEES**

Pursuant to Section 3.2 the normal connection fees for **residential service connections on roadways with classifications of Local or Collector** and with a depth of less than **three (3)** meters from April 15<sup>th</sup> to September 1<sup>st</sup> shall be as follows:

1.1

Connection Size	Fee*	Dual Fee**
20mm (3/4")	\$4,100.00	\$3,350.00
25mm (1")	\$4,200.00	\$3,450.00

Connection Size	2020	2021	2022	2023
Less than 25mm (1 inch)	\$5,300.00	\$6,400.00	\$7,600.00	\$7,600.00

40mm (1 1/2")	\$4,400.00	\$3,650.00,
50mm (2")	\$4,600.00	\$3,850.00
100mm (4")	\$5,300.00	Not Applicable
150mm (6")	\$5,700.00	Not Applicable
200mm (8")	\$6,400.00	Not Applicable
250mm (10")	\$6,700.00	Not Applicable

\* Fee applies to connections installed on the basis of a single connection in a single trench. **Services over 1" in size will be charged based on actual costs for installation. Cost estimates will be provided by the City for approval prior to commencing with any work.**

\*\*Where multiple services can be installed in a single one (1) metre wide trench, a reduction of \$2,000 per additional service will be applied.

1.2 Where curbs, gutters, asphaltic pavement, concrete or asphaltic sidewalk or boulevard exists on the street prior to the water connection application being received, the extra cost of connection to cover repairs, over and above the connection fee, shall be:

	Fee
1.2.1 Curb & Gutter Repair - each curb	\$1,500.00
1.2.2 Pavement Repair or Pipe Pushing	
- 8m wide road	\$5,000.00
- 10m wide road	\$5,500.00
1.2.3 Concrete Sidewalk Repair - each sidewalk	\$2,000.00

- 1.2.4 Asphalt Sidewalk Repair – each sidewalk \$1,000.00
- 1.2.5 Boulevard Repair – each side \$ 600.00

## 2. INSTALLATION

Upon receipt of the connection fee, the Engineer will, within ninety days, weather permitting, provide and install a service connection to the applicant's property. If such connection is not practicable, the Engineer will so notify the applicant within sixty days and the City shall refund charges or fees paid to the City by the applicant.

## 3. DEEP CONNECTION & OFF-SEASON CONSTRUCTION (WINTER SURCHARGE)

- 3.1 All applicants for service connections that apply between September 2<sup>nd</sup> and April 15<sup>th</sup> shall pay the actual cost of the construction. The applicant will be required to authorize, by signature, a third party billing arrangement agreeing to pay all costs incurred during the installation of the connection. They must deposit with the City security equaling the estimated cost of doing the work. Charges may include costs for replacement of cold mix asphalt and hot mix asphalt in the spring, hydro/tel pole holding, dewatering and costs relating to thawing or excavating frozen ground. The final count reconciliation will be made after all work is complete in the spring and the City will advise the applicant of any refund or extra cost at that time.
- 3.2 All applications for service connections where the connection will be at a depth of three (3) meters or deeper, shall pay the actual cost of the construction. The applicant will be required to authorize, by signature, a third party billing arrangement agreeing to pay all costs incurred during the installation of the connection. They must deposit with the City security equaling the estimated cost of doing the work. The final account reconciliation will be made after all work is complete and the City will advise the applicant of any refund or extra cost at that time.

## A-16(b)

### 1.3 WATER CONSTRUCTION FLAT RATE CHARGE

All commercial and residential property owners shall pay a flat rate charge for water consumed during the construction process up until a water meter is installed. The charge shall be calculated on the gross square meter of floor space of the building as follows:

Gross Floor Area (m2)	Water Construction Rate per month
0 – 200	\$25.00
201 – 1,000	\$26.00
1,001 – 5,000	\$27.00
5,001 – 10,000	\$28.00
10,001 – above	\$29.00

**2. OTHER CHARGES****2.1 METER READING ACCESS CHARGE**

Each failed attempt to access a meter where notice has been requested by the City and access has not been provided.

\$150.00 per call

**2.1.1 FINAL OR SPECIAL METER READINGS**

Each manual reading or special reading by the meter reader.

\$150.00 per call

Cost in 2.1 and 2.1.1 is to reflect the cost for 1.5 hour staff time and fleet equipment cost.

**2.1.2 METER TESTING**

Deposit for testing of water meter

\$150.00

- If testing determines that meter is:

- o Reading accurately, City keeps deposit.
- o Reading is inaccurate, City returns deposit and adjusts previous billing to average of previous billing history (maximum six (6) month adjustment)

**2.2 TAMPERING WITH WATER METERS**

Penalty for each incident where City staff determine that tampering has occurred with a water meter

\$500.00 per incident

**2.3 PRIVATE USE OF CITY FIRE HYDRANTS**

The charge for the use of a fire hydrant shall be:

Permit Fee	\$100.00
Monthly charge	\$1000.00

**2.3.1 Penalty for connecting to a hydrant without a permit:**

\$2,000.00 per incident

**2.4 MUNICIPAL FIRE PROTECTION**

The annual charge payable to the City for the availability of fire hydrants and water supplies for fire protection purposes shall be the actual annual maintenance costs.

**2.5 SERVICE CONNECTION ABANDONMENT CHARGE**

The charge for service connection abandonment shall be:

\$3,500.00

At the discretion of the Authorized Person, if a new service is in a location that may facilitate the service abandonment within the same excavation the abandonment charge shall be waived.

The abandonment charge is exclusive of restoration requirements. Restoration costs shall be the rate as outlined in section 1 Connection Fees.

## 2.6 EMERGENCY CALL OUT

During regular working hours	\$60.00 per call out
Outside of regular working hours	\$150.00 per call out

## 2.7 WATER SERVICE TURN ON OR TURN OFF CHARGE

Water service turn on or turn off charge outside of normal City working hours	\$200.00 per call
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## 2.8 UTILITY BILL SUSPENSION FEE

Per three (3) month billing period	\$45.00
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## 2.9 PRIVATE FIRE HYDRANT MAINTENANCE

Per hydrant	\$300.00
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## 2.10 ACCOUNT SET UP FEE

A flat fee for each new account added to the billing system	\$50.00
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## 2.11 WATER METER REPLACEMENT

The following flat rate amounts will be charged for replacement of water meters. The fee is based upon meter replacement value and labour costs.

Meter Size/Meter Reader	Type	2020	2021	2022	2023
20mm (¾in.)	Displacement Meter	\$610.00	\$646.60	\$685.40	\$726.52
	Meter Body Only	\$400.00	\$424.00	\$449.44	\$476.41
25mm (1.0in.)	Displacement Meter	\$720.00	\$763.20	\$808.99	\$857.53
	Meter Body Only	\$475.00	\$503.50	\$533.71	\$565.73
40mm (1.5in.)	Displacement Meter	\$1,080.00	\$1,144.80	\$1,213.49	\$1,286.30
	Meter Body Only	\$800.00	\$848.00	\$898.88	\$952.81
50mm (2.0in.)	Compound Meter	\$3,260.00	\$3,455.60	\$3,662.94	\$3,882.71
	Meter Body Only	\$2,520.00	\$2,671.20	\$2,831.47	\$3,001.36
75mm (3.0in.)	Compound Meter	\$4,300.00	\$4,558.00	\$4,831.48	\$5,121.37
	Meter Body Only	\$4,100.00	\$4,346.00	\$4,606.76	\$4,883.17

100mm (4.0in.)	Compound Meter	\$6,150.00	\$6,519.00	\$6,910.14	\$7,324.75
	Meter Body Only	\$5,800.00	\$6,148.00	\$6,516.88	\$6,907.89
150mm (6.0in.)	Compound Meter	\$10,540.00	\$11,172.40	\$11,842.74	\$12,553.31
	Meter Body Only	\$9,940.00	\$10,536.40	\$11,168.58	\$11,838.70
200mm (8.0in.)	Compound Meter	\$23,600.00	\$25,016.00	\$26,516.96	\$28,107.98
	Meter Body Only	\$19,600.00	\$20,776.00	\$22,022.56	\$23,343.91
20mm – 50mm (¾in. – 2.0in.) Pro/auto read	Positive Displacement Remote Remote – Replace Register Only	\$590.00	\$625.40	\$662.92	\$702.70
50mm – 200mm (¾ in. – 2.0in.) E-coder R900I2- 8.0in.)	Compound Remote – Replace Register Only	\$1,100.00	\$1,166.00	\$1,235.96	\$1,310.12

Supplier has indicated six percent (6%) increase on costs per year. Prices include \$100.00 for labour for each replacement.

### 2.12 BACKFLOW TESTING (starting 2021)

#### Documentation processing fee

- City Data Input

\$10.00 per test result

- Online/remote entry (available by 2021)

\$5.00 per test result

Failure to provide test results prior to expiry date

\$20.00 per device

Looking into software, which will provide remote access to allow testing, companies with the ability to remotely enter test results. Will also provide options for device owners to set up yearly reminders to complete required testing.

## 3. BILLING PROCEDURES

Bills shall be rendered twice yearly by the City for the use of the waterworks except for metered accounts and metered residential accounts, which shall be rendered quarterly. Should the due date as printed on the bill fall on any Saturday, Sunday or Holiday, then the next business day following the Saturday, Sunday or Holiday shall be taken as the due date.

The date of payment shall be the date the account is received at City Hall or paid at any chartered bank in British Columbia, as evidenced by cash register impression or tellers stamp.

Payments shall be applied firstly against charges in arrears and thereafter against the current charges. In the event that payments received are less than the total amount currently due, the penalty shall be applicable only to that portion of the current charges unpaid. Non-receipt of the utility bill will not be recognized as a valid excuse for failure to pay the rates when due.

### PENALTY

The user rate for all consumer accounts rendered shall be subject to a penalty of 10% if the account is paid after the due date as printed on the utility bill.

#### **FINANCIAL CONSIDERATIONS:**

The Comprehensive Fees and Charges (Schedule B-1 Community Services – CN Centre; and Schedule B-2 Community Services – Community Arenas; and Schedule B-7 Community Services – PG Playhouse Theatre) was updated in 2017 and provided 3% rate increases annually to the end of the 2019 calendar year. It is recommended to provide stable and consistent annual increases of 3% to these charges every year until the end of 2023 at which time, the next Council would then set the rates for future years.

The proposed 3% increase (rounded to the nearest dollar) is to partially recover costs through rental fees at a consistent and predictable rate that arena and theatre user groups have been annually anticipating. 3% is an approximate average of numerous cost-driving factors, including:

- Electricity – 2.0%
- Natural Gas – 1.0%
- Labour – 2.0%
- Capital construction costs – 5.0%
- Ongoing operational and maintenance costs, particularly as the arenas and theatre age (In 2020, the CN Centre will turn twenty-five years old)

Changes to Fees and Charges ((Schedule B-1 Community Services – CN Centre, and Schedule B-2 Community Services – Community Arenas) include:

- Combining the rates for “B-1” Community Services – Fees and Charges for CN Centre and “B-2” Community Services – Fees and Charges for Community Arenas – into one document, as the charges for arena ice usage were identical. This provides more consistency and ease of use for users;
- Removing outdated items, including faxing fees, and Spring Roller Hockey rentals (an activity no longer occurring);
- Increasing rental charges to meeting spaces to be consistent with the Prince George Conference and Civic Centre (particularly with the Kin meeting rooms, these meeting spaces have gained popularity and consistent usage over the last two years);

Schedule B-7 remains unchanged other than the approximate 3% annual fee increases.

#### **SUMMARY AND CONCLUSION:**

Council has a strategic priority for continuing progressive and responsible fiscal management. The committee is asked to provide endorsement of the proposed 3% annual fee increases that represent stable, predictable and consistent increases for the next four years that maintain the current cost-recovery rates within the Community Arenas, CN Centre and PG Playhouse Theatre.

**RESPECTFULLY SUBMITTED:**



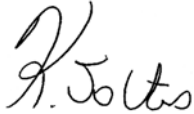
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Adam Davey, Associate Director of Community Services

**REPORT PREPARED BY:**

Glen Mikkelsen, Event Operations and Marketing Manager, CN Centre

**APPROVED:**



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Kathleen Soltis, City Manager

Meeting date: September 9, 2019



## Community Services Fees & Charges

### Community Arenas and CN Centre

<b>Winter Ice Rental Charges: CN Centre, Kin 1, 2, 3, RMCA, Elksentre</b>	<b>Jan 1<sup>st</sup> - Dec 31<sup>st</sup>, 2020</b>	<b>Jan 1st - Dec 31st, 2021</b>	<b>Jan 1st - Dec 31st, 2022</b>	<b>Jan 1st - Dec 31st, 2023</b>
Standard Recreation Rate- Ice Rental	\$ 333.00	\$ 343.00	\$ 353.00	\$ 364.00
Adult Discount Recreation Ice (Prime)	\$ 209.00	\$ 216.00	\$ 223.00	\$ 230.00
Adult Discount Recreation Ice (Non-prime)	\$ 168.00	\$ 173.00	\$ 178.00	\$ 184.00
Youth Discount Recreation Ice (Prime)	\$ 112.00	\$ 115.00	\$ 118.00	\$ 122.00
Youth Discount Recreation Ice (Non-prime)	\$ 90.00	\$ 93.00	\$ 96.00	\$ 99.00
Standard Recreation Rate - Dry Floor	\$ 185.00	\$ 190.00	\$ 196.00	\$ 202.00
Adult Discount Recreation Dry Floor	\$ 93.00	\$ 96.00	\$ 99.00	\$ 102.00
Youth Discount Recreation Dry Floor	\$ 63.00	\$ 65.00	\$ 67.00	\$ 69.00
<b>CN Centre : Recreation Events - Secure and Exclusive and performance and Trade/Consumer Show Events Daily Rates</b>	<b>Jan 1<sup>st</sup> - Dec 31<sup>st</sup>, 2020</b>	<b>Jan 1st - Dec 31st, 2021</b>	<b>Jan 1st - Dec 31st, 2022</b>	<b>Jan 1st - Dec 31st, 2023</b>
Standard Rate	\$ 3,900.00	\$ 4,000.00	\$ 4,150.00	\$ 4,300.00
Discount Rate	\$ 3,150.00	\$ 3,225.00	\$ 3,325.00	\$ 3,425.00

<b>Kin1, 2, 3, Elksentre, RMCA: Recreation Events - Secure and Exclusive and performance and Trade/Consumer Show Events Daily Rates</b>	<b>Jan 1<sup>st</sup> - Dec 31<sup>st</sup>, 2020</b>	<b>Jan 1st - Dec 31st, 2021</b>	<b>Jan 1st - Dec 31st, 2022</b>	<b>Jan 1st - Dec 31st, 2023</b>
Standard Rate	\$ 1,960.00	\$ 2,025.00	\$ 2,100.00	\$ 2,150.00
Discount Rate	\$ 1,575.00	\$ 1,625.00	\$ 1,675.00	\$ 1,725.00

<b>Spring &amp; Summer Ice Rental Charges: CN Centre, Kin 1, 2, 3, RMCA, Elksentre</b>	<b>Jan 1<sup>st</sup> - Dec 31<sup>st</sup>, 2020</b>	<b>Jan 1st - Dec 31st, 2021</b>	<b>Jan 1st - Dec 31st, 2022</b>	<b>Jan 1st - Dec 31st, 2023</b>
Non residents	\$ 333.00	\$ 343.00	\$ 353.00	\$ 364.00
Adult Prince George Area Residents	\$ 209.00	\$ 215.00	\$ 223.00	\$ 229.00
Youth Prince George Area Residents	\$ 156.00	\$ 160.00	\$ 165.00	\$ 170.00
Non Residents – Dry Floor	\$ 185.00	\$ 190.00	\$ 196.00	\$ 202.00
Adult Prince George Area Residents – Dry Floor	\$ 93.00	\$ 96.00	\$ 99.00	\$ 102.00
Youth Prince George area Residents – Dry Floor	\$ 63.00	\$ 65.00	\$ 67.00	\$ 69.00

<b>Additional Program Fees</b>	<b>Includes Tax</b>	<b>Includes Tax</b>
Drop In Hockey	\$9 per admission	\$80 per 10 sessions punch card
Adult Summer Hockey Program	\$125 per person per season	\$1800 per team per season

Exhibition Park Rates	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2020	Jan 1st - Dec 31st, 2021	Jan 1st - Dec 31st, 2022	Jan 1st - Dec 31st, 2023
Standard Race Track & Rodeo Grounds*	\$ 438.00	\$ 452.00	\$ 465.00	\$ 479.00
Discount Race Track & rodeo Grounds*	\$ 325.00	\$ 335.00	\$ 345.00	\$ 355.00
Midways*	\$ 895.00	\$ 922.00	\$ 950.00	\$ 978.00
Standard Inner Paved Parking Lot*	\$ 542.00	\$ 558.00	\$ 575.00	\$ 593.00
Discount Inner Paved Parking Lot*	\$ 434.00	\$ 447.00	\$ 461.00	\$ 475.00
Standard Outer paved Parking Lot*	\$ 1,303.00	\$ 1,350.00	\$ 1,390.00	\$ 1,425.00
Discount Outer Paved Parking Lot*	\$ 1,042.00	\$ 1,075.00	\$ 1,110.00	\$ 1,140.00
Standard Outer Gravel Parking Lot*	\$ 650.00	\$ 670.00	\$ 690.00	\$ 715.00
Discount Outer Gravel Parking Lot*	\$ 525.00	\$ 540.00	\$ 555.00	\$ 570.00
<i>*plus additional charges</i>				

Additional Services	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2020	Jan 1st - Dec 31st, 2021	Jan 1st - Dec 31st, 2022	Jan 1st - Dec 31st, 2023
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Electrical connect / disconnect	Actual Cost
Arena Ice Removal / Replace	Actual Cost
Arena Glass Removal / Replace	Actual Cost
Concert Bowl	Actual Cost
3/4 Bowl	Actual Cost
Half House	Actual Cost
Full House	Actual Cost
Rink boards Removal / Replace	Actual Cost
Arena Flooring	Actual Cost
Bleacher Removal	Actual Cost
Custodial Charges	Actual Cost
Local Crew Labour and Rigging, Stagehands	Actual Cost
External Rentals	Actual Cost plus 25% admin fee

Statutory Holiday Rates	Actual Cost			
Stage	Actual Cost			
Host Services	Actual Cost			
Additional Cleaning	Actual Cost plus Labour and benefits			
Security	Actual Cost			
First Aid	Actual Cost			
Towel Service (per towel)	\$4.00	\$4.00	\$4.25	\$4.25
Parking Control	Actual Cost			
Traffic Control	Actual Cost			
SOCAN Fees	Actual Cost			
ReSound Fees	Actual Cost			
Catering	Actual Cost			
Camping - Exhibition Park - per day/unit; self-contained units only. No services provided. Charged to Event Licensee. Approved Sites only. Includes applicable taxes.	\$22	\$23	\$24	\$25

Audio Visual Rates	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2020	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2021	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2022	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2023
Camera Operator	Actual Cost plus Labour and benefits			
Score Clock Operator	Actual Cost plus Labour and benefits			
Music Operator	Actual Cost plus Labour and benefits			
Television	\$33.00	\$34.00	\$35.00	\$36.00
Portable Whiteboard	No charge			
Projection Screen 5'x5'	\$21.00	\$21.50	\$22.00	\$22.50
Wired Microphone	\$21.00	\$22.00	\$23.00	\$24.00
Wireless Microphone	\$31.00	\$33.00	\$35.00	\$36.00
Easel / Podium	No charge			
Telephone	\$17.00	\$17.50	\$18.00	\$18.50
Speaker Telephone	\$22.00	\$23.00	\$24.00	\$25.00
Radio / Phone	Deposit Required			
Extension Cords	\$10.00	\$10.00	\$10.00	\$10.00

Portable PA System with one corded Microphone	\$111.00	\$115.00	\$119.00	\$123.00
External Rentals	rental cost plus %25 admin fee			
Long Distance Telephone Charges - per line (includes telephone rental)	\$130.00	\$134.00	\$138.00	\$142.00

Daily Room Charges:	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2020	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2021	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2022	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2023
<b>RMCA Multi-Purpose Room</b>				
Standard Daily Rate	\$250.00	\$260.00	\$270.00	\$280.00
Discount Daily Rate	\$200.00	\$205.00	\$210.00	\$215.00
Discount Evening Rate	\$95.00	\$98.00	\$101.00	\$104.00
<b>Kin Arenas: Activity Lounge</b>				
Standard Daily Rate	\$364.00	\$375.00	\$385.00	\$395.00
Discount Daily Rate	\$285.00	\$295.00	\$305.00	\$315.00
Discount Evening Rate	\$137.00	\$140.00	\$145.00	\$150.00
<b>Kin Meeting Room (per room)</b>				
Standard Daily Rate	\$110	\$114.00	\$117.00	\$120.00
Discount Daily Rate	\$72	\$75.00	\$78.00	\$81.00
Discount Evening Rate	\$54.00	\$56.00	\$58.00	\$60.00
<b>Kin Arenas: Kin Atrium</b>				
Standard Daily Rate	\$356.00	\$367.00	\$380.00	\$391.00
Discount Daily Rate	\$286.00	\$295.00	\$303.00	\$313.00
Discount Evening Rate	\$286.00	\$295.00	\$303.00	\$313.00
<b>CN CENTRE</b>				
<b>Canfor Room - Ice Level 420 sq. ft.</b>				
Standard Daily Rate	\$78.00	\$80.00	\$82.00	\$84.00
Discount Daily Rate	\$63.00	\$65.00	\$67.00	\$69.00
Discount Evening Rate	\$41.00	\$42.00	\$43.00	\$44.00
<b>Production Office - 209 sq. ft</b>				

Standard Daily Rate	\$52.00	\$54.00	\$56.00	\$58.00
Discount Daily Rate	\$39.00	\$40.00	\$41.00	\$42.00
Discount Evening Rate	\$32.00	\$33.00	\$34.00	\$35.00
<b>5th Dressing Room - 378 sq. ft.</b>				
Standard Daily Rate	\$72.00	\$74.00	\$76.00	\$78.00
Discount Daily Rate	\$59.00	\$61.00	\$63.00	\$65.00
Discount Evening Rate	\$32.00	\$34.00	\$36.00	\$38.00

**CN Centre Minimum Suite Fees:**

- Base License Fees and Maintenance Fee can be adjusted based on market conditions

Suite Number	Total Base License Fee	Maintenance Fee	Total Fees Per Season
1A	\$ 12,709.38	\$ 300.00	\$13,009.38 plus 10 cougars Seasons Tickets
1	As per CN Rail naming rights agreement		
2	\$ 13,876.56	\$ 300.00	\$14,176.56 plus 15 cougars Seasons Tickets
3	Cougars Suite at no cost as per Cougars/City contract		
4	City Managed Suite (See Exceptions "rentals" below)		
4 (Rentals)	Suite may be rented on a per event or game basis as a fee applicable to the event or game.		
5	\$ 14,265.63	\$ 300.00	\$14,565.63 plus 10 Cougars Seasons tickets
6	\$ 15,406.88	\$ 300.00	\$15,706.88 plus 14 Cougars Seasons tickets
7	\$ 14,265.63	\$ 300.00	\$14,565.63 plus 10 Cougars Seasons tickets
8	\$ 12,709.38	\$ 300.00	\$13,009.38 plus 10 Cougars Seasons tickets
9	\$ 12,709.38	\$ 300.00	\$13,009.38 plus 10 Cougars Seasons tickets
10	\$ 12,242.50	\$ 300.00	\$12,542.50 plus 16 Cougars Seasons tickets
11	\$ 12,605.63	\$ 300.00	\$12,905.63 plus 18 Cougars Season Tickets



12	\$ 11,153.13	\$ 300.00	\$11,453.13 plus 10 Cougars Season Tickets
14	\$ 12,424.06	\$ 300.00	\$12,724.06 plus 17 Cougars Seasons tickets

## Arena Advertising

### Non-profit Regular Season Users of Kin Centre - righters to sell advertising:

1. Regular season non-profit dry floor and ice users have the non-exclusive rights to sell advertising at the Kin Arenas in locations pre-approved by the City of Prince George pending space availability and a first come first served procedure.
2. Rates are based on a 12- month basis and signs not renewed will be removed after 12 months.
3. Advertising may be covered during special events due to event Sponsorship requirements.
4. Non-profit groups selling advertising are exclusively responsible for all costs of making and hanging all signs under the supervision of the Exhibition Park Foreman or designate.
5. Each non-profit group selling advertising may set up the rates of such advertising, however, they shall not be lower than those set by the City of Prince George.
6. Each group selling advertising shall receive full payment for such advertising and return 20% of the gross sales for all new sales and 25% on all renewals to the City of Prince George.
7. Advertising proofs are subject to approval by the City of Prince George. Liquor and tobacco advertising is not permitted.
8. Any new advertising spaces not noted Below are subject to prices set by Market Conditions.

### Minimum Advertising Rates:

The rates noted do not include Tax and the cost of the signs, which are the responsibility of the advertiser. The rates do included sign installation at the facilities. Rates are based on 1 year terms.

Kin 1:			
	- Feature Wall Backlit Sign	\$ 5,000.00	
	- Ice Logo (some restrictions apply)	\$ 3,000.00	
	- Backlit scoreboard wall	\$ 4,000.00	
	- Rink Board, 3' x 8' signs	\$ 2,000.00	
Kin 2:			
	- Wall Board: 8 spaces; 4' x 8'x Signs: either side of score clock	\$ 800.00	
	- Wall Board: 4 spaces; 3' x 8' signs: above players box area	\$ 1,500.00	
	- Backlit Score Clock sign	\$ 3,000.00	
	- Rink Board, 16 spaces: 3' x 8' signs: under players boxes	\$ 1,500.00	
Kin 3:			
	- Wall Board: 4 spaces; 4' x 8'x Signs: either side of score clock	\$ 800.00	
	- Wall Board: 4 spaces; 4' x 8' signs: above players box area	\$ 1,500.00	
	- Backlit Score Clock sign	\$ 3,000.00	
	- Rink Board, 16 spaces: 3' x 8' signs: under players boxes		
	* Kin 3 has No Lexan on Rink Board spaces available		
Elksentre:			
	- Wall Board: 4 spaces; 4' x 8' Signs: 2 either side of score clock	\$ 500.00	
	* Kin 3 has No Lexan or Rink Board spaces available		
Zamboni Advertising Decal:			

- 1 space: front: 46" wide x 20" high	\$	500.00	
- 2 space: front: 40" wide x 24" high	\$	500.00	

### Commercial Merchandising Fee

Sellers provided by promoter	20% of gross sales or as negotiated by Director of Community Service or designate
Sellers provided by City	30% of gross sales or as negotiated by Director of Community Services or designate

### Prince George Cougars Rates:

(As established by agreement between the City of Prince George and the Prince George Cougars)

### Rental Fee for use of the CN Centre:

#### a. Ticket Revenue

If the Gross Ticket Revenue is:

The City's Share is:

Up to the amount of Private Suite Ticket Venue from the amount of Private Suites:

Ticket Revenue up to \$500,000	15%
from \$501,000 up to \$1,000,000	2%
From \$1,00,001 up to \$1,500,000	5%
from \$1,500,001 up to \$2,000,000	12.50%
	15%

from \$2,000,001 up \$2,500,001	25%
from \$2,500,001 and over	30%

b. Training camp, including Kin Lounge and one Intra Squad game at no cost. Additional intra squad games are \$1,000 per game.

c. Eight hours of ice time for marketing purposes at not cost.

City's Share of Advertising Revenue sold by the Cougars in the CN Centre.

- The City will be paid of a flat fee of \$50,000 (plus GST of \$2,500), for their share of advertising revenue each season.

- **Ticketing Sponsorship:** For any naming rights promoted on TicketsNorth, the City shall receive 0% of total sponsorship

- **OTHER Permanent Advertising:** the City's share of Other Permanent Advertising Revenue, for example new loge Seating, or other areas yet to be determined, is to be mutually agreeable and negotiated between the City and the Cougars, and at the fee to be added to the Flat Fee assessed.

**Community Services Fees & Charges**  
**Prince George Playhouse Theatre**

Prince George Playhouse Theatre Fees and Charges		Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2020	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2021	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2022	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2023
<b>Performance Rates:</b>					
Ticketed Events	Standard	\$ 600.00	\$ 620.00	\$ 640.00	\$ 660.00
	Discount	\$ 490.00	\$ 515.00	\$ 530.00	\$ 545.00
Non-ticketed Events	Standard	\$ 600.00	\$ 620.00	\$ 640.00	\$ 660.00
	Discount	\$ 390.00	\$ 400.00	\$ 410.00	\$ 420.00
<b>Additional Performance Fee (each performance)</b>					
Ticketed Events	Standard	\$ 218.00	\$ 224.00	\$ 230.00	\$ 236.00
	Discount	\$ 165.00	\$ 170.00	\$ 175.00	\$ 180.00
Non-ticketed Events	Standard	\$ 218.00	\$ 224.00	\$ 230.00	\$ 236.00
	Discount	\$ 137.00	\$ 141.00	\$ 145.00	\$ 149.00
<b>Rehearsal Fees:</b>					
All Events	Standard	\$ 274.00	\$ 282.00	\$ 290.00	\$ 298.00
	Discount	\$ 218.00	\$ 224.00	\$ 230.00	\$ 236.00
<b>Dark Days:</b>					
All Events	Standard	\$ 137.00	\$ 141.00	\$ 145.00	\$ 149.00
	Discount	\$ 109.00	\$ 112.00	\$ 115.00	\$ 118.00
<b>Other:</b>					
Lobby Only	Standard	\$ 246.00	\$ 253.00	\$ 260.00	\$ 267.00
	Discount	\$ 218.00	\$ 224.00	\$ 230.00	\$ 236.00
Stage Consumables - per performance	Standard	\$ 28.00	\$ 29.00	\$ 30.00	\$ 31.00
	Discount	\$ 28.00	\$ 29.00	\$ 30.00	\$ 31.00

	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2020	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2021	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2022	Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup> , 2023
<b>Additional Services</b>				
Yamaha Piano	\$90.00 per day + tuning charges			
Kawai Piano	\$50.00 per day + tuning charges			
<b>Technical Fees:</b>	Actual Cost			
Technician	\$30.00 - \$55.00 per hour (First 8 hours)			
	Overtime pay per hour after 8 hours			
Stage Manager	\$30.00 - \$40.00 per hour (First 8 hours)			
	Overtime pay per hour after 8 hours			
Fly Operator	\$20.00 - \$30.00 per hour (First 8 hours)			
	Overtime pay per hour after 8 hours			
Extra Stage Help	\$16.00 - \$25.00 per hour (First 8 hours)			
	Overtime pay per hour after 8 hours			
Ushers and Box Office	\$16.00 - \$25.00 per hour (minimum 4 hour call)			
House Manager	\$20.00 - \$30.00 per hour (After 5 hours - first 5 hours included in facility rental)			
Photocopying	\$0.25 per page			
Debit/Credit Payment System	5% administration fee on sale account.			
Extension Cords	\$6.00			
External Rentals	Rental cost plus 25% administration fee.			
Long Distance Telephone Charges	Rental cost plus 25% administration fee.			
Electrical Connect/Disconnect	\$400.00			
Electrician Remaining on site	Actual Cost - Minimum Two Hours			
Custodial Charges	Actual Cost			
Statutory Holiday Rates	Actual Cost			
Additional Staging	Actual Cost			
Security	Actual Cost			
First Aid	Actual Cost			
Linen Services	Actual Cost			
Towel Services	Actual Cost			
SOCAN Fees	Actual Cost			
ReSound Fees	Actual Cost			

Catering	Actual Cost
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<b>Commercial Merchandising Fee</b>
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Sellers provided by promoter	20% of gross sales or as negotiated by General Manager of Community Service or designate
Sellers proved by City or Playhouse designate	30% of gross sales or as negotiated by General Manager of Community Services or designate

**\*\*The General Manager of Community Services or their designate may negotiate rental rates lower than those outlined in this bylaw when in his/her opinion, the hosting of an event in the Prince George Playhouse would likely generate event tourism dollars for the municipality at large.**

- District Energy – 2%
- Security costs have increased significantly due to an increase in vandalism along with other security related issues – over 20% *per year since 2016*. Although there is a cost-recovery mechanism for security costs for large events, daily activities outside of regular office hours are not directly cost-recoverable. These costs are in addition to the cost for contractual services for roving security personnel covered by Civic Facilities
- Average Annual Reinvestment (AAR) of capital costs – 5%

Additional housekeeping changes to the narrative of Schedule B-3 (attached) are also recommended to reflect changes in industry trends and our current operations. These new options are intended to ensure the Conference and Civic Centre remains competitive and generating adequate revenue to cover expenses, to include new costs (security) while remaining within fair market value.

Although Administration believes that the proposed fee increases are well within the competitive market, the ability to achieve revenue projections will be strongly connected to future market trends, space utilization, and on elasticity of demand, especially for non-profit community groups.

#### **SUMMARY AND CONCLUSION:**

This report proposes fee increases and new options (attached) for revenue generation within the Events and Civic Centre Division that align with the City's Financial Sustainability Policy while continuing to position the facility competitively within the marketplace. Based on previous year revenue targets the projected increase in revenues will assist with addressing increased overhead and operating costs.

#### **RESPECTFULLY SUBMITTED:**



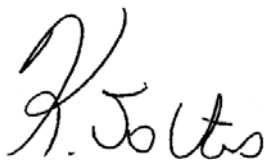

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Adam Davey, Associate Director of Community Services

#### **REPORT PREPARED BY:**

Myles Tycholis, Manager, Events and Civic Centre

#### **APPROVED:**




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Kathleen Soltis, City Manager

Meeting date: September 9, 2019

**CITY OF PRINCE GEORGE**  
**COMPREHENSIVE FEES AND CHARGES BYLAW NO. 7557, 2004**

**PRINCE GEORGE CONFERENCE AND CIVIC CENTRE  
EVENTS & CIVIC CENTRE DIVISION**

**HOUSEKEEPING ITEMS & PROPOSED FEE INCREASES for January 2020:**

**Section B-3(a)**

**Prince George Conference and Civic Centre**

- A 3% increase in rental rates is proposed in each of the next four years.

*RATIONALE: to keep pace with increasing overhead and operating costs i.e. labour (2%); District Energy (2% per annum); security costs have increased significantly due to an increase in vandalism, graffiti and other security related issues (approximately 20% per year since 2016); asset maintenance costs have increased due to aging infrastructure (5% capital per year) i.e. grease line replacement (\$13,000). Rates have also been benchmarked against other similar venues in the Province for comparative purposes.*

*These fee increases will not impact the PGCCC's competitive position within the marketplace.*

**Section B-3(b)**

**Canada Games Plaza**

- A 3% increase in rental rates is proposed in each of the next four years.
- Remove hourly rates.
- Change Full Day Rate to 24 Hour Rate.

*RATIONALE: to keep pace with increasing overhead and operating costs. These fee increases will not impact the PGCCC's competitive position within the marketplace.*

**Section B – 3(c)**

- Recreation Facility Rental Rates – a 3% increase in rental rates is proposed in each of the next four years.

*RATIONALE: to keep pace with increasing overhead and operating costs. These fee increases will not impact the PGCCC's competitive position within the marketplace.*

**Section B-3 (d)**

**A/V Equipment Rental/Services**



**Remove:**

- Overhead/Slide Projector (per day)
- VCR/DVD (per day)
- Tape Player

*RATIONALE: this equipment is obsolete and will be removed from our inventory.*

**AUDIO-VISUAL PACKAGES & SERVICES**

- Replace existing packages with the following:

**AUDITORIUM PACKAGE:**

VGA projector with VGA extension, 15'x20' screen, AV cart, extension cord, RCA cord, data cable, podium with microphone, wireless internet, includes 15 minutes of technical support setup. **Price: \$500.00/day.**

**AUDITORIUM (CLIENT'S OWN VGA) PACKAGE:**

15'x20' screen, AV carts, extension cord, podium with microphone, wireless internet. **Price: \$200.00/day**

**MEETING ROOM PACKAGE:**

VGA projector with VGA extension, 6'x8' screen, RCA cord, extension cord, wireless internet, small round with linen, podium with microphone, whiteboard, brush, pens. **Price: \$270.00/day**

**MEETING ROOM (CLIENT'S OWN VGA) PACKAGE:**

6'x8' screen, extension cord, wireless internet, podium with microphone, small round with linen, whiteboard, brush, pens. **Price: \$85.00/day**

**BANQUET PACKAGE(AUDITORIUM):**

Satellite background music, podium with microphone, wireless internet. **Price: \$85.00/day**

**Add:** 15'x20' screen, AV cart, extension cord, RCA cable. **Price: \$225.00/day**

**BANQUET PACKAGE (SECOND FLOOR MEETING ROOM):**

CD player for background music, podium with microphone, wireless internet. **Price: \$85.00/day**

**Add:** 6'x8' screen, AV cart, extension cord, RCA cable. **Price: \$105.00/day**

*\*SOCAN and RESOUND (Entandem) tariffs apply to any event where recorded music is played. This is an actual cost.*

*RATIONALE: packages have been restructured to meet the needs of the client. Proposed package pricing provides an attractive cost saving to the client with the intent of generating increased rentals and subsequently increased revenues to the facility.*

## **BUSINESS CENTRE SERVICES**

- No change recommended to fees and charges.

*RATIONALE: existing pricing includes a sufficient mark up.*

## **Communication Services**

### **Remove:**

- Telephone
- Portable Phone and / or Radio Handset
- Long distance telephone charges

*RATIONALE: these services are no longer being utilized by the client.*

- No change recommended to Internet fees /charges.

*RATIONALE: IT will no longer be charging for bandwidth usage. Pricing is competitive within the industry.*

## **ADDITIONAL SERVICES & FURNITURE**

### **ELECTRICAL SERVICES**

- Increase rate by 3% in 2020. Rate can be reviewed annually to address any additional increases from service provider.
- Electrical Connect/Disconnect \$425.00
- Electrical Distribution Panel with Power Connection (100 AMP – 3 PHASE) \$230.00

### **CANADA GAMES PLAZA – Electrical Power Connection**

- Move these fees and charges to Section B-3(g) Canada Games Plaza Rentals

## **Services/Furniture/Equipment**

### **Remove:**

- Piano (Electric) setup/takedown
- Hydraulic Lift (full day)
- Forklift Rental
- Correct spelling on “Security Services”
- Ensure that labour rates for Event Maintenance Labour Charges (hourly) and Event Host Services (hourly) are consistent with Collective Agreement Rates

*RATIONALE: all three pieces of equipment are no longer part of the inventory.*

**Section B-3(e)****Commercial Merchandising****No Change****Section B-3(f)****Contractor Fees****No Change****Section B-3(g)****Change:****“Canada Games Plaza Equipment” to “Canada Games Plaza Rentals”****Remove:**

- All existing rates to be replaced with the following:

**Add:****Equipment Requirements:****Tent Rentals:**

15'x30' Marquee Tent	\$450.00
15'x30' Marquee Tent without 4' extensions	\$350.00
10'x10' Canopy Tent	\$40.00

**Table Requirements:**

8'x2.5' rectangle tables (no linen)	\$22.00
4' round bistro table plus 4 chairs	\$15.00
4' round bistro table plus 4 chairs/umbrella	\$20.00
6' round table (no linen)	\$22.00

Riser/Stage Requirements (4'x8' panels) 16"/24"	\$15.00
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**Outdoor Washrooms**

To be opened for all outdoor public events. Security is required onsite and must be arranged either through the venue or an independent security service provider at the event organizer's own cost.

**Electric Power Connection**

15 AMP – 1 PHASE/110V (per connection per DAY)	\$30.00
50 AMP – 1 PHASE/220V (per connection per DAY)	\$55.00
100 AMP – 3 PHASE/220V (per connection per EVENT)	\$750.00
200 AMP – 3 PHASE/220V (per connection per EVENT)	\$1300.00
400 AMP – 3 PHASE/220V (per connection per EVENT)	\$2000.00

*\*Rates will need to be reviewed annually to address any rate increases from service provider.*

**CGP ONE DAY ELECTRICAL PACKAGE:** includes multiple 15AMP/50AMP connections. **Price: \$350.00/day**

*RATIONALE: to recover labour costs associated with event setup; introduction of new rental equipment and furnishings.*

#### **Section B-3(h)**

##### **LIGHTING OF THE CAULDRON – No Change**

*RATIONALE: existing rate covers all operational costs while providing a marginal profit.*

#### **Section B-3(i)**

##### **WEBSITE ADVERTISING RATES – Remove**

##### **Event Definitions:**

###### **Trade Shows**

Remove sentence “Not open to the general public”.

###### **Consumer Shows**

Remove sentence “Exhibitions that is open to the public”.

##### **Rate Definitions:**

###### **Standard Rate**

Remove Mennonite Fall Fair as an exempt event.

###### **Included in the Room Setup**

Add – Projection screens (upstairs meeting rooms only)

###### **Meeting Room Rates – Upper Meeting Rooms**

Change 24 Hour Rate to Full Day Rate

Change definition for 24 Hour Rate to read: these rates refer to bookings of the upper meeting rooms booked from 7 am through till 10 pm. The rate is based on a combined price of the day rate and the evening rate.

###### **Event Promoter Rates**

Change: General Manager of Community Services to Director of Community Services

###### **Canada Games Plaza Rates**

Change definition to read as follows:

This rate applies to all bookings in Canada Games Plaza, and includes road closure of the Plaza. Outdoor washrooms are to be opened for all outdoor public events. Security is required onsite and must be arranged either through the venue or an independent security provider at the event organizer's own cost. When the Plaza is rented exclusively, it does not include access to the Prince George Conference and Civic Centre. Labour and equipment charges will apply in addition to the rental rate. Damage deposit may be required and is subject to approval of the Director of Community Services or designate.

### **Special Event – Recreation Rate**

Change: General Manager of Community Services to Director of Community Services

### **Terms & Conditions**

#### **Damage Deposits**

Change: General Manager of Community Services to Director of Community Services

#### **Shipping and Receiving Procedures**

Change: "Early shipments will not be accepted by the facility, which may result in ...."

To "Early shipments will not be accepted by the facility, and may result in...."

**Change header for "Upper Meeting Rooms Lower Auditoriums – Recreation Use" to "Upper Meeting Rooms and Auditoriums – Recreation Use"**

**Change header for "Lower Auditoriums Exclusive Use of Entire Upper Meeting Rooms" to Auditoriums and Exclusive Use of Entire Upper Meeting Rooms"**

#### **Ticket Sales**

Change Definition to the following:

Events with advanced sales of tickets will be required to use the box office services provided by the venue's exclusive ticket provider. Exemptions may occur where there are mutually agreed upon conditions between the City of Prince George and the exclusive ticket provider.

**Remove "Website Advertising" header and definition**

*Rationale: the City will be developing a formal advertising policy/guidelines for all Divisions.*

The proposed 3% increase is to partially recover costs through user fees at a consistent and predictable rate to which the user has been and continues to be accustomed. 3% is a balance of numerous cost-driving factors:

- Electricity – 2.0%
- Natural Gas – 1.0%
- Labour – 2.0%\*
  - \*Significant consistent annual labour fluctuations:
  - Average staffing levels of 65, to include an average annual replacement of 23 Lifeguards/Instructors (of the 65 staff, 9 are high school students, and 42 are college/university students)
  - As a result, training costs to meet safety standards remain high
  - Lifeguard to Swimmer ratios continue to increase with evolving safety legislation
- The intent is to remain within the 5-year average of the operational cost-recovery rate of approximately 39% (spread of approximately 35% - 42% over previous 6 years)
- Average City subsidy per pool visit is \$12.82
- Capital Construction Costs – 5.0%
- Switch from chlorine gas to much safer liquid chlorine – annual additional cost of \$75,000

It should be noted that the operational / personnel cost drivers, although known, fluctuate from year to year. 3% represents a predictable average to ensure consistent service level costs to users.

Changes to Fees and Charges (Schedule B-4 Aquatics) are as follows:

B-4 (a)

- Update the Aquatic Public Admission category from “Household Discount Rate” to “Family 1<sup>st</sup> and Family Additional”.
- Update the “Advance Book/Tickets/Punch Card Rates” title to “Advance 10 Visit Admission (swipe/punch card) Rates”.
- Update the “Monthly Passes” title to “Swim Pass”.
- Remove all references to Group and Corporate memberships.
- New title and description of “Family Pass”.
- Update the “Life Saving and Leadership Courses” title to “Leadership Courses” with improved clarity of description.
- Update staff titles to the current organizational structure.
- Update “Promotional Fees” description information to include “single admissions, donation request by non-profit group and Special Events”.
- Remove “Rental Terms and Conditions and Insurance”.

B-4 (b)

Public Admissions: 3% increase each year inclusive of 2020 through 2023 which include:

- Adult, senior, youth student, child, 1<sup>st</sup> family, Family Additional
- Advance 10 visit Admissions
- One, three, six and twelve-month Pass
- New First Family Adult and Family Additional Pass (one, three, six and 12-month)
- Removal of the Group Membership Passes

B-4 (c)

Lane and Pool Recreation Hourly Rental: 3% increase each year inclusive of 2020 - 2023 which includes:

- Standard
- Discount Adult
- Discount Youth

B-4 (d)

Dry Room Recreation Hourly: 3% increase each year inclusive of 2020 - 2023 which includes:

- Meeting Room (Aquatic Centre and Four Seasons)
- Removal of the weight room

B-4 (e)

Two Dollar Admission (No fee updates proposed)

- Language update to include "Two-dollar admission does not apply to school bookings or group bookings/sign-in Groups".

B-4 (f)

Locker Rentals (No fee updates proposed)

- Remove monthly lockers
- Remove medium lockers
- Update locker sizes to small and large

B-4 (g)

Swim Lessons: 3% increase each year inclusive of 2020 - 2023 which includes:

- Preschool (30 min)
- Tot Parent Participation (30 min)
- Youth (30 min)
- Youth (45 min)
- Youth (60 min)
- Private (30 min)
- Semi-Private (30 min)
- Leadership
- SD #57 (30 min)
- Adult (60 min)

B-4 (h)

Aquatic Birthday Parties: 3% increase each year inclusive of 2020-2023 which includes:

- Birthday Party-Includes ½ hour games and room
- Removal of Birthday Party with no room

**SUMMARY AND CONCLUSION:**

Council has a strategic priority for continuing progressive and responsible fiscal management. The committee is asked to provide endorsement of the proposed 3% annual fee increases that represent stable, predictable and consistent increases for the next four years that maintain the current cost recovery rates within the Aquatic Division.

**RESPECTFULLY SUBMITTED:**



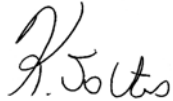
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Adam Davey, Associate Director of Community Services

**REPORT PREPARED BY:**

Jim Worthington, Manager, Aquatics Division

**APPROVED:**



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Kathleen Soltis, City Manager

Meeting date: September 9, 2019



"B- 4"

**COMMUNITY SERVICES**

**Fees and Charges for Aquatics**

EFFECTIVE: JANUARY 1, 2020

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**B-4(a)**

**Definitions and Terms and Conditions of Rentals:**

**Definitions**

**Recreation /Leisure Activities**

Includes a variety of leisure pursuits such as sports {swimming, diving, synchronized swimming, water polo), fitness activities and unstructured play where participation in the activity is the main purpose.

**Aquatic Public Admission categories**

The following public admission categories identify the age for all customers attending public swimming at the aquatic facilities. Customers are required to pay the appropriate admission rates for each category listed.

