

STAFF REPORT TO FINANCE AND AUDIT COMMITTEE

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DATE: August 8, 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 B-6

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

RECOMMENDATION(S):

That the Committee:

RECOMMEND to Council approval of amendments to the Schedule B-6 of the
“Comprehensive Fees and