Senior:	60 years of age and older
Adult:	19 years to 60 years
Youth/Student:	13 to 18 years of age and students with valid full-time student cards
Child:	3 to 12 years of age
Toddler (preschooler):	2 years of age and younger
Family 1 <sup>st</sup> Adult:	Adult with their children/youth 18 years of age and younger
Family Additional	Additional family accompanied with Family 1 <sup>st</sup> Adult (children/youth 18 years and younger/second parent)

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**Advance 10 Visit Admission (swipe/punch card) Rates**

The advance purchase of 10 admissions per one age category is calculated at a 15% discount.

**Swim Pass**

The advance purchase of a one-month pass providing unlimited access for one person to all public access areas is calculated as 3 visits X 4 weeks less 15% per category.

The advance purchase of a three-month pass providing unlimited access for one person to all public access areas is calculated as 3 X 1 month pass less 15% per category.

The advance purchase of a six-month pass providing unlimited access for one person to all public access areas is calculated as 6 X 1 month pass less 20% per category.

The advance purchase of a twelve-month pass providing unlimited access for one person to all public access area is calculated as 12 X 1 month pass less 25% per category.

**Family Pass**

The advance purchase of a one, three, six or twelve-month family pass plan applies to the family 1<sup>st</sup> adult category and the family additional category. The family 1<sup>st</sup> adult rate is equivalent to the youth/senior pass rate. The family additional is equivalent to the child pass rate.

**Red Cross Swim Lessons:**

Rates based on 30 minute lessons and includes: parent participation, child, youth, adult, private, semi-private

**Leadership Courses:**

Rate based on half the 60 min youth rate plus affiliate fees, manuals, and instructor preparation time. Courses offered by the Canadian Red Cross and the Lifesaving Society.

**Standard:**

This rate is applied to all bookings. The standard rate applies to hourly adult or youth renters offering programs for a fee, with the intention of personal or organizational gain and/or where admission fees are charged and the community is not the main beneficiary. It includes recreational rentals by private or commercial organizations.

**Discount Youth:**

A discount rate is available to any Prince George based not-for-profit group or registered society organizing leisure opportunities for individuals 18 years of age and younger including all tournaments, practices and competitions that are part of the regular program.

**Discount Adult:**

A discount rate is available to any Prince George based not-for-profit group or registered society organizing leisure opportunities for individuals 19 years of age and over, or any combination of individual 19 years and over and 18 years of age and younger.

**Set-up and Take-down Rates:**

Staff costs including benefits are charged for all event set-up and take downs. The City of Prince George reserves the right to charge rental rates for space that is not available for other use due to extensive facility preparation for customer requirements. Includes swim meet set-up and takedown.

**Lifeguard Charges:**

All rental rates are subject to lifeguard charges, which are based on a Lifeguard II rate and benefits. The cost of the lifeguard for a single 25-meter lane is calculated on the following formula. Per lane cost = Lifeguard II rate (plus benefits) X 1.5 lifeguards/16 lanes. When the hourly rate for a lifeguard increases, the charges for lifeguards will increase in accordance to the increases in the CUPE collective agreement. The number of lifeguards required is subject to the provincial regulation and industry standards.

**Statutory Holidays Rates:**

Facilities are closed on Christmas Day and Boxing Day (or other statutory holidays dependent on the City's annual budget and as defined in the collective agreement with CUPE Local 1048.) Customers wishing to rent on a statutory holiday outside of statutory holiday operating hours will be charged additional staff labour and benefits costs. Each booking may require a minimum of two hours.

**Promotional Fees**

The Director of Community Services or his/her designate may approve the following promotional rates:

- Single Admissions/Two admissions for the price of one for community special events or donation requests by non-profit group
- 25% discount for public admissions for community service organizations providing social programs.
- Free admission for customer service problems
- Reduced admission prices for low use periods
- 15% discount for groups of 10 or more who book in advance
- Special Events - reducing or waiving regular admission rates

**Event Rates – Negotiations**

The Director of Community Services or his/her designate may negotiate rental rates lower than those rates outlined in this bylaw when the hosting of an event in a City of Prince George facility may generate substantial event tourism dollars for the community at large.

**Aquatic Admissions and Rental Fees**

Four Season Leisure Pool (FSLP) &amp; Prince George Aquatic Centre (PGAC)

B-4(b)

Public Admissions (taxes not included) FSLP & PGAC	Rates Effective Jan 1st-Dec 31st			
	2020	2021	2022	2023
Adult	\$7.11	\$7.32	\$7.54	\$7.77
Senior	\$5.36	\$5.52	\$5.68	\$5.85
Youth/Student	\$5.36	\$5.52	\$5.68	\$5.85
Child	\$3.81	\$3.93	\$4.04	\$4.16
1st Family Adult	\$5.36	\$5.52	\$5.68	\$5.85
Family Additional	\$3.81	\$3.93	\$4.04	\$4.16
<b>Advance 10 Visit Admissions</b>				
Adult	\$60.41	\$62.22	\$64.09	\$66.01
Senior	\$45.53	\$46.89	\$48.30	\$49.75
Youth/Student	\$45.53	\$46.89	\$48.30	\$49.75
Child	\$32.39	\$33.37	\$34.37	\$35.40
<b>One Month Pass (taxes not included)</b>				
Adult	\$72.10	\$74.26	\$76.49	\$78.78
Senior	\$55.62	\$57.29	\$59.01	\$60.78
Youth/Student	\$55.62	\$57.29	\$59.01	\$60.78
Child	\$39.14	\$40.31	\$41.52	\$42.77
First Family Adult	\$55.62	\$57.29	\$59.01	\$60.78
Family Additional	\$39.14	\$40.31	\$41.52	\$42.77
<b>Three Month Pass (taxes not Included) (15% discount)</b>				
Adult	\$184.37	\$189.90	\$193.70	\$199.51
Senior	\$140.08	\$144.28	\$148.61	\$153.07
Youth/Student	\$140.08	\$144.28	\$148.61	\$153.07
Child	\$99.91	\$102.91	\$105.99	\$109.17
First Family Adult	\$140.08	\$142.28	\$148.61	\$153.07
Family Additional	\$99.91	\$102.91	\$105.99	\$109.17
<b>Six Month Pass (taxes not Included) (20% discount)</b>				
Adult	\$347.11	\$357.52	\$368.25	\$379.30
Senior	\$263.68	\$271.59	\$279.74	\$288.13
Youth/Student	\$263.68	\$271.59	\$279.74	\$288.13
Child	\$187.46	\$193.08	\$198.88	\$204.85
First Family Adult	\$263.68	\$271.59	\$279.74	\$288.13
Family Additional	\$187.46	\$193.08	\$198.88	\$204.85

<b>Twelve Month Pass (taxes not included) (25% discount)</b>				
Adult	\$649.93	\$669.43	\$689.51	\$710.20
Senior	\$495.43	\$510.29	\$525.60	\$541.37
Youth/Student	\$495.43	\$510.29	\$525.60	\$541.37
Child	\$352.26	\$362.83	\$373.71	\$384.92
First Family Adult	\$495.43	\$510.29	\$525.60	\$541.37
Family Additional	\$352.26	\$362.83	\$373.71	\$384.92

**B-4(c)**

lane and Pool Recreation Hourly Rental (subject to lifeguard charges)		Rates Effective Jan 1st- Dec 31st			
		2020	2021	2022	2023
1 x 25 metre (FSLP & PGAC)	Standard	\$19.78	\$20.37	\$20.98	\$21.61
	Discount Adult	\$12.15	\$12.52	\$12.89	\$13.28
	Discount Youth	\$8.55	\$8.81	\$9.07	\$9.34
Main or Leisure Pool (FSLP)	Standard	\$154.50	\$159.14	\$163.91	\$168.83
	Discount Adult	\$96.82	\$99.72	\$102.72	\$105.80
	Discount Youth	\$66.95	\$68.96	\$71.03	\$73.16
Main or Leisure Pool (PGAC)	Standard	\$321.36	\$331.00	\$340.93	\$351.16
	Discount Adult	\$196.73	\$202.63	\$208.71	\$214.97
	Discount Youth	\$138.02	\$142.16	\$146.43	\$150.82
Dive Tank (FSLP)	Standard	\$33.89	\$34.90	\$35.95	\$37.03
	Discount Adult	\$22.25	\$22.92	\$23.60	\$24.31
	Discount Youth	\$14.83	\$15.28	\$15.74	\$16.21
Dive Tank (PGAC)	Standard	\$94.76	\$97.60	\$100.53	\$103.55
	Discount Adult	\$56.65	\$58.35	\$60.10	\$61.90
	Discount Youth	\$37.08	\$38.19	\$39.34	\$40.52
1 Diving Board (FSLP & PGAC)	Discount Adult	\$7.93	\$8.17	\$8.41	\$8.67
	Discount Youth	\$5.15	\$5.30	\$5.46	\$5.63
Movable Floor (PGAC)	Discount Adult	\$37.08	\$38.19	\$39.34	\$40.52
	Discount Youth	\$26.78	\$27.58	\$28.41	\$29.26

**B-4(d)**

Dry Room Recreation Hourly		Rates Effective Jan 1st- Dec 31st			
		2020	2021	2022	2023
Meeting Room Aquatic Centre Four Seasons	Hourly	\$15.45	\$15.91	\$16.39	\$16.88
	Daily	\$62.83	\$64.71	\$66.66	\$68.66
	Evening	\$30.90	\$31.83	\$32.78	\$33.77

**B-4(e)**

Two Dollar Admission (tax not included)}	FSLP	PGAC
Monday - Friday	12:00 pm - 1:00 pm	12:00 pm - 1:00 pm
Monday - Friday	2:00 pm - 3:00 pm	2:00 pm - 3:00 pm
Monday - Thursday	N/A	9:00 pm - 10:00 pm
Swim Lessons	Customers registered in swimming lessons (caregiver included) may swim before or after lessons	
Pro-D Days/Non Instructional Days	Two Dollar Admission Swims are valid during all School District #57 Professional Development Days.	
Two-dollar admission swims are not valid during special events, statutory holidays, school vacations. Two dollar admission does not apply to school bookings or group bookings.		

**B-4(f)**

LOCKER RENTALS (tax included)	FSLP	PGAC
Small lockers	.25	.35
Large lockers	.50	.70

**B-4(g)**

Swim Lessons (tax not Included)	Rates Effective Jan 1st- Dec 31st			
	2020	2021	2022	2023
Preschool (30 min)	\$7.21	\$7.43	\$7.65	\$7.88
Tot Parent Participation (30 min)	\$6.90	\$7.11	\$7.32	\$7.54
Youth (30 min)	\$6.90	\$7.11	\$7.32	\$7.54
Youth (45 min)	\$8.14	\$8.38	\$8.63	\$8.89
Youth (60 min)	\$10.40	\$10.72	\$11.04	\$11.37
Private (30 min)	\$24.72	\$25.46	\$26.23	\$27.01

Semi-private	1st person pays private lesson rate and each additional person pays public admission rate plus applicable candidate fees			
Leadership (30 min)	\$5.20	\$5.36	\$5.52	\$5.68
School District #57 (30 min)	\$5.52	\$5.69	\$5.86	\$6.03
Adult (60 min)	\$10.51	\$10.82	\$11.15	\$11.48
Notes: Candidate Fee included in the swim lesson rate Lifesaving and leadership courses do not include affiliate fees, manuals and instructor preparation School District #57 rate includes applicable candidate fee				

**B-4(h)**

Aquatic Birthday Parties (tax not Included)	Rates Effective Jan 1st- Dec 31st			
	2020	2021	2022	2023
Birthday Party - Includes 1/2 hour games for up to 10 children and room rental	\$74.16	\$76.38	\$78.68	\$81.04

fees and charges for the provision of City services and the use of facilities. Schedule “B-6” of the bylaw includes fees and charges for rentals and service provision within all City of Prince George owned and operated outdoor park and recreation facilities. This schedule also includes fees and charges for community booked use of School District #57 (SD57) facilities, as supported by the Shared Use Agreement between the City of Prince George and SD57.

The recommended amendments to Schedule “B-6” of the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 are an outcome of a comprehensive review and analysis of the City of Prince George, SD57, and peer community fees and charges for park and recreation facilities. Some of the key changes that are recommended for Schedule “B-6” include:

- Separating the fees and charges for City park and recreation facilities from SD57 facilities;
- Ensuring that definitions, terms, conditions, and services reflect both City and SD57 current practices, policies, procedures, terminologies, and organizational structures;
- Providing insurance accommodations for low risk bookings such as small, private functions;
- Including a minimum booking fee to support the administration associated with low rental fees;
- Revising Masich Place Stadium rental categories to reflect the direction within the Masich Place Operational Plan, such as accommodating multiple use through separate rental areas and removing the annual track and field practice rate;
- Adding daily rates and hard surface courts to the sport field rental category;
- Adding a nominal youth rate to both City and SD57 sport field rentals and SD57 facilities, as per the direction within the 2018 Ball Diamond and Sport Field Strategy to limit the overbooking and capacity issues associated with the existing no charge rental rate;
- Keeping Community Association rentals at no charge to support their delivery of low cost recreation programs and services on behalf of the City;
- Revising additional services such as adding the rental of concessions or change rooms, providing snow removal services, and removing redundant services which include bleacher rentals; and
- Including City and SD57 rental rates for the next four (4) years from 2020 to 2023, with a consistent 3% per year rate increase that is in line with increases over previous years.

When viewing the attachment, it is an amended version where the new text is highlighted in yellow and existing text for removal in ~~red strikethrough~~.

#### **FINANCIAL CONSIDERATIONS:**

A 3% per year rate increase over the next four (4) years is recommended to help alleviate inflationary impacts which affect the cost of service delivery, while balancing the need to subsidize user fees which supports the accessible use of park and recreation facilities.

#### **SUMMARY AND CONCLUSION:**

The recommended amendments to Schedule “B-6” of the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 as outlined in this report, represents both current and proposed practices and services associated with the booked use and service provision at City and SD57 park and recreation facilities. Many of the proposed changes reflect the direction of adopted plans such as the 2018 Ball Diamond and Sport Field Strategy and 2017 Park Strategy. The recommended rate increase over the next four (4) years from 2020 to 2023 represents a stable increase which supports an operational cost recovery model that is balanced with the subsidized use of park and recreation facilities for the greater public good.

**RESPECTFULLY SUBMITTED:**

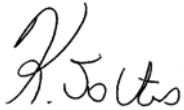


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Dave Dyer, General Manager Engineering and Public Works

**REPORT PREPARED BY:** Laurie-Ann Kosec, Strategic Parks Planner

**APPROVED:**



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Kathleen Soltis, City Manager  
Meeting date: August 19, 2019



Proposed Amendments to:  
City of Prince George Comprehensive Fees & Charges Bylaw No. 7557, 2004,  
B-6 Parks & Recreation

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Amend the title and description of Section “B-6” to include the following:

**COMMUNITY SERVICES PARKS & RECREATION**

*Fees and Charges for City Park Facilities Uses, Masich Place Stadium and School District #57 Facility  
Rentals User Fees*

**B-6(a)**

**Definitions and Terms and Conditions**

Amend the definitions to include the following:

**Definitions:**

**Actual Staff Costs**

Additional charges, which are, listed as actual staff costs are calculated at the union rate for the specific hours worked plus all employee benefits including accrual costs.

**Admission**

Charging a fee for spectators

**Camping**

For self-contained units in approved sites only with no services provided.

**Commercial Standard Rates**

~~This rate will apply to all bookings.~~ The standard commercial rate applies to renters all organizations who are offering programs for a fee with the intention of making personal or organizational gain and /or where admission fees are charged and the community is not the main beneficiary and the proceeds generated are not 100% directed to a registered charity under the Canadian Revenue Agency.

**Community Associations**

Community Associations are specific volunteer groups organizations under the City's Community Services Department's delivery system community development model, who deliver low cost recreation services and programs (e.g. College Heights Community Association).

**Daily Rate**

Event Rate for booking a facility for over with a minimum of four (4) hours and up to a maximum of twelve (12) hours.

### Discount Adult Rates

A discount rate is available to a not for profit group, ~~or~~ registered society or non-commercial group organizing leisure opportunities for ~~individuals~~ participants nineteen (19) years and over that charge no admissions and have no intention of making personal financial gains. Includes City of Prince George Departments and Committees of Council.

### Discount Youth Rates

A discount rate is available to a not for profit group, ~~or~~ registered society or non-commercial group organizing leisure opportunities ~~for~~ where at least 80% of the ~~individuals~~ participants are eighteen (18) years and younger that charge no admissions and have no intention of making personal financial gains. Includes City of Prince George Departments and Committees of Council.

### Event Rates - Negotiations

The Director of Public Works or their designate may negotiate rental rates lower than those rates outlined in this bylaw.

### Half Day Rate

Event ~~R~~ate for ~~booking~~ a facility ~~booking for~~ up to and including four (4) hours.

### School District #57 (SD57) Facilities Booking Rates

~~Under the~~ The "Shared Use Agreement" between the City of Prince George and School District #57 outlines the terms and conditions which govern the use of School District #57 facilities. ~~, custodial fees may apply to bookings open to the public and bookings occurring outside of the regular hours of available use. Rates for sanctioned School District #57 activities will be governed by the "Shared Use Agreement".~~

### Set ~~u~~Up and ~~t~~Take Down Rates

~~Customer e~~Event set up and take down rates are 50% of the regular rental rates. The City reserves the right to charge set up and take down rates for a space that is not available for other use due to extensive facility preparation for permit holder requirements.

### Statutory Holiday Rates

Any park rental on a statutory holiday, if available, will be charged actual staff labour and benefits costs.

### ~~Discount Special Event Rates~~

~~This applies to a not for profit group, charitable organization, or registered society with the primary purpose of community service (other than providing leisure opportunities) where the local community is the beneficiary. This includes fundraising events.~~

### ~~Park Special Events Set up and Take Down Rates~~

~~Park special events including Masich Stadium may be required to have City staff supervise loading in and loading out of equipment. The cost will be based on current labour charges at the cost of the user.~~

Amend the terms and conditions to include the following:

### Terms and Conditions:

#### Liability Insurance

All ~~user groups~~ permit holders of City facilities are required to hold liability insurance of \$5,000,000.00, or other reasonable limit as identified by the Manager of Risk & Procurement, with the City of Prince George and/or School District #57 as an additional named insured on the policy.

Host Liquor Liability insurance is required for rentals where the ~~licensee~~ permit holder is holding a special occasion license.

### Damage/~~Cleaning~~/Security Deposits

A damage/security deposit not greater than \$1,500.00 as determined by the Director of Public Works or designate, may be required and payable prior to any event ~~may be required~~ upon signing of the applicable facility contract. This deposit may ~~is~~ also be required for anticipated cleaning requirements above normal use.

### First Aid and Security Requirements

First Aid and security costs for events where public use of the facility requires these services will be coordinated by the ~~user~~ permit holder at their ~~user's~~ expense.

### Tentative Event Booking Procedures

Tentative event bookings will be held without a deposit until another request for the same space is received. At the time of the 2<sup>nd</sup> request, the 1<sup>st</sup> tentative event booking will be notified and given three (3) business days to confirm or cancel the event booking. Confirmation will require a 25% non-refundable deposit of the space rental only. When a second hold obtains a space under this procedure, they will be required to sign the facility contract and provide full payment for the facility rental within three (3) business days of receiving the invoice. All event bookings will be based on ~~appropriate Space Allocation Policies~~ the City's Park and Outdoor Recreation Facility Allocation Administrative Procedure.

### Non-Authorized Use

Any use of a park or outdoor recreation facility without previous authorization by the City of Prince George may be subject to a fine at twice the rental rate, any applicable damages, plus a 25% administrative fee, which must be paid in full prior to being issued any future permits for use.

### Minimum Event Booking Fee

All event bookings are subject to a minimum fee of \$10.00 if the total event booking charges for the permit are less than \$10.00. Community Associations are not subject to the minimum event booking fee.

### Payment

Payment is accepted by cash, cheque made payable to the City of Prince George, Visa and MasterCard, and/or debit card. If the ~~licensee~~ permit holder neglects to sign the facility contract ~~agreement~~ or pay the full facility rental, the ~~licensee~~ permit holder may be denied access to the facility. Interest on outstanding invoices will be charged at 1.5% net thirty days, compounded monthly (18% per annum).

Full payment ~~of~~ for a facility ~~rental~~ event booking is due sixteen (16) calendar days prior to the ~~first~~ 1<sup>st</sup> reserved date. If a reservation is accepted less than (16) calendar days prior to ~~a rental~~ the event booking start date ~~for a rental~~, and where the ~~user~~ permit holder does not rent on a regular weekly, seasonal, or annual basis, full payment is required immediately and will include all applicable charges for the event booking. ~~and e~~ Cheques may not be an accepted form of payment. ~~Regular users~~ Permit holders who rent on a regular weekly, seasonal, or annual basis may be invoiced monthly or may pay the full amount in advance. Any additional charges which are incurred from an event booking will be added to the facility contract after the event.

### Cancellation

Full payment is refundable if a cancellation has been received sixteen (16) full calendar days prior to the first reserved date. If a cancellation is received with less than sixteen (16) full calendar days

notice a full rental charge will apply. Schedules for tournaments must be confirmed sixteen (16) calendar days prior to the first reservation date and adjustments can be made up to five (5) days prior to the tournament start date.

~~Additional charges that may be applicable will be added to the contract after the event. Private park bookings are required to pay the full amount at time of booking. Organizations may request to be invoiced and the booking can be processed.~~

Amend the City Park Facility Rentals to include the following:

B-6 (b)

**City Park Facility Rentals**

Park Rentals (includes any non-designated park location)		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>				
		2019	2020	2021	2022	2023
Hourly	Standard Commercial	\$52.00	\$54.00	\$55.00	\$57.00	\$59.00
	Discount Youth & Adult	\$26.00	\$27.00	\$28.00	\$28.00	\$29.00
Half Day	Standard Commercial	\$173.00	\$178.00	\$184.00	\$189.00	\$195.00
	Discount Youth & Adult	\$87.00	\$90.00	\$92.00	\$95.00	\$98.00
Daily	Standard Commercial	\$287.00	\$296.00	\$304.00	\$314.00	\$323.00
	Discount Youth & Adult	\$144.00	\$148.00	\$153.00	\$157.00	\$162.00
Picnic Table (per table per day including delivery and pickup)	Standard Commercial	\$30.00	\$31.00	\$32.00	\$33.00	\$34.00
	Discount Youth & Adult	\$14.00	\$14.00	\$15.00	\$15.00	\$16.00

B-6(c)

Masich Place Stadium & PGSS Sport Fields Complex Rentals		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>				
		2019	2020	2021	2022	2023
Full Stadium Rental (includes synthetic turf infield, track, throws, jumps area, PGSS Field 3, concession, and all change rooms)						
Hourly	Standard Rate	N/A				
	Commercial		\$170.00	\$175.00	\$180.00	\$186.00
	Discount Youth	\$41.00	\$50.00	\$52.00	\$53.00	\$55.00
	Discount Adult	\$82.00	\$100.00	\$103.00	\$106.00	\$109.00
Daily	Standard Commercial Rate	\$676.00	\$1,000.00	\$1,030.00	\$1,061.00	\$1,093.00

	Discount Youth	\$171.00	\$250.00	\$258.00	\$265.00	\$273.00
	Discount Adult	\$339.00	\$500.00	\$515.00	\$530.00	\$546.00
<b>Synthetic Turf Infield Rental (includes change rooms)</b>						
Hourly	Commercial		\$100.00	\$103.00	\$106.00	\$109.00
	Discount Youth		\$30.00	\$31.00	\$32.00	\$33.00
	Discount Adult		\$60.00	\$62.00	\$64.00	\$66.00
<b>Track, Throws, &amp; Jumps Area Rental (includes PGSS Field 3 and change rooms)</b>						
Hourly	Commercial		\$70.00	\$72.00	\$74.00	\$76.00
	Discount Youth		\$20.00	\$21.00	\$21.00	\$22.00
	Discount Adult		\$40.00	\$41.00	\$42.00	\$44.00
Track and Field Club Annual Practice Rate (per season)		\$844.00				
Track Club Office Rental		Off season Utility Costs				

City Sport Field & Hard Surface Court Rentals		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>				
		2019	2020	2021	2022	2023
Hourly	Standard Commercial	\$32.00	\$33.00	\$34.00	\$35.00	\$36.00
	Community Association	No Charge				
	Discount Youth	No Charge	No Charge	\$2.00	\$2.00	\$2.25
	Discount Adult	\$26.00	\$27.00	\$28.00	\$28.00	\$29.00
Daily	Commercial		\$165.00	\$170.00	\$175.00	\$180.00
	Community Association	No Charge				
	Discount Youth		No Charge	\$24.00	\$25.00	\$25.00
	Discount Adult		\$125.00	\$129.00	\$133.00	\$137.00

Amend the School District #57 Facility Rentals to include the following:

B-6 (cd)

**School District #57 Facility Rentals**

Schools and Sport Fields District #57 Facility Rentals		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>				
		2019	2020	2021	2022	2023
<b>Elementary Schools (per hour)</b>						
Gym	Standard Commercial	\$82.00	\$84.00	\$87.00	\$90.00	\$92.00
	Community	No Charge				

	Association					
	Discount Youth	No Charge	No Charge	\$5.00	\$5.25	\$5.50
	Discount Adult	\$41.00	\$42.00	\$43.00	\$45.00	\$46.00
Classroom Meeting Space	Standard Commercial	\$28.00	\$29.00	\$30.00	\$31.00	\$32.00
	Community Association	No Charge				
	Discount Youth	No Charge	No Charge	\$5.00	\$5.25	\$5.50
	Discount Adult	\$15.00	\$15.00	\$16.00	\$16.00	\$17.00
Secondary Schools (per hour)						
Main Gym	Standard Commercial	\$88.00	\$91.00	\$93.00	\$96.00	\$99.00
	Community Association	No Charge				
	Discount Youth	No Charge	No Charge	\$10.00	\$10.00	\$11.00
	Discount Adult	\$44.00	\$45.00	\$47.00	\$48.00	\$50.00
Small Gym	Standard Commercial	\$45.00	\$46.00	\$48.00	\$49.00	\$51.00
	Community Association	No Charge				
	Discount Youth	No Charge	No Charge	\$5.00	\$5.25	\$5.50
	Discount Adult	\$24.00	\$25.00	\$25.00	\$26.00	\$27.00
Classroom Meeting Space	Standard Commercial	\$33.00	\$34.00	\$35.00	\$36.00	\$37.00
	Community Association	No Charge				
	Discount Youth	No Charge	No Charge	\$5.00	\$5.25	\$5.50
	Discount Adult	\$18.00	\$19.00	\$19.00	\$20.00	\$20.00
Custodial Charges—Direct charges as established by School District #57 are charged to user						
Fields	Standard	\$32.00				
	Community Association	No Charge				
	Discount Youth	No Charge				
	Discount Adult	\$17.00				

School District #57 Sport Field & Hard Surface Court Rentals		Rates Effective Jan 1st - Dec 31st				
		2019	2020	2021	2022	2023
Hourly	Standard Commercial	\$32.00	\$33.00	\$34.00	\$35.00	\$36.00
	Community Association	No Charge				
	Discount Youth	No Charge	No Charge	\$2.00	\$2.00	\$2.25
	Discount Adult	\$26.00	\$27.00	\$28.00	\$28.00	\$29.00

Daily	Commercial		\$165.00	\$170.00	\$175.00	\$180.00
	Community Association	No Charge				
	Discount Youth		No Charge	\$24.00	\$25.00	\$25.00
	Discount Adult		\$125.00	\$129.00	\$133.00	\$137.00

Amend the Additional Service Fees to include the following:

B-6 (de)

#### Additional Service Fees

Additional City Park and School District #57 Facility Services	Rates Parks, Fields and Masich Place
Additional Cleaning	Actual cost - plus 25% administration fee
Additional Turf Maintenance	Actual cost
Additional Washroom Service	Actual cost
<del>Barricade Installation</del>	<del>Actual cost</del>
<del>Bleacher Transportation</del>	<del>Actual cost — labour and portable crane (hiab)</del>
<del>Cardboard Waste Containers</del>	<del>Actual cost</del>
Commercial Waste & Recycling Containers	Actual cost - plus 25% administration fee
Custodial Charges	Actual cost
Electrical Connect/Disconnect	Actual cost
<del>Electrician Remaining On Site</del>	<del>Actual cost</del>
External Equipment Rentals/Services	Actual cost - plus 25% administration fee
First Aid Services	Actual cost - plus 25% administration fee
Host Services	Actual cost
Internal Equipment Rentals	Actual cost - plus 25% administration fee
Parking/Traffic Control Services	Actual cost - plus 25% administration fee
<del>Removal of Portable Toilet</del>	<del>Actual cost</del>
Security Services	Actual cost - plus 25% administration fee
Snow Removal	Actual cost
<del>SOCAN/Re:SOUND (Sound Tariffs)</del>	<del>Actual cost</del>
Staffing Rates	Actual cost - as required
Statutory Holiday Rates	Actual cost
<del>Traffic Control</del>	<del>Actual cost</del>
Weekend Load-in/Load-out Supervision	Actual cost

Additional City Park Facility Services (taxes not included in rates with the exception of camping)	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>					
		2019	2020	2021	2022	2023
Field Lights (per hour)	Hourly	\$21.00	\$22.00	\$22.00	\$23.00	\$24.00
<del>Bleacher Rental (pending availability)</del>						
<del>Per bleacher per event day</del>		<del>\$38.00</del>				

Per bleacher per setup/take down day		\$20.00				
Bleacher inventory: 4 aluminum sets, each with centre handrail and a seating capacity of 48. Located at Carrie Jane Gray Park. Bleacher use is for special events on City of Prince George properties only.						
Camping - per day/unit rate for self contained units only with no services provided. Charged to Event Licensee. Approved Sites only. Includes applicable taxes.	Daily	\$21.00	\$22.00	\$22.00	\$23.00	\$24.00
Concession or Change Rooms (per set of 2 change rooms)	Hourly		\$6.00	\$6.25	\$6.50	\$6.75
	Daily		\$40.00	\$41.00	\$42.00	\$44.00
Mobile Vendor Space - approved park locations only	Daily		\$40.00	\$41.00	\$42.00	\$44.00
Key/FOB Deposit (per key/FOB)	Hourly		\$15.00	\$15.00	\$16.00	\$16.00
Mr. P.G. Flag - set up and take down rate per flag	Two (2) Week		\$200.00	\$206.00	\$212.00	\$219.00



# STAFF REPORT TO FINANCE AND AUDIT COMMITTEE

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | [www.princegeorge.ca](http://www.princegeorge.ca)

**DATE:** August 8, 2019

**TO:** **STANDING COMMITTEE ON FINANCE AND AUDIT**

**NAME AND TITLE:** Kris Dalio, Director of Finance

**SUBJECT:** 2020-2023 Off-Street Parking Levy and User Fees

**ATTACHMENT(S):** None

## RECOMMENDATION(S):

That the Committee:

1. ENDORSE increasing the Off-Street Parking levy from \$1,200,000 to \$1,700,000 effective January 1, 2020;
2. RECOMMEND to Council approval of a 2% increase for each year inclusive of 2020 through 2023 Off-Street Parking user fees to be effective on January 1<sup>st</sup> of each year; and
3. RECOMMEND to Council approval of amendments to the appropriate schedules of the "Comprehensive Fees and Charges Bylaw No. 7557, 2004"

as outlined in the report dated August 1, 2019 from the Director of Finance titled "2020-2023 Off-Street Parking Levy and User Fees".

## PURPOSE:

The Standing Committee on Finance and Audit is requested to review the financial information described in this report and approve the proposed approach with respect to Off-Street Parking user fees for 2020 through 2023.

## STRATEGIC PRIORITIES:

Providing rate structures that maintain the City's self-sustaining fully funded utilities supports Council's priorities of Sustainable Finance, Sustainable Infrastructure and Organizational Excellence.

## POLICY/REGULATORY ANALYSIS:

The Off-Street Parking Service provides long and short term off-street parking in the downtown. It achieves this by managing the operation of surface lots, parkades and the agreement with the Westel Parkade that provides additional parking in the downtown.

The Off-Street Parking service is to be self-funded through the Off-Street Parking levy and the Off-Street Parking user fees as per Sustainable Finance Guideline 3. The levy and user rates are developed to provide revenues to fund operating and maintenance costs, debt payments, new and renewal of capital infrastructure needs as well as maintain a contingency fund. Sustainable Finance

Guideline 7.0 requires that a contingency of between 5% and 10% of current year's expenditures is to be achieved. Contingency funds are used to fund unexpected expenses and emergency costs.

#### **FINANCIAL CONSIDERATIONS:**

Finance staff has completed a review of the revenue, expenditures and capital needs of the Off-Street Parking service. That review included a projection for the years 2020 to 2024. Off-Street parking expenses are to be recovered through a combination of the user fee rates and the Downtown Off-Street Parking Levy.

User fees are designed to recover the costs required to operate the facilities that the City owns. Off-Street Parking operating expenses are quite stable and do not substantially fluctuate from year to year. Expenses include the labour required to operate the Off-Street Parking Service, snow removal for the parking facilities and the utilities (hydro, natural gas) required to operate the facilities. Estimates have been prepared using the following inflators:

- Labour – 2.0%
- Electricity – 2.0%
- Natural Gas – 1.0%
- All other operating expenses – 2.0% (CPI - 2018 was 1.9%; June 2018 to June 2019 is 2.0%)
- Capital construction costs – 5.0%

Projections for the operating costs of the Off-Street Parking Service would require a 2% increase each year in Off-Street parking user fees to offset the estimated expenses.

The Downtown Off-Street Parking Levy, which is paid by property owners in the specified C-1 downtown area, is to provide for the capital costs of providing off-street parking facilities. Parking structures are generally concrete construction and are subject to corrosion over time; more so in winter climates due to the effects of moisture, road salt, and freeze/thaw cycles. The 2019 annual average reinvestment for the infrastructure needs of these off-street parking facilities is estimated at \$1,083,668/year.

The Westel Lease agreement, which expires in 2026, is another capital needs component and has an annual lease payment of \$584,702/year, property taxes of approximately \$100,000/year; insurance of approximately \$5,000/year and the City is also responsible to pay for any repairs that the building may have.

The 2019 Downtown Off-Street Parking Levy is \$1,200,000. In order for the Downtown Off-Street Parking Levy to fully recover the capital costs of the Off-Street parking fund, the levy should be increased to \$1.7 million (\$1,083,668 plus approximately \$700,000 for Westel, less \$105,000 for grant-in-lieu revenue that should be considered as levy revenue). The 2021 levy will be reviewed during the regular budget process for all other levies in the fall of 2020.

#### **George Street Parkade**

The projections for this report included some minor revenue projections for the new George Street Parkade assuming a late spring/early summer 2020 opening of the parkade. It does not include annual average reinvestment costs for the new facility or any operating expenses as this data has not been fully gathered yet. The financials of the Off-Street Parking fund will be reviewed once this data has been collected and, if necessary, further adjustments to the levy or user fees may need to be considered.

**SUMMARY AND CONCLUSION:**

Council has a strategic priority for continuing progressive and responsible fiscal management. The Off-Street Parking Service and its infrastructure should be funded through fees paid by the users of the service. The committee is asked to provide endorsement of the proposed levy and user fee increases that provide for meeting the operational, capital and asset renewal expenses of the Off-Street Parking service.

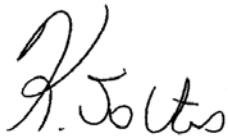
**RESPECTFULLY SUBMITTED:**



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Kris Dalio, Director of Finance

**APPROVED:**



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Kathleen Soltis, City Manager  
Meeting date: August 19, 2019

information otherwise authorized to be disclosed without the need to submit a formal freedom of information (FOI) request. The FOI request process can be lengthy and somewhat cumbersome for the person requesting the records, and from the City's perspective, the cost to provide records under the FOI process is for the most part not recoverable. Providing routinely releasable records under the Bylaw provides a faster response for the public and enables the City to recover some of its costs for locating, retrieving and producing the records.

#### **FINANCIAL CONSIDERATIONS:**

The fees and charges for records administration under Schedule C-3 of the Bylaw were amended in 2017 to add a new category of fees for conducting a land title office search upon request. Apart from that, there have been no actual fee increases for records administration since the Bylaw was adopted in 2004. Staff reviewed the fees and charges under Schedule C-3 with the relevant City divisions and considered municipal comparisons. As a result of the review, several adjustments to the fees and charges are being recommended to bring fees in line with other municipalities and to better reflect the City's cost of providing this service.

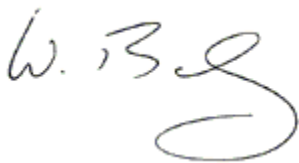
New proposed categories of fees and charges include providing electronic versions of records (by scanning/email or on a USB drive), a consolidated fee structure for property file records (commonly requested by the buyer or seller in real estate transactions) and fees for certain record requests submitted to the Human Resources department.

Schedule "A" attached to this report highlights the new categories and the fees and charges that are proposed to increase. Schedule "B" attached to this report is a clean copy of the current fees and charges under Schedule C-3 of the Bylaw. Schedule "C" attached to this report is a clean copy of the proposed fees and charges under Schedule C-3 of the Bylaw.

#### **SUMMARY AND CONCLUSION:**

This report sets out the recommended amendments to the fees and charges under Schedule C-3 of the Bylaw in order to better reflect the City's cost of providing a copy of routinely releasable records upon request.

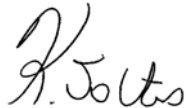
#### **RESPECTFULLY SUBMITTED:**



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Walter Babicz, General Manager of Administrative Services

#### **APPROVED:**



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Kathleen Soltis, City Manager  
Meeting date: September 9, 2019

## Schedule “A”

# Proposed Amendments to Schedule C-3 of “City of Prince George Comprehensive Fees & Charges Bylaw NO. 7557, 2004”.



## COMPREHENSIVE FEES AND CHARGES

### Bylaw No. 7557, 2004

Black font – existing Bylaw

Red font – represents changes in wording in the existing Bylaw

Blue font – represents an increase in fees

Yellow highlighted text – represents new categories and/or new fees

# C - 3

## ADMINISTRATIVE SERVICES

### *Fees and Charges for Records Administration*

#### C-3(a)

DESCRIPTION		FEE*
(a)	For locating and retrieving a record	\$10.00 per ¼ hour or portion thereof
(b)	For producing a record manually	\$10.00 per ¼ hour or portion thereof
(c)	For producing a record from a machine readable record excluding records produced on the plotter	\$15.00 per ¼ hour for developing a computer program to produce the record plus \$0.35 per page or printout produced.
(d)	For producing a record on the plotter	\$15.00 per ¼ hour or portion thereof for preparation time plus cost of materials
		E size + \$20.00
		E size (900x1200) \$10.00
		D size (600x900) \$ 5.00
		B size (275x425) \$ 2.00
		A size (200x275) \$ 2.00
(e)	For shipping copies of records	Actual cost of shipping by method chosen by applicant
(f)	For copying records (except historical property records and building plans, see subsection (k))	
	(i) photocopies and/or computer printouts	\$0.35 per page (8.5x11, 8.5x14) \$0.60 per page (11x17)
	(ii) scanned electronic copy of a record (sent electronically)	\$0.25 per page (8.5x11, 8.5x14, 11x17)
	(iii) microfiche – paper or electronic duplication	\$1.00 per page (8.5x11)
	(iv) USB drive	\$10.00 per drive
	(v) photographs – colour, or black and white	actual cost of reproduction
	(vi) engineering/legal maps/drawings	E size + \$20.00
		E size (900x1200) \$15.00
		D size (275x425) \$10.00
		B size (275x425) \$ 0.40
		A size (200x275) \$ 0.25
(g)	For sending records by fax	\$0.25 per page local \$1.00 per page long distance

	DESCRIPTION	FEE*	
(h)	Miscellaneous Records		
	(i) Ready copies of bylaws or reports	\$0.15 per page	
	(ii) Cerlox binding if required	\$2.00 per document	
	(iii) Ready copies of maps/plans (including street, zoning, legal composite, OCP maps.	E size +	\$ 20.00
		E size (900x1200)	\$ 10.00
		D size (600x900)	\$ 5.00
		B size (275x425)	\$ 2.00
		A size (200x275)	\$ 2.00
		1:5000 map sets (275x425)	\$ 35.00
		1:2500 map sets (600x900)	\$400.00
	(iv) Zoning Map (22"x34")	\$ 5.00 per map \$400.00 per set	
	(v) Building record	\$150.00 per parcel	
	(vi) Environmental record Search/Summary	\$200.00 per parcel	
	(vii) Fire Department record search and copy	\$20.00 per street address plus \$1.00 per page of records copied	
	(viii) Criminal Record search	\$35.00 per search	
	(ix) Police information search and copy	\$35.00 per search	
	(x) Council Agenda	\$20.00 per agenda	
(i)	Land Title and Survey Authority Services		
	(i) Title Search	\$20.00 per search	
	(ii) State of Title Certificate	\$25.00 per certificate	
	(iii) Copies of land title documents	actual cost of reproduction +\$10.00 per ¼ hour or portion thereof	
(j)	Engineering Records		
	For preparing Computer Modeling of City Infrastructure (water, sanitary sewer, etc.)		
	(i) Water modeling information for sprinkler design	\$135.00 flat fee based on 2.5 hours per project	
	(ii) Modeling information for Infrastructure expansion (includes planning studies, design briefs, subdivisions, main extension analysis, etc.	\$ 60.00 per hour (includes) 15% administration charge)	
(k)	Historical property file records searches and copies of exterior building plans (per civic address)		
	Property file records search (includes search fee, copies of all applications, permits, inspections, survey certificates on file)	\$28.00	
	(i) Permits and inspections only	\$20.00	
	(ii) Applications only	\$15.00	
	(iii) Location survey (survey certificate)	\$13.00	
	(iv) Building plans – view only	\$45.00	
	(v) Building plans – copies	\$50.00 for first 10 pages, \$10.00 per additional page	

	<u>DESCRIPTION</u>	<u>FEE*</u>
(i)	<b>Fees for Human Resources Records Search</b>	
	A search fee shall be charged for each written reply to requests to the Human Resources Department from ICBC, Solicitors and other for information pertaining to employment where such disclosure is authorized.  Request from Worksafe BC, Canada Revenue Agency, Canada Pension Plan, Human Resource Development Canada and the Pension Corporation are exempt from this fee, as well as simple employment verification/confirmation requests.	
	(i) Requests from law firms	\$100.00
	(ii) Requests from ICBC	\$ 50.00
	(iii) Requests from others not listed	\$ 50.00 (max)
	(iv) Photocopies	\$ 0.35 per page

### **MUNICIPAL DIGITAL MAPPING PRODUCTS**

Please contact the **Engineering Department** for a list of the available digital files. Completion of a LICENSE AGREEMENT is required for these products. The map sheet numbers must be indicated when ordering. Allow ten working days for delivery.



## Schedule "B"

Bylaw 8830  
Bylaw 8227

### C - 3

#### ADMINISTRATIVE SERVICES

#### Fees and Charges for Records Administration

**EFFECTIVE: January 1, 2017**

**Amended by BL8830, 2016**

#### **C-3(a)**

<u>DESCRIPTION</u>		<u>FEE*</u>
(a)	For locating and retrieving a record	\$7.50 per ¼ hour or portion thereof
(b)	For producing a record manually	\$7.50 per ¼ hour or portion thereof
(c)	For producing a record from a machine readable record excluding records produced on the plotter	\$15.00 per ¼ hour for developing a computer program to produce the record plus \$0.25 per page or printout produced.
(d)	For producing a record on the plotter	\$15.00 per ¼ hour or portion thereof for preparation time plus cost of materials E size + \$20.00 E size (900x1200) 10.00 D size (600x900) 5.00 B size (275x425) 2.00 A size (200x275) 2.00
(e)	For shipping copies of records	Actual cost of shipping by method chosen by applicant
(f)	For copying records (i) photocopies and computer printouts (ii) floppy disks (iii) computer disks (iv) microfiche (v) photographs (vi) hard copy laser print, B/W (vii) slide duplication (viii) engineering/legal maps/drawings (ix) video cassette	(i) \$0.25 per page (8.5x11, 8.5x14) \$0.40 per page (11x17) (ii) \$2.00 per disk (map data excluded) (iii) \$2.00 per disk (map data excluded) (iv) \$10.00 per fiche (v) actual cost of reproduction (vi) \$0.25 per page (vii) actual cost of reproduction (viii) E size + \$20.00 E size (900x1200) 15.00 D size (275x425) 10.00 B size (275x425) 0.40 A size (200x275) 0.25 (ix) actual cost of reproduction
(g)	For sending records by fax	\$0.25 per page local, \$1.00 per page in B.C.
(h)	Special Documents (i) Ready copies of bylaws or reports (ii) Cerlox binding if required (iii) Ready copies of maps/plans (including street, zoning, legal	(i) \$0.05 per page (ii) \$2.00 per document (iii) E size + \$20.00

## CPG Consolidated Fees & Charges Bylaw No. 7557, 2004

	composite, OCP maps.	E size (900x1200) 10.00 D size (600x900) 5.00 B size (275x425) 2.00 A size (200x275) 2.00 1:5000 map sets (275x425) 35.00 1:2500 map sets (600x900) 400.00
	(iv) Zoning Map (22"x34")	(iv) \$5.00 per map \$400.00 per set
	(v) Building Record	(v) \$150.00 per parcel
	(vi) Environmental Record Search/Summary	(vi) \$200.00 per parcel
	(vii) Fire Dept. Record Search and copy	(vii) \$20.00 per street address plus \$1.00 per page of records copied
	(viii) Criminal Record Searches	(viii) \$35.00 per search
	(ix) Police Information Search/Copy	(ix) \$35.00 per search
	(x) Council Agenda	(x) \$20.00 per agenda
(i)	Land Title Searches	
	(i) Title Search	(i) \$20.00 per search
	(ii) State of Title Certificate	(ii) \$25.00 per certificate
	(iii) Producing Copies of Land Title Documents	(iii) actual cost of reproduction +\$7.50 per ¼ hour or portion thereof
(j)	For preparing Computer Modeling of City Infrastructure (water, sanitary sewer, etc.)	
	(i) Water modeling information for sprinkler design	(i) \$100.00 flat fee based on 2.5 hours per project
	(ii) Modeling information for Infrastructure expansion (includes planning studies, design briefs, subdivisions, main extension analysis, etc.)	(ii) \$50.00 per hour (includes 15% administration charge)

## MUNICIPAL DIGITAL MAPPING PRODUCTS

Please contact the Urban Development or Engineering Divisions for a list of the available digital files. Completion of a LICENSE AGREEMENT is required for these products. The map sheet numbers must be indicated when ordering. Allow ten working days for delivery.

# Schedule "C"

## C - 3

### ADMINISTRATIVE SERVICES

#### Fees and Charges for Records Administration

#### C-3(a)

<u>DESCRIPTION</u>		<u>FEE*</u>	
(a)	For locating and retrieving a record	\$10.00 per ¼ hour or portion thereof	
(b)	For producing a record manually	\$10.00 per ¼ hour or portion thereof	
(c)	For producing a record from a machine readable record excluding records produced on the plotter	\$15.00 per ¼ hour for developing a computer program to produce the record plus \$0.35 per page or printout produced.	
(d)	For producing a record on the plotter	\$15.00 per ¼ hour or portion thereof for preparation time plus cost of materials	
		E size +	\$20.00
		E size (900x1200)	\$10.00
		D size (600x900)	\$ 5.00
		B size (275x425)	\$ 2.00
		A size (200x275)	\$ 2.00
(e)	For shipping copies of records	Actual cost of shipping by method chosen by applicant	
(f)	For copying records (except historical property records and building plans, see subsection (k))		
	(i) photocopies and/or computer printouts	\$0.35 per page (8.5x11, 8.5x14) \$0.60 per page (11x17)	
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	(iii) microfiche – paper or electronic duplication	\$1.00 per page (8.5x11)	
	(iv) USB drive	\$10.00 per drive	
	(v) photographs – colour, or black and white	actual cost of reproduction	
	(vi) engineering/legal maps/drawings	E size +	\$20.00
		E size (900x1200)	\$15.00
		D size (275x425)	\$10.00
		B size (275x425)	\$ 0.40
		A size (200x275)	\$ 0.25
(g)	For sending records by fax	\$0.25 per page local \$1.00 per page long distance	

	<u>DESCRIPTION</u>	<u>FEE*</u>	
(h)	Miscellaneous Records		
	(i) Ready copies of bylaws or reports	\$0.15 per page	
	(ii) Cerlox binding if required	\$2.00 per document	
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		E size (900x1200)	\$ 10.00
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	(ix) Police information search and copy	\$35.00 per search	
	(x) Council Agenda	\$20.00 per agenda	
(i)	Land Title and Survey Authority Services		
	(i) Title Search	\$20.00 per search	
	(ii) State of Title Certificate	\$25.00 per certificate	
	(iii) Copies of land title documents	actual cost of reproduction +\$10.00 per ¼ hour or portion thereof	
(j)	Engineering Records		
	For preparing Computer Modeling of City Infrastructure (water, sanitary sewer, etc.)		
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	<u>DESCRIPTION</u>	<u>FEE*</u>
(i)	Fees for Human Resources Records Search	
	<p>A search fee shall be charged for each written reply to requests to the Human Resources Department from ICBC, Solicitors and other for information pertaining to employment where such disclosure is authorized.</p> <p>Request from Worksafe BC, Canada Revenue Agency, Canada Pension Plan, Human Resource Development Canada and the Pension Corporation are exempt from this fee, as well as simple employment verification/confirmation requests.</p>	
	(i) Requests from law firms	\$100.00
	(ii) Requests from ICBC	\$ 50.00
	(iii) Requests from others not listed	\$ 50.00 (max)
	(iv) Photocopies	\$ 0.35 per page

### **MUNICIPAL DIGITAL MAPPING PRODUCTS**

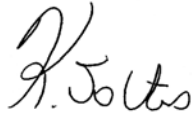
Please contact the Engineering Department for a list of the available digital files. Completion of a LICENSE AGREEMENT is required for these products. The map sheet numbers must be indicated when ordering. Allow ten working days for delivery.

- Technological Advancements in Fire Apparatus

**SUMMARY AND CONCLUSION:**

This report proposes fee increases and updates to Fire Protection and Emergency Response for service that align with the City's Financial Sustainability Policy.

**RESPECTFULLY SUBMITTED:**

A handwritten signature in black ink, appearing to read 'K. Soltis', is positioned above a horizontal line.

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Kathleen Soltis, City Manager

**REPORT PREPARED BY:**

Cliff Warner, Deputy Fire Chief, Fire & Rescue Services

**CITY OF PRINCE GEORGE**  
**COMPREHENSIVE FEES AND CHARGES BYLAW NO. 7557, 2004**

**FIRE & RESCUE SERVICES**

**Proposed Fee Increases and Fee For Service Updates for January 2020:**

**Section C-4(a)**

**Fees for Service**

- A 3% increase in rates is proposed in each of the next four years. – **Rationale: Factoring an estimated 2.5% increase in IAFF/CUPE wage rates under next contract negotiations and projecting an increase in documentation costs relating to the various forms and reports generated for these Fees of Service.**
- Remove 10.7 Burning Permits – **Fire & Rescue Services do not approve burning inside City limits, respecting the Clear Air Bylaw**
- Remove 11.1 Fire Safety Plan Review – **Fire & Rescue Services do not review Fire Safety Plans for approval. Fire Safety Plans are received from property owners; a fee is not charged, removing liability from the City**
- Remove 23.17 Provision of Comfort Letters – **Comfort letters have been consolidated with Development Services and fees they charge to property owners; Fire & Rescue Services do not conduct this service any more**

**Section C-4(b)**

**Vehicle and Personnel Charges**

**Vehicle Cost**

- A 3% increase in Vehicle Cost is proposed in each of the next four years. – **Rationale: The costs associated with maintaining two Master Emergency Vehicle Technicians has increased and is projected to continue to increase over the next four years. Technological advancements in Fire Apparatus are continuing to progress, resulting in continued increases in the cost to replace apparatus.**

**Personnel Cost**

- No Change – A and B are reflective of current collective agreement rates

**FINANCIAL CONSIDERATIONS:**

Administration has completed a review of the current fees and charges for these services and as a result has included a projection of an approximate 3% increase, rounded to the nearest dollar, for the next 4 years, 2020-2023.

User fees and charges are designed to recover the costs required to provide these services. These fees have not been increased since January 2015, and the revenues have therefore not increased as the costs to provide these services have. These fees have been rounded to the nearest dollar to continue to provide consistency and predictability for the customer.

**SUMMARY AND CONCLUSION:**

Council has a strategic priority for continuing progressive and responsible fiscal management. Fees and charges for the RCMP Support Services have not been increased to meet inflationary expenses since January 2015. The fees and charges are intended to recover costs associated with providing specific services.

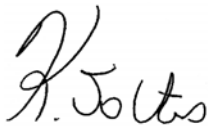
**RESPECTFULLY SUBMITTED:**

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Adam Davey, Associate Director of Community Services

**REPORT PREPARED BY:**

Devon Cooper, Manager of Police Support Services

**APPROVED:**

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Kathleen Soltis, City Manager  
Meeting date: September 9, 2019



Proposed fee increase for 2020-2024

*Inflation rate*

3%

Service Provided	Current Fee-2019	Proposed Fee 2020	Proposed Fee 2021	Proposed Fee 2022	Proposed Fee 2023
Criminal Record Check	\$ 62	\$ 64	\$ 66	\$ 68	\$ 70
Police Informance Search/Copy and Synopsis on File	\$ 62	\$ 64	\$ 66	\$ 68	\$ 70
Information Regarding Research-all organizations <b>except</b> Ministry of Children and Families					
First Hour	\$ 75	\$ 77	\$ 80	\$ 82	\$ 84
every 15 minutes or portion thereof, after the first hour	\$ 10	\$ 10	\$ 11	\$ 11	\$ 11
Information Regarding Research-Ministry of Children and Families					
for every 15 minutes of research	\$ 10	\$ 10	\$ 11	\$ 11	\$ 11
for every email request response	\$ 10	\$ 10	\$ 11	\$ 11	\$ 11
for every written response/report	\$ 35	\$ 36	\$ 37	\$ 38	\$ 39
	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost
Mechanical Inspection Report	\$ 100	\$ 103	\$ 106	\$ 109	\$ 113
Analyst Report	\$ 100	\$ 103	\$ 106	\$ 109	\$ 113
False Alarms	\$ 100	\$ 103	\$ 106	\$ 109	\$ 113

#### FINANCIAL CONSIDERATIONS:

Finance staff has completed a review of the revenue, expenditures and capital needs of the Sewer and Water utilities. That review included a projection for the years 2020 to 2024.

#### Cost Drivers

The Collective Agreement between the City of Prince George and CUPE Locals 399 and 1048 expires at the end of 2020 but this report has assumed an increase of 2% per year for labour costs.

The City of Prince George continues to work on an asset plan for the utilities that incorporates sustainable approaches to infrastructure management. This plan includes integrated approaches to underground and surface infrastructure renewals. Administration uses local data to determine the actual condition of assets rather than relying on standard national data. Annual average reinvestment (AAR) figures for the utilities' infrastructure are as follows:

Sewer and Water Average AAR		
Infrastructure Type	Sewer	Water
Linear Assets (underground)	\$4,180,290	\$5,260,918
Facilities	1,895,250	1,650,562
Mobile Equipment	530,125	254,865
<b>TOTAL</b>	<b>\$6,605,665</b>	<b>\$7,166,345</b>

Each year, the City attempts to determine, as accurately as possible, an inflationary factor that can be used in the development of capital project cost estimates. We also apply this inflationary factor to the AAR figures when considering the long-term financial plans of the utilities. This year, the City considered five different inflation options:

1. Consumer Price Index (CPI) of 2.3% – the primary challenge for this approach is that the basket of goods is consumer based (food, clothing, etc.), not construction based, and therefore does not provide us with accurate information for construction estimates;
2. City of Prince George growth rate in Gross Domestic Product (GDP) of 1.9% - this approach also struggles with showing a direct link from GDP to Infrastructure Investment;
3. Statistics Canada non-residential construction price index of 5.8% - uses average construction costs from 1981 to 2017 for building construction. Disadvantages are that it is not separated by region and building construction inflation may be different from linear infrastructure inflation;
4. Building construction price index for non-residential buildings for 11 census metropolitan areas across Canada (Vancouver – 5.7%) – provides more regional specific data but still does not take into account variations between large centres and northern communities;
5. Infrastructure construction price index by the City of Ottawa of 5.7% - this is a service developed specifically for the City of Ottawa; it could be done similarly for the City of Prince George but would require ongoing costs, time and resources to do so.

The final three inflation options are the most applicable options and so Administration has used 5% as the inflationary factor for our capital reinvestment needs.

#### Recommended Increases to Sewer and Water Rates

Administration has prepared three options for the Committee to consider. All options are prepared with the goal of maintaining fully self-funded utilities. Administration is recommending Option 1 as the preferred option.

Option 1 – Adjust Water Capacity Charge and Implement New Sewer Capacity Charge to align with capital cost recovery and increase the Flat Charge for Sewer and Water as described in Option 2

Administration is recommending the implementation of a two cost component structure for metered customers in the Sewer Utility. The goal is to create a system similar to the one used by the Water Utility. Currently, metered customers in Sewer are charged a per imperial gallon rate that recovers the costs associated with delivering the service. Administration is proposing that the charge to customers be split into a capital component (a static charge that is tied to the service size of the pipe to the property); and an operating component (the per imperial gallon charge that is tied to usage).

There is a large capital cost to the utility to have the infrastructure in place and ready to use at a property. The fixed charge is meant to recover this cost even if no usage is taking place. Service lines (connections) have the ability to provide flow in proportion to the pipe diameter to the 2.63 power. A 50mm (2") diameter pipe is capable of providing 6.2 times as much flow as a 25mm (1") diameter pipe. Typical residential service lines are 19mm (0.75") in diameter.

The water utility capacity charge was created in 2004 and the charge per pipe size was calculated by using the 19mm pipe as the base service to calculate the relative share of capacity costs for the metered accounts, taking into consideration flat charge accounts (assuming all 19mm services), and the annual debt servicing costs as a means to allocate the cost recovery on a 19mm equivalency basis. This is the method Administration has prepared the sewer capacity charge model on as well, but due to the City's work in recent years on Asset Management, an AAR figure is a much more accurate and reliable method on which to estimate capital costs for the utilities.

Reviewing the Water Utility using the AAR method, the capital/operating expense recovery that the City should base its revenue collection on is out of balance (we currently over-collect on the capacity charge and under-collect on the per gallon charge) by approximately \$500,000 per year. This is further confirmed by the fact that our imperial gallon charge for water is low when compared to other municipalities. Bringing the water utility billing into balance, using an estimated 2020 AAR of \$7,524,662 (this is the 2019 figure inflated at 5% for linear and facilities, and 2.5% for fleet) for the capital costs of the utility, would be:

PROPOSED WATER CAPACITY CHARGE MODEL FOR 2020				
Service Main Size	# of accounts	19mm Flow Equivalency	Total 19mm Flow Equivalency	Proportional share of AAR per account per year
19mm (0.75") (Flat Charge)	22,150	1.0	22,150	
19mm (0.75") (Meter Charge)	1,842	1.0	1,842	\$221.52
25mm (1")	484	2.0	996	\$455.92
38mm (1.5")	347	6.2	2,148	\$1,371.32
51mm (2")	247	13.4	3,315	\$2,973.16
76mm (3")	31	38.3	1,188	\$8,488.80
102mm (4")	13	83.1	1,080	\$18,404.52
152mm (6")	3	237.2	712	\$52,547.84
203mm (8")	1	507.7	508	\$112,465.84
			<b>33,939</b>	

This results in a lower water capacity charge than Option 2 for all customers, except the one account in the 203mm (8") category. In order to collect the same combined projected revenue as Option 2, the per gallon charge would increase for all customers from \$.00252 to \$.00340 per imperial gallon.

For the Sewer Utility Capacity Charge, an AAR method is still required but the size of pipes that provide the service are different. A 102mm (4") pipe is used for the water connections that are serviced by a 19mm-25mm pipe; a 152mm (6") pipe is used for 38mm-76mm water connections; and a 203mm (8") pipe is used for 102mm and larger water connections. Using a three-tier pipe size system and a 2020 AAR of \$6,922,695 (this is the 2019 figure inflated at 5% for linear and facilities, and 2.5% for fleet) for the capital costs of the utility, the model is calculated as follows:

<b>PROPOSED SEWER CAPACITY CHARGE MODEL FOR 2020</b>				
<b>Service Main Size</b>	<b># of accounts</b>	<b>19mm Flow Equivalency</b>	<b>Total 19mm Flow Equivalency</b>	<b>Proportional share of AAR per account per year</b>
19mm (0.75") (Flat Charge)	21,875	1.0		
19mm (0.75") (Meter Charge)	1,833	1.0		
25mm (1")	482	2.0		
38mm (1.5")	345	6.2		
51mm (2")	246	13.4		
76mm (3")	31	38.3		
102mm (4")	13	83.1	2,009,705	\$265.54
152mm (6")	3	237.2	147,542	\$758.17
203mm (8")	1	507.7	8,631	\$1,622.68
			<b>2,165,878</b>	

The sewer metered charge is currently \$0.00401/imperial gallon. If the capacity charge is implemented, this charge should be reduced to only reflect the operating cost component of the utility. It is estimated that, on average, only 90% of the water that is consumed in a property will require the use of the sewer infrastructure. As the projected metered water charge for 2020 is \$0.00340/imperial gallon, it is recommended that the new sewer metered charge be \$0.00306/imperial gallon.

For years 2021 through 2023 of this option, the ongoing capacity charge increases and per gallon charge increases would match the flat charge increases as described Option 2. The only exception to this is that the Sewer per gallon charge increase would now have to match the Water per gallon charge increase in order to maintain the 90% ratio.

#### Option 2 – No changes to the capacity charge structure

Assuming no changes to the structure on which the City collects utility revenue, all sewer utility user fees should increase 5% per year for 2020 through 2023 and all water utility user fees should increase 3% per year for 2020 through 2023 in order to maintain revenue that offset the estimated capital and operating expenses of the utilities. The table below provides a 2018 Year history and projections for 2019 through 2023, and highlights the Single Family Dwelling (SFD) rate for information. The goal in the financial models of the utilities is to have the capital contribution to the reserve match the AAR of each utility.

<b>SEWER</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
% Increase	0%	3%	5%	5%	5%	5%
SFD Rate	\$445.20	\$458.56	\$481.48	\$505.56	\$530.84	\$557.38
Capital Contribution	\$5,410,284	\$4,900,000	\$5,500,000	\$6,000,000	\$6,500,000	\$7,000,000
<b>WATER</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
% Increase	0%	0%	3%	3%	3%	3%
SFD Rate	\$499.32	\$499.32	\$514.30	\$529.73	\$545.62	\$561.99
Capital Contribution	\$6,843,261	\$7,200,000	\$7,800,000	\$8,000,000	\$8,200,000	\$8,550,000

Option 3 – Modified Option 1 providing a 2-year phased in approach

Administration was directed to bring back an option that would show a two-year phased in approach to Option 1. The 19mm services receive the largest increase in Option 1, so Option 3 smooths that impact. Option 3 shows the 102mm (4") sewer pipe used for water connections serviced by a 19mm-25mm pipe being introduced at roughly 50% of the anticipated 2021 cost at full implementation.

Comparison of Options

The table below summarizes the multiple changes for the 2020 year presented in all options. It assumes an average consumption per account for each tier shown below. Low consumption users should experience lower costs than presented and high consumption users should see higher costs.

PROJECTED COMBINED SEWER AND WATER UTILITY BILLS								
Service Main Size		2019	2020 Option 1	Option 1 as a %	2020 Option 2	Option 2 as a %	2020 Option 3	Option 3 as a %
19mm (0.75") (Flat)		<b>\$957.88</b>	<b>\$995.78</b>	<b>3.96%</b>	<b>\$995.78</b>	<b>3.96%</b>	<b>\$995.78</b>	<b>3.96%</b>
19mm (0.75") (Metered) - Residential	Avg/gallon Cap. Charge <b>TOTAL</b>	335.33 <u>217.68</u> <b>553.01</b>	331.73 <u>486.94</u> <b>818.67</b>	<b>48.04%</b>	349.71 <u>224.20</u> <b>573.91</b>	<b>3.78%</b>	331.73 <u>361.40</u> <b>693.13</b>	<b>25.33%</b>
19mm (0.75") (Metered) - Commercial	Avg/gallon Cap. Charge <b>TOTAL</b>	1,035.54 <u>217.68</u> <b>1,253.22</b>	1,024.44 <u>486.94</u> <b>1,511.38</b>	<b>20.60%</b>	1,079.94 <u>224.20</u> <b>1,304.14</b>	<b>4.06%</b>	1,024.44 <u>361.40</u> <b>1,385.84</b>	<b>10.58%</b>
25mm (1")	Avg/gallon Cap. Charge <b>TOTAL</b>	1,345.64 <u>674.48</u> <b>2,020.12</b>	1,331.22 <u>721.18</u> <b>2,052.40</b>	<b>1.60%</b>	1,403.34 <u>694.72</u> <b>2,098.06</b>	<b>3.86%</b>	1,331.22 <u>595.64</u> <b>1,926.86</b>	<b>(4.62)%</b>
38mm (1.5")	Avg/gallon Cap. Charge <b>TOTAL</b>	2,659.92 <u>1,457.68</u> <b>4,117.60</b>	2,631.41 <u>2,128.69</u> <b>4,760.10</b>	<b>15.60%</b>	2,773.98 <u>1,501.40</u> <b>4,275.38</b>	<b>3.83%</b>	2,631.41 <u>2,128.69</u> <b>4,760.10</b>	<b>15.60%</b>
51mm (2")	Avg/gallon Cap. Charge <b>TOTAL</b>	5,257.90 <u>4,166.64</u> <b>9,424.54</b>	5,201.53 <u>3,729.57</u> <b>8,931.10</b>	<b>(5.24)%</b>	5,483.35 <u>4,291.64</u> <b>9,774.99</b>	<b>3.72%</b>	5,201.53 <u>3,729.57</u> <b>8,931.10</b>	<b>(5.24)%</b>
76mm (3")	Avg/gallon Cap. Charge <b>TOTAL</b>	4,351.28 <u>9,040.52</u> <b>13,391.80</b>	4,304.63 <u>9,242.01</u> <b>13,546.64</b>	<b>1.16%</b>	4,537.86 <u>9,311.72</u> <b>13,849.58</b>	<b>3.42%</b>	4,304.63 <u>9,242.01</u> <b>13,546.64</b>	<b>1.16%</b>
102mm (4")	Avg/gallon Cap. Charge <b>TOTAL</b>	27,453.77 <u>25,805.40</u> <b>53,259.17</b>	27,159.47 <u>20,016.44</u> <b>47,175.91</b>	<b>(11.42)%</b>	28,630.96 <u>26,579.56</u> <b>55,210.52</b>	<b>3.66%</b>	27,159.47 <u>20,016.44</u> <b>47,175.91</b>	<b>(11.42)%</b>
152mm (6")	Avg/gallon Cap. Charge <b>TOTAL</b>	314,478.99 <u>55,233.48</u> <b>369,712.47</b>	311,107.85 <u>54,139.80</u> <b>365,247.65</b>	<b>(1.21)%</b>	327,963.54 <u>56,890.48</u> <b>384,854.02</b>	<b>4.10%</b>	311,107.85 <u>54,139.80</u> <b>365,247.65</b>	<b>(1.21)%</b>
203mm (8")	Avg/gallon Cap. Charge <b>TOTAL</b>	78,648.10 <u>99,587.72</u> <b>178,235.82</b>	77,805.02 <u>114,022.84</u> <b>191,827.86</b>	<b>7.63%</b>	82,020.46 <u>102,575.36</u> <b>184,595.82</b>	<b>3.57%</b>	77,805.02 <u>114,022.84</u> <b>191,827.86</b>	<b>7.63%</b>

While the 19mm Residential customers have a large percentage increase, they are still well below the flat charge customers, on average. They also have the ability to reduce their bill further through conservation efforts.

The 19mm and 25mm Commercial customers (all the 25mm customers are commercial with the exception of two large residential accounts) also receive a high percentage increase. Examples of customers within these tiers are stratas (apartments), hotels, trailer parks, churches, laundromats and restaurants.

**SUMMARY AND CONCLUSION:**

The service of the utilities and their infrastructure should be fully funded through fees paid by the users of the utility. The committee is asked to provide endorsement of the proposed user fee structure in Option 1 that provides for meeting the operational and capital expenses of the Sewer and Water utilities.

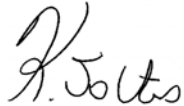
**RESPECTFULLY SUBMITTED:**



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Kris Dalio, Director of Finance

**APPROVED:**



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Kathleen Soltis, City Manager  
Meeting date: November 18, 2019

Current Assignment

System Type

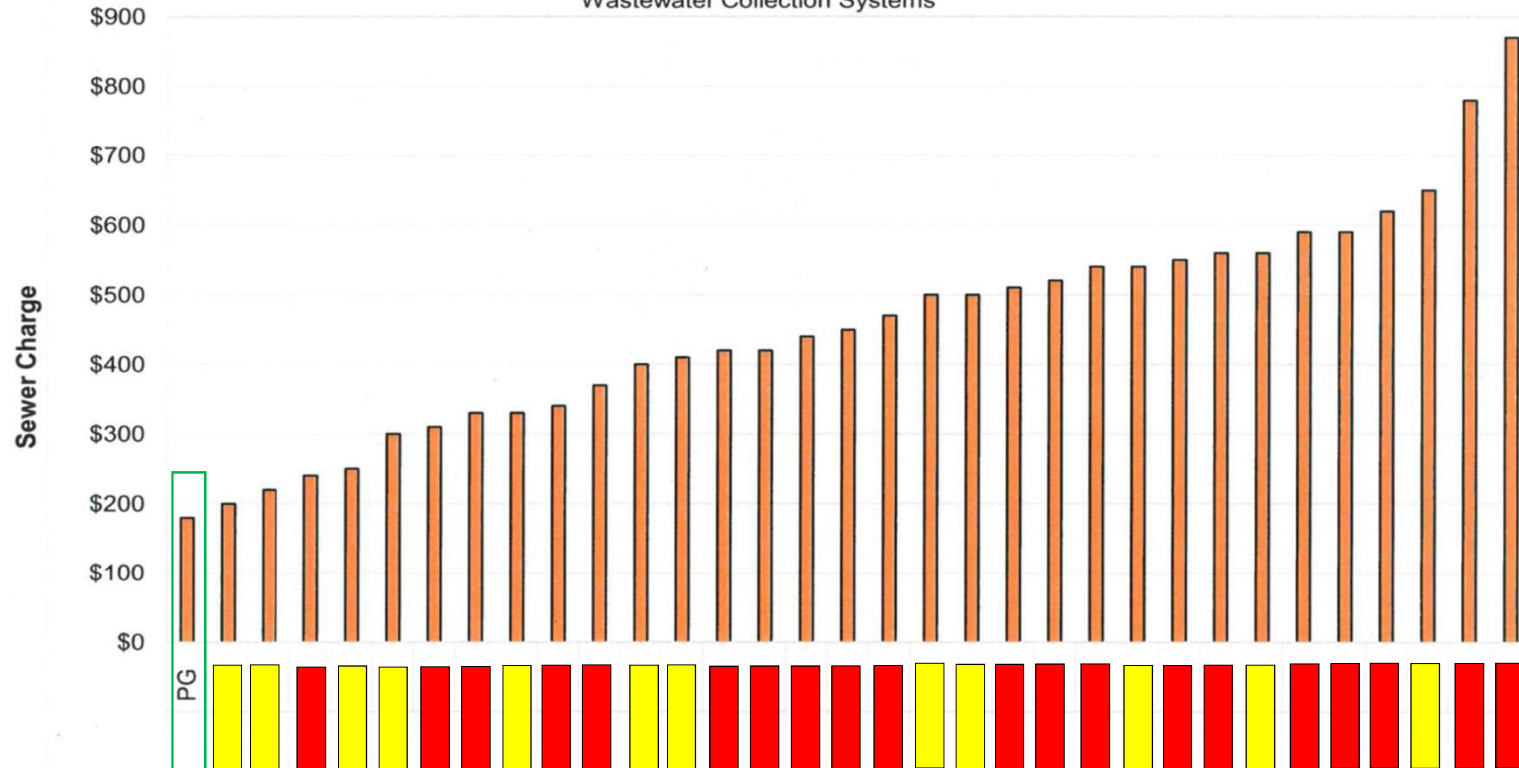
Sum of 210

### Meet Service Requirements with Economic Efficiency - 1

Sewer Charge for a Typical Size Residential Connection using Canadian Average

Consumption Rate (210m³ of Water / Year)

Wastewater Collection Systems



Negative Values - no data available

X-axis - in order of increasing sewer costs

210

Abbrev

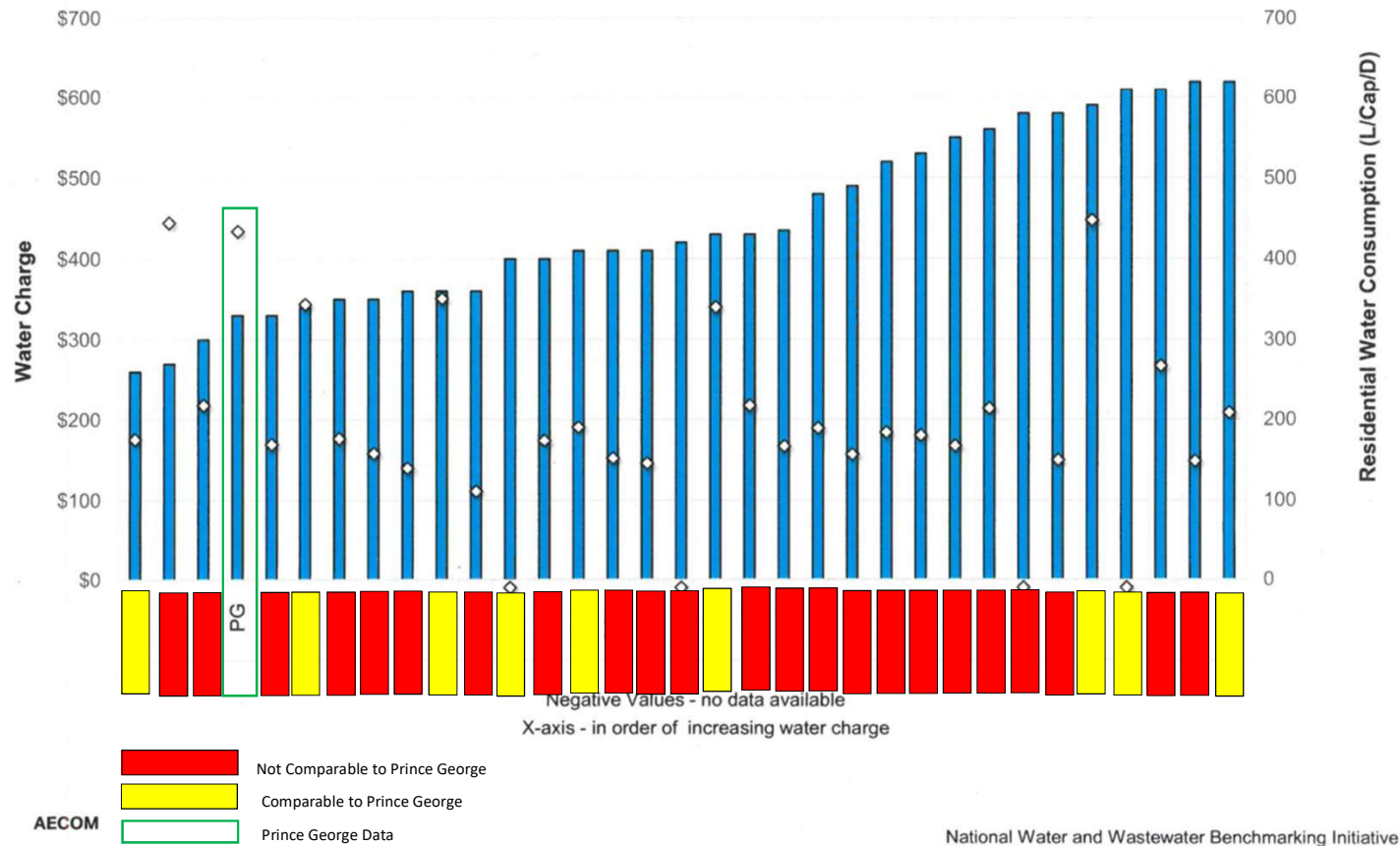
- Not Comparable to Prince George
- Comparable to Prince George
- Prince George Data

AECOM

National Water and Wastewater Benchmarking Initiative

### Meet Service Requirements with Economic Efficiency - 1

Water Charge for a Typical Size Residential Connection using Canadian Average Consumption Rate (210m<sup>3</sup> / year)  
Distribution and Integrated Systems





**CITY OF PRINCE GEORGE**  
**BYLAW NO. 9080, 2019**

**A Bylaw of the City of Prince George to amend “City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004”.**

**WHEREAS** Council enacted “City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004” to consolidate fees and charges from various Bylaws for numerous City services and/or uses of facilities owned or operated by the City of Prince George;

**AND WHEREAS** Council wishes to amend the “City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004” for the purposes of establishing fees and charges for the calendar years 2020, 2021, 2022, and 2023, by amending Schedule “A”, Sections “A-3 – Cemetery”, “A-6 – Garbage Collection”, Section “A-7 - Highways”, Section “A-9 – Sanitary Sewer”, Section “A-13 – Storm Sewer Rates”; Section “A-14 – Subdivision Control”; Section “A-16 – Water Rates and Regulation”; ‘A-17 – Commercial Vehicle Licensing”; “A-18 – Snow Dumping”; Schedule “B”, Sections “B-1 – CN Centre”; “B-2 – Community Arenas”; “B-3 – Prince George Conference and Civic Centre”; “B-4 – Aquatics”; “B-6 – City Park Facilities and School District #57 Facility Rentals”; “B-7 – Prince George Playhouse Theatre”; Schedule “C”, Sections “C-2 – Parking and Traffic”; “C-3 – Records Administration”; “C-4 – Fire Protection and Emergency Response”; and “C-5 – RCMP Support Services”;

**NOW THEREFORE**, the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. That the “City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004” be, amended as follows:
  - 1.1 That Schedule “A”, Section “A-3(a) – Cemetery Fees: Grave Space Permit Fees” be removed in its entirety and replaced with a new Schedule “A”, Section “A-3(a) – Cemetery Fees: Grave Space Permit Fees” in the form attached to and forming part of this Bylaw as Appendix “A”;
  - 1.2 That Schedule “A”, Section “A-3(b) – Cemetery Fees: Service Fees” be removed in its entirety and replaced with a new Schedule “A”, Section “A-3(b) – Cemetery Fees: Service Fees” in the form attached to and forming part of this Bylaw as Appendix “B”;
  - 1.3 That Schedule “A”, Section “A-3(c) – Cemetery Fees: Mausoleum/Columbaria Fees” be removed in its entirety and replaced with a new Schedule “A”, Section “A-3(c) – Cemetery Fees: Mausoleum/Columbaria Fees” in the form attached to and forming part of this Bylaw as Appendix “C”;
  - 1.4 That Schedule “A”, Section “A-3(d) – Cemetery Fees: Mausoleum/Columbaria Fees for Mausoleum Cremation Niches” be removed its entirety and replaced with a new Schedule “A”, Section “A-3(d) – Cemetery Fees: Mausoleum/Columbaria Fees for Mausoleum Cremation Niches” in the form attached to and forming part of this Bylaw as Appendix “D”;

- 1.5 That Schedule “A”, Section “A-3(e) – Cemetery Fees: Mausoleum Niche Services and Memorialization” be removed in its entirety and replaced with a new Schedule “A”, Section “A-3(e) – Cemetery Fees: Mausoleum Niche Services and Memorialization” in the form attached to and forming part of this Bylaw as Appendix “E”;
- 1.6 That a new Section “A-3(f) – Cemetery Fees: Memorialization” be added to Schedule “A” in the form attached to and forming part of this Bylaw as Appendix “F”;
- 1.7 That a new Section “A-3(g) – Cemetery Fees: Columbaria/Private” be added to Schedule “A”, in the form attached to and forming part of this Bylaw as Appendix “G”;
- 1.8 That Schedule “A”, Section “A-6(a) – Development Services: Fees and Charges for Garbage Collection – Standard Manual Collection Service” be removed in its entirety and replaced with a new Schedule “A”, Section “A-6(a) – Development Services: Fees and Charges for Garbage Collection - Standard Manual Collection Service” in the form attached to and forming part of this Bylaw as Appendix “H”;
- 1.9 That Schedule “A”, Section “A-7 – Development Services: Fees and Charges for Highways” be removed in its entirety and replaced with a revised Schedule “A”, Section “A-7- Development Services: Fees and Charges for Highways” in the form attached to and forming part of this Bylaw as Appendix “I”;
- 1.10 That Schedule “A”, Section “A-9 – Development Services: Fees and Charges for Sanitary Sewer” be removed in its entirety and replaced with a new Schedule “A”, Section “A-9 – Public Works: Fees and Charges for Sanitary Sewer” in the form attached to and forming part of this Bylaw as Appendix “J”;
- 1.11 That Schedule “A”, Section “A-13(a) – Storm Sewer: Fees and Charges for Storm Sewer Rates” be removed in its entirety and replaced with a new Schedule “A”, Section “A-13 – Public Works: Fees and Charges for Storm Sewer Rates” in the form attached to and forming part of this Bylaw as Appendix “K”;
- 1.12 That Schedule “A”, Section “A-14(5) – Development Services: Subdivision Control - Street Signs” be removed in its entirety and replaced with a new Schedule “A”, Section “A-14(5) Development Services: Subdivision Control – Street Signs” in the form attached to and forming part of this Bylaw as Appendix “L”;
- 1.13 That Schedule “A”, Section “A-16 – Development Services: Water Rates and Regulation” be removed in its entirety and replaced with a new Schedule “A”, Section “A-16 – Public Works: Water Rates and Regulation” in the form attached to and forming part of this Bylaw as Appendix “M”;
- 1.14 That Schedule “A”, Section “A-17 – Development Services: Fees and Charges for Commercial Vehicle Licensing” be removed in its entirety and replaced with a new Schedule “A”, Section “A-17 –Development Services: Fees and Charges for Commercial Vehicle Licensing” in the form attached to and forming part of this Bylaw as Appendix “N”;

- 1.15 That Schedule “A”, Section “A-18 – Development Services: Fees and Charges for Snow Dumping” be removed in its entirety and replaced with a new Schedule “A”, Section “A-18 – Development Services: Fees and Charges for Snow Dumping” in the form attached to and forming part of this Bylaw as Appendix “O”;
- 1.16 That Schedule “B”, Section “B-1(b) – Community Services: Fees and Charges for CN Centre” be removed in its entirety and replaced with a new Schedule “B”, Section “B-1(b) – Community Services: CN Centre Fees and Charges” in the form attached to and forming part of this Bylaw as Appendix “P”;
- 1.17 That Schedule “B”, Section “B-1(c) – Community Services: Spring and Summer Rental Fees” be removed in its entirety and replaced with a new Schedule “B”, Section “B-1(c) – Community Services: Spring and Summer Ice Rental Charges” in the form attached to and forming part of this Bylaw as Appendix “Q”;
- 1.18 That Schedule “B”, Section “B-1(d) – Community Services: Recreation Events - Secure and Exclusive and Performance and Trade/Customer Show Events Daily Rates” be removed in its entirety and replaced with a new Schedule “B”, Section “B-1(d) – Community Services: Recreation Events-Secure and Exclusive and Performance and Trade/Customer Show Events Daily Rates” in the form attached to and forming part of this Bylaw as Appendix “R”;
- 1.19 That Schedule “B”, Section “B-1(e) – Community Services: CN Centre Meeting Rooms” be removed in its entirety and replaced with a new Schedule “B”, Section “B-1(e) – Community Services: CN Centre Meeting Rooms” in the form attached to and forming part of this Bylaw as Appendix “S”;
- 1.20 That Schedule “B”, Section “B-1(f) – Community Services: Additional Services” be removed in its entirety and replaced with a new Schedule “B”, Section “B-1(f) – Community Services: Additional Services” in the form attached to and forming part of this Bylaw as Appendix “T”;
- 1.21 That Schedule “B”, Section “B-1(h) – Community Services: Audio Visual Rates” be removed in its entirety and replaced with a new Schedule “B”, Section “B-1(h) – Community Services: Audio Visual Rates” in the form attached to and forming part of this Bylaw as Appendix “U”;
- 1.22 That Schedule “B”, Section “B-1(j) – Community Services: Prince George CN Centre Suite Fees” be removed in its entirety and replaced with a new Schedule “B”, Section B-1(j) – Community Services: Prince George CN Centre Suite Fees” in the form attached to and forming part of this Bylaw as Appendix “V”;
- 1.23 That Schedule “B”, Section “B-1(l) – Community Services: City’s Share of Advertising Revenue sold by the Cougars in the CN Centre” be removed in its entirety and replaced with a new Schedule “B”, Section “B-1(l) – Community Services: City’s Share of Advertising Revenue sold by the Cougars in the CN Centre” in the form attached to and forming part of this Bylaw as Appendix “W”;

- 1.24 That Schedule “B”, Section “B-2(e) - Community Services: Community Arenas - Daily Room Rental Rates” be removed in its entirety and replaced with a new Schedule “B”, Section “B-2(e) – Community Services: Community Arenas - Daily Room Rental Rates” in the form attached to and forming part of this Bylaw as Appendix “X”;
- 1.25 That Schedule “B”, Section “B-2(f) – Community Services: Community Arenas - Exhibition Park Rates” be removed in its entirety and replaced with a new Schedule “B”, Section “B-2(f) – Community Services: Community Arenas - Exhibition Park Rates” in the form attached to and forming part of this Bylaw as Appendix “Y”;
- 1.26 That Schedule “B”, Section “B-2(g) – Community Services: Community Arenas - Program Fees” be removed in its entirety and replaced with a new Schedule “B”, Section “B-2(g) – Community Services: Community Arenas - Additional Program Fees” in the form attached to and forming part of this Bylaw as Appendix “Z”;
- 1.27 That Schedule “B”, Section “B-2(h) – Community Services: Community Arenas - Additional Services” be removed in its entirety and replaced with a new Schedule “B”, Section “B-2(h) – Community Services: Community Arenas - Additional Services” in the form attached to and forming part of this Bylaw as Appendix “AA”;
- 1.28 That Schedule “B”, Section “B-2(K) – Community Services: Community Arenas - Arena Advertising” be removed in its entirety and replaced with a new Schedule “B”, Section “B-2(K) – Community Services: Community Arenas - Arena Advertising” in the form attached to and forming part of this Bylaw as Appendix “AB”;
- 1.29 That Schedule “B”, Section “B-3 – Community Services: Fees and Charges for Prince George Conference and Civic Centre” be removed in its entirety and replaced with a new Schedule “B”, Section “B-3 - Community Services: Fees and Charges for Prince George Conference and Civic Centre” in the form attached to and forming part of this Bylaw as Appendix “AC”;
- 1.30 That Schedule “B”, Section “B-4 - Community Services: Fees and Charges for Aquatics” be removed in its entirety and replaced with a new Schedule “B”, Section “B-4 - Community Services: Fees and Charges for Aquatics” in the form attached to and forming part of this Bylaw as Appendix “AD”;
- 1.31 That Schedule “B”, Section “B-6 - Community Services: Fees and Charges for Park Uses, Masich Place Stadium, and School User Fees” be removed in its entirety and replaced with a new Schedule “B”, Section “B-6 – Parks and Recreation: Fees and Charges for City Park Facilities and School District #57 Facility Rentals” in the form attached to and forming part of this Bylaw as Appendix “AE”;
- 1.32 That Schedule “B”, Section “B-7”- Community Services: Prince George Playhouse Theatre” be removed in its entirety and replaced with a new Schedule “B”, Section “B-7 – Community Services: Prince George Playhouse Theatre” in the form attached to and forming part of this Bylaw as Appendix “AF”;

- 1.33 That Schedule “C”, Section “C-2(c) – Public Safety and Civic Facilities: Off-Street Parking Facilities Fee Structure” be removed in its entirety and replaced with a new Schedule “C”, Section “C-2(c) – Public Safety and Civic Facilities: Off-Street Parking Facilities Fees Monthly Parking Rate” in the form attached to and forming part of this Bylaw as Appendix “AG”;
  - 1.34 That Schedule “C” , Section “C-3 – Administrative Services: Fees and Charges for Records Administration” be removed in its entirety and replaced with a new Schedule “C”, Section “C-3 - Administrative Services: Fees and Charges for Records Administration” in the form attached to and forming part of this Bylaw as Appendix “AH”;
  - 1.35 That Schedule “C”, Section “C-4 - Fire Protection and Fireworks: Fees and Charges for Fire Protection and Emergency Response” be removed in its entirety and replaced with a new Schedule “C”, Section “C-4 - Fire Protection and Fireworks: Fees and Charges for Fire Protection and Emergency Response” in the form attached to and forming part of this Bylaw as Appendix “AI”; and
  - 1.36 That Schedule “C”, Section “C-5- Public Safety and Civic Facilities: Fees and Charges for RCMP Support Services” be removed in its entirety and replaced with a new Schedule “C”, Section “C-5 – Public Safety and Civic Facilities: Fees and Charges for RCMP Support Services” in the form attached to and forming part of this Bylaw as Appendix “AJ”.
2. That the Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.
  3. That this Bylaw may be cited for all purposes as the "City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004, Amendment Bylaw No. 9080, 2019".

**READ A FIRST TIME THIS DAY OF , 2019.**

**READ A SECOND TIME THIS DAY OF , 2019.**

**READ A THIRD TIME THIS DAY OF , 2019.**

First three readings passed by a  
and eligible to vote.

decision of Members of City Council present

ADOPTED THIS                      DAY OF                      2019,  
BY A                      DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND  
ELIGIBLE TO VOTE

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MAYOR

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CORPORATE OFFICER

Appendix "A"  
To Bylaw No. 9080, 2019  
"A – 3"

**CEMETERY FEES**

Fees and Charges for the Cemetery

**EFFECTIVE: January 1, 2020**

**A-3(a)**

Grave Space Permit Fees		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
<b>Flat Marker Gravespace</b>					
Adult - single	Resident	<b>\$2,736.00</b>	<b>\$2,818.00</b>	<b>\$2,903.00</b>	<b>\$2,990.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$684.00	\$705.00	\$726.00	\$748.00
	Non-Resident	<b>\$3,075.00</b>	<b>\$3,167.00</b>	<b>\$3,262.00</b>	<b>\$3,360.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$769.00	\$792.00	\$816.00	\$840.00
Adult - companion plot	Resident	<b>\$4,787.00</b>	<b>\$4,931.00</b>	<b>\$5,079.00</b>	<b>\$5,231.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,197.00	\$1,233.00	\$1,270.00	\$1,308.00
	Non-Resident	<b>\$5,472.00</b>	<b>\$5,636.00</b>	<b>\$5,805.00</b>	<b>\$5,979.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,368.00	\$1,409.00	\$1,451.00	\$1,495.00
Child (2-14 years)	Resident	<b>\$847.00</b>	<b>\$872.00</b>	<b>\$898.00</b>	<b>\$925.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$212.00	\$218.00	\$225.00	\$232.00
	Non-Resident	<b>\$1,096.00</b>	<b>\$1,129.00</b>	<b>\$1,163.00</b>	<b>\$1,198.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$274.00	\$282.00	\$290.00	\$299.00

Infant (less than 2 years of age)	Resident	<b>\$604.00</b>	<b>\$622.00</b>	<b>\$641.00</b>	<b>\$660.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$151.00	\$156.00	\$161.00	\$166.00
	Non-Resident	<b>\$748.00</b>	<b>\$770.00</b>	<b>\$793.00</b>	<b>\$817.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$187.00	\$193.00	\$199.00	\$205.00
Cremated Remains - single	Resident	<b>\$684.00</b>	<b>\$705.00</b>	<b>\$726.00</b>	<b>\$748.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$171.00	\$176.00	\$181.00	\$186.00
	Non-Resident	<b>\$733.00</b>	<b>\$755.00</b>	<b>\$778.00</b>	<b>\$801.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$183.00	\$188.00	\$194.00	\$200.00
Cremated Remains - companion	Resident	<b>\$1,197.00</b>	<b>\$1,233.00</b>	<b>\$1,270.00</b>	<b>\$1,308.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$299.00	\$308.00	\$317.00	\$327.00
	Non-Resident	<b>\$1,505.00</b>	<b>\$1,550.00</b>	<b>\$1,597.00</b>	<b>\$1,645.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$376.00	\$387.00	\$399.00	\$411.00
<b>Upright Monument Gravespace</b>		<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Adult - single	Resident	<b>\$3,072.00</b>	<b>\$3,164.00</b>	<b>\$3,259.00</b>	<b>\$3,357.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$768.00	\$791.00	\$815.00	\$839.00
	Non-Resident	<b>\$3,411.00</b>	<b>\$3,513.00</b>	<b>\$3,618.00</b>	<b>\$3,727.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$853.00	\$879.00	\$905.00	\$932.00
Adult - companion plot	Resident	<b>\$5,379.00</b>	<b>\$5,540.00</b>	<b>\$5,706.00</b>	<b>\$5,877.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,345.00	\$1,385.00	\$1,427.00	\$1,470.00
	Non-Resident	<b>\$6,055.00</b>	<b>\$6,237.00</b>	<b>\$6,424.00</b>	<b>\$6,617.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,514.00	\$1,559.00	\$1,606.00	\$1,654.00



Child (2-14 years)	Resident	<b>\$1,035.00</b>	<b>\$1,066.00</b>	<b>\$1,098.00</b>	<b>\$1,131.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$259.00	\$267.00	\$275.00	\$283.00
	Non-Resident	<b>\$1,336.00</b>	<b>\$1,376.00</b>	<b>\$1,417.00</b>	<b>\$1,460.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$336.00	\$346.00	\$356.00	\$367.00
Infant (less than 2 years of age)	Resident	<b>\$723.00</b>	<b>\$745.00</b>	<b>\$767.00</b>	<b>\$790.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$181.00	\$186.00	\$192.00	\$198.00
	Non-Resident	<b>\$916.00</b>	<b>\$943.00</b>	<b>\$971.00</b>	<b>\$1,000.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$229.00	\$236.00	\$243.00	\$250.00
Cremated Remains - single	Resident	<b>\$765.00</b>	<b>\$788.00</b>	<b>\$812.00</b>	<b>\$836.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$191.00	\$197.00	\$203.00	\$209.00
	Non-Resident	<b>\$825.00</b>	<b>\$850.00</b>	<b>\$876.00</b>	<b>\$902.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$206.00	\$212.00	\$218.00	\$225.00
Cremated Remains - companion	Resident	<b>\$1,339.00</b>	<b>\$1,379.00</b>	<b>\$1,420.00</b>	<b>\$1,463.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$335.00	\$345.00	\$355.00	\$366.00
	Non-Resident	<b>\$1,444.00</b>	<b>\$1,487.00</b>	<b>\$1,532.00</b>	<b>\$1,578.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$361.00	\$372.00	\$383.00	\$394.00
<b>Green Burial Gravespace</b>		<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Adult - single	Resident	<b>\$2,736.00</b>	<b>\$2,818.00</b>	<b>\$2,903.00</b>	<b>\$2,990.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$684.00	\$705.00	\$726.00	\$748.00
	Non-Resident	<b>\$3,075.00</b>	<b>\$3,167.00</b>	<b>\$3,262.00</b>	<b>\$3,360.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$769.00	\$792.00	\$816.00	\$840.00

Cremated Remains - single	Resident	<b>\$684.00</b>	<b>\$705.00</b>	<b>\$726.00</b>	<b>\$748.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$171.00	\$176.00	\$181.00	\$186.00
	Non-Resident	<b>\$733.00</b>	<b>\$755.00</b>	<b>\$778.00</b>	<b>\$801.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$183.00	\$188.00	\$194.00	\$200.00
Scattering of Cremated Remains	Resident	<b>\$227.00</b>	<b>\$234.00</b>	<b>\$241.00</b>	<b>\$248.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$0.00	\$0.00	\$0.00	\$0.00
	Non-Resident	<b>\$242.00</b>	<b>\$249.00</b>	<b>\$256.00</b>	<b>\$264.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$0.00	\$0.00	\$0.00	\$0.00

Appendix "B"  
To Bylaw No. 9080, 2019  
"A – 3"

**CEMETERY FEES**  
*Fees and Charges for the Cemetery*

**EFFECTIVE: January 1, 2020**

**A-3(b)**

Service Fees	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020	2021	2022	2023
<b>Opening and Closing Grave for Burial</b>				
Adult	\$1,096.00	\$1,129.00	\$1,163.00	\$1,198.00
Child	\$324.00	\$334.00	\$344.00	\$354.00
Infant	\$0.00	\$0.00	\$0.00	\$0.00
Cremated Remains	\$342.00	\$352.00	\$363.00	\$374.00
Extra Depth (Additional Fee)	\$596.00	\$614.00	\$632.00	\$651.00
<b>Opening and Closing Grave for Exhumation</b>				
Adult	\$2,186.00	\$2,252.00	\$2,320.00	\$2,390.00
Child	\$2,186.00	\$2,252.00	\$2,320.00	\$2,390.00
Infant	\$1,093.00	\$1,126.00	\$1,160.00	\$1,195.00
Cremated Remains	\$411.00	\$423.00	\$436.00	\$449.00
Extra Depth (Additional Fee)	\$754.00	\$777.00	\$800.00	\$824.00
The above exhumation shall apply to each exhumation required in the case of multiple grave space interments as provided for in Section 5.2 of the City of Prince George Cemetery Bylaw No. 8046, 2008, as amended from time to time.				
<b>Additional Fees Interment, Entombment, Inurnments</b>				
Adult, Child for Saturday burials	\$699.00	\$720.00	\$742.00	\$764.00
Cremated Remains for Saturday burials	\$183.00	\$188.00	\$194.00	\$200.00
Fee for after 3:30 pm services (Monday-Friday)	\$183.00	\$188.00	\$194.00	\$200.00
Pallbearer assistance (maximum 2 people)	\$143.00	\$147.00	\$151.00	\$156.00
Lowering device rental	\$175.00	\$180.00	\$185.00	\$191.00
Administration Fee	\$74.00	\$76.00	\$78.00	\$80.00

Flat Grave Marker Installation - Concrete wash installed by City					
Extra Small Marker (0.20m x 0.31m)	Total Fee	<b>\$281.00</b>	<b>\$289.00</b>	<b>\$298.00</b>	<b>\$307.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
Small Flat Marker (0.31m x 0.51m)	Total Fee	<b>\$281.00</b>	<b>\$289.00</b>	<b>\$298.00</b>	<b>\$307.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
Medium Flat Marker (0.41m x 0.71m)	Total Fee	<b>\$363.00</b>	<b>\$374.00</b>	<b>\$385.00</b>	<b>\$397.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
Large Flat Marker (0.46m x 0.76m)	Total Fee	<b>\$524.00</b>	<b>\$540.00</b>	<b>\$556.00</b>	<b>\$573.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
Extra Large Flat Marker (0.46m x 1.10m)	Total Fee	<b>\$524.00</b>	<b>\$540.00</b>	<b>\$556.00</b>	<b>\$573.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
Flat Grave Marker Installation - Concrete wash installed by Supplier					
Extra Small Marker (0.20m x 0.31m)	Total Fee	<b>\$197.00</b>	<b>\$203.00</b>	<b>\$209.00</b>	<b>\$215.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
Small Flat Marker (0.31m x 0.51m)	Total Fee	<b>\$197.00</b>	<b>\$203.00</b>	<b>\$209.00</b>	<b>\$215.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
Medium Flat Marker (0.41m x 0.71m)	Total Fee	<b>\$254.00</b>	<b>\$262.00</b>	<b>\$270.00</b>	<b>\$278.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
Large Flat Marker (0.46m x 0.76m)	Total Fee	<b>\$332.00</b>	<b>\$342.00</b>	<b>\$352.00</b>	<b>\$363.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
Extra Large Flat Marker (0.46m x 1.10m)	Total Fee	<b>\$332.00</b>	<b>\$342.00</b>	<b>\$352.00</b>	<b>\$363.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
Upright Monument Installation					
Small Upright Marker - up to 0.91m base	Total Fee	<b>\$731.00</b>	<b>\$753.00</b>	<b>\$776.00</b>	<b>\$799.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
	Total Fee	<b>\$1,086.00</b>	<b>\$1,119.00</b>	<b>\$1,153.00</b>	<b>\$1,188.00</b>

Large Upright Marker - up to 1.52m base	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
Small Pillow Marker - up to 0.91m base	Total Fee	<b>\$731.00</b>	<b>\$753.00</b>	<b>\$776.00</b>	<b>\$799.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
Large Pillow Marker - up to 1.52m base	Total Fee	<b>\$1,086.00</b>	<b>\$1,119.00</b>	<b>\$1,153.00</b>	<b>\$1,188.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
<b>Grave Covers</b>		<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Grave Cover Foundation Construction		\$1,393.00	\$1,435.00	\$1,478.00	\$1,522.00
Grave Cover Installation (each time)	Total Fee	<b>\$359.00</b>	<b>\$370.00</b>	<b>\$381.00</b>	<b>\$392.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
Grave Cover removal & reinstallation for subsequent interment		\$2,052.00	\$2,114.00	\$2,177.00	\$2,242.00
<b>Marker Handling Fees</b>					
Loading and Unloading of Markers		\$79.00	\$81.00	\$83.00	\$85.00
Flat Marker Removal		\$79.00	\$81.00	\$83.00	\$85.00
Flat Marker Reinstallation		N/A	N/A	N/A	N/A
Flat Marker Removal and Reinstallation		\$158.00	\$163.00	\$168.00	\$173.00
Upright Marker Removal		\$394.00	\$406.00	\$418.00	\$431.00
Upright Marker Removal and Reinstallation		\$788.00	\$812.00	\$836.00	\$861.00
Disposal of Flat Markers		\$108.00	\$111.00	\$114.00	\$117.00
Disposal of Upright Markers		\$155.00	\$160.00	\$165.00	\$170.00
<b>Interment Liners</b>					
Adult Casket Liner		\$591.00	\$609.00	\$627.00	\$646.00
Adult Casket Vault		\$754.00	\$777.00	\$800.00	\$824.00
Child Casket Liner		\$406.00	\$418.00	\$431.00	\$444.00
Infant Casket Liner		\$337.00	\$347.00	\$357.00	\$368.00
Cremation Liner		\$180.00	\$185.00	\$191.00	\$197.00
Cremation Companion Liner		\$224.00	\$231.00	\$238.00	\$245.00
Externally Supplied Casket Liner / vault handling fee		\$171.00	\$176.00	\$181.00	\$186.00
Externally Supplied Cremation Liner / vault handling fee		\$103.00	\$106.00	\$109.00	\$112.00

Appendix "C"  
To Bylaw No. 9080, 2019  
"A – 3"

**CEMETERY FEES**

Fees and Charges for the Cemetery

**EFFECTIVE: January 1, 2020**

**A-3(c)**

Mausoleum/Columbaria Fees		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
Mausoleum Crypts					
Single Crypts - Price includes single crypt (for one casket) and perpetual care. Services and accessories are additional at time of use. Level E is top level. Level A is bottom level.					
Level E	Resident	<b>\$11,312.00</b>	<b>\$11,651.00</b>	<b>\$12,001.00</b>	<b>\$12,361.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,697.00	\$1,748.00	\$1,800.00	\$1,854.00
	Non-Resident	<b>\$13,575.00</b>	<b>\$13,982.00</b>	<b>\$14,401.00</b>	<b>\$14,833.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$2,036.00	\$2,097.00	\$2,160.00	\$2,225.00
Level D	Resident	<b>\$14,850.00</b>	<b>\$15,296.00</b>	<b>\$15,755.00</b>	<b>\$16,228.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$2,227.00	\$2,294.00	\$2,363.00	\$2,434.00
	Non-Resident	<b>\$17,375.00</b>	<b>\$17,896.00</b>	<b>\$18,433.00</b>	<b>\$18,986.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$2,606.00	\$2,684.00	\$2,765.00	\$2,848.00
Level C	Resident	<b>\$19,457.00</b>	<b>\$20,041.00</b>	<b>\$20,642.00</b>	<b>\$21,261.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$2,919.00	\$3,007.00	\$3,097.00	\$3,190.00
	Non-Resident	<b>\$23,348.00</b>	<b>\$24,048.00</b>	<b>\$24,769.00</b>	<b>\$25,512.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$3,502.00	\$3,607.00	\$3,715.00	\$3,826.00
Level B	Resident	<b>\$20,212.00</b>	<b>\$20,818.00</b>	<b>\$21,443.00</b>	<b>\$22,086.00</b>

	<i>Includes Perpetual Care Fund Contribution</i>	\$3,032.00	\$3,123.00	\$3,217.00	\$3,314.00
	Non-Resident	<b>\$24,253.00</b>	<b>\$24,981.00</b>	<b>\$25,730.00</b>	<b>\$26,502.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$3,638.00	\$3,747.00	\$3,859.00	\$3,975.00
Level A	Resident	<b>\$18,100.00</b>	<b>\$18,643.00</b>	<b>\$19,202.00</b>	<b>\$19,778.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$2,715.00	\$2,796.00	\$2,880.00	\$2,966.00
	Non-Resident	<b>\$21,719.00</b>	<b>\$22,371.00</b>	<b>\$23,042.00</b>	<b>\$23,733.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$3,258.00	\$3,356.00	\$3,457.00	\$3,561.00
<b>Companion Front Crypts</b>					
<b>Includes double crypt space (for two caskets) and perpetual care. Services and accessories are additional at time of use. Level E is top level. Level A is bottom level.</b>					
Level E	Resident	<b>\$24,113.00</b>	<b>\$24,836.00</b>	<b>\$25,581.00</b>	<b>\$26,348.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$3,620.00	\$3,729.00	\$3,841.00	\$3,956.00
	Non-Resident	<b>\$28,959.00</b>	<b>\$29,828.00</b>	<b>\$30,723.00</b>	<b>\$31,645.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$4,344.00	\$4,474.00	\$4,608.00	\$4,746.00
Level D	Resident	<b>\$34,389.00</b>	<b>\$35,421.00</b>	<b>\$36,484.00</b>	<b>\$37,579.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$5,158.00	\$5,313.00	\$5,472.00	\$5,636.00
	Non-Resident	<b>\$41,267.00</b>	<b>\$42,505.00</b>	<b>\$43,780.00</b>	<b>\$45,093.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$6,190.00	\$6,376.00	\$6,567.00	\$6,764.00
Level C	Resident	<b>\$40,724.00</b>	<b>\$41,946.00</b>	<b>\$43,204.00</b>	<b>\$44,500.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$6,109.00	\$6,292.00	\$6,481.00	\$6,675.00
	Non-Resident	<b>\$48,869.00</b>	<b>\$50,335.00</b>	<b>\$51,845.00</b>	<b>\$53,400.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$7,330.00	\$7,550.00	\$7,777.00	\$8,010.00

Level B	Resident	<b>\$43,741.00</b>	<b>\$45,053.00</b>	<b>\$46,405.00</b>	<b>\$47,797.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$6,561.00	\$6,758.00	\$6,961.00	\$7,170.00
	Non-Resident	<b>\$52,488.00</b>	<b>\$54,063.00</b>	<b>\$55,685.00</b>	<b>\$57,356.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$7,873.00	\$8,109.00	\$8,352.00	\$8,603.00
Level A	Resident	<b>\$42,231.00</b>	<b>\$43,498.00</b>	<b>\$44,803.00</b>	<b>\$46,147.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$6,335.00	\$6,525.00	\$6,721.00	\$6,923.00
	Non-Resident	<b>\$50,678.00</b>	<b>\$52,198.00</b>	<b>\$53,764.00</b>	<b>\$55,377.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$7,602.00	\$7,830.00	\$8,065.00	\$8,307.00
<b>Mausoleum Crypt Memorialization</b>					
Single Crypts Bronze Light / Vase Unit, Surname, 2 Given Names Birth & Death dates included		\$1,508.00	\$1,553.00	\$1,600.00	\$1,648.00
Companion Front Crypts Bronze Light / Vase Unit, Surname, 2 Given Names Birth & Death dates included		\$2,716.00	\$2,797.00	\$2,881.00	\$2,967.00
Crypt Bronze Religious Plaque for Memorial		\$334.00	\$344.00	\$354.00	\$365.00
Crypt Lettering over the 4 line limit		\$218.00	\$225.00	\$232.00	\$239.00
<b>Mausoleum Services</b>					
Entombment Fees - Per Casket		\$1,026.00	\$1,057.00	\$1,089.00	\$1,122.00
Placement of Floral Arrangements on Crypts		\$36.00	\$37.00	\$38.00	\$39.00
Crypt Photo Ceramic (8 cmx10 cm) with frame		\$359.00	\$370.00	\$381.00	\$392.00



Appendix "D"  
To Bylaw No. 9080, 2019  
"A – 3"

**CEMETERY FEES**

Fees and Charges for the Cemetery

**EFFECTIVE: January 1, 2020**

**A-3(d)**

Mausoleum/Columbaria Fees		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
<b>Mausoleum Cremation Niches</b>					
<b>Marble Front Niches</b>					
Marble Niches - 0.30m W, 0.30m H 0.30m D Type A Level 10	Resident	<b>\$1,357.00</b>	<b>\$1,398.00</b>	<b>\$1,440.00</b>	<b>\$1,483.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$203.00	\$209.00	\$215.00	\$221.00
	Non-Resident	<b>\$1,629.00</b>	<b>\$1,678.00</b>	<b>\$1,728.00</b>	<b>\$1,780.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$244.00	\$251.00	\$259.00	\$267.00
Marble Niches - 0.30m W, 0.30m H 0.30m D Type A Level 9	Resident	<b>\$1,508.00</b>	<b>\$1,553.00</b>	<b>\$1,600.00</b>	<b>\$1,648.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$226.00	\$233.00	\$240.00	\$247.00
	Non-Resident	<b>\$1,810.00</b>	<b>\$1,864.00</b>	<b>\$1,920.00</b>	<b>\$1,978.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$271.00	\$279.00	\$287.00	\$296.00
Marble Niches - 0.30m W, 0.30m H 0.30m D Type A Level 8	Resident	<b>\$1,659.00</b>	<b>\$1,709.00</b>	<b>\$1,760.00</b>	<b>\$1,813.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$249.00	\$256.00	\$264.00	\$272.00
	Non-Resident	<b>\$1,991.00</b>	<b>\$2,051.00</b>	<b>\$2,113.00</b>	<b>\$2,176.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$299.00	\$308.00	\$317.00	\$327.00

Corner Marble Niches - 0.30m W, 0.30m H 0.30m D Type D Level 10	Resident	<b>\$1,810.00</b>	<b>\$1,864.00</b>	<b>\$1,920.00</b>	<b>\$1,978.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$271.00	\$279.00	\$287.00	\$296.00
	Non-Resident	<b>\$2,172.00</b>	<b>\$2,237.00</b>	<b>\$2,304.00</b>	<b>\$2,373.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$326.00	\$336.00	\$346.00	\$356.00
Corner Marble Niches - 0.30m W, 0.30m H 0.30m D Type D Level 9	Resident	<b>\$1,960.00</b>	<b>\$2,019.00</b>	<b>\$2,080.00</b>	<b>\$2,142.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$294.00	\$303.00	\$312.00	\$321.00
	Non-Resident	<b>\$2,354.00</b>	<b>\$2,425.00</b>	<b>\$2,498.00</b>	<b>\$2,573.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$353.00	\$364.00	\$375.00	\$386.00
Corner Marble Niches - 0.30m W, 0.30m H 0.30m D Type D Level 8	Resident	<b>\$2,112.00</b>	<b>\$2,175.00</b>	<b>\$2,240.00</b>	<b>\$2,307.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$317.00	\$327.00	\$337.00	\$347.00
	Non-Resident	<b>\$2,535.00</b>	<b>\$2,611.00</b>	<b>\$2,689.00</b>	<b>\$2,770.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$380.00	\$391.00	\$403.00	\$415.00
<b>Glass Front Niches</b>					
Glass Niches - 0.28m W, 0.28m H 0.30m D Type C Level 10	Resident	<b>\$1,810.00</b>	<b>\$1,864.00</b>	<b>\$1,920.00</b>	<b>\$1,978.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$271.00	\$279.00	\$287.00	\$296.00
	Non-Resident	<b>\$2,172.00</b>	<b>\$2,237.00</b>	<b>\$2,304.00</b>	<b>\$2,373.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$326.00	\$336.00	\$346.00	\$356.00
Glass Niches - 0.28m W, 0.28m H 0.30m D Type C Level 9	Resident	<b>\$2,074.00</b>	<b>\$2,136.00</b>	<b>\$2,200.00</b>	<b>\$2,266.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$311.00	\$320.00	\$330.00	\$340.00
	Non-Resident	<b>\$2,487.00</b>	<b>\$2,562.00</b>	<b>\$2,639.00</b>	<b>\$2,718.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$373.00	\$384.00	\$396.00	\$408.00
	Resident	<b>\$2,337.00</b>	<b>\$2,407.00</b>	<b>\$2,479.00</b>	<b>\$2,553.00</b>

Glass Niches - 0.28m W, 0.28m H 0.30m D Type C Level 8	<i>Includes Perpetual Care Fund Contribution</i>	\$351.00	\$362.00	\$373.00	\$384.00
	Non-Resident	<b>\$2,805.00</b>	<b>\$2,889.00</b>	<b>\$2,976.00</b>	<b>\$3,065.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$421.00	\$434.00	\$447.00	\$460.00
Glass Niches - 0.30m W, 0.30m H 0.30m D Type A Level 7	Resident	<b>\$2,487.00</b>	<b>\$2,562.00</b>	<b>\$2,639.00</b>	<b>\$2,718.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$373.00	\$384.00	\$396.00	\$408.00
	Non-Resident	<b>\$2,986.00</b>	<b>\$3,076.00</b>	<b>\$3,168.00</b>	<b>\$3,263.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$448.00	\$461.00	\$475.00	\$489.00
Glass Niches - 0.30m W, 0.30m H 0.30m D Type A Level 6	Resident	<b>\$2,716.00</b>	<b>\$2,797.00</b>	<b>\$2,881.00</b>	<b>\$2,967.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$407.00	\$419.00	\$432.00	\$445.00
	Non-Resident	<b>\$3,257.00</b>	<b>\$3,355.00</b>	<b>\$3,456.00</b>	<b>\$3,560.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$489.00	\$504.00	\$519.00	\$535.00
Glass Niches - 0.30m W, 0.30m H 0.30m D Type A Level 5	Resident	<b>\$2,942.00</b>	<b>\$3,030.00</b>	<b>\$3,121.00</b>	<b>\$3,215.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$441.00	\$454.00	\$468.00	\$482.00
	Non-Resident	<b>\$3,530.00</b>	<b>\$3,636.00</b>	<b>\$3,745.00</b>	<b>\$3,857.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$529.00	\$545.00	\$561.00	\$578.00
Glass Niches - 0.30m W, 0.30m H 0.30m D Type A Level 2	Resident	<b>\$2,942.00</b>	<b>\$3,030.00</b>	<b>\$3,121.00</b>	<b>\$3,215.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$441.00	\$454.00	\$468.00	\$482.00
	Non-Resident	<b>\$3,530.00</b>	<b>\$3,636.00</b>	<b>\$3,745.00</b>	<b>\$3,857.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$529.00	\$545.00	\$561.00	\$578.00
	Resident	<b>\$2,791.00</b>	<b>\$2,875.00</b>	<b>\$2,961.00</b>	<b>\$3,050.00</b>

Glass Niches - 0.30m W, 0.30m H 0.30m D Type A Level 1	<i>Includes Perpetual Care Fund Contribution</i>	\$419.00	\$432.00	\$445.00	\$458.00
	Non-Resident	<b>\$3,349.00</b>	<b>\$3,449.00</b>	<b>\$3,552.00</b>	<b>\$3,659.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$502.00	\$517.00	\$533.00	\$549.00
Corner Glass - 0.30m W, 0.30m H 0.30m D Type B Level 7	Resident	<b>\$3,168.00</b>	<b>\$3,263.00</b>	<b>\$3,361.00</b>	<b>\$3,462.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$475.00	\$489.00	\$504.00	\$519.00
	Non-Resident	<b>\$3,800.00</b>	<b>\$3,914.00</b>	<b>\$4,031.00</b>	<b>\$4,152.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$570.00	\$587.00	\$605.00	\$623.00
Corner Glass - 0.30m W, 0.30m H 0.30m D Type B Level 6	Resident	<b>\$3,394.00</b>	<b>\$3,496.00</b>	<b>\$3,601.00</b>	<b>\$3,709.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$509.00	\$524.00	\$540.00	\$556.00
	Non-Resident	<b>\$4,073.00</b>	<b>\$4,195.00</b>	<b>\$4,321.00</b>	<b>\$4,451.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$611.00	\$629.00	\$648.00	\$667.00
Corner Glass - 0.30m W, 0.30m H 0.30m D Type B Level 5	Resident	<b>\$3,619.00</b>	<b>\$3,728.00</b>	<b>\$3,840.00</b>	<b>\$3,955.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$543.00	\$559.00	\$576.00	\$593.00
	Non-Resident	<b>\$4,344.00</b>	<b>\$4,474.00</b>	<b>\$4,608.00</b>	<b>\$4,746.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$652.00	\$672.00	\$692.00	\$713.00
Corner Glass - 0.30m W, 0.30m H 0.30m D Type B Level 2	Resident	<b>\$3,619.00</b>	<b>\$3,728.00</b>	<b>\$3,840.00</b>	<b>\$3,955.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$543.00	\$559.00	\$576.00	\$593.00
	Non-Resident	<b>\$4,344.00</b>	<b>\$4,474.00</b>	<b>\$4,608.00</b>	<b>\$4,746.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$652.00	\$672.00	\$692.00	\$713.00
	Resident	<b>\$3,394.00</b>	<b>\$3,496.00</b>	<b>\$3,601.00</b>	<b>\$3,709.00</b>

Corner Glass - 0.30m W, 0.30m H 0.30m D Type B Level 1	<i>Includes Perpetual Care Fund Contribution</i>	\$509.00	\$524.00	\$540.00	\$556.00
	Non-Resident	<b>\$4,073.00</b>	<b>\$4,195.00</b>	<b>\$4,321.00</b>	<b>\$4,451.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$611.00	\$629.00	\$648.00	\$667.00
Glass Niches - 0.30m W, 0.36m H 0.30m D Type G Level 4	Resident	<b>\$4,223.00</b>	<b>\$4,350.00</b>	<b>\$4,481.00</b>	<b>\$4,615.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$633.00	\$652.00	\$672.00	\$692.00
	Non-Resident	<b>\$5,068.00</b>	<b>\$5,220.00</b>	<b>\$5,377.00</b>	<b>\$5,538.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$760.00	\$783.00	\$806.00	\$830.00
Glass Niches - 0.30m W, 0.36m H 0.30m D Type G Level 3	Resident	<b>\$4,223.00</b>	<b>\$4,350.00</b>	<b>\$4,481.00</b>	<b>\$4,615.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$633.00	\$652.00	\$672.00	\$692.00
	Non-Resident	<b>\$5,068.00</b>	<b>\$5,220.00</b>	<b>\$5,377.00</b>	<b>\$5,538.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$760.00	\$783.00	\$806.00	\$830.00
Corner Glass - 0.30m W, 0.36m H 0.30m D Type I Level 4	Resident	<b>\$4,828.00</b>	<b>\$4,973.00</b>	<b>\$5,122.00</b>	<b>\$5,276.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$724.00	\$746.00	\$768.00	\$791.00
	Non-Resident	<b>\$5,792.00</b>	<b>\$5,966.00</b>	<b>\$6,145.00</b>	<b>\$6,329.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$869.00	\$895.00	\$922.00	\$950.00
Corner Glass - 0.30m W, 0.36m H 0.30m D Type I Level 3	Resident	<b>\$4,828.00</b>	<b>\$4,973.00</b>	<b>\$5,122.00</b>	<b>\$5,276.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$724.00	\$746.00	\$768.00	\$791.00
	Non-Resident	<b>\$5,792.00</b>	<b>\$5,966.00</b>	<b>\$6,145.00</b>	<b>\$6,329.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$869.00	\$895.00	\$922.00	\$950.00

Glass Niches - 0.41m W, 0.30m H 0.30m D Type D Level 7	Resident	<b>\$5,418.00</b>	<b>\$5,581.00</b>	<b>\$5,748.00</b>	<b>\$5,920.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$813.00	\$837.00	\$862.00	\$888.00
	Non-Resident	<b>\$5,689.00</b>	<b>\$5,860.00</b>	<b>\$6,036.00</b>	<b>\$6,217.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$853.00	\$879.00	\$905.00	\$932.00
Glass Niches - 0.41m W, 0.30m H 0.30m D Type D Level 6	Resident	<b>\$5,204.00</b>	<b>\$5,360.00</b>	<b>\$5,521.00</b>	<b>\$5,687.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$781.00	\$804.00	\$828.00	\$853.00
	Non-Resident	<b>\$6,244.00</b>	<b>\$6,431.00</b>	<b>\$6,624.00</b>	<b>\$6,823.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$937.00	\$965.00	\$994.00	\$1,024.00
Glass Niches - 0.41m W, 0.30m H 0.30m D Type D Level 2	Resident	<b>\$5,204.00</b>	<b>\$5,360.00</b>	<b>\$5,521.00</b>	<b>\$5,687.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$781.00	\$804.00	\$828.00	\$853.00
	Non-Resident	<b>\$6,244.00</b>	<b>\$6,431.00</b>	<b>\$6,624.00</b>	<b>\$6,823.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$937.00	\$965.00	\$994.00	\$1,024.00
Glass Niches - 0.41m W, 0.30m H 0.30m D Type D Level 1	Resident	<b>\$4,978.00</b>	<b>\$5,127.00</b>	<b>\$5,281.00</b>	<b>\$5,439.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$747.00	\$769.00	\$792.00	\$816.00
	Non-Resident	<b>\$5,973.00</b>	<b>\$6,152.00</b>	<b>\$6,337.00</b>	<b>\$6,527.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$896.00	\$923.00	\$951.00	\$980.00
Glass Niches - 0.46m W, 0.30m H 0.30m D Type E Level 7	Resident	<b>\$5,279.00</b>	<b>\$5,437.00</b>	<b>\$5,600.00</b>	<b>\$5,768.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$792.00	\$816.00	\$840.00	\$865.00
	Non-Resident	<b>\$6,335.00</b>	<b>\$6,525.00</b>	<b>\$6,721.00</b>	<b>\$6,923.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$950.00	\$979.00	\$1,008.00	\$1,038.00
	Resident	<b>\$5,505.00</b>	<b>\$5,670.00</b>	<b>\$5,840.00</b>	<b>\$6,015.00</b>

Glass Niches - 0.46m W, 0.30m H 0.30m D Type E Level 6	<i>Includes Perpetual Care Fund Contribution</i>	\$826.00	\$851.00	\$877.00	\$903.00
	Non-Resident	<b>\$6,606.00</b>	<b>\$6,804.00</b>	<b>\$7,008.00</b>	<b>\$7,218.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$991.00	\$1,021.00	\$1,052.00	\$1,084.00
Glass Niches - 0.46m W, 0.30m H 0.30m D Type E Level 5	Resident	<b>\$5,731.00</b>	<b>\$5,903.00</b>	<b>\$6,080.00</b>	<b>\$6,262.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$860.00	\$886.00	\$913.00	\$940.00
	Non-Resident	<b>\$6,877.00</b>	<b>\$7,083.00</b>	<b>\$7,295.00</b>	<b>\$7,514.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,032.00	\$1,063.00	\$1,095.00	\$1,128.00
Glass Niches - 0.46m W, 0.30m H 0.30m D Type E Level 2	Resident	<b>\$5,731.00</b>	<b>\$5,903.00</b>	<b>\$6,080.00</b>	<b>\$6,262.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$860.00	\$886.00	\$913.00	\$940.00
	Non-Resident	<b>\$6,877.00</b>	<b>\$7,083.00</b>	<b>\$7,295.00</b>	<b>\$7,514.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,032.00	\$1,063.00	\$1,095.00	\$1,128.00
Glass Niches - 0.46m W, 0.30m H 0.30m D Type E Level 1	Resident	<b>\$5,505.00</b>	<b>\$5,670.00</b>	<b>\$5,840.00</b>	<b>\$6,015.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$826.00	\$851.00	\$877.00	\$903.00
	Non-Resident	<b>\$6,606.00</b>	<b>\$6,804.00</b>	<b>\$7,008.00</b>	<b>\$7,218.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$991.00	\$1,021.00	\$1,052.00	\$1,084.00
Glass Niches - 0.46m W, 0.36m H 0.30m D Type J Level 4	Resident	<b>\$6,787.00</b>	<b>\$6,991.00</b>	<b>\$7,201.00</b>	<b>\$7,417.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,018.00	\$1,049.00	\$1,080.00	\$1,112.00
	Non-Resident	<b>\$8,145.00</b>	<b>\$8,389.00</b>	<b>\$8,641.00</b>	<b>\$8,900.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,222.00	\$1,259.00	\$1,297.00	\$1,336.00
	Resident	<b>\$6,787.00</b>	<b>\$6,991.00</b>	<b>\$7,201.00</b>	<b>\$7,417.00</b>

Glass Niches - 0.46m W, 0.36m H 0.30m D Type J Level 3	<i>Includes Perpetual Care Fund Contribution</i>	\$1,018.00	\$1,049.00	\$1,080.00	\$1,112.00
	Non-Resident	<b>\$8,145.00</b>	<b>\$8,389.00</b>	<b>\$8,641.00</b>	<b>\$8,900.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,222.00	\$1,259.00	\$1,297.00	\$1,336.00
Glass Niches - 0.61m W, 0.36m H 0.30m D Type H Level 5	Resident	<b>\$7,240.00</b>	<b>\$7,457.00</b>	<b>\$7,681.00</b>	<b>\$7,911.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,086.00	\$1,119.00	\$1,153.00	\$1,188.00
	Non-Resident	<b>\$8,689.00</b>	<b>\$8,950.00</b>	<b>\$9,219.00</b>	<b>\$9,496.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,303.00	\$1,342.00	\$1,382.00	\$1,423.00
Glass Niches - 0.61m W, 0.30m H 0.30m D Type F Level 4	Resident	<b>\$8,597.00</b>	<b>\$8,855.00</b>	<b>\$9,121.00</b>	<b>\$9,395.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,290.00	\$1,329.00	\$1,369.00	\$1,410.00
	Non-Resident	<b>\$10,316.00</b>	<b>\$10,625.00</b>	<b>\$10,944.00</b>	<b>\$11,272.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,547.00	\$1,593.00	\$1,641.00	\$1,690.00
Glass Niches - 0.61m W, 0.30m H 0.30m D Type F Level 3	Resident	<b>\$8,597.00</b>	<b>\$8,855.00</b>	<b>\$9,121.00</b>	<b>\$9,395.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,290.00	\$1,329.00	\$1,369.00	\$1,410.00
	Non-Resident	<b>\$10,316.00</b>	<b>\$10,625.00</b>	<b>\$10,944.00</b>	<b>\$11,272.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,547.00	\$1,593.00	\$1,641.00	\$1,690.00



Appendix "E"  
To Bylaw No. 9080, 2019  
"A – 3"

**CEMETERY FEES**

Fees and Charges for the Cemetery

**EFFECTIVE: January 1, 2020**

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**A-3(e)**

<b>Mausoleum Niche Services and Memorialization</b>	<b>Rates Effective Jan 1<sup>st</sup> - Dec 31<sup>st</sup></b>			
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Niche Inurnment for Cremation	\$203.00	\$209.00	\$215.00	\$221.00
Opening of Glass Niche for decoration	\$75.00	\$77.00	\$79.00	\$81.00
Niche Photo Ceramic (6 cmx8 cm) with frame	\$302.00	\$311.00	\$320.00	\$330.00
Marble Front Niche Letters (each)	\$6.00	\$6.00	\$7.00	\$7.00

Appendix "F"  
To Bylaw No. 9080, 2019  
"A – 3"

**CEMETERY FEES**

Fees and Charges for the Cemetery

**EFFECTIVE: January 1, 2020**

**A-3(f)**

<b>Memorialization</b>		<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Green Burial Memorial Rock Space and Plaque	Resident	<b>\$218.00</b>	<b>\$225.00</b>	<b>\$232.00</b>	<b>\$239.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
	Non-Resident	<b>\$245.00</b>	<b>\$252.00</b>	<b>\$260.00</b>	<b>\$268.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
Memorial Wall Space and Plaque	Resident	<b>\$328.00</b>	<b>\$338.00</b>	<b>\$348.00</b>	<b>\$358.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
	Non-Resident	<b>\$361.00</b>	<b>\$372.00</b>	<b>\$383.00</b>	<b>\$394.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
Memorial Wall Space	Resident	<b>\$109.00</b>	<b>\$112.00</b>	<b>\$115.00</b>	<b>\$118.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
	Non-Resident	<b>\$121.00</b>	<b>\$125.00</b>	<b>\$129.00</b>	<b>\$133.00</b>
	<i>Includes Perpetual Care Fund Contribution</i>	\$10.00	\$10.00	\$10.00	\$10.00
Stainless Steel cost/letter for Header – 8 cm		\$21.00	\$22.00	\$23.00	\$24.00
Stainless Steel cost/letter for Surname/dates - 3.5 cm		\$8.00	\$8.00	\$9.00	\$9.00
Stainless Steel cost/letter for Given Name and Dates – 2 cm		\$6.00	\$6.00	\$7.00	\$7.00

Appendix "G"  
To Bylaw No. 9080, 2019  
"A – 3"

**CEMETERY FEES**

Fees and Charges for the Cemetery

**EFFECTIVE: January 1, 2020**

**A-3(g)**

Columbaria/Private		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
1 niche (2 sets of cremains)	Resident	\$2,186.00	\$2,252.00	\$2,320.00	\$2,390.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$328.00	\$338.00	\$348.00	\$358.00
	Non-Resident	\$2,622.00	\$2,701.00	\$2,782.00	\$2,865.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$393.00	\$405.00	\$417.00	\$430.00
2 niche (4 sets of cremains)	Resident	\$4,371.00	\$4,502.00	\$4,637.00	\$4,776.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$656.00	\$676.00	\$696.00	\$717.00
	Non-Resident	\$5,246.00	\$5,403.00	\$5,565.00	\$5,732.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$787.00	\$811.00	\$835.00	\$860.00
4 niche (8 sets of cremains)	Resident	\$6,556.00	\$6,753.00	\$6,956.00	\$7,165.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$983.00	\$1,012.00	\$1,042.00	\$1,073.00
	Non-Resident	\$7,867.00	\$8,103.00	\$8,346.00	\$8,596.00
	<i>Includes Perpetual Care Fund Contribution</i>	\$1,180.00	\$1,215.00	\$1,251.00	\$1,289.00

Appendix "H"  
To Bylaw No. 9080, 2019

**A - 6**

**DEVELOPMENT SERVICES**

*Fees and Charges for Garbage Collection*

**EFFECTIVE: January 1, 2020**

**GENERAL FEES:**

**Standard Manual Collection Service**

**A-6(a)**

Standard Manual Collection Service		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
Dwelling Unit (per 3 month period)	1 collection per week; 4 containers per collection	\$46.02	\$46.94	\$47.88	\$48.84
Church (per 3 month period)	1 collection per week; 4 containers per collection	\$46.02	\$46.94	\$47.88	\$48.84
All other categories (per 3 month period)	2 collections per week; 4 containers per collection	\$114.45	\$116.74	\$119.07	\$121.45
<b>Automated Collection Service</b>					
Small container (per 3 month period)		\$38.00	\$38.75	\$39.50	\$40.25
Medium container (per 3 month period)		\$50.00	\$51.00	\$52.00	\$53.00
Large container (per 3 month period)		\$60.75	\$62.00	\$63.25	\$64.50
<b>Miscellaneous Service Fees</b>					
Container Replacement Fee		\$75.00	\$75.00	\$75.00	\$75.00
Container Exchange Fee (to increase size)		\$30.00	\$30.00	\$30.00	\$30.00
Container Recovery Credit		(\$75.00)	(\$75.00)	(\$75.00)	(\$75.00)
One Time Pick-up		\$75.00	\$75.00	\$75.00	\$75.00

Appendix "I"  
To Bylaw No. 9080, 2019  
"A – 7"

**DEVELOPMENT SERVICES**

*Fees and Charges for Highways*

***EFFECTIVE: January 1, 2020***

**A-7(a) SCHEDULE OF FEES**

**A New Culvert Installation**

New culvert installation is based on the required 8.0m culvert length. The City shall charge for supply and installation. Installation includes supply and delivery of two(2) loads of granular material. Should the applicant provide his own culvert, the culvert supply cost shall be refunded. Should the applicant request additional granular material, supply and delivery will be charged per load.

New Culvert Installation	Supply of Culvert	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020 Total Fee	2021 Total Fee	2022 Total Fee	2023 Total Fee
400mm Diameter Culvert	\$364.00	\$1,689.00	\$1,740.00	\$1,792.00	\$1,846.00
500mm Diameter Culvert	\$454.00	\$1,828.00	\$1,883.00	\$1,939.00	\$1,997.00
600mm Diameter Culvert	\$600.00	\$1,938.00	\$1,996.00	\$2,056.00	\$2,118.00
<b>Additional length of culvert per meter cost</b>					
400mm Diameter Culvert		\$66.00	\$68.00	\$70.00	\$72.00
500mm Diameter Culvert		\$83.00	\$85.00	\$88.00	\$91.00
600mm Diameter Culvert		\$97.00	\$100.00	\$103.00	\$106.00
<b>B Extensions to Existing Culverts</b>					
<b>4.0 m Extension</b>					
400mm Diameter Culvert	\$182.00	\$1,247.00	\$1,284.00	\$1,323.00	\$1,363.00
500mm Diameter Culvert	\$227.00	\$1,328.00	\$1,368.00	\$1,409.00	\$1,451.00
600mm Diameter Culvert	\$300.00	\$1,390.00	\$1,432.00	\$1,475.00	\$1,519.00
<b>2.0 m Extension</b>					
400mm Diameter Culvert	\$91.00	\$906.00	\$933.00	\$961.00	\$990.00
500mm Diameter Culvert	\$113.00	\$951.00	\$980.00	\$1,009.00	\$1,039.00
600mm Diameter Culvert	\$150.00	\$987.00	\$1,017.00	\$1,048.00	\$1,079.00
<b>Additional Granular Material - Supply and Delivery per load (6.0 cubic meters)</b>					
		\$300.00	\$309.00	\$318.00	\$328.00

**C Erect Concrete Curb and Gutter**

1) Curb Drop Installation	\$ 320.00	per linear meter
2) Concrete Sidewalk Installation	\$ 160.00	per square meter
3) Asphalt Installation	\$ 70.00	per square meter

**D Access Application Permit Fee** \$ 50.00

**E. Extraordinary Vehicle Permit Fee**

Yearly rate below or 0.10 per km of vehicle travel for which the permit is issued, whichever is greater; to a maximum of an Extraordinary Vehicle Annual Permit Fee of the yearly rate below.

1) Vehicle Travel	\$ 50.00 or \$0.10 per km, whichever is greater
2) Extraordinary Vehicle Annual Permit Fee	\$ 200.00

**F Highway Right-of-Way Occupancy Permit Fee\*** \$ 50.00

**G Work on Highway Right-Of-Way / Utility Permit Fee\*** \$ 250.00

**Road Cut Fees**

Road Cut Fees apply when work or an activity affects the paved portion of a Highway, and are in addition to permit fees.

Calendar years since road construction, last reconstruction or last resurfacing	Pavement Degradation Fee (per m <sup>2</sup> )
<b>2 years or less</b>	<b>\$33.00</b>
<b>2 to 4 years</b>	<b>\$28.00</b>
<b>4 to 7 years</b>	<b>\$22.00</b>
<b>7 to 10 years</b>	<b>\$14.00</b>
<b>More than 10 years</b>	<b>\$6.00</b>

Road cuts will be a minimum width of 1 metre. Pavement cuts shall be straight, vertical and parallel or perpendicular to property lines. No uneven or ragged edges will be permitted. Pavement cuts parallel to the direction of traffic shall occur at land lines. Asphalt patching shall be completed with a step joint with a minimum 300mm overlap. All surfaces will be tack coated. All edges will be sealed with a bead of hot rubberized asphalt.

**H Administration Charge** \$ 100.00

**I      Inspection Fee**

**\$   100.00**

**\* May require security as described in Section 10.05 of City of Prince George Highways Bylaw No. 8065, 2008, as amended from time to time.**

All applications for culvert installations, curb drop installations, asphalt and concrete sidewalk installations that apply between October 1st and April 15th shall pay the actual costs of construction. The applicant will be required to authorize by signature, a third party billing agreement, agreeing to pay all costs incurred during the installations. The applicant must deposit, with the City, security equaling the additional costs related to thawing or excavating frozen ground. The final account reconciliation will be made after all work is complete in the following spring and the City will advise the applicant of any refund or additional cost at that time.

Appendix "J"  
To Bylaw No. 9080, 2019  
"A – 9"

**PUBLIC WORKS**

*Fees and Charges for Sanitary Sewer*

***EFFECTIVE: January 1, 2020***

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**A-9(a)**

**1. CONNECTION FEES**

Pursuant to Section 7.1 the normal connection fees for residential service connections on roadways with classifications of Local or Collector with a depth of less than three (3) meters from April 15<sup>th</sup> to September 1<sup>st</sup> shall be:

**1.1.1**

<b>Connection Size</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
100mm (4inch)	\$4,600.00	\$5,300.00	\$6,000.00	\$6,000.00

\*Fee applies to connection installed on the basis of a single connection in a single trench

\*\*Where multiple services can be installed in a single one (1) metre wide trench, a reduction of \$2,000.00 per additional service will be applied.

**1.2** Where curbs, gutters, sidewalk and asphaltic pavement have been installed on the street prior to the sewer connection application being received, the extra cost of connection to cover repairs, over and above the connection fee, shall be:

<b>1.2.1.</b>	<b>Curb and gutter repair – each curb</b>	<b>\$1,500.00</b>
<b>1.2.2.</b>	<b>Pavement repair or pipe pushing</b>	
	-8m wide road	\$5,000.00
	-10m wide road	\$5,500.00
<b>1.2.3</b>	<b>Concrete sidewalk repair – each sidewalk</b>	<b>\$2,000.00</b>
<b>1.2.4</b>	<b>Asphalt sidewalk repair – each sidewalk</b>	<b>\$1,000.00</b>
<b>1.2.5</b>	<b>Boulevard repair-each side</b>	<b>\$600.00</b>



## 2. INSTALLATION

Upon receipt of the connection fee, the Authorized Person will, within ninety days, weather permitting, provide and install a service connection to the applicant's property. If such connection is not practicable the Authorized Person will so notify the applicant within sixty days and the City shall refund charges or fees paid to the City by the applicant.

## 3. DEEP CONNECTION AND OFF-SEASON CONSTRUCTION

- 3.1 All applicants for service connections that apply between September 2<sup>nd</sup> and April 15<sup>th</sup> shall pay the actual cost of the construction. The applicant will be required to authorize, by signature, a third party billing arrangement agreeing to pay all costs incurred during the installation of the connection. They must deposit with the City security equaling the estimated cost of doing the work. Charges may include costs for replacement of cold mix asphalt and hot mix asphalt in the spring, hydro/telephone pole holding, dewatering and costs relating to thawing or excavating frozen ground. The final count reconciliation will be made after all work is complete in the spring and the City will advise the applicant of any refund or extra cost at that time.
- 3.2 All applications for service connections where the connection will be at a depth of three (3) meters or deeper, shall pay the actual cost of the construction. The applicant will be required to authorize, by signature, a third party billing arrangement agreeing to pay all costs incurred during the installation of the connection. They must deposit with the City security equaling the estimated cost of doing the work. The final account reconciliation will be made after all work is complete and the City will advise the applicant of any refund or extra cost at that time.

### A-9(b)

Flat Rate Charges (per month)	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020	2021	2022	2023
<b>One or Two Family Residential Dwelling</b>				
Each Dwelling Unit	\$40.00	\$42.00	\$44.00	\$46.00
<b>Business and Multi Family Dwelling</b>				
Churches	\$46.00	\$48.00	\$50.00	\$53.00
Laundromats and Laundries, per washing machine	\$66.00	\$69.00	\$72.00	\$76.00
Motels, per unit	\$25.00	\$26.00	\$27.00	\$28.00
Multiple Family Dwelling, per dwelling unit	\$30.00	\$32.00	\$34.00	\$36.00
Schools, per classroom	\$39.00	\$41.00	\$43.00	\$45.00

Trailer and/or Mobile Home Parks, per licensed trailer or mobile home space	\$30.00	\$32.00	\$34.00	\$36.00
<b>All Other Uses Not Listed</b>				
First 100 m <sup>2</sup> of floor space or part thereof	\$40.00	\$42.00	\$44.00	\$46.00
Each additional 100 m <sup>2</sup> or part thereof	\$14.00	\$15.00	\$16.00	\$17.00
<b>Strata Title Unit</b>				
Each Dwelling Unit	\$29.00	\$30.00	\$32.00	\$34.00
<b>Metered User Rate (per Imperial Gallon) (90% of Water Rate)</b>	\$0.00306	\$0.00315	\$0.00325	\$0.00335

## 2. EXTRA TREATMENT CHARGES

2.1 Pursuant to Section 7.5, extra treatment charges shall be as follows:

Charge for Treating one (1) Kilogram of B.O.D. above permitted limits - \$0.5929

Charge for Treating one (1) Kilogram of T.S.S. above permitted limits - \$0.5929

## 3. EMERGENCY CALL OUT

During regular working hours	\$ 0.00
Outside of regular working hours	\$90.00 per call out
After Hours Blocked Sewer	\$120.00 per hour

## 4. WASTE DISCHARGE PERMIT ADMINISTRATION FEE

- 4.1 The holder of a Waste Discharge Permit shall pay an annual Waste Discharge Permit Administration Fee of \$1,000.00 for each Waste Discharge Permit issued to him for the discharge of Non-Domestic Waste to a Sewer.
- 4.2 The Waste Discharge Permit Administration Fee is payable upon Issuance of a Waste Discharge Permit and upon each anniversary thereafter.
- 4.3 If the Waste Discharge Permit Administration Fee is not paid within 90 days of its due date, the Waste Discharge Permit in respect of which the Waste Discharge Permit Administration Fee is payable shall be automatically terminated and of no effect.
- 4.4 Each person who applies for a Waste Discharge Permit shall pay an Application Fee of \$100.00. The Application Fee is not refundable but is credited to the Waste Discharge Permit Administration Fee.

- 4.5 Each time a holder of a Waste Discharge Permit requests an amendment to the Waste Discharge Permit held by him, he shall pay a fee of \$100.00 for a minor amendment, and \$250.00 for major amendment shall be applied.

## **5. WASTE DISCHARGE PERMITS ISSUED FOR PERIODS OF LESS THAN 365 DAYS**

Where a Waste Discharge Permit is issued for a period of less than 365 days, the Waste Discharge Permit Administration Fee shall be pro-rated based on the number of days remaining before the end of the year.

## **6. BILLING PROCEDURES**

- 6.1 Bills shall be rendered twice yearly by the City for the use of the sewer system, except for metered accounts and metered residential accounts which shall be rendered quarterly. Should the due date as printed on the bill fall on any Saturday, Sunday or Holiday, then the next business day following that Saturday, Sunday or Holiday shall be taken as the due date.
- 6.2 Non-receipt of the utility bill will not be recognized as a valid excuse for failure to pay the rates when due.

## **7. SPECIAL USER RATES**

### **7.1. TRUCKED WASTE**

Trucked waste will require haulers to obtain a permit to discharge at authorized location. Authorized locations may change based on operational needs/requirements at each site.

- |         |   |                         |
|---------|---|-------------------------|
| 7.1.1   | Authorization access fee for each hauling company<br>(includes first access card)   | \$500.00 per year       |
| 7.1.1.1 | Additional Access Cards or Replacement Cards  | \$100.00 each           |
| 7.1.2   | Volume charge*<br>*for sites without flow meters, truck capacity must<br>be provided and billing will be based off 90% of total<br>capacity for each unit.                        | \$45 per cubic meter    |
| 7.1.3   | Unauthorized or contaminated discharge<br>(not meeting Bylaw)<br>**Additional cleanup costs to remove material and<br>Transfer for proper facility plus treatment may also apply. | \$5000.00 per offence** |
| 7.2     | Sani-dump Authorization – New and Existing  | \$100.00 per site/year  |
| 7.3     | Sampling requirement for non-compliance with City of Prince George Sanitary Sewer Bylaw<br>No. 9055, 2019 as amended from time to time.   |                         |

For sites which require follow-up testing due to non-compliance with the City of Prince George Sanitary Sewer Use Bylaw No. 9055, 2019 as amended from time to time may require additional onsite sampling.

7.3.1 Return site visit to obtain follow-up sample \$150.00 per visit

## 8. PENALTY

- 8.1 The user rate for all consumer accounts rendered shall be subject to a penalty of ten percent (10%) if the account is paid after the due date as printed on the Utility bill.
- 8.2 The date of payment shall be the date the account is received at City Hall or paid at any Chartered Bank in British Columbia, as evidenced by cash register impression or tellers stamp.
- 8.3 Payments shall be applied firstly against charges in arrear and thereafter against the current charges.
- 8.4 In the event the payments are less than the total amount currently due, the penalty shall be applicable only to that portion of the current charges unpaid.

## 9. ESTIMATION OF USAGE AND ADJUSTMENTS

Where an adjustment in rates of the City of Prince George Water Bylaw has occurred to an individual account, the maximum calculated period for adjustment purposes to the Sewer rates shall be 12 months.

A-9(c)

Capacity Charge (per quarterly period)	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020	2021	2022	2023
<b>Meter Size</b>				
4" (102mm)	\$35.00	\$37.00	\$39.00	\$41.00
6" (152mm)	\$189.54	\$199.00	\$209.00	\$219.00
8" (203mm) AND LARGER	\$405.67	\$426.00	\$447.00	\$469.00

Appendix "K"  
To Bylaw No. 9080, 2019  
"A – 13"

**PUBLIC WORKS**

Fees and Charges for Storm Sewer Rates

**EFFECTIVE: January 1, 2020**

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**A-13**

**1. CONNECTION FEES**

Pursuant to Section 3.1 the normal connection fees for connections for residential service connections on roadways with classifications of Local or Collector and with a depth of less than three (3) meters from April 15<sup>th</sup> to September 1<sup>st</sup> shall be as follows:

**1.1**

Connection Size	2020	2021	2022	2023
100mm (4 inch)	\$4,600.00	\$5,300.00	\$6,000.00	\$6,000.00

\* Fee applies to connections installed on the basis of a single connection in a single trench.

\*\* Where multiple services can be installed in a single one (1) metre wide trench, a reduction of \$2,000 per additional service will be applied.

**1.2** Where curbs, gutters, asphaltic pavement, concrete or asphaltic sidewalk or boulevard exists on the street prior to the storm sewer connection application being received, the extra cost of connection to cover repairs, over and above the connection fee, shall be:

	<b>Fee</b>
1.2.1 Curb & Gutter Repair - each curb	\$1,500.00
1.2.2 Pavement Repair or Pipe Pushing	
- 8m wide road	\$5,000.00
- 10m wide road	\$5,500.00
1.2.3 Concrete Sidewalk Repair - each sidewalk	\$2,000.00
1.2.4 Asphalt Sidewalk Repair - each sidewalk	\$1,000.00
1.2.5 Boulevard repair – each side	\$ 600.00

**2. INSTALLATION**

Upon receipt of the connection fee, the Engineer will, within ninety days, weather permitting, provide and install a service connection to the applicant's property. If such

connection is not practicable, the Engineer will so notify the applicant within sixty days and the City shall refund charges or fees paid to the City by the applicant.

3. **DEEP CONNECTION & OFF-SEASON CONSTRUCTION**

- 3.1 All applications for service connections that apply between September 2<sup>nd</sup> and April 15<sup>th</sup> shall pay the actual cost of the construction. The applicant will be required to authorize, by signature, a third party billing arrangement agreeing to pay all costs incurred during the installation of the connection. They must deposit with the City security equaling the estimated cost of doing the work. Charges may include costs for replacement of cold mix asphalt and hot mix asphalt in the Spring and costs relating to thawing or excavating frozen ground. The final account reconciliation will be made after all work is complete in the Spring and the City will advise the applicant of any refund or extra cost at that time.
- 3.2 All applications for service connections where the connection will be at a depth of three (3) meters or deeper, shall pay the actual cost of the construction. The applicant will be required to authorize, by signature, a third party billing arrangement agreeing to pay all costs incurred during the installation of the connection. They must deposit with the City security equaling the estimated cost of doing the work. The final account reconciliation will be made after all work is complete and the City will advise the applicant of any refund or extra cost at that time.

Appendix "L"  
To Bylaw No. 9080, 2019  
**"A - 14"**

**DEVELOPMENT SERVICES**

*Fees and Charges for Subdivision Control*

***EFFECTIVE: January 1, 2020***

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**A-14**

**5. Street Signs**

Fee, per sign, for the fabrication and installation, by the City of Prince George, \$200.00  
of street signs required for a subdivision or a development, including regulatory  
signs and street name signs. Payable at the time the subdivision receives final  
approval or at the time of building permit issuance.

Street Signs	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020	2021	2022	2023
Fee, per sign	\$291.00	\$300.00	\$309.00	\$318.00

Appendix "M"  
To Bylaw No. 9080, 2019  
**"A – 16"**

**PUBLIC WORKS**

*Fees and Charges for Water Rates and Regulation*

**EFFECTIVE: January 1, 2020**

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**A-16(a)**

**1. CONNECTION FEES**

Pursuant to Section 3.2 the normal connection fees for residential service connections on roadways with classifications of Local or Collector and with a depth of less than three (3) meters from April 15<sup>th</sup> to September 1<sup>st</sup> shall be as follows:

**1.1**

Connection Size	2020	2021	2022	2023
Less than 25mm (1 inch)	\$5,300.00	\$6,400.00	\$7,600.00	\$7,600.00

\*Fee applies to connections installed on the basis of a single connection in a single trench. Services over 1" in size will be charged based on actual costs for installation. Cost estimates will be provided by the City for approval prior to commencing with any work.

\*\*Where multiple services can be installed in a single one (1) metre wide trench, a reduction of \$2,000 per additional service will be applied.

1.2 Where curbs, gutters, asphaltic pavement, concrete or asphaltic sidewalk or boulevard exists on the street prior to the water connection application being received, the extra cost of connection to cover repairs, over and above the connection fee, shall be:

	<b><u>Fee</u></b>
1.2.1 Curb & Gutter Repair - each curb	\$1,500.00
1.2.2 Pavement Repair or Pipe Pushing	
- 8m wide road	\$5,000.00
- 10m wide road	\$5,500.00
1.2.3 Concrete Sidewalk Repair - each sidewalk	\$2,000.00
1.2.4 Asphalt Sidewalk Repair – each sidewalk	\$1,000.00
1.2.5 Boulevard Repair – each side	\$ 600.00



## 2. INSTALLATION

Upon receipt of the connection fee, the Engineer will, within ninety days, weather permitting, provide and install a service connection to the applicant's property. If such connection is not practicable, the Engineer will so notify the applicant within sixty days and the City shall refund charges or fees paid to the City by the applicant.

## 3. DEEP CONNECTION & OFF-SEASON CONSTRUCTION

- 3.1 All applicants for service connections that apply between September 2<sup>nd</sup> and April 15<sup>th</sup> shall pay the actual cost of the construction. The applicant will be required to authorize, by signature, a third party billing arrangement agreeing to pay all costs incurred during the installation of the connection. They must deposit with the City security equaling the estimated cost of doing the work. Charges may include costs for replacement of cold mix asphalt and hot mix asphalt in the spring, hydro/tel pole holding, dewatering and costs relating to thawing or excavating frozen ground. The final count reconciliation will be made after all work is complete in the spring and the City will advise the applicant of any refund or extra cost at that time.
- 3.2 All applications for service connections where the connection will be at a depth of three (3) meters or deeper, shall pay the actual cost of the construction. The applicant will be required to authorize, by signature, a third party billing arrangement agreeing to pay all costs incurred during the installation of the connection. They must deposit with the City security equaling the estimated cost of doing the work. The final account reconciliation will be made after all work is complete and the City will advise the applicant of any refund or extra cost at that time.

## A-16(b)

### 1. USER RATES

1.1	Flat Rate Charges (per month)	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
1.1.1	<b>One or Two Family Residential Dwelling</b>				
	Each Dwelling Unit	\$43.00	\$44.00	\$45.00	\$46.00
1.1.2	<b>Business and Multi Family Dwelling</b>				
	All business or Multiple Family Dwelling property owners shall install a water meter except where special exemption has been granted by the Engineer, in which case, the applicable flat rate charge below shall be levied ( <b>MINIMUM</b> charge (per month) except where specific rate is given:				
	Churches	\$49.00	\$50.00	\$52.00	\$54.00
	Laundromats and Laundries, per washing machine	\$69.00	\$71.00	\$73.00	\$75.00
	Motels, per unit	\$27.00	\$28.00	\$29.00	\$30.00

1.1.3	Multiple Family Dwelling, per dwelling unit	\$32.00	\$33.00	\$34.00	\$35.00
	Schools, per classroom	\$42.00	\$43.00	\$44.00	\$45.00
	Trailer and/or Mobile Home Parks, per licensed trailer or mobile home space	\$32.00	\$33.00	\$34.00	\$35.00
	<b>All Other Uses Not Listed</b>				
	First 100 m <sup>2</sup> of floor space or part thereof	\$43.00	\$44.00	\$45.00	\$46.00
1.1.4	Each additional 100 m <sup>2</sup> or part thereof	\$14.00	\$15.00	\$15.00	\$16.00
	<b>Strata Title Unit</b>				
	Each Dwelling Unit	\$32.00	\$33.00	\$34.00	\$35.00

### 1.1.5 Landscaping Irrigation

The flat rate for unmetered service connections used exclusively for irrigation of landscaped areas shall be Three Hundred and Thirty Three Dollars and One Cent (\$333.01) per acre for the summer irrigation season. Such flat rate shall become due and payable on the first day of July in each year.

## 1.2 METERED USER RATES

All metered accounts are subject to a capacity and a consumption charge for each quarterly period.

### 1.2.1 Capacity Charge

The capacity charge for each quarterly period is a flat rate charge based on meter size. The following rates shall apply (per quarterly period):

Capacity Charge (per quarterly period)	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020	2021	2022	2023
<b>Meter Size</b>				
Up to 3/4" (19mm)	\$55.38	\$57.00	\$59.00	\$61.00
1" (25mm)	\$113.98	\$117.00	\$121.00	\$125.00
1.5" (38mm)	\$342.83	\$353.00	\$364.00	\$375.00
2" (51mm)	\$743.29	\$766.00	\$789.00	\$813.00
3" (76mm)	\$2,122.20	\$2,186.00	\$2,252.00	\$2,320.00
4" (102mm)	\$4,601.13	\$4,739.00	\$4,881.00	\$5,027.00
6" (152mm)	\$13,136.96	\$13,531.00	\$13,937.00	\$14,355.00
8" (203mm) AND LARGER	\$28,116.46	\$28,960.00	\$29,829.00	\$30,724.00
<b>Combined Fire and Domestic Meters</b>				
4" (102mm)	\$4,601.13	\$4,739.00	\$4,881.00	\$5,027.00

1.2.3	6" (152mm)	\$13,136.96	\$13,531.00	\$13,937.00	\$14,355.00
	8" (203mm) AND LARGER	\$28,116.46	\$28,960.00	\$29,829.00	\$30,724.00
	<b>Consumption Charge (per Imperial Gallon)</b>	\$0.00340	\$0.00350	\$0.00361	\$0.00372

### 1.3 **WATER CONSTRUCTION FLAT RATE CHARGE**

All commercial and residential property owners shall pay a flat rate charge for water consumed during the construction process up until a water meter is installed. The charge shall be calculated on the gross square meter of floor space of the building as follows:

Gross Floor Area (m <sup>2</sup> )	Water Construction Rate per month
0 - 200	\$25.00
201 - 1,000	\$26.00
1,001 - 5,000	\$27.00
5,001 - 10,000	\$28.00
10,001 - above	\$29.00

## 2. **OTHER CHARGES**

### 2.1 **METER ACCESS CHARGE**

Each failed attempt to access a meter where notice has been requested by the City and access has not been provided. \$150.00 per call

#### 2.1.1 **FINAL OR SPECIAL METER READINGS**

Each manual reading or special reading by the meter reader. \$150.00 per call

#### 2.1.2 **METER TESTING**

Deposit for testing of water meter \$150.00

- If testing determines that meter is:
  - o Reading accurately, City keeps deposit.
  - o Reading is inaccurate, City returns deposit and adjusts previous billing to average of previous billing history (maximum six (6) month adjustment)

### 2.2 **TAMPERING WITH WATER METERS**

Penalty for each incident where City staff determine that tampering has occurred with a water meter \$500.00 per incident

### 2.3 **PRIVATE USE OF CITY FIRE HYDRANTS**

The charge for the use of a fire hydrant shall be:

Permit Fee	\$100.00
Monthly charge	\$1000.00

2.3.1 Penalty for connecting to a hydrant without a permit: \$2,000.00 per incident

## 2.4 **MUNICIPAL FIRE PROTECTION**

The annual charge payable to the City for the availability of fire hydrants and water supplies for fire protection purposes shall be the actual annual maintenance costs.

## 2.5 **SERVICE CONNECTION ABANDONMENT CHARGE**

The charge for service connection abandonment shall be: \$3,500.00

At the discretion of the Authorized Person, if a new service is in a location that may facilitate the service abandonment within the same excavation the abandonment charge shall be waived.

The abandonment charge is exclusive of restoration requirements. Restoration costs shall be the rate as outlined in section 1 Connection Fees.

## 2.6 **EMERGENCY CALL OUT**

Outside of regular working hours \$150.00 per call out

## 2.7 **WATER SERVICE TURN ON OR TURN OFF CHARGE**

Water service turn on or turn off charge outside of normal City working hours \$200.00 per call

## 2.8 **UTILITY BILL SUSPENSION FEE**

Per three (3) month billing period \$45.00

## 2.9 **PRIVATE FIRE HYDRANT MAINTENANCE**

Per hydrant \$300.00

## 2.10 **ACCOUNT SET UP FEE**

A flat fee for each new account added to the billing system \$50.00

## 2.11 **WATER METER REPLACEMENT**

The following flat rate amounts will be charged for replacement of water meters. The fee is based upon meter replacement value and labour costs.

Meter Size/Meter Reader	Type	2020	2021	2022	2023
20mm (¾in.)	Displacement Meter	\$610.00	\$646.60	\$685.40	\$726.52
	Meter Body Only	\$400.00	\$424.00	\$449.44	\$476.41

25mm (1.0in.)	Displacement Meter	\$720.00	\$763.20	\$808.99	\$857.53
	Meter Body Only	\$475.00	\$503.50	\$533.71	\$565.73
40mm (1.5in.)	Displacement Meter	\$1,080.00	\$1,144.80	\$1,213.49	\$1,286.30
	Meter Body Only	\$800.00	\$848.00	\$898.88	\$952.81
50mm (2.0in.)	Compound Meter	\$3,260.00	\$3,455.60	\$3,662.94	\$3,882.71
	Meter Body Only	\$2,520.00	\$2,671.20	\$2,831.47	\$3,001.36
75mm (3.0in.)	Compound Meter	\$4,300.00	\$4,558.00	\$4,831.48	\$5,121.37
	Meter Body Only	\$4,100.00	\$4,346.00	\$4,606.76	\$4,883.17
100mm (4.0in.)	Compound Meter	\$6,150.00	\$6,519.00	\$6,910.14	\$7,324.75
	Meter Body Only	\$5,800.00	\$6,148.00	\$6,516.88	\$6,907.89
150mm (6.0in.)	Compound Meter	\$10,540.00	\$11,172.40	\$11,842.74	\$12,553.31
	Meter Body Only	\$9,940.00	\$10,536.40	\$11,168.58	\$11,838.70
200mm (8.0in.)	Compound Meter	\$23,600.00	\$25,016.00	\$26,516.96	\$28,107.98
	Meter Body Only	\$19,600.00	\$20,776.00	\$22,022.56	\$23,343.91
20mm – 50mm (¾in. – 2.0in.) Pro/auto read	Positive Displacement Remote – Replace Register Only	\$590.00	\$625.40	\$662.92	\$702.70
50mm – 200mm (¾ in. – 2.0in.) E-coder R900I2- 8.0in.)	Compound Remote – Replace Register Only	\$1,100.00	\$1,166.00	\$1,235.96	\$1,310.12

## 2.12 BACKFLOW TESTING (commencing January 1, 2021)

Documentation processing fee

- City Data Input

\$10.00 per test result

- Online/remote entry (available by 2021)

\$5.00 per test result

Failure to provide test results prior to expiry date

\$20.00 per device

## 3. BILLING PROCEDURES

Bills shall be rendered twice yearly by the City for the use of the waterworks except for metered accounts and metered residential accounts, which shall be rendered quarterly. Should the due date as printed on the bill fall on any Saturday, Sunday or Holiday, then the next business day following the Saturday, Sunday or Holiday shall be taken as the due date.

The date of payment shall be the date the account is received at City Hall or paid at any chartered bank in British Columbia, as evidenced by cash register impression or tellers stamp.

Payments shall be applied firstly against charges in arrears and thereafter against the current charges. In the event that payments received are less than the total amount currently due, the penalty shall be applicable only to that portion of the current charges unpaid. Non-receipt of the utility bill will not be recognized as a valid excuse for failure to pay the rates when due.

## PENALTY

The user rate for all consumer accounts rendered shall be subject to a penalty of 10% if the account is paid after the due date as printed on the utility bill.

Appendix "N"  
To Bylaw No. 9080, 2019  
**A – 17**

**DEVELOPMENT SERVICES**

***Fees and Charges for Commercial Vehicle Licensing***

***EFFECTIVE: January 1, 2020***

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The fees due under the City of Prince George Commercial Vehicle Licensing Bylaw No. 7852, 2007, as amended from time to time and section 633 (1), (2) and (3) and 671 (1) of the *Local Government Act* are as follows:

<b>Local Government Act Section</b>	<b>Item</b>	<b>Fee \$</b>
633 (1)	Vehicle license fees for each license year for a vehicle of gross vehicular weight: <ul style="list-style-type: none"><li>• Not exceeding 2,800 kg</li><li>• Over 2,800 kg but not over 11,800 kg</li><li>• Over 11,800 kg but not over 20,000 kg</li><li>• Over 20,000 kg</li></ul>	25.00 30.00 35.00 40.00
633 (2)	Vehicle license fee for each license year for a vehicle operated under an agreement under section 10 of the <i>Commercial Transport Act</i>	30.00
633 (3)	Vehicle license transfer fee	6.25
635 (1)	Vehicle license administration fee	6.25

Appendix "O"  
To Bylaw No. 9080, 2019  
**"A - 18"**

**DEVELOPMENT SERVICES**

*Fees and Charges for Snow Dumping*

***EFFECTIVE: January 1, 2020***

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**A-18(a)**

Private snow haulers to deposit snow in the Guay Road Snow Dump are as follows:	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020 Total Fee	2021 Total Fee	2022 Total Fee	2023 Total Fee
Tandem Truck Load	\$18.00	\$19.00	\$20.00	\$21.00
End Dump Load	\$34.00	\$35.00	\$36.00	\$37.00
Truck/Pup Load	\$34.00	\$35.00	\$36.00	\$37.00

For each load hauled to the site.

Haulers shall pay to cover cost of snow dump attendant in times of sole or dedicated use. Payment shall be determined based on number of hours attendant is required for private use. Applicable amount of tickets for dedicated use to be paid to account for snow dump attendant cost.

Appendix "P"  
To Bylaw No. 9080, 2019  
**"B- 1"**

**COMMUNITY SERVICES**

*Fees and Charges for CN Centre*

***EFFECTIVE: January 1, 2020***

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**B-1(b)**

Winter Ice Rental Charges: CN Centre, Kin 1, 2, 3, RMCA, Elksentre	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020	2021	2022	2023
Standard Recreation Rate - Ice Rental	\$333.00	\$343.00	\$353.00	\$364.00
Adult Discount Recreation Ice (Prime)	\$209.00	\$215.00	\$221.00	\$228.00
Adult Discount Recreation Ice (Non-prime)	\$168.00	\$173.00	\$178.00	\$183.00
Youth Discount Recreation Ice (Prime)	\$112.00	\$115.00	\$118.00	\$122.00
Youth Discount Recreation Ice (Non-prime)	\$90.00	\$93.00	\$96.00	\$99.00
Standard Recreation Rate - Dry Floor	\$185.00	\$191.00	\$197.00	\$203.00
Adult Discount Recreation - Dry Floor	\$93.00	\$96.00	\$99.00	\$102.00
Youth Discount Recreation - Dry Floor	\$63.00	\$65.00	\$67.00	\$69.00



Appendix "Q"  
To Bylaw No. 9080, 2019  
**"B- 1"**

**COMMUNITY SERVICES**

Fees and Charges for CN Centre

**EFFECTIVE: January 1, 2020**

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**B-1(c)**

Spring & Summer Ice Rental Charges: CN Centre, Kin 1, 2, 3, RMCA, Elksentre	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020	2021	2022	2023
Non residents	\$333.00	\$343.00	\$353.00	\$364.00
Adult Prince George Area Residents	\$209.00	\$215.00	\$221.00	\$228.00
Youth Prince George Area Residents	\$156.00	\$161.00	\$166.00	\$171.00
Non Residents – Dry Floor	\$185.00	\$191.00	\$197.00	\$203.00
Adult Prince George Area Residents – Dry Floor	\$93.00	\$96.00	\$99.00	\$102.00
Youth Prince George Area Residents – Dry Floor	\$63.00	\$65.00	\$67.00	\$69.00

Appendix "R"  
To Bylaw No. 9080, 2019  
**"B- 1"**

**COMMUNITY SERVICES**

Fees and Charges for CN Centre

**EFFECTIVE: January 1, 2020**

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**B-1(d)**

<b>CN Centre: Recreation Events - Secure and Exclusive and Performance and Trade/Consumer Show Events Daily Rates</b>	<b>Rates Effective Jan 1<sup>st</sup> - Dec 31<sup>st</sup></b>			
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Standard Rate	\$3,900.00	\$4,000.00	\$4,150.00	\$4,300.00
Discount Rate	\$3,150.00	\$3,225.00	\$3,325.00	\$3,425.00

<b>Kin 1, 2, 3, RMCA, Elksentre: Recreation Events - Secure and Exclusive and Performance and Trade/Consumer Show Events Daily Rates</b>	<b>Rates Effective Jan 1<sup>st</sup> - Dec 31<sup>st</sup></b>			
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Standard Rate	\$1,960.00	\$2,025.00	\$2,100.00	\$2,150.00
Discount Rate	\$1,575.00	\$1,625.00	\$1,675.00	\$1,725.00

Appendix "S"  
To Bylaw No. 9080, 2019  
**"B- 1"**

**COMMUNITY SERVICES**

*Fees and Charges for CN Centre*

***EFFECTIVE: January 1, 2020***

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**B-1(e)**

CN Centre Meeting Rooms		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
Canfor Room - Ice Level 420 sq. ft.	Standard Daily Rate	\$69.50	\$72.00	\$74.00	\$76.00
	Discount Daily Rate	\$55.50	\$57.00	\$59.00	\$61.00
	Discount Evening Rate	\$37.00	\$38.00	\$39.00	\$40.00
Production office 209 sq. ft.	Standard Daily Rate	\$46.25	\$48.00	\$49.00	\$50.00
	Discount Daily Rate	\$34.75	\$36.00	\$37.00	\$38.00
	Discount Evening Rate	\$27.75	\$29.00	\$30.00	\$31.00
5th Dressing Room 378 sq. ft.	Standard Daily Rate	\$63.75	\$66.00	\$68.00	\$70.00
	Discount Daily Rate	\$51.00	\$53.00	\$55.00	\$57.00
	Discount Evening Rate	\$27.75	\$29.00	\$30.00	\$31.00

Appendix "T"  
To Bylaw No. 9080, 2019  
**"B- 1"**

**COMMUNITY SERVICES**

Fees and Charges for CN Centre

**EFFECTIVE: January 1, 2020**

**B-1(f)**

Additional Services	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020	2021	2022	2023
Electrical Connect/Disconnect	actual cost			
Arena Ice Removal/Replace	actual cost			
Arena Glass Removal/Replace	actual cost			
Concert Bowl	actual cost			
3/4 Bowl	actual cost			
Half House	actual cost			
Full House	actual cost			
Rink Boards Removal/Replace	actual cost			
Arena Flooring	actual cost			
Bleacher Removal	actual cost			
Custodial Charges	actual cost			
Local crew labour and rigging, stagehands	actual cost			
External Rentals	actual cost plus 25% admin fee			
Statutory Holiday Rates	actual cost			
Stage	actual cost			
Host Services	actual cost			
Additional Cleaning	actual cost plus labour and benefits			
Security	actual cost			
First Aid	actual cost			
Towel Service (per towel)	\$4.00	\$4.00	\$4.25	\$4.25
Parking Control	actual cost			
Traffic Control	actual cost			
SOCAN Fees	actual cost			
ReSound Fees	actual cost			

Catering	actual cost			
Camping - Exhibition Park - per day/unit; self-contained units only. No services provided. Charged to Event Licensee. Approved Sites only. Includes applicable taxes.	\$22.00	\$23.00	\$24.00	\$25.00

Appendix "U"  
To Bylaw No. 9080, 2019  
**"B- 1"**

**COMMUNITY SERVICES**

*Fees and Charges for CN Centre*

***EFFECTIVE: January 1, 2020***

**B-1(h)**

Audio Visual Rates	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020	2021	2022	2023
Camera Operator	Actual Cost plus Labour and Benefits			
Score Clock Operator	Actual Cost plus Labour and Benefits			
Music Operator	Actual Cost plus Labour and Benefits			
Television	\$33.00	\$34.00	\$35.00	\$36.00
Portable White Board	No charge			
Projection Screen 5' x 5'	\$21.00	\$22.00	\$23.00	\$24.00
Wired Microphone	\$21.00	\$22.00	\$23.00	\$24.00
Wireless Microphone	\$31.00	\$32.00	\$33.00	\$34.00
Easel/Podium	No charge			
Telephone	\$17.00	\$17.50	\$18.00	\$18.50
Speaker Telephone	\$22.00	\$23.00	\$24.00	\$25.00
Radio/phone	Deposit required			
Extension Cords	\$10.00	\$10.00	\$10.00	\$10.00
Portable P.A. System with one corded microphone	\$111.00	\$114.00	\$117.00	\$121.00
External Rentals	Rental cost plus 25% admin fee			
Long Distance Telephone Charges - per line includes telephone rental	\$130.00	\$134.00	\$138.00	\$142.00

Appendix "V"  
To Bylaw No. 9080, 2019  
**"B- 1"**

**COMMUNITY SERVICES**

*Fees and Charges for CN Centre*

**EFFECTIVE: January 1, 2020**

**B-1(j)**

**Prince George CN Centre Suite Fees**

<b>Suite Number</b>	<b>Total Base License Fee</b>	<b>Maintenance Fee</b>	<b>Total Fees</b>
<b>#1a</b>	\$12,709.38	\$300	\$13,009.38 plus 10 Cougars Seasons Tickets
<b>#1</b>	As per CN Rail Naming Rights Agreement		
<b>#2</b>	\$13,876.56	\$300	\$14,176.56 plus 15 Cougars Seasons tickets
<b>#3</b>	Cougar's suite at no cost as per Cougars/City Contract		
<b>#4</b>	City Managed Suite (see exceptions "Rentals" below)		
<b>#4 Rentals</b>	Suite may be rented on a per event or game basis as a fee applicable to the event or game.		
<b>#5</b>	\$14,265.63	\$300	\$14,565.63 plus 10 Cougars Seasons tickets
<b>#6</b>	\$15,406.88	\$300	\$15,706.88 plus 14 Cougars Seasons tickets
<b>#7</b>	\$14,265.63	\$300	\$14,565.63 plus 10 Cougars Seasons tickets
<b>#8</b>	\$12,709.38	\$300	\$13,009.38 plus 10 Cougars Seasons tickets
<b>#9</b>	\$12,709.38	\$300	\$13,009.38 plus 10 Cougars Seasons tickets
<b>#10</b>	\$12,242.50	\$300	\$12,542.50 plus 16 Cougars Seasons tickets
<b>#11</b>	\$12,605.63	\$300	\$12,905.63 plus 18 Cougars Seasons tickets
<b>#12</b>	\$11,153.13	\$300	\$11,453.13 plus 10 Cougars Seasons tickets
<b>#14</b>	\$12,424.06	\$300	\$12,724.06 plus 17 Cougars Seasons tickets

Appendix "W"  
To Bylaw No. 9080, 2019  
**"B- 1"**

**COMMUNITY SERVICES**

*Fees and Charges for CN Centre*

***EFFECTIVE: January 1, 2020***

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***B-1(l)***

**City's Share of Advertising Revenue sold by the Cougars in the CN Centre:**

- a. The City will be paid a flat fee of \$20,000 (plus GST or \$2,500), for their share of advertising revenue each season.
- b. **Ticketing Sponsorship:** For any naming rights promoted on TicketsNorth, the City shall receive 0% of total sponsorship
- c. **OTHER Permanent Advertising:** the City's share of Other Permanent Advertising Revenue, for example new loge Seating, or other areas yet to be determined, is to be mutually agreeable and negotiated between the City and the Cougars, and at the fee to be added to the Flat Fee assessed.



Appendix "X"  
To Bylaw No. 9080, 2019  
**"B – 2"**

**COMMUNITY SERVICES**

*Fees and Charges for Community Arenas*

***EFFECTIVE: January 1, 2020***

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**B-2(e)**

Daily Room Rental Rates		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
Rolling Mix Concrete Arena: Multi-purpose room	Standard Daily Rate	\$250.00	\$258.00	\$266.00	\$274.00
	Discount Daily Rate	\$200.00	\$206.00	\$212.00	\$218.00
	Discount Evening Rate	\$95.00	\$98.00	\$101.00	\$104.00
Kin Arenas: Activity Lounge	Standard Daily Rate	\$364.00	\$375.00	\$386.00	\$398.00
	Discount Daily Rate	\$285.00	\$294.00	\$303.00	\$312.00
	Discount Evening Rate	\$137.00	\$141.00	\$145.00	\$149.00
Kin Arenas: Kin Atrium	Standard Daily Rate	\$356.00	\$367.00	\$378.00	\$389.00
	Discount Daily Rate	\$286.00	\$295.00	\$304.00	\$313.00
	Discount Evening Rate	\$286.00	\$295.00	\$304.00	\$313.00
Kin 1 Meeting Room (per room)	Standard Daily Rate	\$110.00	\$113.00	\$116.00	\$119.00
	Discount Daily Rate	\$72.00	\$74.00	\$76.00	\$78.00
	Discount Evening Rate	\$54.00	\$56.00	\$58.00	\$60.00

Appendix "Y"  
To Bylaw No. 9080, 2019  
**"B- 2"**

**COMMUNITY SERVICES**

*Fees and Charges for Community Arenas*

**EFFECTIVE: January 1, 2020**

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**B-2(f)**

Exhibition Park Rates	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020	2021	2022	2023
Standard Race Track & Rodeo Grounds*	\$438.00	\$451.00	\$465.00	\$479.00
Discount Race Track & Rodeo Grounds*	\$325.00	\$335.00	\$345.00	\$355.00
Midways*	\$895.00	\$922.00	\$950.00	\$979.00
Standard Inner Paved Parking Lot*	\$542.00	\$558.00	\$575.00	\$592.00
Discount Inner Paved Parking Lot*	\$434.00	\$447.00	\$460.00	\$474.00
Standard Outer Paved Parking Lot*	\$1,303.00	\$1,342.00	\$1,382.00	\$1,423.00
Discount Outer Paved Parking Lot*	\$1,042.00	\$1,073.00	\$1,105.00	\$1,138.00
Standard Outer Gravel Lot (off Ospika)*	\$650.00	\$670.00	\$690.00	\$711.00
Discount Outer Gravel Lot (off Ospika)*	\$463.00	\$477.00	\$491.00	\$506.00

***\*plus additional charges***

Appendix "Z"  
To Bylaw No. 9080, 2019  
**"B- 2"**

**COMMUNITY SERVICES**

*Fees and Charges for Community Arenas*

***EFFECTIVE: January 1, 2020***

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**B-2(g)**

<b>Program fees</b>	<b>Includes Tax</b>	<b>Includes Tax</b>
Drop in Hockey	\$8 per admission	\$70 per 10 sessions punch card
Adult Summer Hockey Program	\$110 per person per season	\$1500 per team per season

Appendix "AA"  
To Bylaw No. 9080, 2019  
**"B- 2"**

**COMMUNITY SERVICES**

*Fees and Charges for Community Arenas*

**EFFECTIVE: January 1, 2020**

**B-2(h)**

Additional Services	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2016	2017	2018	2019
Electrical Connect/Disconnect Remaining on Site	actual cost			
Arena Ice Removal/Replace	actual cost			
Arena Glass Removal/Replace	actual cost			
Concert Bowl	actual cost			
¾ Bowl	actual cost			
Half House	\$723.50	actual cost		
Full House	\$1,447.00	actual cost		
Rink Boards Removal/Replace	actual cost			
Arena Flooring	actual cost			
Bleacher Removal	actual cost			
Custodial Charges	actual cost			
Local crew labour and rigging, stagehands	actual cost			
External Rentals	actual cost plus 25% admin fee			
Statutory Holiday Rates	actual cost			
Stage	actual cost (external rentals incur 25% admin fee)			
Host Services	actual cost			
Additional Cleaning	actual cost plus labour and benefits			
Security	actual cost			
First Aid	actual cost			
Towel Service (per towel)	\$4.75	\$5.00	\$5.00	\$5.00
Parking Control	actual cost			
Traffic Control	actual cost			
SOCAN Fees	actual cost			

Catering	actual cost			
Shavings Removal Replace Footings	actual cost			
Camping - Exhibition Park - per day/unit; self-contained units only. No services provided. Charged to Event Licensee. Approved Sites only. Includes applicable taxes.	\$18.00	\$19.00	\$20.00	\$21.00
Bleacher Rental (pending availability)* - per bleacher per day	\$34.75	\$36.00	\$37.00	\$38.00

**\*plus labour and portable crane costs – Actual costs** Bleacher Inventory: – 7 aluminum sets, each with 5 rows, seating capacity of 48. Located at Exhibition Park.  
Bleacher use is for events on City of Prince George properties only

Appendix "AB"  
To Bylaw No. 9080, 2019  
"B- 2"

**COMMUNITY SERVICES**

*Fees and Charges for Community Arenas*

***EFFECTIVE: January 1, 2020***

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**B-2(k) Arena Advertising**

**Non-profit Regular Season Users of Kin Centre – Rights to sell advertising**

1. Regular season non-profit dry floor and ice users have the non-exclusive rights to sell advertising at the Kin Arenas in locations pre-approved by the City of Prince George pending space availability and a first come first served procedure.
2. Rates are based on a 12-month basis and signs not renewed will be removed after 12 months.
3. Advertising may be covered for special events due to event sponsorship requirements.
4. Non-profit groups selling advertising are exclusively responsible for all costs of making and hanging all signs under the supervision of the Exhibition Park foreman or designate.
5. Each non-profit group selling advertising may set the rates for such advertising however, they shall not be lower than those set by the City of Prince George.
6. Each group selling advertising shall receive full payment for such advertising and return 20% of the gross sales for all new sales and 25% on all renewals to the City of Prince George.
7. Advertising proofs are subject to approval by the City of Prince George. Liquor and tobacco advertising is not permitted.
8. Any new advertising spaces not noted below are subject to prices set by Market Conditions.

**Minimum Advertising rates**

The rates noted do not include Tax and the cost of the signs, which are the responsibility of the advertiser. The rates do include sign installation at the facilities. Rates are based on 1 year terms. All signs must be made of ¼" chloroplast.

**KIN 1**

- |                                      |            |
|--------------------------------------|------------|
| • Feature Wall Backlit sign          | \$5,000.00 |
| • Ice Logo (some restrictions apply) | \$3,000.00 |
| • Backlit scoreboard wall            | \$4,000.00 |
| • Rink board, 3' x 8' signs          | \$2,000.00 |

**KIN 2**

- |  |            |
|--|------------|
| • Wall Board: 8 spaces; 4' X 8' signs; 4 on each side of score clock | \$800.00   |
| • Wall Board: 4 spaces; 3' X 8' signs; above players box area        | \$1,500.00 |
| • Backlit Score Clock sign   | \$3,000.00 |
| • Rink Board, 16 spaces 3' x 8' signs; under players boxes           | \$1,500.00 |

**KIN 3**

- Wall Board: 4 spaces; 4' X 8' signs; either side of score clock \$800.00
- Wall Board: 4 spaces; 4' X 8' signs; above players box area \$1,500.00
- Backlit Score Clock sign \$3,000.00

\* Kin 3 has No Lexan on Rink board spaces available

**ELKSENTRÉ**

- Wall Board: 4 spaces; 4' X 8' signs; 2 on each side of score clock \$500.00

\* Elksentre has No Lexan on Rink board spaces available

**ZAMBONI ADVERTISING (decals)**

- 1 space: front: 46" wide x 20" high \$500.00
- 2 space: front: 40" wide x 24" high \$500.00

**Ice Resurfacing Machine #1 – Kin Arenas**

- 1 space; front; 46" wide X 20" high \$350.00
- 2 spaces; side; 40" wide X 24" high \$350.00

**Ice Resurfacing Machine #2 – Kin Arenas**

- 1 space; front; 46" wide X 20" high \$350.00
- 2 spaces; sides; 40" wide X 24" high \$350.00

**Ice Resurfacing Machine – Elksentre**

- 1 space; front; 46" wide X 20" high \$200.00
- 2 spaces; sides; 40" wide X 24" high \$200.00

**Private use of the Arenas**

Community Use Space	
<b><u>Elksentre – Northern BC Skating Club</u></b>	
a) Coaches Room (162 sq ft)	No charge
b) Locker Room (91 sq ft)	No charge
c) Sound Booth (66 sq. ft)	No charge
<b><u>Kin Arenas – Northern BC Skating Club</u></b>	
a) Chain lockup under Kin 1 bleachers	No charge
<b><u>Kin Arenas – Prince George Minor Hockey</u></b>	
a) Office (525 sq. ft.)	No charge
b) Chain lockup under Kin 1 bleachers	No charge
c) Storage - 2 rooms (72 sq. ft. each)	No charge
<b><u>Kin Arenas – Prince George Figure Skating Club</u></b>	
a) Pro Room (80 sq. ft.)	No charge
b) Music Room (185 sq. ft.)	No charge
c) Chain lockup under Kin 1 bleachers	No charge

<b><u>Kin Arenas – Roller Hockey League</u></b> a) Office –Kin 3 b) Chain lockup under Kin 1 bleachers	No charge No charge
<b><u>Kin Arenas – Lacrosse</u></b> a) Chain lockup under Kin 1 bleachers	No charge
<b><u>Kin Arenas – Speed Skating</u></b> a) Two chain lockups under Kin 1 bleachers	No charge
<b><u>Kin Arenas – School District #57</u></b> a) Chain lockup under Kin 1 bleachers	No charge
<b><u>Rolling Mix Concrete Arena – Ringette</u></b> a) Storage - Dressing Room 4 (75 sq. ft.) b) Storage - Dressing Room 2 (13 sq. ft.)	No charge No charge
<b><u>Cariboo Cougars</u></b> a) Dressing Room	No charge



Appendix "AC"  
To Bylaw No. 9080, 2019  
**"B- 3"**

**COMMUNITY SERVICES**

*Fees and Charges for Prince George Conference and Civic Centre*

**EFFECTIVE: January 1, 2020**

**B-3(a)**

Prince George Conference & Civic Centre (discount rate at 20% of standard rate) (catered events at 55% of standard and discount rate)		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
Event Rates					
Auditorium 1	Standard	\$1,461.00	\$1,505.00	\$1,550.00	\$1,597.00
	Discount	\$1,169.00	\$1,204.00	\$1,240.00	\$1,277.00
	Catered - Standard	\$803.00	\$827.00	\$852.00	\$878.00
	Catered - Discount	\$643.00	\$662.00	\$682.00	\$702.00
Auditorium 1 & 2	Standard	\$2,922.00	\$3,010.00	\$3,100.00	\$3,193.00
	Discount	\$2,337.00	\$2,407.00	\$2,479.00	\$2,553.00
	Catered - Standard	\$1,607.00	\$1,655.00	\$1,705.00	\$1,756.00
	Catered - Discount	\$1,285.00	\$1,324.00	\$1,364.00	\$1,405.00
Auditorium 1, 2 & 3	Standard	\$4,384.00	\$4,516.00	\$4,651.00	\$4,791.00
	Discount	\$3,506.00	\$3,611.00	\$3,719.00	\$3,831.00
	Catered - Standard	\$2,411.00	\$2,483.00	\$2,557.00	\$2,634.00
	Catered - Discount	\$1,929.00	\$1,987.00	\$2,047.00	\$2,108.00
Lower Pre-Function	Standard	\$732.00	\$754.00	\$777.00	\$800.00
	Discount	\$586.00	\$604.00	\$622.00	\$641.00
	Catered - Standard	\$402.00	\$414.00	\$426.00	\$439.00
	Catered - Discount	\$322.00	\$332.00	\$342.00	\$352.00
Lower Pre-Function 1&2	Standard	\$1,461.00	\$1,505.00	\$1,550.00	\$1,597.00
	Discount	\$1,169.00	\$1,204.00	\$1,240.00	\$1,277.00
	Catered - Standard	\$803.00	\$827.00	\$852.00	\$878.00
	Catered - Discount	\$643.00	\$662.00	\$682.00	\$702.00
Lower Pre-Function 1,2 & 3	Standard	\$2,192.00	\$2,258.00	\$2,326.00	\$2,396.00
	Discount	\$1,754.00	\$1,807.00	\$1,861.00	\$1,917.00
	Catered - Standard	\$1,205.00	\$1,241.00	\$1,278.00	\$1,316.00

	Catered - Discount	\$964.00	\$993.00	\$1,023.00	\$1,054.00
Rotunda	Standard	\$141.00	\$145.00	\$149.00	\$153.00
	Discount	\$113.00	\$116.00	\$119.00	\$123.00
	Catered - Standard	\$77.00	\$79.00	\$81.00	\$83.00
	Catered - Discount	\$63.00	\$65.00	\$67.00	\$69.00
<b>Day Rates: 7am - 5pm</b>		<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Room 201 - 206 (each)	Standard	\$148.00	\$152.00	\$157.00	\$162.00
	Discount	\$118.00	\$122.00	\$126.00	\$130.00
	Catered - Standard	\$81.00	\$83.00	\$85.00	\$88.00
	Catered - Discount	\$66.00	\$68.00	\$70.00	\$72.00
Room 201 - 203 OR Room 204 - 206	Standard	\$426.00	\$439.00	\$452.00	\$466.00
	Discount	\$341.00	\$351.00	\$362.00	\$373.00
	Catered - Standard	\$234.00	\$241.00	\$248.00	\$255.00
	Catered - Discount	\$186.00	\$192.00	\$198.00	\$204.00
Room 207	Standard	\$212.00	\$218.00	\$225.00	\$232.00
	Discount	\$170.00	\$175.00	\$180.00	\$185.00
	Catered - Standard	\$116.00	\$119.00	\$123.00	\$127.00
	Catered - Discount	\$94.00	\$97.00	\$100.00	\$103.00
Room 208	Standard	\$353.00	\$364.00	\$375.00	\$386.00
	Discount	\$283.00	\$291.00	\$300.00	\$309.00
	Catered - Standard	\$194.00	\$200.00	\$206.00	\$212.00
	Catered - Discount	\$155.00	\$160.00	\$165.00	\$170.00
Upper Pre- Function (201- 203 / 204-206)	Standard	\$212.00	\$218.00	\$225.00	\$232.00
	Discount	\$170.00	\$175.00	\$180.00	\$185.00
	Catered - Standard	\$116.00	\$119.00	\$123.00	\$127.00
	Catered - Discount	\$94.00	\$97.00	\$100.00	\$103.00
Upper Pre- Function (207/208)	Standard	\$177.00	\$182.00	\$187.00	\$193.00
	Discount	\$142.00	\$146.00	\$150.00	\$155.00
	Catered - Standard	\$99.00	\$102.00	\$105.00	\$108.00
	Catered - Discount	\$78.00	\$80.00	\$82.00	\$84.00
Upper Pre- Function (Entire)	Standard	\$602.00	\$620.00	\$639.00	\$658.00
	Discount	\$481.00	\$495.00	\$510.00	\$525.00
	Catered - Standard	\$330.00	\$340.00	\$350.00	\$361.00
	Catered - Discount	\$264.00	\$272.00	\$280.00	\$288.00

Evening Rates: 6pm-10pm (60% of day)		2020	2021	2022	2023
Room 201 - 206 (each)	Standard	\$88.00	\$91.00	\$94.00	\$97.00
	Discount	\$71.00	\$73.00	\$75.00	\$77.00
	Catered - Standard	\$47.00	\$48.00	\$49.00	\$50.00
	Catered - Discount	\$39.00	\$40.00	\$41.00	\$42.00
Room 201 - 203 OR Room 204 - 206	Standard	\$255.00	\$263.00	\$271.00	\$279.00
	Discount	\$205.00	\$211.00	\$217.00	\$224.00
	Catered - Standard	\$141.00	\$145.00	\$149.00	\$153.00
	Catered - Discount	\$112.00	\$115.00	\$118.00	\$122.00
Room 207	Standard	\$129.00	\$133.00	\$137.00	\$141.00
	Discount	\$103.00	\$106.00	\$109.00	\$112.00
	Catered - Standard	\$70.00	\$72.00	\$74.00	\$76.00
	Catered - Discount	\$58.00	\$60.00	\$62.00	\$64.00
Room 208	Standard	\$212.00	\$218.00	\$225.00	\$232.00
	Discount	\$170.00	\$175.00	\$180.00	\$185.00
	Catered - Standard	\$116.00	\$119.00	\$123.00	\$127.00
	Catered - Discount	\$94.00	\$97.00	\$100.00	\$103.00
Upper Pre- Function (201- 203 / 204-206)	Standard	\$129.00	\$133.00	\$137.00	\$141.00
	Discount	\$103.00	\$106.00	\$109.00	\$112.00
	Catered - Standard	\$47.00	\$48.00	\$49.00	\$50.00
	Catered - Discount	\$39.00	\$40.00	\$41.00	\$42.00
Upper Pre- Function (207/208)	Standard	\$106.00	\$109.00	\$112.00	\$115.00
	Discount	\$84.00	\$87.00	\$90.00	\$93.00
	Catered - Standard	\$60.00	\$62.00	\$64.00	\$66.00
	Catered - Discount	\$46.00	\$47.00	\$48.00	\$49.00
Upper Pre- Function (Entire)	Standard	\$361.00	\$372.00	\$383.00	\$394.00
	Discount	\$288.00	\$297.00	\$306.00	\$315.00
	Catered - Standard	\$199.00	\$205.00	\$211.00	\$217.00
	Catered - Discount	\$158.00	\$163.00	\$168.00	\$173.00
24 Hour Rates: (day rate + evening rate)		2020	2021	2022	2023
Room 201 - 206 (each)	Standard	\$236.00	\$243.00	\$251.00	\$259.00
	Discount	\$189.00	\$195.00	\$201.00	\$207.00
	Catered - Standard	\$128.00	\$131.00	\$134.00	\$138.00
	Catered - Discount	\$105.00	\$108.00	\$111.00	\$114.00
	Standard	\$681.00	\$702.00	\$723.00	\$745.00
	Discount	\$546.00	\$562.00	\$579.00	\$597.00

Room 201 - 203 OR Room 204 - 206	Catered - Standard	\$375.00	\$386.00	\$397.00	\$408.00
	Catered - Discount	\$298.00	\$307.00	\$316.00	\$326.00
Room 207	Standard	\$341.00	\$351.00	\$362.00	\$373.00
	Discount	\$273.00	\$281.00	\$289.00	\$297.00
	Catered - Standard	\$186.00	\$191.00	\$197.00	\$203.00
	Catered - Discount	\$152.00	\$157.00	\$162.00	\$167.00
Room 208	Standard	\$565.00	\$582.00	\$600.00	\$618.00
	Discount	\$453.00	\$466.00	\$480.00	\$494.00
	Catered - Standard	\$310.00	\$319.00	\$329.00	\$339.00
	Catered - Discount	\$249.00	\$257.00	\$265.00	\$273.00
Upper Pre- Function (201- 203 / 204-206)	Standard	\$341.00	\$351.00	\$362.00	\$373.00
	Discount	\$273.00	\$281.00	\$289.00	\$297.00
	Catered - Standard	\$163.00	\$167.00	\$172.00	\$177.00
	Catered - Discount	\$133.00	\$137.00	\$141.00	\$145.00
Upper Pre- Function (207/208)	Standard	\$283.00	\$291.00	\$299.00	\$308.00
	Discount	\$226.00	\$233.00	\$240.00	\$248.00
	Catered - Standard	\$159.00	\$164.00	\$169.00	\$174.00
	Catered - Discount	\$124.00	\$127.00	\$130.00	\$133.00
Upper Pre- Function (Entire)	Standard	\$963.00	\$992.00	\$1,022.00	\$1,052.00
	Discount	\$769.00	\$792.00	\$816.00	\$840.00
	Catered - Standard	\$529.00	\$545.00	\$561.00	\$578.00
	Catered - Discount	\$422.00	\$435.00	\$448.00	\$461.00

### B-3(b)

Canada Games Plaza* (discount rate at 20% of standard rate) (catered events at 55% of standard and discount rate)		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
<b>Event Rates</b>					
1/2 day rate (up to 5 hours)	Standard	\$117.00	\$121.00	\$125.00	\$129.00
	Discount	\$95.00	\$98.00	\$101.00	\$104.00
	Catered - Standard	\$65.00	\$67.00	\$69.00	\$71.00
	Catered - Discount	\$50.00	\$52.00	\$54.00	\$56.00
24 Hour Rate	Standard	\$187.00	\$193.00	\$199.00	\$205.00
	Discount	\$150.00	\$155.00	\$160.00	\$165.00

	Catered - Standard	\$104.00	\$107.00	\$110.00	\$113.00
	Catered - Discount	\$82.00	\$84.00	\$87.00	\$90.00

**\*Refer to Canada Games Plaza Definitions**

**B-3(c)**

Recreation Rates (discount adult at 20% of standard rate) (discount youth at 50% of standard rate)		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
Auditorium 1, 2 OR 3 (per hour)	Standard	\$100.00	\$103.00	\$106.00	\$109.00
	Discount Adult	\$79.00	\$81.00	\$83.00	\$85.00
	Discount Youth	\$48.00	\$49.00	\$50.00	\$52.00
Auditorium 1, 2 AND 3 (per hour)	Standard	\$296.00	\$305.00	\$314.00	\$323.00
	Discount Adult	\$238.00	\$245.00	\$252.00	\$260.00
	Discount Youth	\$148.00	\$152.00	\$157.00	\$162.00
Special Events		2020	2021	2022	2023
Auditorium 1, 2 OR 3 (per hour)	Standard	\$109.00	\$112.00	\$115.00	\$118.00
	Discount Adult	\$87.00	\$90.00	\$93.00	\$96.00
	Discount Youth	\$56.00	\$58.00	\$60.00	\$62.00
Auditorium 1, 2 AND 3 (per hour)	Standard	\$327.00	\$337.00	\$347.00	\$357.00
	Discount Adult	\$261.00	\$269.00	\$277.00	\$285.00
	Discount Youth	\$165.00	\$170.00	\$175.00	\$180.00

**B-3(d)**

A/V Equipment Rental/Services	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020	2021	2022	2023
42" Flat Screen Television/Monitor (per day)	\$113.00	\$116.00	\$119.00	\$123.00
Flipchart with Paper and Pen (per day)	\$30.00	\$31.00	\$32.00	\$33.00
Extra Paper	\$13.00	\$13.00	\$13.00	\$13.00
Portable White Board and Pen/Brush*	\$24.00	\$25.00	\$26.00	\$27.00
Portable Projection Screen (per day)	\$28.00	\$29.00	\$30.00	\$31.00
12' x 12' Front Projection Screen (per day)	\$152.00	\$157.00	\$162.00	\$167.00

9' x 12' Rear Projection Screen (per day)	\$152.00	\$157.00	\$162.00	\$167.00
Projection Screen Dress Kit (per day)	\$106.00	\$109.00	\$112.00	\$115.00
Wired Microphone (per day)	\$38.00	\$39.00	\$40.00	\$41.00
Laser Pointer (per day)	\$35.00	\$36.00	\$37.00	\$38.00
CD Player, I-Pod Station (per day)	\$42.00	\$43.00	\$44.00	\$45.00
Electric Screen (per day)	\$42.00	\$43.00	\$44.00	\$45.00
Easel* (per day)	\$15.00	\$15.50	\$16.00	\$16.50
Podium* (per day)	\$52.00	\$54.00	\$56.00	\$58.00
Extension Cords*	\$11.00	\$11.50	\$12.00	\$12.50
Computer Cable Extension Cord, RCA Audio Cord	\$25.00	\$26.00	\$27.00	\$28.00
Sound/Light Technician	actual cost plus 25% administration fee			

AUDIO-VISUAL PACKAGES & SERVICES			RATES	
<b>Auditorium Package:</b> VGA projector with VGA extension 15'x20' screen, AV cart, extension cord, RCA cord, data cable, podium with microphone, wireless internet, includes 15 minutes of technical support setup.			\$ 500.00/day	
<b>Auditorium (Client's Own VGA) Package:</b> 15'x20' screen, AV carts, extension cord, podium with microphone, wireless internet.			\$ 200.00/day	
<b>Meeting Room Package:</b> VGA projector w/VGA extension, 6'x8' screen, RCA cord, extension cord, wireless internet, small round with linen, podium with microphone, whiteboard, brush pens.			\$ 270.00/day	
<b>Meeting room (Client's Own VGA) Package:</b> 6'x8' screen, extension cord, wireless internet, podium with microphone, small round with linen, whiteboard, brush, pens.			\$ 85.00/day	
<b>Banquet Package (Auditorium):</b> Satellite background music, podium with microphone, wireless internet, <b>Add:</b> 15'x20' screen, AV cart, extension cord, RCA cable			\$85.00/ day \$225.00/day	
<b>Banquet Package (Second Floor Meeting Room):</b> CD player for background music, podium with microphone, wireless internet <b>Add:</b> 6'x8' screen, AV cart, extension cord, RCA cable.			\$ 85.00/day \$ 105.00/day	
BUSINESS CENTRE SERVICES				
Photocopying			\$ .35 per page	
Photocopying (100+, black & white copies)			\$ .20 per page	
Printing			\$ .35 per page	
Fax - Outgoing (Local)			\$ .35 per page	
Fax - Outgoing (Long Distance)			\$ .60 per page	
Fax - Incoming			\$ .35 per page	
COMMUNICATION SERVICES				
Speaker Telephone			\$ 60.50/day	
Wired Internet Connections			\$ 35.00/connection per day	
Wireless Internet Connections:				
Individual Guest			\$ 11.00/day	
2-80 Guests			\$ 55.00/day	

81 – 150 Guests	\$ 88.00/day	
150+ Guests	\$220.00/day	
Communications Technician	actual cost plus 25% administration fee	
<b>ADDITIONAL SERVICES &amp; FURNITURE</b>		
<b>ELECTRICAL SERVICES</b>		
Electrical Connect/Disconnect	\$ 425.00	
Electrician Time On-Site	actual cost	
Electrical Distribution Panel with Power Connection (100amp, 3 phase)	\$ 230.00/ connection per day*	

Services/Furniture/Equipment	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020	2021	2022	2023
Table Skirt* (per skirt)	\$21.00	\$22.00	\$23.00	\$24.00
8' Table* (per table)	\$24.00	\$25.00	\$26.00	\$27.00
8' Skirted Table* (per table)	\$38.00	\$39.00	\$40.00	\$41.00
16" & 24" high staging units (4'x8' panels)* (per unit)	\$13.00	\$13.50	\$14.00	\$14.50
48" high staging units (4'x8' panel)* (per unit)	\$38.00	\$39.00	\$40.00	\$41.00
Leather Sofa (per day)	\$29.00	\$30.00	\$31.00	\$32.00
Coffee Table (per day)	\$29.00	\$30.00	\$31.00	\$32.00
Banner Hanging* (per banner)	\$28.00	\$29.00	\$30.00	\$31.00
Bleacher setup/takedown* (additional labour costs will apply)	\$224.00	\$231.00	\$238.00	\$245.00
Pipe and Wall drape (100' x 12' Charcoal Grey) (per day)	\$299.00	\$308.00	\$317.00	\$327.00
LPF Coat Check Setup (includes tickets, coat racks, hangers, skirted table)	\$62.00	\$64.00	\$66.00	\$68.00
Scissor Lift - Half day (up to 4 hours)	\$123.00	\$127.00	\$131.00	\$135.00
Scissor Lift - Full day (more than 4 hours)	\$248.00	\$255.00	\$263.00	\$271.00
Event Maintenance Labour Charges (per hour)	\$47.00	\$48.00	\$49.00	\$50.00
Statutory Holiday Rates	actual cost			
Stage Set Up*	actual cost			
Event Host Services (per hour - 4 hour minimum)	\$34.00	\$35.00	\$36.00	\$37.00
Security Services (4 hour minimum)	actual cost plus 25% administration fee			

First Aid Services	actual cost plus 25% administration fee			
SOCAN & Re: SOUND Tariff Fees	actual cost			
Catering	actual cost			
External Rentals	rental cost plus 25% administration fee			
Storage Service (per day) (space permitted)	\$34.00	\$35.00	\$36.00	\$37.00

\* Limited quantity *included* with some rental rates

**B-3(e)**

<b>COMMERCIAL MERCHANDISING FEES:</b>	
Sellers provided by promoter	20% of gross sales or as negotiated by Director or designate
Sellers provided by City	30% of gross sales or as negotiated by Director or designate

**B-3(f)**

<b>*CONTRACTOR FEES:</b>	
Lighting & Sound System Set-Up	\$ 140.00/day
Sound System Set-up (Only)	\$ 75.00/day
Lighting Set-up(Only)	\$ 75.00/day
DJ Services	\$ 75.00/day
Exhibitor Set-up	\$ 10.00/exhibit booth without electrical connection
	\$ 20.00/exhibit booth with electrical connection
Decorator Set-up	\$ 75.00/day

*\*Applies to all external contractors providing service in the PGCC (Fee includes: electrical connection, storage space (limited), one skirted table, two chairs, internet access for the day and half day use of scissor lift).*



**B-3(g)**

<b>CANADA GAMES PLAZA RENTAL</b>	
<b>Equipment Requirements:</b>	
<b>Tent Rentals:</b>	
15'x30' Marquee Tent	\$450.00
15'x30' Marquee Tent without 4' extensions	\$350.00
10'x10' Canopy Tent	\$40.00
<b>Table Requirements:</b>	
8'x2.5' rectangle tables (no linen)	\$22.00
4' round bistro table plus 4 chairs	\$15.00
4' round bistro table plus 4 chairs / umbrella	\$20.00
6' round table (no linen)	\$22.00
Riser/ Stage Requirements (4'x8' panels) 16"/24"	\$ 15.00

**OUTDOOR WASHROOMS:**

To be opened for all outdoor public events. Security is required onsite and must be arranged either through the venue or an independent security service provider at the event organizer's own cost.

<b>ELECTRICAL POWER CONNECTION:</b>	
15 AMP – 1 PHASE/120 V	\$ 30.00/day
50 AMP – 1 PHASE/220 V	\$55.00/day
100 AMP – 3 PHASE/220 V	\$750.00/event
200 AMP – 3 PHASE/220 V	\$1300.00/event
400 AMP – 3 PHASE/220 V	\$2000.00/event

**CPG ONE DAY ELECTRICAL PACKAGE:** includes multiple 15 AMP/50AMP connections \$350.00/day

**B-3(h)**

<b>LIGHTING OF THE CAULDRON</b>	
Flat fee (does not include cost of security)	\$ 100.00
*Consideration will be given to those events taking place at the Prince George Civic Centre or in Canada Games Plaza. Upon approval, the cauldron can be lit for a minimum of four (4) hours.	

### **B-3(i)**

#### **EVENT DEFINITIONS:**

##### **Annual Special Events**

Includes all special events that are re-occurring on an annual or bi-annual basis and that require a tentative hold of their consistent annual calendar dates into the future. In order to become an annual special event, customers must request in writing that their event be classified as an “Annual Special Event” and pay the deposits as required by the fee bylaw. Annual dates will be held for up to five years in advance at any given time. Cancelled dates will be subject to a non-refundable deposit if cancelled within 11 months. Two consecutive cancellations will result in a loss of annual user status.

##### **Conventions and Conferences**

Includes events where there is an assemblage of delegates, representatives and members of an organization convened for a common purpose. These events normally include the word ‘conference’, ‘convention’ or ‘symposium’ in their title and are generally more than one day in length. These events often generate economic benefit to the community because they include delegates from out of town that require accommodations and meals.

##### **Trade Shows**

Exhibits of products and services that is not open to the public. An exhibition of products and/or services held for members of a common or related industry.

##### **Consumer Shows**

Exhibitions open to the public usually requiring an entrance fee.

##### **Special Events**

Includes events such as concerts and entertainment shows, banquets, tradeshow, consumer shows, religious assemblies, ceremonies, dances, seminars, carnivals, fundraising events, spectator events and/or western Canadian and national sporting events.

##### **Recreation Events**

Includes a variety of participatory leisure pursuits such as sports, games, performing arts, and visual arts, outdoor nature oriented skills and hobbies.

#### **RATE DEFINITIONS:**

##### **Standard Rate**

This rate is applied to all bookings at the Prince George Conference and Civic Centre. This includes all conferences, conventions, tradeshow and consumer shows.

*Exempt Events: Golden Age Socials, & Studio Fair*

##### **Discount Rate**

The rate may be available to Prince George based individuals, not-for-profit groups, charitable organizations or registered societies with the primary purpose of community service and where the local community is the beneficiary. This includes the City of Prince George Departments

and Committees of Council. Organizations are not eligible for this rate when hosting conferences, conventions, and/or tradeshows and consumer shows.

### **Statutory Holiday Rates**

The Prince George Conference and Civic Centre is closed on all statutory holidays. When a group wishes to rent the facility on a statutory holiday, regular rental rates and additional staff costs will be charged.

### **Set up/ Take Down Rates**

Customer event setup and take down rates are 50% of the regular rental rate. The City reserves the right to charge set up and take down rates to space that is not available for other use due to extensive facility preparation for customer's requirements.

### **Additional Set-up Charges**

Event staff must be supplied with specific details of all set-up requirements well in advance, so that the set-ups may be accomplished as efficiently and cost-effectively as possible. If details are unavailable or significantly altered within 72 hours of the event move-in date, additional charges may be incurred.

### **Included in the Room Setup**

- One room set-up (Theatre, Classroom, Boardroom, U-shape, Hollow Square, or Rounds)
- One customized floor plan (if required or upon request)
- Ice water service on tables and water station
- Monitor listing of your event on the Omnivex and outside of meeting space on signage display
- One 15 amp circuit
- White board, markers and brush (Upstairs meeting rooms ONLY)
- Registration table/chairs
- Three (3) – 16"/24" x 4'x8' staging units ( Auditorium bookings ONLY)
- Projection screens (upstairs meeting rooms only)

### **Booking Changes**

- Change to the seating style within a session (7:00 am- 5:00 pm or 6:00pm – 10:00 pm) will incur room change labour charges.
- Changes made to the preset room less than 24 hours prior to the event will be charged for the turn over.

### **Event Rate - Auditoriums**

These rates are used for customers who require exclusive use of the auditorium space from 7am to 2am.

### **Meeting Room Rates – Upper Meeting Rooms**

Day Rates - These rates refer to bookings of the upper meeting rooms from 7am to 5pm.

Evening Rates - These rates refer to bookings of the upper meeting rooms from 6pm to 10pm

Full Day Rate - These rates refer to bookings of the upper meeting rooms booked from 7am through to till 10p.m. The rate is based on a combined price of the day rate and the evening rate.

### **Event Promoter Rates**

This rate applies to all event rentals that a business or organization or agency produces, have ticket sales to the public and the proceeds generated are not 100% directed to a Prince George based registered charity under Revenue Canada. These rates are the standard rate versus 14% of gross ticket revenue, whichever is greater. A limit of the % gross ticket revenue may be set, subject to approval of the Director of Community Services or designate.

### **Catered Events Rate**

Rooms reserved for meal functions where the meal is \$19 or more per person, excluding beverages, service charges and taxes, are eligible for a room rental reduction as per the Catered Event rates.

### **Wedding Receptions Rates**

The Catered Events Rate will be applied when ordering a meal at \$19 or more per person, excluding beverages, service charges and taxes.

### **Wedding Ceremony Rates**

The rental rate applies for the use of the Canada Games Plaza, Rotunda or Pre-Function Area(s) when booking a ceremony only.

### **Lower & Upper Pre-function Area Rates**

This rate applies when the space is rented exclusively. No charge will apply when booked in conjunction with Auditorium(s) and/or Meeting Room(s).

### **Rotunda Rates**

This rate applies when the space is rented exclusively. No charge will apply when booked in conjunction with another rental.

### **Canada Games Plaza Rates**

This rate applies to all bookings in the Canada Games Plaza, and includes road closure of the Plaza. Outdoor washrooms are to be opened for all outdoor public events. Security is required onsite and must be arranged either through the venue or an independent security provider at the event organizer's own cost. When the Plaza is rented exclusively, it does not include access to the Prince George Conference and Civic Centre. Labour and equipment charges will apply in addition to the rental rate. Damage deposit may be required and is subject to the approval of the Director of Community Services or designate.

### **Standard Recreation Rates**

This rate applies to all recreation bookings. The standard rate applies to hourly adult or youth renters offering programs for a fee, with the intention of personal or organizational gain and/or where admission fees are charged and the community is not the main beneficiary. It includes recreational rentals by private or commercial organizations.

**Youth Recreation Rates**

When all participants are 18 years or younger, the youth non-profit rate will apply in the Recreation Hourly rental categories.

**Adult Recreation Rates**

When all participants are 19 years and older or when a group in which both minors and adults participate will be considered an Adult Group for the purpose of fees and charges.

**Special Event - Recreation Rate**

Includes events such as local, regional and provincial sport tournaments, competitions and all other recreation activities that wish to pre-empt regular use. When the customer charges admission fees, the *Event Rates – Auditorium* will apply. Where applicable special rates for extended use of the auditorium may be set and will be subject to approval of the Director of Community Services or designate.

**TERMS & CONDITIONS****Liability Insurance**

All user groups of City facilities are required to hold liability insurance of \$5,000,000.00 with the City of Prince George as an additional named insured on the policy. Private meetings and functions will not be required to provide insurance.

**Damage Deposits**

A damage deposit may be required upon signing of the applicable contract and paid prior to the event. This may also be required for anticipated additional cleaning requirements. Damage deposit will be negotiated by Director of Community Services or designate.

**First Aid and Security Requirements**

First Aid and security costs for events open to the general public will require these services to be coordinated by the City and charged to the renter.

**Shipping and Receiving Procedures**

All event related shipments must arrive on the appropriate move-in day and be returned immediately following the event. Early shipments will not be accepted by the facility, and may result in additional costs charged by the carrier and/or the facility. The Prince George Conference and Civic Centre will not coordinate shipping/receiving details such as contacting carriers/transporters. All materials must be packaged with a return address label and completed bill of lading. Additional storage charges will apply.

**Preemptions**

Sustaining or single time bookings that are cancelled due to the prioritization for use allocation. These bookings will be given notice which is no less than the cancellation period notice for that space except in the case of recreation bookings which will require a minimum of 7 days notice of preemption.

### **Tentative Booking Procedures**

- Tentative bookings will be held without a deposit until another request for the same space is received.
- At the time of the 2<sup>nd</sup> request the 1<sup>st</sup> tentative booking will be notified and given 72 hours (3 business days) to confirm or cancel the booking.
- Confirmation will require a signed contract and a 25% non-refundable deposit of the space rental only.
- When a “second hold” obtains a space under this procedure, they will be required to sign the contract agreement and pay the 25% non-refundable deposit.
- Payment of the 25% non-refundable deposit shall be received within 72 hours (3 business days) of agreeing to pay the deposit.
- All bookings will be based on appropriate Space Allocation Policies.

### **Payment**

- Payment is accepted by cash, debit card, cheque made payable to the City of Prince George
- Credit card payments with a maximum allowable payment will be accepted
- The City Of Prince George reserves the right to limit the amount payable on credit cards
- If the licensee neglects to sign the contract agreement or pay the full facility rental, the licensee may be denied access to the facility.
- Interest on outstanding invoices will be charged at 1.5% net thirty days, compounded monthly. (18% per annum)

### **Upper Meeting Rooms and Auditoriums**

#### **Recreation Use**

- Full payment of facility rental is due seven (7) full days prior to the first reserved date.
- Full payment is refundable if a cancellation has been received seven (7) full days prior to the first reserved date.
- If a cancellation is received with less than seven (7) full days notice a full rental charge will apply.
- Bookings that are made within the cancellation periods will not be refundable.

### **Auditoriums and Exclusive Use of Entire Upper Meeting Rooms**

#### **Conventions and Conferences Utilizing Upper Meeting Rooms**

- A non-refundable deposit of 10% of the facility rental is due upon contract signing.
- Payment of remaining facility rental and fixed additional charges is due thirty (30) days prior to the first reserved date.
- Full payment, less the non-refundable deposit is refundable if a cancellation has been received thirty (30) days prior to the first reserved date.
- If a cancellation is received with less than thirty (30) full days notice a full rental charge will apply
- Bookings that are made within the cancellation periods will not be refundable.

**Annual Special Event Bookings – Discount Rates ONLY**

- 10% non-refundable deposit required 11 months in advance of booking date
- 3 months prior – additional 30% payment – this portion is refundable if cancelled more than 30 days prior to the event date
- 30 days prior – full rental payment due

**Annual Special Event Bookings – Standard Rates ONLY**

- 25% non-refundable deposit required 11 months in advance of booking date
- 3 months prior – additional 15% payment – this portion is refundable if cancelled more than 30 days prior to the event date
- 30 days prior – full rental payment due

**Private Banquet Functions – (i.e. Weddings, Anniversary Parties, Retirement Parties)**

- Full payment of facility rental is due at contract signing.
- Full payment, less the non-refundable 10% deposit is refundable if a cancellation has been received six (6) months prior to the reserved date.
- Payment of fixed additional charges and 50% of the estimated catering charges will be due thirty (30) days prior to the reserved date.
- Bookings that are made within the cancellation periods will not be refundable.
- Full payment is due three (3) days prior to the reserved date

**License Agreements**

All license agreements must be signed, all conditions met and proper payment received in order to provide access to the Prince George Conference and Civic Centre.

**Ticket Sales**

Events with advanced sales of tickets will be required to use the box office services provided by the venue's exclusive ticket provider. Exemptions may occur where mutually agreed upon conditions between the City of Prince George and the exclusive ticket provider.

**Exclusive Catering**

The sale of food and beverage is exclusive to the in-house caterer at the Prince George Conference and Civic Centre and Canada Games Plaza. Outside food and beverage is not permitted on these premises without prior written consent.

Appendix "AD"  
To Bylaw No. 9080, 2019  
**"B- 4"**

**COMMUNITY SERVICES**

*Fees and Charges for Aquatics*

***EFFECTIVE: January 1, 2020***

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**B-4(a)**

***B-4(a)***

**Definitions and Terms and Conditions of Rentals:**

**Definitions**

**Recreation /Leisure Activities**

Includes a variety of leisure pursuits such as sports (swimming, diving, synchronized swimming, water polo), fitness activities and unstructured play where participation in the activity is the main purpose.

**Aquatic Public Admission Categories**

The following public admission categories identify the age for all customers attending public swimming at the aquatic facilities. Customers are required to pay the appropriate admission rates for each category listed.

Senior:	60 years of age and older
Adult:	19 years to 60 years
Youth/Student:	13 to 18 years of age and students with valid full-time student cards
Child:	3 to 12 years of age
Toddler (preschooler):	2 years of age and younger
Family 1 <sup>st</sup> Adult	Adult with their children/youth 18 years of age and younger
Family Additional	Additional family accompanied with Family 1 <sup>st</sup> Adult (children/youth 18 years and younger/second parent)

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**Advance 10 Visit Admission (swipe/punch card) Rates:**

The advance purchase of 10 admissions per one age category is calculated at a 15% discount.

**Swim Pass:**

The advance purchase of a one-month pass providing unlimited access for one person to all public access areas is calculated as 3 visits X 4 weeks less 15% per category.

The advance purchase of a three-month pass providing unlimited access for one person to all public access areas is calculated as 3 visits X 1 month pass less 15% per category.

The advance purchase of six month pass providing unlimited access for one person to all public access areas is calculated as 6 X 1 month pass less 20% per category.



The advance purchase of twelve month pass providing unlimited access for one person to all public access area is calculated as 12 X 1 month pass less 25% per category.

**Family Passes:**

The advance purchase of a one, three, six or twelve-month family pass plan applies to the family 1<sup>st</sup> adult category and the family additional category. The family 12<sup>st</sup> adult rate is equivalent to the youth /senior pass rate. The family additional is equivalent to the child pass rate.

**Red Cross Swim Lessons:**

Rates based on 30 minute lessons and includes: parent participation, child, youth, adult, private, semi-private.

**Leadership Courses:**

Rate based on the number of 60 min youth rate plus affiliate fees, manuals, and instructor preparation time. Courses offered by the Canadian Red Cross and the Lifesaving Society.

**Standard:**

This rate is applied to all bookings. The standard rate applies to hourly adult or youth renters offering programs for a fee, with the intention of personal or organizational gain and/or where admission fees are charged and the community is not the main beneficiary. It includes recreational rentals by private or commercial organizations.

**Discount Youth:**

A discount rate is available to any Prince George based not-for-profit group or registered society organizing leisure opportunities for individuals 18 years of age and younger including all tournaments, practices and competitions that are part of the regular program.

**Discount Adult:**

A discount rate is available to any Prince George based not-for-profit group or registered society organizing leisure opportunities for individuals 19 years of age and over, or any combination of individual 19 years and over and 18 years of age and younger.

**Set-up and Take-down Rates:**

Staff costs including benefits are charged for all event set-up and take downs. The City of Prince George reserves the right to charge rental rates for space that is not available for other use due to extensive facility preparation for customer requirements. Includes swim meet set-up and takedown.

**Lifeguard Charges:**

All rental rates are subject to lifeguard charges, which are based on a Lifeguard II rate and benefits. The cost of the lifeguard for a single 25-meter lane is calculated on the following formula. Per lane cost = Lifeguard II rate (plus benefits) X 1.5 lifeguards/16 lanes. When the hourly rate for a lifeguard increases, the charges for lifeguards will increase in accordance to the increases in the CUPE collective agreement. The number of lifeguards required is subject to the provincial regulation and industry standards.

**Statutory Holidays Rates:**

Facilities are closed on Christmas Day and Boxing Day (or other statutory holidays dependent on the City's annual budget and as defined in the collective agreement with CUPE Local 1048.) Customers wishing to rent on a statutory holiday outside of statutory holiday operating hours will be charged additional staff labour and benefits costs. Each booking may require a minimum of two hours.

**Promotional Fees**

The Director of Community Services or his/her designate may approve the following promotional rates:

- Single admissions/Two admissions for the price of one for community special events or donation requests by non-profit group.
- 25% discount for public admissions for community service organizations providing social programs.
- Free admission for customer service problems
- Reduced admission prices for low use periods
- 15% discount for groups of 10 or more who book in advance
- Special Events – reducing or waiving regular admission rates

**Event Rates – Negotiations**

The Director of Community Services or his/her designate may negotiate rental rates lower than those rates outlined in this bylaw when the hosting of an event in a City of Prince George facility may generate substantial event tourism dollars for the community at large.

**B-4(b)**

Public Admissions (taxes not included) FSLP & PGAC	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020	2021	2022	2023
Adult	\$7.10	\$7.30	\$7.50	\$7.70
Senior	\$5.40	\$5.60	\$5.80	\$6.00
Youth/Student	\$5.40	\$5.60	\$5.80	\$6.00
Child	\$3.80	\$3.90	\$4.00	\$4.10
1st Family	\$5.40	\$5.60	\$5.80	\$6.00
Additional Family	\$3.80	\$3.90	\$4.00	\$4.10
<b>Advance 10 Visit Admissions</b>				
Adult	\$60.00	\$62.00	\$64.00	\$66.00
Senior	\$46.00	\$47.00	\$48.00	\$49.00
Youth/Student	\$46.00	\$47.00	\$48.00	\$49.00
Child	\$32.00	\$33.00	\$34.00	\$35.00

<b>One Month Pass</b>				
Adult	\$72.00	\$74.00	\$76.00	\$78.00
Senior	\$56.00	\$58.00	\$60.00	\$62.00
Youth/Student	\$56.00	\$58.00	\$60.00	\$62.00
Child	\$39.00	\$40.00	\$41.00	\$42.00
1st Family	\$56.00	\$58.00	\$60.00	\$62.00
Additional Family	\$39.00	\$40.00	\$41.00	\$42.00
<b>Three Month Pass (15% discount)</b>				
Adult	\$184.00	\$190.00	\$196.00	\$202.00
Senior	\$140.00	\$144.00	\$148.00	\$152.00
Youth/Student	\$140.00	\$144.00	\$148.00	\$152.00
Child	\$100.00	\$103.00	\$106.00	\$109.00
1st Family	\$140.00	\$144.00	\$148.00	\$152.00
Additional Family	\$100.00	\$103.00	\$106.00	\$109.00
<b>Six Month Pass (20% discount)</b>				
Adult	\$347.00	\$357.00	\$368.00	\$379.00
Senior	\$264.00	\$272.00	\$280.00	\$288.00
Youth/Student	\$264.00	\$272.00	\$280.00	\$288.00
Child	\$187.00	\$193.00	\$199.00	\$205.00
1st Family	\$264.00	\$272.00	\$280.00	\$288.00
Additional Family	\$187.00	\$193.00	\$199.00	\$205.00
<b>Twelve Month Pass (25% discount)</b>				
Adult	\$650.00	\$670.00	\$690.00	\$711.00
Senior	\$495.00	\$510.00	\$525.00	\$541.00
Youth/Student	\$495.00	\$510.00	\$525.00	\$541.00
Child	\$352.00	\$363.00	\$374.00	\$385.00
1st Family	\$495.00	\$510.00	\$525.00	\$541.00
Additional Family	\$352.00	\$363.00	\$374.00	\$385.00

**B-4(c)**

Lane and Pool Recreation Hourly Rental (subject to lifeguard changes)		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
1 x 25 metre (FSLP & PGAC)	Standard	\$19.80	\$20.40	\$21.00	\$21.60
	Discount Adult	\$12.10	\$12.50	\$12.90	\$13.30
	Discount Youth	\$8.60	\$8.90	\$9.20	\$9.50
Main or Leisure Pool (FSLP)	Standard	\$155.00	\$160.00	\$165.00	\$170.00
	Discount Adult	\$97.00	\$100.00	\$103.00	\$106.00
	Discount Youth	\$67.00	\$69.00	\$71.00	\$73.00
Main or Leisure Pool (PGAC)	Standard	\$321.00	\$331.00	\$341.00	\$351.00
	Discount Adult	\$197.00	\$203.00	\$209.00	\$215.00
	Discount Youth	\$138.00	\$142.00	\$146.00	\$150.00
Dive Tank (FSLP)	Standard	\$34.00	\$35.00	\$36.10	\$37.20
	Discount Adult	\$22.30	\$23.00	\$23.70	\$24.40
	Discount Youth	\$14.80	\$15.20	\$15.70	\$16.20
Dive Tank (PGAC)	Standard	\$95.00	\$98.00	\$101.00	\$104.00
	Discount Adult	\$57.00	\$59.00	\$61.00	\$63.00
	Discount Youth	\$37.00	\$38.00	\$39.00	\$40.00
1 Diving Board (FSLP & PGAC)	Discount Adult	\$7.90	\$8.10	\$8.30	\$8.50
	Discount Youth	\$5.20	\$5.40	\$5.60	\$5.80
Movable Floor (PGAC)	Discount Adult	\$37.00	\$38.00	\$39.00	\$40.00
	Discount Youth	\$27.00	\$28.00	\$29.00	\$30.00

**B-4(d)**

Dry Room Recreation Hourly		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
Meeting Room: Aquatic Centre Four Seasons	Hourly	\$15.50	\$16.00	\$16.50	\$17.00
	Daily	\$63.00	\$65.00	\$67.00	\$69.00
	Evening	\$31.00	\$32.00	\$33.00	\$34.00

**B-4(e)**

Two Dollar Admission (tax not included)	FSLP	PGAC
Monday - Friday	12:00 pm – 1:00 pm	12:00 pm – 1:00 pm
Monday - Friday	2:00 pm – 3:00 pm	2:00 pm – 3:00 pm
Monday - Thursday	N/A	9:00 pm – 10:00 pm
Swim Lessons	Customers registered in swimming lessons (caregiver included) may swim before or after lessons	
Pro-D Days	Two Dollar Admission Swims are valid during all School District #57 Professional Development Days.	
Two dollar admission swims are not valid during special events, statutory holidays, school vacations.		

**B-4(f)**

<b>LOCKER RENTALS</b> (tax included)	<b>FSLP</b>	<b>PGAC</b>
Small lockers	\$ .25	\$ .35
Medium lockers	\$ .50	\$ .70
Large lockers (monthly)	\$16.30	NA

**B-4(g)**

<b>Swim Lessons</b> (tax not included)	<b>Rates Effective Jan 1<sup>st</sup> - Dec 31<sup>st</sup></b>			
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Preschool (30 min)	\$7.20	\$7.40	\$7.60	\$7.80
Tot Parent Participation (30 min)	\$6.90	\$7.10	\$7.30	\$7.50
Youth (30 min)	\$6.90	\$7.10	\$7.30	\$7.50
Youth (45 min)	\$8.10	\$8.30	\$8.50	\$8.80
Youth (60 min)	\$10.40	\$10.70	\$11.00	\$11.30
Private (30 min)	\$25.00	\$26.00	\$27.00	\$28.00
Semi-private	1st person pays private lesson rate and each additional person pays public admission rate plus applicable candidate fees			
Leadership (30 min)	\$5.20	\$5.40	\$5.60	\$5.80
School District #57 (30 min)	\$5.50	\$5.70	\$5.90	\$6.10
Adult (60 min)	\$10.50	\$10.80	\$11.10	\$11.40
Notes: Candidate Fee included in the swim lesson rate Lifesaving and leadership courses do not include affiliate fees, manuals and instructor preparation School District #57 rate includes applicable candidate fee				

**B-4(h)**

<b>Aquatic Birthday Parties (tax not included)</b>	<b>Rates Effective Jan 1<sup>st</sup> - Dec 31<sup>st</sup></b>			
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Birthday Parties 2 - Includes 1/2 hour games for up to 10 children and room rental	\$74.00	\$76.00	\$78.00	\$80.00

Appendix “AE”  
To Bylaw No. 9080, 2019  
“B- 6”

**PARKS & RECREATION**

*Fees and Charges for City Park Facilities and School District #57 Facility Rentals*

***EFFECTIVE: January 1, 2020***

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**B-6(a)**

**Definitions and Terms and Conditions**

**Definitions:**

**Actual Staff Costs**

Additional charges, which are, listed as actual staff costs are calculated at the union rate for the specific hours worked plus all employee benefits including accrual costs.

**Admission**

Charging a fee for spectators

**Camping**

For self-contained units in approved sites only with no services provided.

**Commercial Rates**

The commercial rate applies to all organizations who are offering programs for a fee with the intention of making personal or organizational gain and /or where admission fees are charged and the community is not the main beneficiary.

**Community Associations**

Community Associations are specific volunteer organizations under the City's community development model, who deliver low cost recreation services and programs (e.g. College Heights Community Association).

**Daily Rate**

Event rate for a facility with a minimum of four (4) hours and up to a maximum of twelve (12) hours.

**Discount Adult Rates**

A discount rate is available to a not for profit group registered society or non-commercial group organizing leisure opportunities for participants nineteen (19) years and over that charge no admissions and have no intention of making personal financial gains. Includes City of Prince George Departments and Committees of Council.

**Discount Youth Rates**

A discount rate is available to a not for profit group, registered society or non-commercial group organizing leisure opportunities where at least 80% of the participants are eighteen (18) years and younger that charge no admissions and have no intention of making personal financial gains. Includes City of Prince George Departments and Committees of Council.

**Event Rates - Negotiations**

The Director of Public Works or their designate may negotiate rental rates lower than those rates

outlined in this bylaw.

### **Half Day Rate**

Event Rate for a facility booking up to and including four (4) hours.

### **School District #57 (SD57) Facilities**

The “Shared Use Agreement” between the City of Prince George and School District #57 outlines the terms and conditions which govern the use of School District #57 facilities.

### **Set Up and Take Down Rates**

Event set up and take down rates are 50% of the regular rental rates. The City reserves the right to charge set up and take down rates for a space that is not available for other use due to extensive facility preparation for permit holder requirements.

### **Statutory Holiday Rates**

Any park rental on a statutory holiday, if available, will be charged actual staff labour and benefits costs.

### **Terms and Conditions:**

#### **Liability Insurance**

All permit holders of City facilities are required to hold liability insurance of \$5,000,000.00, or other reasonable limit as identified by the Manager of Risk & Procurement, with the City of Prince George and/or School District #57 as an additional named insured on the policy. Host Liquor Liability insurance is required for rentals where the permit holder is holding a special occasion license.

#### **Damage/Security Deposits**

A damage/security deposit not greater than \$1,500.00 as determined by the Director of Public Works or designate, may be required and payable prior to any event upon signing of the applicable facility contract. This deposit may also be required for anticipated cleaning requirements above normal use.

#### **First Aid and Security Requirements**

First Aid and security costs for events where public use of the facility requires these services will be coordinated by the permit holder at their expense.

#### **Tentative Event Booking Procedures**

Tentative event bookings will be held without a deposit until another request for the same space is received. At the time of the 2<sup>nd</sup> request, the 1<sup>st</sup> tentative event booking will be notified and given three (3) business days to confirm or cancel the event booking. Confirmation will require a 25% non-refundable deposit of the space rental only. When a second hold obtains a space under this procedure, they will be required to sign the facility contract and provide full payment for the facility rental within three (3) business days of receiving the invoice. All event bookings will be based on the City’s Park and Outdoor Recreation Facility Allocation Administrative Procedure.

#### **Non-Authorized Use**

Any use of a park or outdoor recreation facility without previous authorization by the City of Prince George may be subject to a fine at twice the rental rate, any applicable damages, plus a 25% administrative fee, which must be paid in full prior to being issued any future permits for use.



### Minimum Event Booking Fee

All event bookings are subject to a minimum fee of \$10.00 if the total event booking charges for the permit are less than \$10.00. Community Associations are not subject to the minimum event booking fee.

### Payment

Payment is accepted by cash, cheque made payable to the City of Prince George, Visa and MasterCard, and/or debit card. If the permit holder neglects to sign the facility contract or pay the full facility rental, the permit holder may be denied access to the facility. Interest on outstanding invoices will be charged at 1.5% net thirty days, compounded monthly (18% per annum).

Full payment for a facility event booking is due sixteen (16) calendar days prior to the 1<sup>st</sup> reserved date. If a reservation is accepted less than (16) calendar days prior to the event booking start date, and where the permit holder does not rent on a regular weekly, seasonal, or annual basis, full payment is required immediately and will include all applicable charges for the event booking. Cheques may not be an accepted form of payment. Permit holders who rent on a regular weekly, seasonal or annual basis may be invoiced monthly or may pay the full amount in advance. Any additional charges which are incurred from an event booking will be added to the facility contract after the event.

### Cancellation

Full payment is refundable if a cancellation has been received sixteen (16) full calendar days prior to the first reserved date. If a cancellation is received with less than sixteen (16) full calendar days notice a full rental charge will apply. Schedules for tournaments must be confirmed sixteen (16) calendar days prior to the first reservation date and adjustments can be made up to five (5) days prior to the tournament start date.

### B-6 (b)

#### City Park Facility Rentals

Park Rentals (includes any non-designated park location)		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
Hourly	Commercial	\$54.00	\$56.00	\$58.00	\$60.00
	Discount Youth & Adult	\$27.00	\$28.00	\$29.00	\$30.00
Half Day	Commercial	\$178.00	\$183.00	\$188.00	\$194.00
	Discount Youth & Adult	\$90.00	\$93.00	\$96.00	\$99.00
Daily	Commercial	\$296.00	\$305.00	\$314.00	\$323.00
	Discount Youth & Adult	\$148.00	\$152.00	\$157.00	\$162.00
Picnic Table (per table per day including delivery and pickup)	Commercial	\$31.00	\$32.00	\$33.00	\$34.00
	Discount Youth & Adult	\$14.00	\$15.00	\$15.00	\$16.00

Masich Place Stadium & PGSS Sport Fields Complex Rentals		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
Full Stadium Rental (includes synthetic turf infield, track, throws, jumps area, PGSS Field 3, concession, and all change rooms)					
Hourly	Commercial	\$170.00	\$175.00	\$180.00	\$185.00
	Discount Youth	\$50.00	\$52.00	\$54.00	\$56.00
	Discount Adult	\$100.00	\$103.00	\$106.00	\$109.00
Daily	Commercial	\$1,000.00	\$1,030.00	\$1,061.00	\$1,093.00
	Discount Youth	\$250.00	\$258.00	\$266.00	\$274.00
	Discount Adult	\$500.00	\$515.00	\$530.00	\$546.00
Synthetic Turf Infield Rental (includes change rooms)					
Hourly	Commercial	\$100.00	\$103.00	\$106.00	\$109.00
	Discount Youth	\$30.00	\$31.00	\$32.00	\$33.00
	Discount Adult	\$60.00	\$62.00	\$64.00	\$66.00
Track, Throws & Jump Area Rental (includes PGSS Field 3 and change rooms)					
Hourly	Commercial	\$70.00	\$72.00	\$74.00	\$76.00
	Discount Youth	\$20.00	\$21.00	\$22.00	\$23.00
	Discount Adult	\$40.00	\$41.00	\$42.00	\$43.00
City Sports Field & Hard Surface Court Rentals		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
Hourly	Commercial	\$33.00	\$34.00	\$35.00	\$36.00
	Community Association	No Charge			
	Discount Youth	No Charge	\$2.00	\$2.00	\$2.25
	Discount Adult	\$27.00	\$28.00	\$29.00	\$30.00
Daily	Commercial	\$165.00	\$170.00	\$175.00	\$180.00
	Community Association	No Charge			
	Discount Youth	No Charge	\$24.00	\$25.00	\$26.00
	Discount Adult	\$125.00	\$129.00	\$133.00	\$137.00

**B-6 (c)**

**School District #57 Facility Rentals**

School District #57 Facility Rentals		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
Elementary Schools (per hour)					
Gym	Commercial	\$84.00	\$87.00	\$90.00	\$93.00

	Community Association	No Charge			
	Discount Youth	No Charge	\$5.00	\$5.25	\$5.50
	Discount Adult	\$42.00	\$43.00	\$44.00	\$45.00
Meeting Space	Commercial	\$29.00	\$30.00	\$31.00	\$32.00
	Community Association	No Charge			
	Discount Youth	No Charge	\$5.00	\$5.25	\$5.50
	Discount Adult	\$15.00	\$16.00	\$16.00	\$17.00
<b>Secondary Schools (per hour)</b>					
Main Gym	Commercial	\$91.00	\$94.00	\$97.00	\$100.00
	Community Association	No Charge			
	Discount Youth	No Charge	\$10.00	\$10.00	\$11.00
	Discount Adult	\$45.00	\$46.00	\$47.00	\$48.00
Small Gym	Commercial	\$46.00	\$47.00	\$48.00	\$49.00
	Community Association	No Charge			
	Discount Youth	No Charge	\$5.00	\$5.25	\$5.50
	Discount Adult	\$25.00	\$26.00	\$27.00	\$28.00
Meeting Space	Commercial	\$34.00	\$35.00	\$36.00	\$37.00
	Community Association	No Charge			
	Discount Youth	No Charge	\$5.00	\$5.25	\$5.50
	Discount Adult	\$19.00	\$20.00	\$21.00	\$22.00
<b>School District #57 Sport Field and Hard Surface Court Rentals</b>		<b>Rates Effective Jan 1<sup>st</sup> - Dec 31<sup>st</sup></b>			
		<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Hourly	Commercial	\$33.00	\$34.00	\$35.00	\$36.00
	Community Association	No Charge			
	Discount Youth	No Charge	\$2.00	\$2.00	\$2.25
	Discount Adult	\$18.00	\$18.00	\$19.00	\$19.00
Daily	Commercial	\$165.00	\$170.00	\$175.00	\$180.00
	Community Association	No Charge			
	Discount Youth	No Charge	\$24.00	\$25.00	\$25.00
	Discount Adult	\$125.00	\$129.00	\$133.00	\$137.00

**B-6(d)**

**Additional Service Fees**

<b>Additional City Park and School District #57 Facility Services</b>	<b>Rates</b>
Additional Cleaning	Actual cost – plus 25% administration fee
Additional Turf Maintenance	Actual cost
Additional Washroom Service	Actual cost
Commercial Waste & Recycling Containers	Actual cost – plus 25% administration fee
Custodial Charges	Actual cost
Electrical Connect/Disconnect	Actual cost
External Rentals/Services	Actual cost - plus 25% administration fee
First Aid Services	Actual cost - plus 25% administration fee
Host Services	Actual cost
Internal Equipment Rentals	Actual cost - plus 25% administration fee
Parking / Traffic Control Services	Actual cost - plus 25% administration fee
Security Services	Actual cost - plus 25% administration fee
Snow Removal	Actual cost
Staffing Rates	Actual cost – as required
Statutory Holiday Rates	Actual cost
Weekend Load-in/Load-out Supervision	Actual cost

<b>Additional City Park Facility Services (taxes not included in rates with the exception of camping)</b>		<b>Rates Effective Jan 1<sup>st</sup> - Dec 31<sup>st</sup></b>			
		<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Field Lights (hourly)		\$22.00	\$23.00	\$24.00	\$25.00
Camping - per unit rate (daily)		\$22.00	\$23.00	\$24.00	\$25.00
Concession or Change Rooms (per set of 2 change rooms)	Hourly	\$6.00	\$6.25	\$6.50	\$6.75
	Daily	\$40.00	\$41.00	\$42.00	\$43.00
Mobile Vendor Space - approved park locations only (daily)		\$40.00	\$41.00	\$42.00	\$43.00
Key/FOB Deposit (per key/FOB) (hourly)		\$15.00	\$15.00	\$16.00	\$16.00
Mr. P.G. Flag - set up and take down rate per flag (Two Week)		\$200.00	\$206.00	\$212.00	\$218.00

Appendix "AF"  
To Bylaw No. 9080, 2019  
"B- 7"

**COMMUNITY SERVICES**

*Fees and Charges for Prince George Playhouse Theatre*

**EFFECTIVE: January 1, 2020**

Prince George Playhouse Theatre Fees & Charges		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
Standard Rate is defined as all bookings including conferences, conventions and tradeshow					
Discount Rate may be available to Prince George based not-for-profit groups, charitable organizations or registered societies with the primary purpose of community service and where the local community is the beneficiary					
Full Theatre Rental**					
<b>Performance Rates:</b>					
Ticketed Events	Standard	\$600.00	\$618.00	\$637.00	\$656.00
	Discount	\$490.00	\$505.00	\$520.00	\$536.00
Non-Ticketed Events	Standard	\$600.00	\$618.00	\$637.00	\$656.00
	Discount	\$390.00	\$402.00	\$414.00	\$426.00
<b>Additional Performance Fee (each performance):</b>					
Ticketed Events	Standard	\$218.00	\$225.00	\$232.00	\$239.00
	Discount	\$165.00	\$170.00	\$175.00	\$180.00
Non-Ticketed Events	Standard	\$218.00	\$225.00	\$232.00	\$239.00
	Discount	\$137.00	\$141.00	\$145.00	\$149.00
<b>Rehearsal Fees:</b>					
All Events	Standard	\$274.00	\$282.00	\$290.00	\$299.00
	Discount	\$218.00	\$225.00	\$232.00	\$239.00
<b>Dark Days:</b>					
All Events	Standard	\$137.00	\$141.00	\$145.00	\$149.00
	Discount	\$109.00	\$112.00	\$115.00	\$118.00
<b>Other:</b>					
Lobby Only	Standard	\$246.00	\$253.00	\$261.00	\$269.00

	Discount	\$218.00	\$225.00	\$232.00	\$239.00
Stage Consumables - per performance	Standard	\$28.00	\$29.00	\$30.00	\$31.00
	Discount	\$28.00	\$29.00	\$30.00	\$31.00

Additional Services	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020	2021	2022	2023
Yamaha Piano	\$90.00 per day + tuning charges			
Kawai Piano	\$50.00 per day + tuning charges			
Technical Fees	actual cost			
Technician	\$30.00 - \$55.00 per hour (First 8 hours)			
	Overtime pay per hour after 8 hours			
Stage Manager	\$30.00 - \$40.00 per hour (First 8 hours)			
	Overtime pay per hour after 8 hours			
Fly Operator	\$20.00 - \$30.00 per hour (First 8 hours)			
	Overtime pay per hour after 8 hours			
Extra Stage Help	\$16.00 - \$25.00 per hour (First 8 hours)			
	Overtime pay per hour after 8 hours			
Ushers and Box Office	\$16.00 - \$25.00 per hour (minimum 4 hour call)			
House Manager	\$20.00 - \$30.00 per hour (After 5 hours - first 5 hours included in facility rental)			
Photocopying	\$0.25 per page			
Debit/Credit Payment System	5% administration fee on sale account			
Extension Cords	\$6.00			
External Rentals	Rental Cost plus 25% Administration Fee			
Long Distance Telephone Charges	Rental Cost plus 25% Administration Fee			
Electrical Connect/Disconnect	\$400.00			
Electrician Remaining on Site	actual cost - minimum two hours			
Custodial Rates	actual cost			
Statutory Holiday Rates	actual cost			
Additional Staging	actual cost			
Security	actual cost			
First Aid	actual cost			
Towel Services	actual cost			

Linen Services	actual cost
SOCAN Fees	actual cost
ReSound Fees	actual cost
Catering	actual cost

<b>Commercial Merchandising Fees:</b>	
Sellers provided by promoter	20% of gross sales or as negotiated by General Manager of Community Services or designate
Sellers provided by City	30% of gross sales or as negotiated by General Manager of Community Services or designate

**\*\* The General Manager of Community Services or their designate may negotiate rental rates lower than those outlined in this bylaw when in his/her opinion, the hosting of an event in the Prince George Playhouse would likely generate event tourism dollars for the municipality at large.**

Appendix "AG"  
To Bylaw No. 9080, 2019

**"C – 2"**

**PUBLIC SAFETY AND CIVIC FACILITIES**

*Fees and Charges for Parking and Traffic*

**EFFECTIVE: January 1, 2020**

**C-2(c)**

Off-Street Parking Facilities Fees Monthly Parking Rate (GST or applicable taxes not included)		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
<b>Lots/Parkades</b>					
2nd Avenue Parkade		\$74.00	\$75.00	\$77.00	\$79.00
5th Avenue Parkade	Under Cover	\$105.00	\$107.00	\$109.00	\$111.00
	Roof Top	\$73.00	\$74.00	\$75.00	\$77.00
Plaza Parkade	UnderCover with plug	\$80.00	\$82.00	\$84.00	\$86.00
	Roof Top with plug	\$57.00	\$58.00	\$59.00	\$60.00
Westel Parkade		\$107.00	\$109.00	\$111.00	\$113.00
6th Avenue Parkade		\$141.00	\$144.00	\$147.00	\$150.00
Westel Lot		\$73.00	\$74.00	\$75.00	\$77.00
Royal Lot		\$105.00	\$107.00	\$109.00	\$111.00
Columbus Lot		\$66.00	\$67.00	\$68.00	\$69.00
Earl Brown Lot		\$105.00	\$107.00	\$109.00	\$111.00
3rd Avenue Lot		\$66.00	\$67.00	\$68.00	\$69.00
Days Inn Lot		\$73.00	\$74.00	\$75.00	\$77.00
George Street Parkade - market value stalls		\$141.00	\$144.00	\$147.00	\$150.00
George Street Parkade - discounted tenant stalls		\$113.15	\$114.28	\$115.42	\$116.58
<b>Hourly, Daily &amp; Overnight Parking Rate Fee:</b>					
PLAZA PARKADE		\$1.00 per hour; \$6.00/day (7:00 am to 5:00 pm); Free/night (5:00 pm to 7:00 am)			
WESTEL LOT		\$ 1.00 per hour;			



	\$6.00/day (7:00 am to 5:00 pm); \$Free/night (5:00 pm to 7:00 am)
ROYAL LOT	\$ 1.00 per hour; \$6.00/day (7:00 am to 5:00 pm); \$Free/night (5:00 pm to 7:00 am)
COLUMBUS LOT	\$ 1.00 per hour; \$6.00/day (7:00 am to 5:00 pm); \$Free/night (5:00 pm to 7:00 am)
4TH AVENUE LOT	\$ 1.00 per hour; \$6.00/day (7:00 am to 5:00 pm); \$Free/night (5:00 pm to 7:00 am)
QUEENSWAY LOT	\$ 1.00 per hour; \$6.00/day (7:00 am to 5:00 pm); \$Free/night (5:00 pm to 7:00 am)
<b>Incidental Operating Fees:</b>	
Security Deposit for Access Cards of other devices to use or otherwise gain access to the facilities. <sup>1</sup>	\$20.00/each
<sup>1</sup> Security deposits shall be refunded upon termination of the parking contract and the return of the undamaged access card/device. Security deposits shall be forfeit for lost, stolen or damaged access cards/devices. Replacement access cards/devices shall be subject to the new security deposit charge.	
Fee for Administrative Changes to a User's Account (such as, but not limited to, changing stalls within a facility)	\$20.00/account or \$20.00/change

Appendix "AH"  
To Bylaw No. 9080, 2019  
**"C- 3"**

**ADMINISTRATIVE SERVICES**

*Fees and Charges for Records Administration*

**EFFECTIVE: January 1, 2020**

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**Fees and Charges**

**C-3(a)**

<b><u>DESCRIPTION</u></b>		<b><u>FEE*</u></b>	
(a)	For locating and retrieving a record	\$10.00 per ¼ hour or portion thereof	
(b)	For producing a record manually	\$10.00 per ¼ hour or portion thereof	
(c)	For producing a record from a machine readable record excluding records produced on the plotter	\$15.00 per ¼ hour for developing a computer program to produce the record plus \$0.35 per page or printout produced.	
(d)	For producing a record on the plotter	\$15.00 per ¼ hour or portion thereof for preparation time plus cost of materials	
		E size +	\$20.00
		E size (900x1200)	\$10.00
		D size (600x900)	\$ 5.00
		B size (275x425)	\$ 2.00
		A size (200x275)	\$ 2.00
(e)	For shipping copies of records	Actual cost of shipping by method chosen by applicant	
(f)	For copying records (except historical property records and building plans, see subsection (k))		
	(i) photocopies and/or computer printouts	\$0.35 per page (8.5x11, 8.5x14) \$0.60 per page (11x17)	
	(ii) scanned electronic copy of a record (sent electronically)	\$0.25 per page (8.5x11, 8.5x14, 11x17)	
	(iii) microfiche – paper or electronic duplication	\$1.00 per page (8.5x11)	
	(iv) USB drive	\$10.00 per drive	
	(v) photographs – colour, or black and white	actual cost of reproduction	
	(vi) engineering/legal maps/drawings	E size +	\$20.00
		E size (900x1200)	\$15.00
		D size (275x425)	\$10.00
		B size (275x425)	\$ 0.40
		A size (200x275)	\$ 0.25
(g)	For sending records by fax	\$0.25 per page local	
		\$1.00 per page long distance	

	<b><u>DESCRIPTION</u></b>	<b><u>FEE*</u></b>	
(h)	Miscellaneous Records		
	(i) Ready copies of bylaws or reports	\$0.15 per page	
	(ii) Cerlox binding if required	\$2.00 per document	
	(iii) Ready copies of maps/plans (including street, zoning, legal composite, OCP maps.	E size + E size (900x1200) D size (600x900) B size (275x425) A size (200x275) 1:5000 map sets (275x425) 1:2500 map sets (600x900)	\$ 20.00 \$ 10.00 \$ 5.00 \$ 2.00 \$ 2.00 \$ 35.00 \$400.00
	(iv) Zoning Map (22"x34")	\$ 5.00 per map \$400.00 per set	
	(v) Building record	\$150.00 per parcel	
	(vi) Environmental record Search/Summary	\$200.00 per parcel	
	(vii) Fire Department record search and copy	\$20.00 per street address plus \$1.00 per page of records copied	
	(viii) Criminal Record search	\$35.00 per search	
	(ix) Police information search and copy	\$35.00 per search	
	(x) Council Agenda	\$20.00 per agenda	
(i)	Land Title and Survey Authority Services		
	(i) Title Search	\$20.00 per search	
	(ii) State of Title Certificate	\$25.00 per certificate	
	(iii) Copies of land title documents	actual cost of reproduction +\$10.00 per ¼ hour or portion thereof	
(j)	Engineering Records		
	For preparing Computer Modeling of City Infrastructure (water, sanitary sewer, etc.)		
	(i) Water modeling information for sprinkler design	\$135.00 flat fee based on 2.5 hours per project	
	(ii) Modeling information for Infrastructure expansion (includes planning studies, design briefs, subdivisions, main extension analysis, etc.	\$ 60.00 per hour (includes) 15% administration charge)	

(k)	Historical property file records searches and copies of exterior building plans (per civic address)	
	Property file records search (includes search fee, copies of all applications, permits, inspections, survey certificates on file)	\$28.00
	(i) Permits and inspections only	\$20.00
	(ii) Applications only	\$15.00
	(iii) Location survey (survey certificate)	\$13.00
	(iv) Building plans – view only	\$45.00
	(v) Building plans – copies	\$50.00 for first 10 pages, \$10.00 per additional page

	<b><u>DESCRIPTION</u></b>	<b><u>FEE*</u></b>
(l)	Fees for Human Resources Records Search	
	<p>A search fee shall be charged for each written reply to requests to the Human Resources Department from ICBC, Solicitors and other for information pertaining to employment where such disclosure is authorized.</p> <p>Request from Worksafe BC, Canada Revenue Agency, Canada Pension Plan, Human Resource Development Canada and the Pension Corporation are exempt from this fee, as well as simple employment verification/confirmation requests.</p>	
	(i) Requests from law firms	\$100.00
	(ii) Requests from ICBC	\$ 50.00
	(iii) Requests from others not listed	\$ 50.00 (max)
	(iv) Photocopies	\$ 0.35 per page

### **MUNICIPAL DIGITAL MAPPING PRODUCTS**

Please contact the Engineering Department for a list of the available digital files. Completion of a LICENSE AGREEMENT is required for these products. The map sheet numbers must be indicated when ordering. Allow ten working days for delivery.

Appendix "A1"  
To Bylaw No. 9080, 2019

**"C - 4"**

**FIRE PROTECTION AND FIREWORKS**

*Fees and Charges for Fire Protection and Emergency Response*

**EFFECTIVE: January 1, 2020**

**FEES AND CHARGES**

**C-4(a)**

Service Provided		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
<b>21 - Permits</b>					
Fireworks Sales Permit		\$103.00	\$106.00	\$109.00	\$112.00
Special Event/festival permits (consumer fireworks)		\$21.00	\$22.00	\$23.00	\$24.00
Display Fireworks permit		\$103.00	\$106.00	\$109.00	\$112.00
Pyrotechnics permit		\$258.00	\$266.00	\$274.00	\$282.00
Removal of underground fuel storage tank		\$103.00	\$106.00	\$109.00	\$112.00
Installation of aboveground fuel storage tank	2,500 litres (660 gallons) to 25,000 litres (6604 gallons)	\$206.00	\$212.00	\$218.00	\$225.00
	Each litre over 25,000	.002 cents per litre			
Installation of underground fuel storage tank	Up to 5,000 litres	\$103.00	\$106.00	\$109.00	\$112.00
	Up to 25,000 litres	\$258.00	\$266.00	\$274.00	\$282.00
	Exceeding 25,000 litres	\$361.00	\$372.00	\$383.00	\$394.00
Install Liquid Petroleum Tank		\$103.00	\$106.00	\$109.00	\$112.00
21.7 - Renewal of Permits		\$52.00	\$54.00	\$56.00	\$58.00
23.2 - Fire Investigation Fee - damage in excess of \$5,000		\$515.00	\$530.00	\$546.00	\$562.00
23.3 - Decontamination, repair or replacement of equipment		Actual cost			

23.4 - Wildland Urban Interface - Existing Development		Actual cost			
23.5 - Accumulation of combustibles		Actual cost			
23.6 - Exterior Waste Receptacles and Waste Material		Actual cost			
23.7 - Burning without a burning permit		Actual cost to respond			
23.8 - Failure to comply with burning permit		Actual cost to respond			
23.9 - Securing a vacant or fire damaged building		Actual cost			
23.10 - Fire Watch Costs		Actual cost of security company			
23.11 - Fire Protection Technician Costs		Actual cost of fire protection technician			
23.12 - Private Hydrant Testing		Actual cost			
23.13 - Failure to maintain private hydrant		Actual cost			
23.13 - Failure to maintain access to private hydrant		Actual cost			
23.14 - Inspection Fees					
No access provided to property		\$155.00	\$160.00	\$165.00	\$170.00
Property not in compliance		\$155.00	\$160.00	\$165.00	\$170.00
Request for inspection	1st hour	\$155.00	\$160.00	\$165.00	\$170.00
	Subsequent hours	Actual cost			
23.15 - Failure of contact persons to attend (per hour, per occurrence) (minimum 1 hour)		\$515.00	\$530.00	\$546.00	\$562.00
23.16 - False alarms	2nd false alarm	\$180.00	\$185.00	\$191.00	\$197.00
	3rd false alarm	\$361.00	\$372.00	\$383.00	\$394.00
	Subsequent false alarms	\$567.00	\$584.00	\$602.00	\$620.00
Provision of other documents		\$21.00	\$22.00	\$23.00	\$24.00

#### **C-4(b)**

<b>Vehicle and Personnel Charges</b>					
Aerial per hour (minimum 2 hours)		\$258.00	\$266.00	\$274.00	\$282.00
Pumper per hour (minimum 2 hours)		\$155.00	\$160.00	\$165.00	\$170.00
Rescue per hour (minimum 2 hours)		\$103.00	\$106.00	\$109.00	\$112.00
Small vehicles (per hour)		\$62.00	\$64.00	\$66.00	\$68.00

## PERSONNEL COST

**A – Response:** Charges for full-time staff responses will be based on the latest collective agreement between the City of Prince George and I.A.F.F Local 1372.

Cost per incident will be assessed on each hour or portion thereof, for units dispatched and the number of Fire Department personnel responding to the incident, including those placed on standby. In addition to the preceding Vehicle and Personnel Costs, the following charges will be assessed:

Consumable Goods	Replacement value plus all applicable taxes
Administration Fee	15%

**B – Inspection:** Charges for inspections will be based on the latest collective agreement between the City of Prince George and I.A.F.F Local 1372.

Cost per inspection will be assessed on each hour or portion thereof, for personnel and equipment required to perform the inspection. In addition to the preceding Personnel Costs, the following charges will be assessed:

Consumable Goods	Replacement value plus all applicable taxes
Administration Fee	15%

Appendix "AJ"  
To Bylaw No. 9080, 2019

**"C - 5"**

**PUBLIC SAFETY AND CIVIC FACILITIES**

*Fees and Charges for RCMP Support Services*

***EFFECTIVE: January 1, 2020***

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**FEES AND CHARGES**

**C-5**

Service Provided		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
Mechanical Inspection		at cost	at cost	at cost	at cost
Analyst Report		\$103.00	\$106.00	\$109.00	\$112.00
Synopsis on file - Traffic to ICBC (for every email request response)		\$10.00	\$10.00	\$10.00	\$10.00
Information Requiring Research - for all organizations except Ministry of Children and Families	For First Hour	\$77.00	\$79.00	\$81.00	\$83.00
	For every 15 minutes or portion thereafter, after the first hour	\$10.00	\$11.00	\$11.00	\$11.00
	plus the applicable photocopying rate	at cost	at cost	at cost	at cost
Information Requiring Research - Ministry of Children and Families	For every 15 minutes of research	\$10.00	\$11.00	\$11.00	\$11.00
	For every email request response	\$10.00	\$11.00	\$11.00	\$11.00
	For every written response/report	\$36.00	\$37.00	\$38.00	\$39.00
Criminal Record Checks for employment purposes		\$64.00	\$66.00	\$68.00	\$70.00
False alarms		\$103.00	\$106.00	\$109.00	\$112.00



**DATE:** November 6, 2019

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** IAN WELLS, GENERAL MANAGER, PLANNING AND DEVELOPMENT

**SUBJECT:** Ross McBride Crescent Road Closure Bylaw No. 9060, 2019

**ATTACHMENTS:** Appendix "A" - Proposed Road Closure  
Exhibit "A" - Proposed Subdivision  
Exhibit "B" - Location Map

**RECOMMENDATION:**

That Council GIVE FIRST and SECOND READINGS to "City of Prince George Ross McBride Crescent Road Closure Bylaw No. 9060, 2019".

**PURPOSE:**

The purpose of this report is to request City Council's approval to close the road area as shown on Appendix "A" with the intent to sell the closed road area to the adjacent property owners. The proposed closure and sales provide the owners the ability to consolidate the closed road area with their adjacent properties and correct existing encroachments.

**POLICY/REGULATORY ANALYSIS:**

Under the "City of Prince George Positions and Delegation of Authority Bylaw No. 8340, 2011, Amendment Bylaw No. 8663, 2015" Real Estate Services has approved the sale of the dedicated road area of 0.108 hectares shown on Appendix "A" for purchase by the adjacent landowners.

Proposed Bylaw 9060, 2019 authorizes the City to close that road area as shown on Appendix "A" and remove its road dedication thereby allowing for consolidation of the 0.108 hectare road area with the adjacent lands being:

Lot A Block 118 District Lot 343 Cariboo District Plan EPP95372  
Registered Owners: Eric Bendix Andersen and Heidi-Ann Johns

Lot B Block 118 District Lot 343 Cariboo District Plan EPP95372  
Registered Owners: Lisa Lynn Logan and Joseph Dollard Richard Leblanc

Lot C Block 118 District Lot 343 Cariboo District Plan EPP95372  
Registered Owners: Stephen Eric Johnson and Carol Linda Johnson

Lot D Block 118 District Lot 343 Cariboo District Plan EPP95372  
Registered Owner: Pierre Michel Ducharme

Lots E & F Block 118 District Lot 343 Cariboo District Plan EPP95372  
Registered Owners: Gilbert Clayton Marcel Rahier and Marjorie Christina Rahier

Lot G Block 118 District Lot 343 Cariboo District Plan EPP95372  
Registered Owners: Jon Martin Erickson and Mairi Kathleen Broadbent

Lot H Block 118 District Lot 343 Cariboo District Plan EPP95372  
Registered Owner: Curtis Robert Edgson

Lot I Block 118 District Lot 343 Cariboo District Plan EPP95372  
Registered Owner: Sonya Ann Danilec

Lot J Block 118 District Lot 343 Cariboo District Plan EPP95372  
Registered Owners: Andrew Arthur Seabrook and Kimberley Seabrook

Lot K Block 118 District Lot 343 Cariboo District Plan EPP95372  
Registered Owner: Kozel Holdings Ltd.

as shown by the heavy outlined areas on the Proposed Subdivision Plan attached hereto as Exhibit "A".

#### **STRATEGIC PRIORITIES:**

Closing the road area and consolidating it with the adjacent lands will enable the approved sale to occur; as well, closure will address the following areas:

- Sustainable Fiscal Management
- Sustainable Infrastructure
- Diversifying our Economy

#### **FINANCIAL CONSIDERATIONS:**

The purchase price for the subject road area is \$9,000.00 plus GST. Administration feels that this price is fair market value.

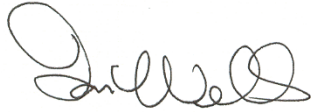
#### **SUMMARY AND CONCLUSION:**

Real Estate Division has conducted a circulation of the road closure proposal to various external utilities. Fortis BC has no concerns with this closure. Telus Communications, BC Hydro and Shaw Cable have advised that they will require Statutory Rights of Way.

As the road area to be closed is located within 800 meters of an arterial highway, the Ministry of Transportation's approval is required.

If approved, the bylaw and subdivision plans will be deposited at the Land Title Office to consolidate the road area with the adjacent Lots as shown on Exhibit "A" Proposed Subdivision.

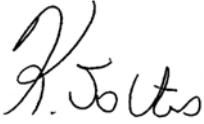
RESPECTFULLY SUBMITTED:



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Ian Wells, General Manager, Planning and Development

APPROVED:



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Kathleen Soltis, City Manager  
Meeting date: December 2, 2019

Edoc #523047





Subject Area

0 15 30 60 90 120 Meters  
 Coordinate System: NAD 1983 UTM Zone 10N  
 Projection: Transverse Mercator  
 Datum: North American 1983  
 1:3500

## Exhibit "B" - Location Map



**CITY OF PRINCE GEORGE**  
**BYLAW NO. 9060, 2019**

**A Bylaw of the City of Prince George to permanently close a portion of lane located between Ross and McBride Crescent to remove its road dedication for the purpose of future disposal of the lands.**

**WHEREAS** the Council of the City of Prince George deems it desirable that an approximate 0.108 hectares of road dedicated on Plan 1268, within the Block legally described as Block 118, District Lot 343, Cariboo District as shown on Reference Plan EPP95371, be closed to traffic, and that the highway dedication thereof be removed;

**AND WHEREAS,** in accordance with section 40 of the *Community Charter*, notice of intention to adopt this bylaw has been delivered, posted and published, and an opportunity has been provided for persons who consider they are affected by this bylaw to make representations to Council;

**NOW THEREFORE** the Council of the City of Prince George, in open meeting assembled, **ENACTS**  
**AS FOLLOWS:**

1. That the portion of lane dedicated on Plan 1268 within the block legally described as Block 118, District Lot 343, Cariboo District as shown outlined in bold black on the proposed Reference Plan EPP95371 attached hereto as Appendix "A" and forming part of this Bylaw, is closed to traffic.
2. That the portion of lane dedicated on Plan 1268, within the block legally described as Block 118, District Lot 343, Cariboo District as shown outlined in bold black on the proposed Reference Plan EPP95371 attached hereto as Appendix "A" and forming part of this Bylaw, is removed.
3. The Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.
4. This Bylaw shall come into full force and take effect upon its adoption and shall be filed with the Registrar of the applicable Land Title Office.
5. This Bylaw may be cited for all purposes as "City of Prince George Ross McBride Crescent Road Closure Bylaw No. 9060, 2019".

READ A FIRST TIME THIS DAY OF , 2019.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

First two readings passed by a decision of Members of City Council present and eligible to vote.

READ A THIRD TIME THIS DAY OF , 2019.

Third reading passed by a decision of Members of City Council present and eligible to vote.

Certified correct as passed third reading this day of , 2019.

---

CORPORATE OFFICER OF  
THE CITY OF PRINCE GEORGE

APPROVED BY THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE PURSUANT TO THE PROVISIONS OF SECTION 41(3) OF THE *COMMUNITY CHARTER*.

THIS DAY OF 2019.

---

for MINISTER OF TRANSPORTATION  
AND INFRASTRUCTURE

ADOPTED THIS DAY OF , 2019,

BY A DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.

---

MAYOR

---

CORPORATE OFFICER

## REFERENCE PLAN

PLAN EPP95371

To Accompany BYLAW No. 9060 of the City of Prince George  
Highway Closure and Dedication Removal of Lane Dedicated  
within Block 118 DL 343 on Plan 1268 Cariboo District

Pursuant to Section 120 of the Land Title Act & Section 40 of the Community Charter.

Integrated Survey Area No. 39 Prince George, BC NAD83(CSRS) 4.0.0.BC.1

BCGS 936.097

SCALE:



The intended plot size of this plan is 560mm in width by  
432mm in height (C size) when plotted at a scale of 1:750.

## LEGEND:

Symbols Found	Description
●	Control Monument
○	Standard Iron Post
⊙	Standard Rock Post
+	Unmarked measured point
CF	Combined Factor
EAA	Estimated Absolute Accuracy
No. or #	Number

## NOTES:

Grid bearings are derived from observations  
between geodetic control monuments 85H1291  
and 85H1054.

The UTM coordinates and estimated horizontal  
positional accuracy achieved have been derived  
from Mascot published coordinates and standard  
deviations for geodetic control monument  
85H1291.

This plan shows horizontal ground-level distances,  
unless otherwise specified. To compute grid  
distances, multiply ground-level distances by the  
average combined factor of 0.999514 which has  
been derived from control monument 85H1291.

This plan shows one or more witness posts which  
are not set on the true corner(s).

## BOOK OF REFERENCE:

Description:	Area:
Closed Lane Within Bk 118 Dedicated on Plan 1268	0.108 ha
Total:	0.108 ha

## UTM COORDINATES: (Published)

NAD 83 (CSRS) 4.0.0.BC.1, Zone 10				
Station	Northing	Easting	CF	EAA
85H1291	5974107.74	515771.23	0.999514	0.10
85H1054	5974390.69	515345.68	0.999513	0.10

This plan lies within the City of Prince George.  
This plan lies within the Regional District of Fraser-Fort George.

The field survey represented by this plan was completed on the  
17th day of October, 2019.

Gina MP Hidber, BCLS 871

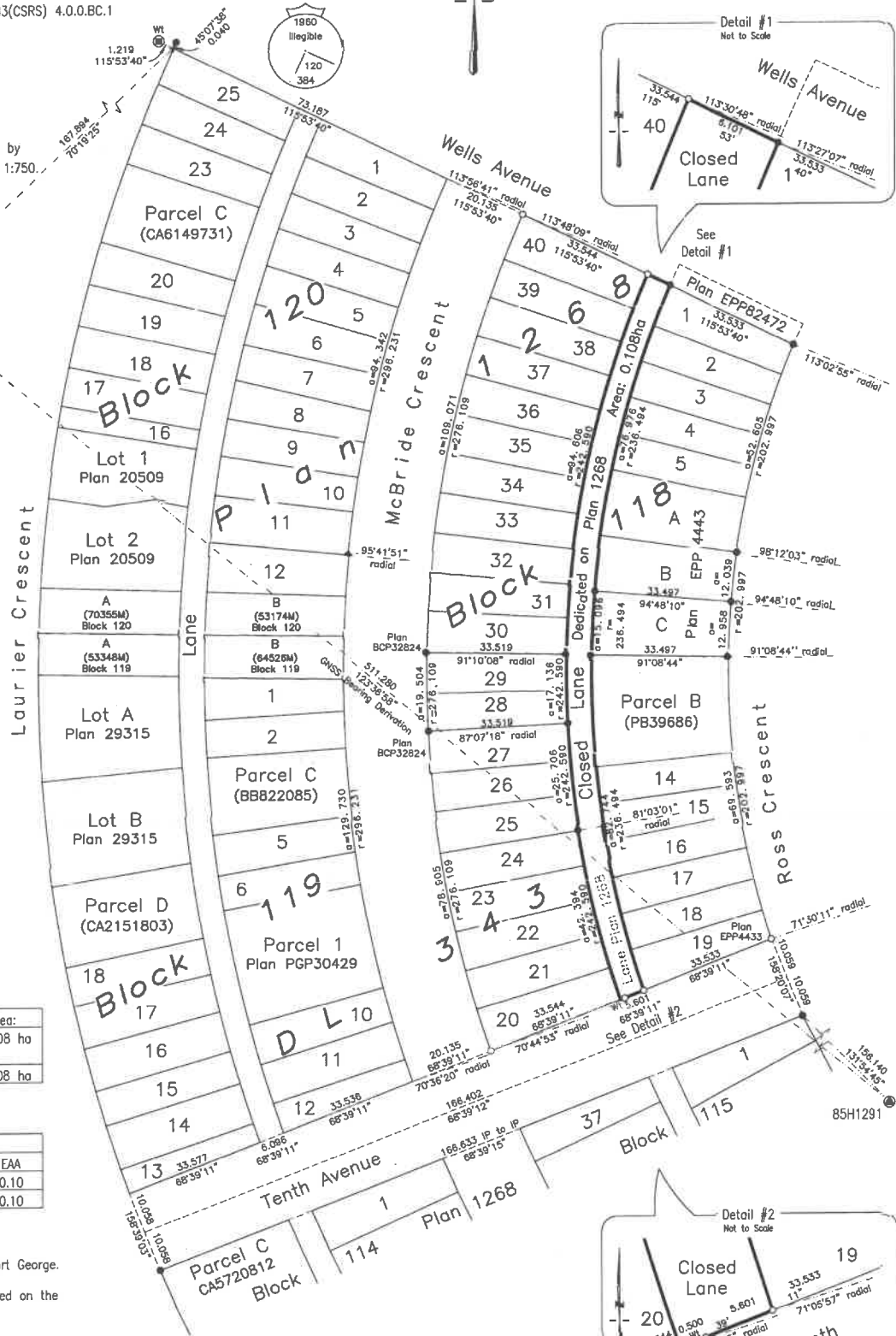


Prince George  
203-1300 1st Ave.  
Prince George, BC V2L 2Y3  
250.640.2287

Smithers  
3750 1st Ave. PO Box 536  
Smithers, BC V0J 2N0  
250.847.3808

www.HBHLandSurveying.com

HBH File No. CPG1901



Detail #2  
Not to Scale



# STAFF REPORT TO COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | [www.princegeorge.ca](http://www.princegeorge.ca)

**DATE:** November 22, 2019

**TO:** **MAYOR AND COUNCIL**

**NAME AND TITLE:** Ian Wells, General Manager of Planning and Development

**SUBJECT:** Rezoning Amendment Application No. RZ100644 (Bylaw No. 9084)

Applicant: Bruce and Kathryn Kidd on behalf of Kidd Real Estate Holdings Ltd.  
Location: 6934 Langer Crescent

**ATTACHMENT(S):**

- Location and Existing Zoning Map
- Appendix "A" to Bylaw No. 9084

## RECOMMENDATION(S):

### THAT Council:

1. GIVE FIRST and SECOND Reading to "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 9084, 2019."
2. PERMIT that consideration of Final Reading of proposed Bylaw No. 9084, 2019 BE WITHHELD until the following requirements have been met to the satisfaction of Administration:
  - a. Registration of a Section 219 Covenant on the legal title of Lot 19, District Lot 4047, Cariboo District, Plan 19550 that restricts symmetrical facades for two-unit housing.
  - b. Registration of a Section 219 Covenant on the legal title of Lot 19, District Lot 4047, Cariboo District, Plan 19550 that restricts secondary suites within two-unit housing.

## PURPOSE:

The applicant has applied to rezone 6934 Langer Crescent (subject property) from RS1m: Suburban Residential to RT1: Two-Unit Residential, as shown on Appendix "A" to Bylaw No. 9084. The purpose of the application is to facilitate the development of a two-unit house (duplex) on the subject property.

### Site Characteristics

Location	6934 Langer Crescent
Legal Description	Lot 19, District Lot 4047, Cariboo District, Plan 19550
Site Area	992.7 m <sup>2</sup> (0.24 acres)
Official Community Plan	Neighbourhood Residential
Growth Management Class	Infill
Servicing	City Services Available



Zoning (see Appendix “A” to Bylaw No. 9084)

Current Use	Residential
Current Zoning	RS1m: Suburban Residential
Proposed Zoning	RT1: Two-unit Residential

Surrounding Land Use Table

North	Residential
South	Residential
East	Residential; Dawson Road
West	Langer Crescent; Residential

**POLICY/REGULATORY ANALYSIS:**

**Official Community Plan (OCP)**

Future Land Use

The subject property is designated as ‘Neighbourhood Residential’ in Schedule B-6: Future Land Use of the Official Community Plan (OCP). This designation encourages single family and two-unit housing forms having a density of less than 22 units/ha (Policy 8.3.59). The OCP supports infill and redevelopment in existing neighbourhoods (Policy 8.3.45), and allows two-unit housing in a dispersed manner where asymmetrically designed (Policy 8.3.60).

Currently, no properties are zoned for two-unit housing on Langer Crescent or within the surrounding neighbourhood. The applicant has offered to register a Section 219 Covenant to ensure the construction of the proposed two-unit housing is non-mirror image.

Administration supports this application, as it is consistent with the ‘Neighbourhood Residential’ designation of the OCP.

Growth Management

The subject property is designated as ‘Infill’ in Schedule B-4: Growth Management of the OCP. Growth Management policies encourage infill and redevelopment within the infill designation (Policy 8.3.45 and Policy 11.4.1). The applicant’s proposal is considered infill development and provides redevelopment of an existing neighbourhood that is consistent with the recommended housing forms and density outlined in the OCP (Policy 8.3.60).

Administration supports this application, as it is consistent with the Future Land Use and Growth Management OCP policy direction.

**Zoning Bylaw**

The subject property is zoned RS1m: Suburban Residential, which is intended to foster a suburban lifestyle on properties larger than 845 m<sup>2</sup>. The zone also provides for complementary residential related uses that are compatible with the residential character of the area. Areas designated as RS1m also allow for manufactured housing.

The applicant has applied to rezone the subject property from RS1m: Suburban Residential to RT1: Two-Unit Residential, as shown on Appendix “A” to Bylaw No. 9084. The intent of the RT1 zone is to provide for housing, primarily in buildings with two dwellings. The RS1m and RT1 zones are compared below in Table 1.

Table 1: Zoning Comparison of RS1m and RT1

Zoning Regulations	RS1m: Suburban Residential	RT1: Two-Unit Residential
Principal Uses	<ul style="list-style-type: none"> <li>Community Care Facility, Minor</li> <li>Housing, Manufactured only in RS1m</li> <li>Housing, Single Detached</li> </ul>	<ul style="list-style-type: none"> <li>Community Care Facility, Minor</li> <li>Housing, Single Detached</li> <li>Housing, Two-Unit</li> </ul>
Relevant Secondary Uses	<ul style="list-style-type: none"> <li>Bed &amp; Breakfast</li> <li>Home Business 1 &amp; 2</li> <li>Secondary Dwelling</li> <li>Secondary Suite, only in Single Detached Housing</li> </ul>	<ul style="list-style-type: none"> <li>Bed &amp; Breakfast</li> <li>Home Business 1 &amp; 2</li> <li>Secondary Suite, only in Single Detached Housing</li> </ul>
Site Coverage	30%	40%
Max. Height	10.0 m	10.0 m
Min. Front Yard Setback	4.5 m	4.5 m
Min. Interior Side Yard Setback	1.2 m	1.2 m
Min. Rear Yard Setback	6.0 m	6.0 m

As identified in Table 1, the RS1m zone permits a single detached house which may include either a secondary suite, or a detached secondary dwelling (i.e. cottage or carriage house). The proposed RT1 zone allows for either a single detached house (with one secondary suite or detached secondary dwelling), or a two-unit house. Therefore, the density of both zones is a maximum of two dwellings on the subject property. Additionally, both zones also permit the same height and setback restrictions for any proposed principal uses, single detached or two-unit housing.

Administration supports this application, as it is consistent with the policy direction provided in the OCP, and the height, setback and density of the surrounding residential zones.

#### STRATEGIC PRIORITIES:

The proposed rezoning amendment is consistent with Council's strategic priority to prioritize infill development and advance housing within targeted growth areas.

#### OTHER CONSIDERATIONS:

##### Land Use Impacts

##### Parking and Traffic

The subject property is surrounded by single detached and manufactured home residential uses along Langer Crescent. As identified above, the RS1m and RT1 zone allows for a maximum of two dwellings on the subject property, and as such, no concerns have been identified regarding noise, parking or traffic.

Further to this, Langer Crescent is considered a local road, and as such, is intended to provide access to a residential neighbourhood and has capacity for the proposed two-unit development. The applicant is proposing to construct one (1) two-unit residence on Langer Cres. Therefore, Administration does not anticipate any significant impacts from parking or traffic within the neighbourhood as a result of the addition of a two-unit residence on Langer Crescent. Each dwelling is required to provide a minimum of two on-site parking spaces.

## Referrals

This application was referred to internal City divisions and external agencies for comments. The following comments were received during the referral process.

### Section 219 Covenant

The applicant has indicated that they will register a Section 219 Covenant on title of the subject property prior to Final Reading of Bylaw No. 9084, 2019. This covenant would ensure the construction of the two-unit residence is asymmetrical and looks like two distinct dwellings (i.e. varying roof lines and using multiple materials for the exterior finish).

Additionally, the applicant has indicated that they will register a second Section 219 Covenant on title of the subject property prior to Final Reading of Bylaw No. 9084, 2019 that restricts secondary suites within a duplex.

Administration recommends that Final Reading of Bylaw No. 9084, 2019 be withheld until the above mentioned Section 219 Covenants are submitted to Administration's satisfaction and are registered on the legal title of the subject property.

### Ministry of Transportation and Infrastructure

As identified under Section 52 of the *Transportation Act*, any properties that are within 800 m of a controlled access highway triggers bylaw approval from the Ministry of Transportation and Infrastructure. The subject property is within 800 m of a controlled access highway (i.e. Highway 97 North), which requires the Ministry's approval prior to Final Reading.

### ALTERNATIVES:

1. Approve the bylaw
2. Approve the bylaw as amended
3. Refuse the bylaw
4. Defer or otherwise deal with the bylaw

Administration recommends that Bylaw No. 9084, 2019 be approved.

### SUMMARY AND CONCLUSION:

The applicant is proposing to rezone the subject property from RS1m: Suburban Residential to RT1: Two-Unit Residential, as shown on Appendix "A" to Bylaw No. 9084, 2019. The purpose of this application is to facilitate the development of two-unit residence (duplex) at 6934 Langer Crescent. Administration is supportive of this application for the reasons outlined in this report.

### RESPECTFULLY SUBMITTED:

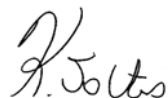


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Ian Wells, General Manager of Planning and Development

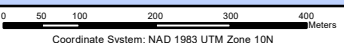
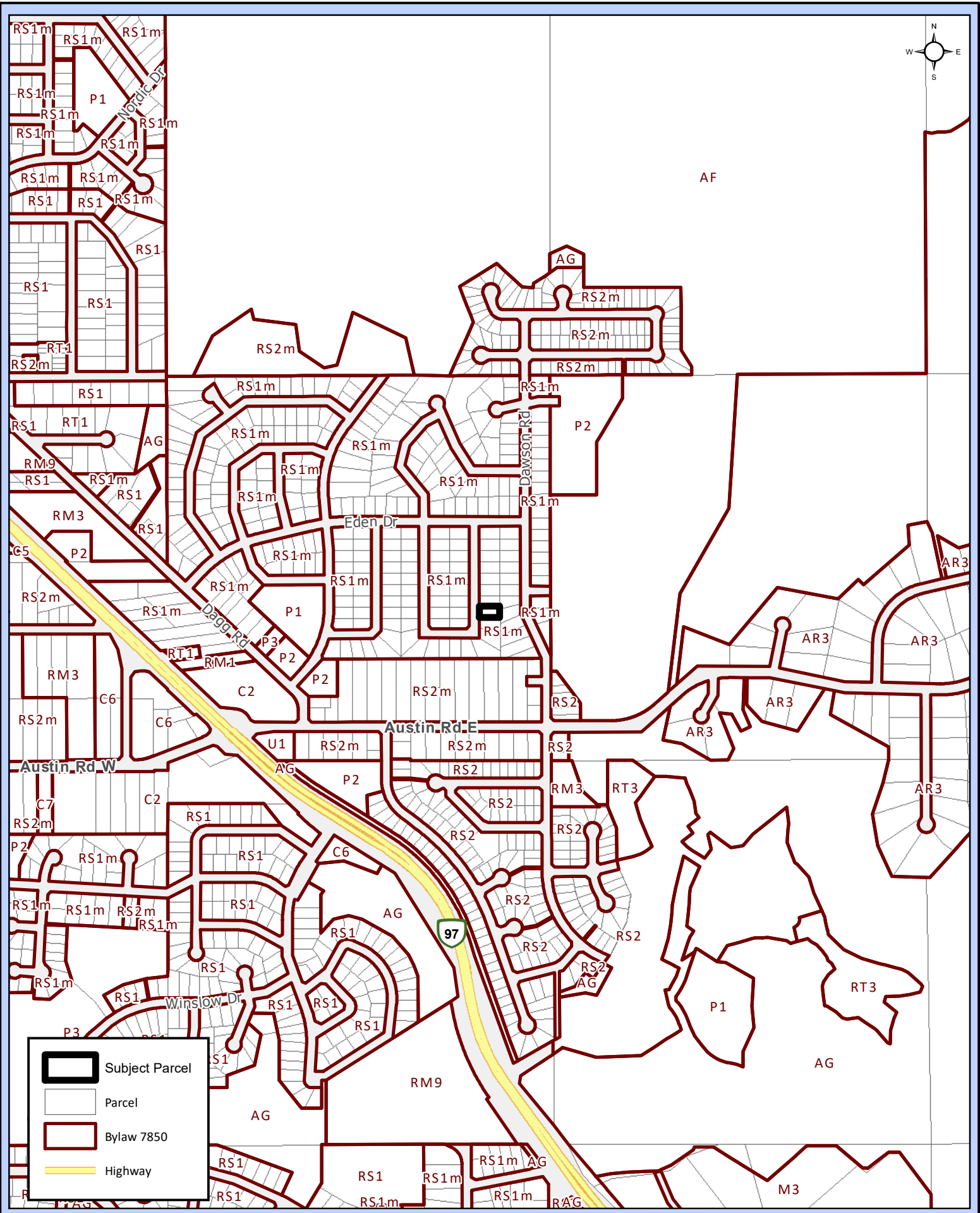
PREPARED BY: Melissa Nitz, Planner

### APPROVED:



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Kathleen Soltis, City Manager  
Meeting date: December 4, 2019



Coordinate System: NAD 1983 UTM Zone 10N  
Projection: Transverse Mercator  
Datum: North American 1983

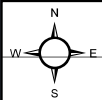
**Location and Zoning Map**

1:10,000



**CITY OF PRINCE GEORGE**

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21

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Rezone from RS1m: Suburban Residential to  
RT1: Two-Unit Residential

18

17

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LANGER CRES



Subject Parcel



Parcel

0 5 10 20 Meters

Coordinate System: NAD 1983 UTM Zone 10N  
Projection: Transverse Mercator  
Datum: North American 1983

1:500

**Appendix "A" to Bylaw No. 9084**

Lot 19, DL 4047, CD, Plan 19550



CITY OF PRINCE GEORGE

Page 268 of 308

**CITY OF PRINCE GEORGE**  
**BYLAW NO. 9084, 2019**

**A Bylaw of the City of Prince George to rezone certain lands and to amend "City of Prince George Zoning Bylaw No. 7850, 2007".**

**WHEREAS** pursuant to the provisions of Section 479 of the *Local Government Act*, in relation to zoning, the Council of the City of Prince George is empowered to make regulations thereto;

**AND WHEREAS** "City of Prince George Zoning Bylaw No. 7850, 2007" has been adopted to make regulations thereto;

**AND WHEREAS** the Council of the City of Prince George has deemed it desirable that a certain property be rezoned from RS1m: Suburban Residential to RT1: Two-Unit Residential to facilitate the development of a two-unit house (duplex) on the subject property, or other uses, pursuant to the RT1: Two-Unit Residential zoning designation(s);

**APPLICANT:** Kidd Real Estate Holdings Ltd.

**SUBJECT PROPERTY:** 6934 Langer Crescent

**AND WHEREAS** a Public Hearing was held in accordance with the *Local Government Act* and notice of such hearing was given as required by Bylaw;

**NOW THEREFORE** the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. That the "City of Prince George Zoning Bylaw No. 7850, 2007", be amended as follows:
  - a. That Lot 19, District Lot 4047, Cariboo District, Plan 19550, be rezoned from RS1m: Suburban Residential to RT1: Two-Unit Residential, as shown on Appendix "A", attached to and forming part of this Bylaw; and
2. That the Zoning Map referred to as Schedule "A" of the "City of Prince George Zoning Bylaw No. 7850, 2007", shall be amended accordingly.
3. That the Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.
4. That this Bylaw may be cited for all purposes as "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 9084, 2019".

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

First two readings passed by a \_\_\_\_\_ decision of Members of City Council present and eligible to vote.

READ A THIRD TIME THIS DAY OF , 2019.

Third reading passed by a decision of Members of City Council present and eligible to vote.

Certified correct as passed third reading this day of , 2019.

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CORPORATE OFFICER OF  
THE CITY OF PRINCE GEORGE

APPROVED BY THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE PURSUANT TO THE PROVISIONS OF SECTION 52(3)(a) OF THE *TRANSPORTATION ACT*.

THIS DAY OF , 2019.

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for MINISTER OF TRANSPORTATION  
AND INFRASTRUCTURE

ADOPTED THIS DAY OF 2019,  
BY A DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND  
ELIGIBLE TO VOTE.

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MAYOR

---

CORPORATE OFFICER



21

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Rezone from RS1m: Suburban Residential to  
RT1: Two-Unit Residential

18

LANGER CRES

17

9

10



Subject Parcel



Parcel

0 5 10 20 Meters

Coordinate System: NAD 1983 UTM Zone 10N  
Projection: Transverse Mercator  
Datum: North American 1983

1:500





**DATE:** November 22, 2019

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** Dave Dyer, General Manager, Engineering and Public Works

**SUBJECT:** Funding Request to Transport Canada – Bikeability Diagnostic Model

**ATTACHMENT(S):** None

**RECOMMENDATION(S):**

**That Council:**

1. **APPROVES** Administration to complete a funding request to Transport Canada for the deployment of a Bikeability Diagnostic Model for the City of Prince George; and
2. **AUTHORIZES** the City's Financial Officer and General Manager of Engineering and Public Works to sign funding request documents and any contract documents should funding approval be received.

**PURPOSE:**

This report is presented to request Council's authorization for City Staff to complete a funding request to Transport Canada for the Deployment of a Bikeability Diagnostic Model for the City of Prince George.

**STRATEGIC PRIORITIES:**

Promoting and encouraging various modes of active transportation assists the City of Prince George in providing a healthy lifestyle alternative for the residents. Implementation of the Active Transportation Plan, which was developed from the results of the *myPG* Integrated Community Sustainability Plan and additional consultation through its development and subsequently the updating of the Official Community Plan, aligns with Council's strategy to prioritize active modes of transportation and provide a connected network through the Active Transportation Plan.

**BACKGROUND:**

A successful municipal "Bicycle Network" is one that is utilized for commuting, running errands, tourism activities and increasing physical activity by users of all ages and abilities. This network should provide opportunity to travel to the majority of the sections of the municipality along the public road right of way in a safe cycling environment.

Increasing the proportion of work trips completed by bike is a worthwhile goal as it provides important benefits in long-term health, carbon emissions reductions, and a decrease of road congestion. Currently, the mode share of cycling in British Columbia is 2.5 percent. This mode share varies significantly between

regions and communities. Population density, geography, infrastructure, and climate can all affect mode share.

The Quantitative Spatial Bikeability Diagnosis for Commuting (bikeability tool) is a useful tool to assess a municipality's utilitarian cycling infrastructure. The bikeability tool measures the duration ratio between the fastest origin-destination route compared to a route that is safety-conscious. In an ideal bikeable city, these two routes are of identical duration; whereas, in a low bikeability city, there is a large gap between the fastest route and the safest one.

The objectives of this project are to provide the City of Prince George with valuable knowledge to better support cycling network improvement decisions.

The City of Prince George is of interest for this work because of its northern climate and transitioning economy. The City has a population of 78,000 people and is situated at the intersection of two rivers and two highways. The University of Northern British Columbia is located to southwest of the city. It receives a total yearly snowfall of 142cm on average. The City has built a network of dedicated bike lanes as part of the Prince George Cycling Network Plan.

#### **FINANCIAL CONSIDERATIONS:**

It is understood that Transport Canada has, in the past, assisted other Municipalities with financial support in implementing the Bikeability Diagnostic Model. The request is funding for 100% of eligible costs for the project. If successful in the request, the project is scheduled to be completed by the end of the 2019/2020 fiscal year, March 31, 2020. The cost estimate for this project is \$25,000.

#### **SUMMARY AND CONCLUSION:**

Administration requests Council's authorization to complete a funding request to Transport Canada for the Deployment of a Bikeability Diagnostic Model for the City of Prince George.

If successful, 100% of the \$25,000 project will be funded.

#### **RESPECTFULLY SUBMITTED:**

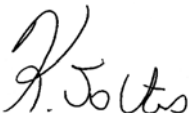


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Dave Dyer, General Manager, Engineering and Public Works

**PREPARED BY:** Chris Vliegthart, Supervisor, Transportation Engineering

#### **APPROVED:**



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Kathleen Soltis, City Manager  
Meeting date: December 4, 2019

**CITY OF PRINCE GEORGE**  
**BYLAW NO. 9056, 2019**

**A Bylaw of the City of Prince George to permanently close a portion of road located near 1357 PG Pulpmill Road to remove its highway dedication for the purpose of future disposal of the lands.**

**WHEREAS** the Council of the City of Prince George deems it desirable that an approximate 0.50 hectares of road dedicated on Plan 14534, District Lot 823, Cariboo District, as shown on Reference Plan EPP95003, be closed to traffic, and that the highway dedication thereof be removed;

**AND WHEREAS**, in accordance with section 40 of the *Community Charter*, notice of intention to adopt this bylaw has been delivered, posted and published, and an opportunity has been provided for persons who consider they are affected by this bylaw to make representations to Council;

**NOW THEREFORE** the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. That the portion of road shown dedicated on Plan 14534, District Lot 823, Cariboo District, as shown outlined in bold black on Reference Plan EPP95003, attached hereto as Appendix "A" and forming part of this Bylaw, is closed to traffic.
2. That the dedication of the portion of road dedicated by Plan 14534, District Lot 823, Cariboo District, as shown outlined in bold black on Reference Plan EPP95003, attached hereto as Appendix "A" and forming part of this Bylaw, is removed.
3. The Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.
4. This Bylaw shall come into full force and take effect upon its adoption and shall be filed with the Registrar of the applicable Land Title Office.
5. This Bylaw may be cited for all purposes as "City of Prince George 1357 PG Pulpmill Road, Road Closure Bylaw No. 9056, 2019".

READ A FIRST TIME THIS           **23<sup>RD</sup>**           DAY OF           **OCTOBER**           , 2019.

READ A SECOND TIME THIS           **23<sup>RD</sup>**           DAY OF           **OCTOBER**           , 2019.

First two readings passed by a   **UNANIMOUS**   decision of Members of City Council present and eligible to vote.

READ A THIRD TIME THIS           **18<sup>TH</sup>**           DAY OF           **NOVEMBER**           , 2019.

Third reading passed by a   **UNANIMOUS**   decision of Members of City Council present and eligible to vote.

ADOPTED THIS           DAY OF           , 2019, BY A  
DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND  
ELIGIBLE TO VOTE.

---

MAYOR

---

CORPORATE OFFICER

APPENDIX A

REFERENCE PLAN TO ACCOMPANY BY-LAW NUMBER 9056 (PRINCE GEORGE)  
TO CLOSE A PORTION OF ROAD SHOWN DEDICATED ON PLAN 14534,  
DISTRICT LOT 823, CARIBOO DISTRICT.

PLAN EPP95003

PURSUANT TO SECTION 120 OF THE LAND TITLE ACT AND SECTION 40 OF THE COMMUNITY CHARTER

THIS PLAN LIES WITHIN INTEGRATED SURVEY AREA  
No. 39 PRINCE GEORGE, BC, NAD83 (CSRS) 4.0.0.BC.1

BCGS 993.087

25 12.5 0 25 50 75 100

THE INTENDED PLOT SIZE OF THIS PLAN IS 590mm IN WIDTH BY 432mm IN  
HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:1250.

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.

GRID BEARINGS ARE DERIVED FROM OBSERVATIONS TO GEODETIC CONTROL  
MONUMENTS 85H1606 AND 85H1591.

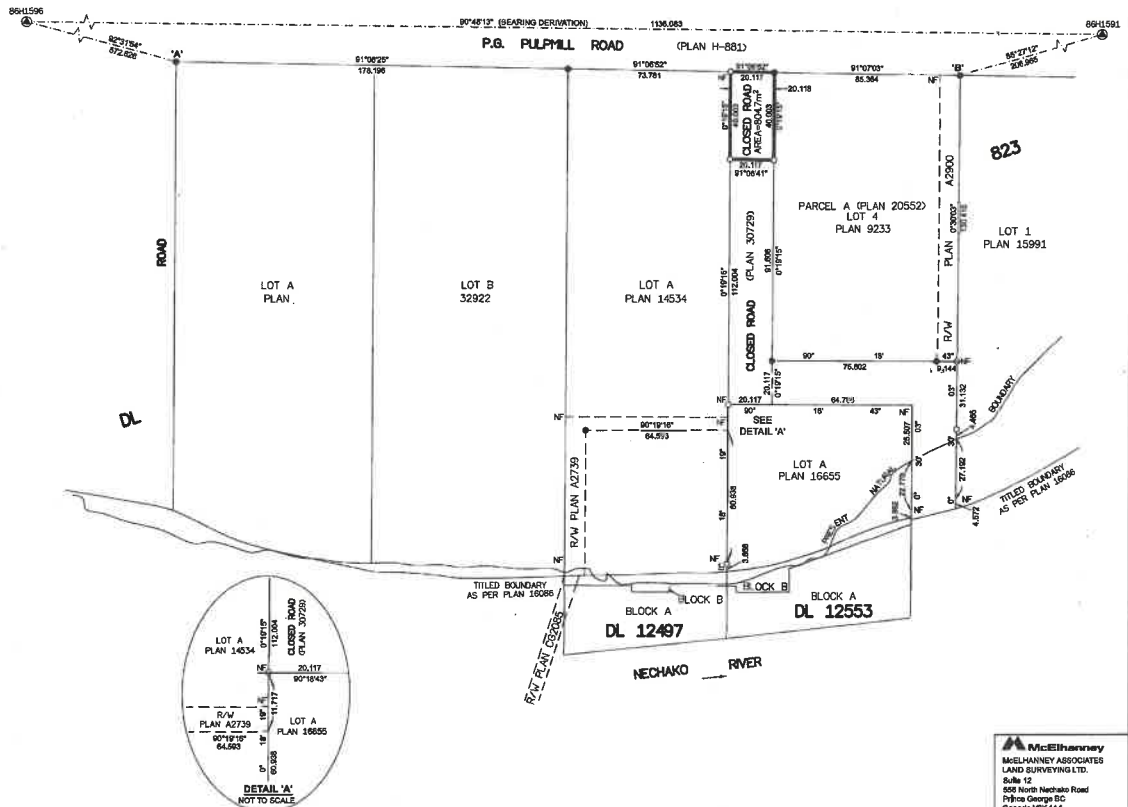
THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY ACHIEVED  
HAVE BEEN DERIVED FROM MAGNETIC PUBLISHED COORDINATES AND  
STANDARD DEVIATIONS FOR GEODETIC CONTROL MONUMENT 85H1591.

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS  
OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES, MULTIPLY  
GROUND-LEVEL DISTANCES BY THE COMBINED FACTOR OF 0.9995181 WHICH  
HAS BEEN DERIVED FROM GEODETIC CONTROL MONUMENT 85H1591.

LEGEND

SYMBOLS	DESCRIPTION
FOUND PLACED	
④	CONTROL MONUMENT
○	STANDARD IRON POST
CSF	COMBINED SCALE FACTOR
EAA	ESTIMATED ABSOLUTE ACCURACY

GEOREFERENCING PORTIONS				
UTM COORDINATES, ZONE 10, NAD 83 (CSRS), 4.0.0.BC.1				
STATION	NORTHING	EASTING	EAA	CSF
Fd. 1P 'A'	5975712.40	517375.11	0.10	0.9995181
Fd. 1P 'B'	5975706.44	517376.33	0.10	0.9995180



THIS FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED  
ON THE 15TH DAY OF AUGUST, 2019  
S. HAURNA C. OERTZEN, BCLS 796

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF FRASER-FORT GEORGE.

**McElhenny**  
McELHENNY ASSOCIATES  
LAND SURVEYING LTD.  
Suite 12  
550 North Nechako Road  
Prince George BC  
Canada V2K 1A1  
Tel: 250 561 2229  
File No. 22415714-RC

**CITY OF PRINCE GEORGE**  
**BYLAW NO. 9069, 2019**

**A Bylaw of the City of Prince George to permanently close a portion of road located near 1288 PG Pulpmill Road to remove its road dedication for the purpose of future disposal of the lands.**

**WHEREAS** the Council of the City of Prince George deems it desirable that an approximate 0.419 hectares of road dedicated on Plan 9233, District Lot 823, Cariboo District as shown on Reference Plan EPP97319, be closed to traffic, and that the road dedication thereof be removed;

**AND WHEREAS**, in accordance with section 40 of the *Community Charter*, notice of intention to adopt this bylaw has been delivered, posted and published, and an opportunity has been provided for persons who consider they are affected by this bylaw to make representations to Council;

**NOW THEREFORE** the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. That the portion of road shown dedicated on Plan 9233, District Lot 823, Cariboo District, as shown outlined in bold black on Reference Plan EPP97319, attached hereto as Appendix "A" and forming part of this Bylaw, is closed to traffic.
2. That the dedication of the portion of road dedicated by Plan 9233, District Lot 823, Cariboo District, as shown outlined in bold black on Reference Plan EPP97319, attached hereto as Appendix "A" and forming part of this Bylaw, is removed.
3. The Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.
4. This Bylaw shall come into full force and take effect upon its adoption and shall be filed with the Registrar of the applicable Land Title Office.
5. This Bylaw may be cited for all purposes as "City of Prince George 1288 PG Pulpmill Road Closure Bylaw No. 9069, 2019".

READ A FIRST TIME THIS        **23<sup>RD</sup>**        DAY OF        **OCTOBER**        , 2019.

READ A SECOND TIME THIS        **23<sup>RD</sup>**        DAY OF        **OCTOBER**        , 2019.

First two readings passed by a        **UNANIMOUS**        decision of Members of City Council present and eligible to vote.

READ A THIRD TIME THIS        **18<sup>TH</sup>**        DAY OF        **NOVEMBER**        , 2019.

Third reading passed by a        **UNANIMOUS**        decision of Members of City Council present and eligible to vote.

ADOPTED THIS        DAY OF        , 2019, BY A  
DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND  
ELIGIBLE TO VOTE.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER





CITY OF PRINCE GEORGE  
BYLAW NO. 9081, 2019

**A Bylaw of the City of Prince George to amend City of Prince George Parking and Traffic Bylaw No. 6056, 1993.**

**WHEREAS** Council enacted "City of Prince George Parking and Traffic Bylaw No. 6056, 1993" to regulate parking and traffic on Highways within the City of Prince George;

**AND WHEREAS** Council deems it desirable to amend the "City of Prince George Parking and Traffic Bylaw No. 6056, 1993" by deleting, inserting, and replacing text of certain sections;

**NOW THEREFORE** the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. That the "City of Prince George Parking and Traffic Bylaw No. 6056, 1993" be amended as follows:

1.1. Section I – Definitions and Interpretation:

- a) that the definition of Commercial Vehicle be deleted in its entirety and replaced with the following:

**“Commercial Vehicle”** means the same meaning as commercial vehicle in the *Commercial Transport Act* and which is engaged in carrying merchandise or other commodities in the ordinary course of business.”

- b) that the definition of Municipal Decal be deleted in its entirety.

- c) that the following definition be added:

**“Passenger Transportation Services”** the same meaning as in the *Passenger Transportation Act*.”

- d) that the definition of Residential Permit be deleted its entirety and replaced with the following:

**“Residential Permit”** a permit issued under the provisions of Schedule “I” attached to and forming part of this bylaw.”

- e) that the following definition be added:

**“Special Parking Permit”** means a permit issued under the provisions set out in Schedule “H” of this bylaw.”

- f) that the following definition be added:

**““Vehicle for Hire”** means a Taxi service, Limousine service, Shuttle service, Transportation Network Service or other vehicle that is regulated by the Passenger Transportation Board.”

- g) that the following definition be added:

**““Volunteer Parking Permit”** means a permit issued under the provisions set out in Schedule “G” attached to and forming part of this bylaw.”

- 1.2. that Section 6.2. (a) be deleted in its entirety.

- 1.3. that Section 7.(x) be amended by deleting the word “commercial”.

- 1.4. that Section 7. be amended by inserting a new section (z) as follows:

“(z) in any location marked with a sign as Reserved Parking without authorization.”

- 1.5. that Section 9.1 be amended by adding the words: “The time period shall be consecutive time, once per day starting from the first time the vehicle is parked in the block or zone.”

- 1.6. that Section 9. 3. be amended by deleting the words “cumulative or”.

- 1.7. that Section 9. 3. 1. be deleted in its entirety and replaced with the following:

“The following vehicles will be exempt from time restrictions;

- a) Municipal, Provincial or Federal government vehicles being used to perform work requiring the vehicle;
- b) Vehicles from a Utility Company performing repairs or installation requiring the vehicle;
- c) Emergency Vehicles;
- d) Commercial Vehicle making a delivery or pick up of a commodity, or being used for making a repair or installation of equipment of a bona fide customer;
- e) Vehicles for Hire with a valid Business License on duty;
- f) Tow Trucks with a valid Business License on duty;
- g) Vehicles displaying valid Veteran Plates; or
- h) Vehicles displaying a valid Disabled Parking, Residential Parking, City Council, Freedom of the City, Volunteer, or Special Permits.”

- 1.8. that Section 10 be amended by inserting a new Section 10. 1 as follows:

**“Expired or No License Plates**

No person shall park or permit to be parked a vehicle displaying an expired license plate, or no visible license plate on any highway.”

- 1.9. that Section 27.1. be amended by deleting the words "bearing a currently valid municipal decal".
- 1.10. that Section 27.2. be amended by deleting the words"; and that such vehicle is identified with a currently valid municipal decal".
- 1.11. that a new Schedule "G" Volunteer Parking Permit Procedure be inserted in the form attached to and forming part of this bylaw as Appendix "A".
- 1.12. that a new Schedule "H" Special Parking Permit Procedure be inserted in the form attached to and forming part of this bylaw as Appendix "B".
- 1.13. that a new Schedule "I" Residential Parking Permit Procedure be inserted in the form attached to and forming part of this bylaw as Appendix "C".
2. That the Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this bylaw.
3. That this bylaw may be cited for all purposes as "City of Prince George Parking and Traffic Bylaw No. 6056, 1993, Amendment Bylaw No. 9081, 2019".
4. That "City of Prince George Commercial Vehicle Licensing Bylaw No. 7852, 2007" and amendments thereto, are hereby repealed.

READ A FIRST TIME THIS                      18<sup>TH</sup>                      DAY OF                      NOVEMBER                      , 2019.

READ A SECOND TIME THIS                      18<sup>TH</sup>                      DAY OF                      NOVEMBER                      , 2019.

READ A THIRD TIME THIS                      18<sup>TH</sup>                      DAY OF                      NOVEMBER                      , 2019.

ADOPTED THIS THE                      DAY OF                      , 2019,

BY A DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.

---

MAYOR

---

CORPORATE OFFICER

**CITY OF PRINCE GEORGE PARKING AND TRAFFIC BYLAW NO. 6056, 1993**  
**SCHEDULE "G"**

**Volunteer Parking Permit Procedure**

- 1) Bylaw Services may issue one or more Volunteer Parking Permits, at no cost, to any Volunteer Organization, Service Club or Group for the use of their Volunteers while doing their volunteer work in an area that has a posted time limit for parking.
- 2) Permits may be issued to the organization to monitor and ensure proper use.
- 3) Individuals will not be provided permits.
- 4) To obtain the permits the Organization must submit a request to Bylaw Services, on the organizations letter head indicating the following information:
  - a) Contact information of an authorized person of the organization, and contact information for who will manage their permits.
  - b) The type of work the volunteers do.
  - c) The number of permits they require. The numbers of permits issued will be determined by the need of each organization. *(For example if there will only be 3 volunteers parking in the downtown at any given time, only 3 will be issued to the organization even if they may have 20 volunteers.)*
- 5) The following are the conditions for their use:
  - a) They are for volunteer use only and not for the use of paid employees.
  - b) Permits are only required Monday to Friday 7 AM to 5 PM
  - c) Permits are to be hung from the rear view mirror only while performing volunteer duties only
  - d) Volunteer permits are for on-street parking only and are not valid in any off-street lot.
  - e) Any misuse of the permits may result in the Organization having their permits cancelled.
6. Permits will expire 1 year from the date of issue and must be renewed by the Organization following the steps in 4).

**CITY OF PRINCE GEORGE PARKING AND TRAFFIC BYLAW NO. 6056, 1993**  
**SCHEDULE "H"**

**Special Parking Permit Procedure**

1. A Special Parking Permit may be obtained by any Social Service agency or Health Care provider, at no cost, for the use of their staff or volunteers while providing services requiring the transportation of clients or patients to and from the downtown or other area that has a posted time limit for parking.
2. Permits will only be issued to the Social Service agency or Health Care provider to monitor and ensure proper use.
3. Individuals will not be provided permits.
4. To obtain the permits the Social Service agency or Health Care provider must submit a request on their letter head to Bylaw Services indicating the following information:
  - a) Contact information of an authorized person of the Social Service agency or Health Care provider, and contact information for who will manage their permits;
  - b) the type of work the staff do; and
  - c) the number of permits they require. *(The numbers of permits issued will be determined by the need of each Social Service agency or Health Care provider. For example if there will only be 3 staff transporting clients to and from the downtown at any given time, only 3 will be issued to the Social Service agency or Health Care provider even if they may have 20 staff members.)*
5. The following are the conditions for their use:
  - a) They are for use only when staff are actively transporting clients or patients.
  - b) Permits are only required Monday to Friday 7 AM to 5 PM
  - c) Permits are to be hung from the rear view mirror only.
  - d) Special Parking Permits are for on-street parking only and are not valid in any off-street lot unless otherwise allowed by Bylaw Services.
  - e) Any misuse of the permits may result in the Social Service agency or Health Care provider having their permits cancelled.
6. Permits will expire 1 year from the date of issue unless otherwise indicated on the permit and must be renewed by the Social Service agency or Health Care provider following the steps in 4.
7. At the discretion of the Manager of Bylaw Services or designate, Special Parking Permits may also be issued when circumstances deem it necessary.

**CITY OF PRINCE GEORGE PARKING AND TRAFFIC BYLAW NO. 6056, 1993**  
**SCHEDULE "I"**

**Residential & Visitor Parking Permits**

Residents of property Zoned RS, RT, RM in areas identified as having a heavy and chronic demand for on-street parking by persons not residing in the area and have a posted time limit on parking on the street adjacent the property they reside may apply for a Residential Parking Permit.

- 1) There will be a limit of two (2) permits for each dwelling unit.
- 2) In order to obtain a Residential Parking Permit, the applicant will be required to provide a minimum of two (2) pieces of documentation that proves residency.
- 3) The primary piece of documentation is a vehicle registration document. This is sufficient to prove vehicle ownership; however, an additional piece of documentation is required to confirm the applicants address.
- 4) The following is a list of acceptable pieces of documentation to show proof of residency:
  - a) driver's license showing the permit address;
  - b) phone, utility, or cable TV bill;
  - c) property tax receipt;
  - d) bank, or credit card statement;
  - e) tenancy agreement;
  - f) vehicle insurance/registration document (showing the permit location as the current (address); or
  - g) a change of address registered with the post office.
- 5) In instances where the applicant is not the registered owner of the vehicle or the vehicle is not registered to the permit address (i.e. company vehicle or student here temporarily), the applicant must provide proof of residency at the permit address.
- 6) Applicants residing in a Non-Permitted Secondary Suite, or a location not zoned RS, RT, RM will not be able to obtain a Residential Parking Permit.
- 7) All documentation is subject to verification by Bylaw Services.
- 8) To obtain a Residential Permit, the applicant must complete the Residential Parking Permit Application and return it along with the required documentation to Bylaw Services via one of the following options:

Mail: Bylaw Services, 1100 Patricia Blvd, Prince George BC V2L 3V9  
Fax#: 250-561-7745  
Email: [bylawservices@princegeorge.ca](mailto:bylawservices@princegeorge.ca)

**Visitor Permits:**

- 1) Visitor (Temporary) Permits may be issued upon request by a resident of a residential property that is within an area where a parking restriction in a residential area has been implemented.
- 2) These permits are for the exclusive use of visitors to the residence.
- 3) These permits may not be utilized on a vehicle registered to the resident or permit holder or any vehicle registered to an address within the zone the permit is valid within.
- 4) In order to obtain a Visitor Permit a resident of the dwelling must call Bylaw Services at 250-561-7622 to make application and supply the following information:
  - a) Residents full name, address and email;
  - b) Primary phone number;
  - c) Secondary phone number;
  - d) Vehicle license plate;
  - e) Visitors Name; and
  - f) Visitors Address.

**Renewal:**

- 1) Residential Permits valid for a period of one year from the date of approval.
- 2) Residents are responsible for re-applying for their Residential Parking Permit before the Permit expires.
- 3) Residents can re-apply for a Residential Permit at Bylaw Services.
- 4) Re-application procedure is the same as the initial application for a permit, where the applicant has to provide proof of residency and vehicle ownership.
- 5) Visitor Permits are valid for only one week at a time. For stays longer than one week, application will have to be made again by contacting Bylaw Services.

**CITY OF PRINCE GEORGE**  
**BYLAW NO. 9089, 2019**

**A Bylaw to amend the "City of Prince George Bylaw Notice Enforcement Bylaw No. 8813, 2016."**

**WHEREAS** Council enacted "City of Prince George Bylaw Notice Enforcement Bylaw No. 8813, 2016" to establish a process for bylaw enforcement through the issuance of Bylaw Notices;

**AND WHEREAS** Council deems it desirable to amend the "City of Prince George Bylaw Notice Enforcement Bylaw No. 8813, 2016", by inserting text and amending the Bylaw Contraventions and Fines to "Schedule "B"- Bylaw Contraventions and Fines";

**NOW THEREFORE** the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

- 1) That the "City of Prince George Bylaw Notice Enforcement Bylaw No. 8813, 2016", be amended as follows:
  - 1.1 that Section 8 – Screening Officers be amended as follows:
    - a) Section 8.2 (g) be amended by inserting "and Parking" after the word "Administrative";
    - b) Section 8.2 be amended by adding section "(h) Parking Control Officer";
    - c) Section 8.2 be amended by adding section "(i) Animal Control Officer"; and
    - d) Section 8.2 be amended by adding section "(j) Bylaw Enforcement Officer".
  - 1.2 that Bylaw Contraventions and Fines for "City of Prince George Parking and Traffic Bylaw No. 6056, 1993" in Schedule "B" – Bylaw Contravention and Fines be replaced with Bylaw Contraventions and Fines for "City of Prince George Parking and Traffic Bylaw No. 6056, 1993" shown on Appendix "A", attached to and forming part of this Bylaw.
- 2) The Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this bylaw.
- 3) This bylaw may be cited for all purposes as "City of Prince George Bylaw Notice Enforcement Bylaw No. 8813, 2016, Amendment Bylaw No. 9089, 2019".



READ A FIRST TIME THIS                      **18<sup>TH</sup>**                      DAY OF                      **NOVEMBER**                      , 2019.

READ A SECOND TIME THIS                      **18<sup>TH</sup>**                      DAY OF                      **NOVEMBER**                      , 2019.

READ A THIRD TIME THIS                      **18<sup>TH</sup>**                      DAY OF                      **NOVEMBER**                      , 2019.

ADOPTED THIS                                      DAY OF                                      , 2019,  
BY A DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.

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MAYOR

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CORPORATE OFFICER

**Schedule B - Bylaw Contraventions and Fines**  
**Bylaw No. 8813, 2016**

**City of Prince George Parking and Traffic Bylaw No. 6056, 1993**

<b>Description of Offence</b>	<b>Bylaw Section</b>	<b>Column A1 Fine</b>	<b>Column A2 Late Payment Penalty</b>	<b>Column A3 Compliance Agreement Available</b>
Park on wrong side	4	\$50	\$75	No
More than 30 cm from curb	4.1.(a)	\$50	\$75	No
Too far from side on curb less highway	4.1.(b)	\$50	\$75	No
Improper angle park	4.3.(a)	\$50	\$75	No
Angle park facing wrong direction	4.3.(b)	\$50	\$75	No
Angle park vehicle exceeding 6 m	4.3.(c)	\$50	\$75	No
Park in No Parking zone	5	\$50	\$75	No
Stop in No Stopping zone	6.(1)	\$50	\$75	No
Park on sidewalk/foot path	7.(a)	\$50	\$75	No
Park on boulevard	7.(b)	\$50	\$75	No
Park within 1.5 m of driveway	7.(c)	\$50	\$75	No
Park in intersection	7.(d)	\$50	\$75	No
Park within 5 m of fire hydrant	7.(e)	\$75	\$100	No
Park on crosswalk	7.(f)	\$75	\$100	No
Park within 6 m of crosswalk	7.(g)	\$50	\$75	No
Park within 6 m of traffic control device	7.(h)	\$50	\$75	No
Park within 6 m of exit to public building or public meeting place	7.(i)	\$50	\$75	No
Park within 15 m of railway crossing	7.(j)	\$50	\$75	No
Park for purpose of displaying vehicle for sale	7.(k)	\$50	\$75	No
Park for purpose of advertising/repairing/storing	7.(l)	\$50	\$75	No
Park for displaying signs	7.(m)	\$50	\$75	No
Park for selling commodities	7.(n)	\$50	\$75	No
Park obstructing traffic	7.(o)	\$50	\$75	No
Park on roadway side parked vehicle	7.(p)	\$50	\$75	No
Park on bridge/elevated surface/in underpass	7.(q)	\$50	\$75	No

Park obstructing traffic sign	7.(r)	\$50	\$75	No
Park beside yellow curb	7.(s)	\$50	\$75	No
Park within 3 m of laneway	7.(t)	\$50	\$75	No
Park preventing removal of vehicle previously parked	7.(u)	\$50	\$75	No
Park impeding metered space	7.(v)	\$50	\$75	No
Park on roadway less than 6 m wide	7.(w)	\$50	\$75	No
Park in laneway	7.(x)	\$50	\$75	No
Inhibit access to garbage container	7.(y)	\$50	\$75	No
Park in a reserved stall without authorization	7.(z)	\$100	\$125	No
Interfere with snow/ice removal	8(a)	\$50	\$75	No
Interfere with highway cleaning	8(b)	\$50	\$75	No
Park in excess of posted time	9.(1)	\$50	\$75	No
Park longer than 24 hours	9.(2)	\$50	\$75	No
Park in same block/zone to avoid time limit	9.(3)	\$50	\$75	No
Heavy vehicle in prohibited area	10	\$200	\$250	No
Park Vehicle Displaying Expired License Plates	10.1	\$200	\$250	No
Vehicle in fire lane	11	\$75	\$75	No
Park in loading zone	26.(2)	\$50	\$75	No
Park in commercial loading zone	27.(2)	\$50	\$75	No
Park in bus zone	28.(2)	\$50	\$75	No
Park in school bus zone	29.(2)	\$50	\$75	No
Park in passenger loading zone	30.(2)	\$50	\$75	No
Park in taxi zone	31.(2)	\$50	\$75	No
Park in police vehicle zone	32.a)2	\$50	\$75	No
Park in ambulance zone	32.b)2	\$50	\$75	No
Park in physically disabled space without permit	33(2)	\$100	\$125	No
Park/operate vehicle on barricaded highway	40	\$50	\$75	No
Park within 150 m of fire apparatus	42(1)	\$75	\$100	No
Remove parking notice of chalk when not authorized	68	\$100	\$125	No

**CITY OF PRINCE GEORGE**  
**BYLAW NO. 9092, 2019**

A Bylaw of the City of Prince George enacted pursuant to *British Columbia Transit Act*, authorizing an Amendment to the Annual Operating Agreement for Community, Custom and Conventional Transit Services for 2019 to 2020.

**WHEREAS** the City of Prince George has been authorized to undertake a transit function pursuant to the *British Columbia Transit Act*, and British Columbia Transit (the “Authority”) has established a transit service area, being an area including the whole of the City of Prince George;

**AND WHEREAS** the City of Prince George has entered into a Transit Service Agreement with the Authority;

**AND WHEREAS** the *British Columbia Transit Act* provides that where the Authority contracts for transit services it shall negotiate with Prince George Transit Ltd., or its successor, and an affected municipality with a view to entering into an operating agreement respecting the provision of transit services;

**AND WHEREAS** by Transit Service Annual Operating Agreement Authorization Bylaw No. 9052, 2019 authorized the City of Prince George to enter into an Annual Operating Agreement with the authority and Prince George Transit Ltd. for Community, Custom and Conventional Transit Services for the term of April 1, 2019 to March 31, 2020.

**NOW THEREFORE** the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. The City of Prince George is hereby authorized to enter into an agreement to amend the Annual Operating Agreement in the form attached to and forming part of this Bylaw as Schedule “A” (the Amendment Agreement),
2. The Mayor and Corporate Officer are hereby authorized to sign said Agreement and affix the City Seal thereto and deliver the same as acts and deeds of the City of Prince George and to do all things necessary to give effect to this bylaw.
3. This Bylaw may be cited for all purposes as “Prince George Transit Service Annual Operating Agreement 2019/2020 Amendment No. 1 Authorization Bylaw No. 9092, 2019”.

READ A FIRST TIME THIS                      **18<sup>TH</sup>**                      DAY OF                      **NOVEMBER**                      2019.

READ A SECOND TIME THIS                      **18<sup>TH</sup>**                      DAY OF                      **NOVEMBER**                      2019.

READ A THIRD TIME THIS                    **18<sup>TH</sup>**                    DAY OF                    **NOVEMBER**                    2019.

All three readings passed by a  
present and eligible to vote.

decision of Members of City Council

ADOPTED THIS                    DAY OF                    2019,  
BY A                    DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND  
ELIGIBLE TO VOTE

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MAYOR

---

CORPORATE OFFICER

**Schedule "A" to Bylaw No. 9092, 2019**

**PRINCE GEORGE**

**ANNUAL OPERATING AGREEMENT**

**between**

**THE CITY OF PRINCE GEORGE**

**and**

**BRITISH COLUMBIA TRANSIT**

**Amendment #1**

**Effective**

**September 01, 2019**

**INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE  
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. CONSULT  
WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO INDIVIDUALS  
OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.**

## **ANNUAL OPERATING AGREEMENT**

**BETWEEN:**

**THE CITY OF PRINCE GEORGE**

(the "Municipality")

**AND:**

**BRITISH COLUMBIA TRANSIT**

(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

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## SECTION 1: DEFINITIONS

Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) "Transit Service Agreement" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;

## SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

## SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

## SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be September 1, 2019, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2020 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
  - a. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
  - b. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.

## SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom Of Information And Protection Of Privacy Act* ("FOIPPA"). Any information developed in the performance of this Agreement, or any personal information obtained, collected, stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to

the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.

## **SECTION 6: SETTLEMENT OF DISPUTES**

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

## **SECTION 7: MISCELLANEOUS PROVISIONS**

- a) Amendment: This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) Operating Reserve Fund: In accordance with OIC 594, in fiscal year 2015/16, BC Transit established a Reserve Fund to record, for each local government, the contributions that BC Transit has received but has not yet earned.
  - a. BC Transit will invoice and collect on monthly Municipal invoices based on budgeted Eligible Expenses.
  - b. Any expenditure of monies from the Reserve Fund will only be credited towards Eligible Expenses for the location for which it was collected.
  - c. Eligible Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:
    - i. *For Conventional Transit Service:*
      1. the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
      2. the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
      3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
      4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
    - ii. *For Custom Transit Service:*
      1. the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by BC Transit to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
      2. the amount of any operating lease costs incurred by BC Transit for Custom Transit Service;

3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and,
  4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
- d. Eligible Expenses exclude the costs of providing third-party 100%-funded services; and,
  - e. BC Transit will provide an annual statement of account of the reserves received and utilized, including any interest earned for each local government.
- e) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

## **SECTION 8: GOVERNING LAW**

This Agreement is governed by and shall be construed in accordance with the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the government of Canada.

## **SECTION 9: COUNTERPARTS**

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

## **SECTION 10: NOTICES AND COMMUNICATIONS**

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed or if mailed by prepaid registered mail to the Authority at:

**BRITISH COLUMBIA TRANSIT**  
c/o President & CEO  
P.O. Box 610  
520 Gorge Road East  
Victoria, British Columbia V8W 2P3

and to the Municipality at:

**THE CITY OF PRINCE GEORGE**  
c/o Transit Planner  
1100 Patricia Boulevard  
Prince George, BC V2L 3V9

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

The City of Prince George  
2019/20 Annual Operation Agreement  
Amendment #1

**THE CITY OF PRINCE GEORGE**

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**BRITISH COLUMBIA TRANSIT**

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Chief Operating Officer

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Chief Financial Officer

**SCHEDULE "A": TARIFF AND FARES****Custom Fares:***Effective as of September 1, 2019*

Registered User	\$2.50
Companion	\$2.50

Attendant accompanying Registered User	Free
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Tickets are available at the same price as regular cash fares.

**Note:** Visitors may register for temporary handyDART service. Proof of registration in another jurisdiction or proof of eligibility is required.

**Conventional Fares:***Effective as of September 1, 2019*a) **Single Cash Fares:**

i) Cash Fare	\$2.50
ii) Child 5 years and under,	Free when accompanied by an adult.
iii) Accessible Transit Attendant	Free

b) <b><u>10-Tickets:</u></b>	\$22.50
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c) <b><u>Day Pass:</u></b>	\$5.00
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d) <b><u>Monthly Pass</u></b>	Adult \$60.00
	Senior/Student \$50.00

e) <b><u>Semester Pass*</u></b>	Student (K-12) \$135.00
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f) <b><u>U-PASS</u></b> (per semester)	\$57.50
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g) <b><u>Pro Pass**</u></b>	\$51.50
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h) <b><u>BC Bus Pass</u></b>	valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.
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i) <b><u>CNIB Pass</u></b>	Identification Card available from the local office of the CNIB.
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j) <b><u>BC Transit Employee Bus Pass</u></b>	
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\* Available in three four-month semesters per year: September to December, January to April and May to August.

\*\* Available via monthly payroll deduction from employers with 8 or more employees

**SCHEDULE "B": SERVICE SPECIFICATIONS****Prince George Conventional**

The Local Transit Service Area for the boundaries of the Prince George Transit Service Area shall be the municipal boundaries of the City of Prince George.

The Annual Service Level for Prince George Transit Service shall be 68,200 Revenue Service Hours.

The Exception Days recognized annually for the Prince George Transit Transit Service are:

<b>Exception Day</b>	<b>Service Level</b>
Good Friday	Sunday Service
Easter Monday	Regular Service
Victoria Day	Sunday Service
Canada Day	Sunday Service
BC Day	Sunday Service
Labour Day	Sunday Service
Thanksgiving Day	Sunday Service
Remembrance Day	Sunday Service
Christmas Day	No Service
Boxing Day	Sunday Service
New Years Day	No Service
Family Day	Sunday Service

**Prince George Community**

The Local Transit Service Area for the boundaries of the Prince George Transit Service Area shall be the municipal boundaries of the City of Prince George.

The Annual Service Level for Prince George Transit Service shall be 5,100 Revenue Service Hours.

The Exception Days recognized annually for the Prince George Transit Transit Service are:

<b>Exception Day</b>	<b>Service Level</b>
Good Friday	Sunday Service
Easter Monday	Regular Service
Victoria Day	Sunday Service
Canada Day	Sunday Service
BC Day	Sunday Service
Labour Day	Sunday Service
Thanksgiving Day	Sunday Service
Remembrance Day	Sunday Service
Christmas Day	No Service
Boxing Day	Sunday Service
New Years Day	No Service
Family Day	Sunday Service

### Prince George Custom

The Local Transit Service Area for the boundaries of the Prince George Transit Service Area shall be the municipal boundaries of the City of Prince George.

The Annual Service Level for Prince George Transit Service shall be 13,700 Revenue Service Hours.

The Exception Days recognized annually for the Prince George Transit Transit Service are:

<b>Exception Day</b>	<b>Service Level</b>
Good Friday	No Service
Easter Monday	Regular Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Years Day	No Service
Family Day	No Service



**SCHEDULE "C": BUDGET****PRINCE GEORGE CONVENTIONAL**

	<b>BASE BUDGET 2019/ 20</b>
TOTAL REVENUE	\$2,161,052
TOTAL OPERATING COSTS	\$7,624,212
TOTAL COSTS (including Local Government Share of Lease Fees)	\$8,598,152
<b>NET LOCAL GOVERNMENT SHARE OF COSTS</b>	<b>\$2,463,324</b>

**PRINCE GEORGE COMMUNITY BUS**

	<b>BASE BUDGET 2019/ 20</b>
TOTAL REVENUE	\$12,982
TOTAL OPERATING COSTS	\$359,178
TOTAL COSTS (including Local Government Share of Lease Fees)	\$380,704
<b>NET LOCAL GOVERNMENT SHARE OF COSTS</b>	<b>\$186,229</b>

**PRINCE GEORGE CUSTOM**

	<b>BASE BUDGET 2019/ 20</b>
TOTAL REVENUE	\$82,700
TOTAL OPERATING COSTS	\$1,470,305
TOTAL COSTS (including Local Government Share of Lease Fees)	\$1,593,851
<b>NET LOCAL GOVERNMENT SHARE OF COSTS</b>	<b>\$508,770</b>



November 12, 2019

Dear UBCM Member Local Governments,

I am writing on behalf of Victoria City Council, requesting favourable consideration of these resolutions and that you share this support with the Provincial Government for the following resolutions. Unfortunately, despite the fact that we are have an opioid crisis across the Province, these resolutions did not make it onto the floor of the UBCM at this year's convention as the resolutions session ran out of time.

(B171) Safer Drug Supply to Save Lives

Whereas It has been two years since BC declared a public-health emergency due to increased overdoses, yet the death toll for those consuming substances continues to rise due to an unpredictable and highly-toxic drug supply;

And whereas people with opioid use disorder, a chronic relapsing medical condition, are at high risk of overdose- related harms including death and an estimated 42,200 people inject toxic substances in British Columbia, it is not possible for the treatment system to rapidly increase services fast enough to manage this number of people as "patients" within a medical treatment model given the many challenges in achieving and retaining the people on opioid use disorder treatment, people at risk of overdose in British Columbia do not have access to a safer alternative to the unpredictable, highly-toxic drug supply:

Therefore be it resolved that in an effort to save lives and reduce harm due to an unpredictable and highly-toxic drug supply, and as part of a holistic response to the public-health emergency, including prevention, treatment, and recovery, that the Province of British Columbia work with local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions, and the Ministry of Health ensure that people at risk of overdose harm have access to safer alternatives.

(B172) Observed Inhalation Sites for Overdose Prevention

Whereas British Columbia is currently experiencing an unprecedented public health emergency due to an unpredictable and highly-toxic drug supply, and smoking or inhalation is the second most common mode of consumption among all people who have died from a suspected illicit drug overdose and the most common mode of consumption among men and those between the ages of 15 and 29;



And whereas observed consumption services (i.e. supervised consumption services and overdose prevention services) are evidence-based harm reduction approaches shown to reduce overdose-related harm, and there is not adequate access to observed consumption services that provide space for inhalation where communities are facing crisis:

Therefore be it resolved that to ensure that people at risk of overdose across BC have access to observed consumption services that provide space for inhalation, that the Province of British Columbia fund and work through local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions and the Ministry of Health to provide these services as part of a holistic response to the public-health emergency, including prevention, treatment, and recovery.

We eagerly look forward to your support on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Helps', written over the printed name.

Lisa Helps  
Victoria Mayor



Mayor and Council  
City of Prince George  
1100 Patricia Boulevard  
Prince George, BC, V2L 3V9

November 25<sup>th</sup>, 2019

Re: Thank you

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Dear Mayor Lyn Hall and Council,

**On behalf of the Nechako Roundtable Core Committee, please accept our sincere thank you for your contribution to NWR program implementation expenses.**

The NWR is a collaborative initiative that formed in 2015 to protect and improve the health of the Nechako watershed for present and future generations. Over the past four years, we have played an essential role in convening conversations and collaborations across the watershed around land, water, and community well-being issues of critical importance to local governments.

We thank you for your attention to this unique opportunity to collaborate on advancing a vision of thriving communities supported by healthy watersheds. For more on the Nechako Watershed Roundtable, see [www.nechakowatershedroundtable.ca](http://www.nechakowatershedroundtable.ca)

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Moutray".

Kevin Moutray,  
Co-Chair, NWR

A handwritten signature in blue ink, appearing to read "Margot Parkes".

Margot Parkes,  
Co-Chair, NWR

For the Nechako Watershed Roundtable Core Committee

[illegible]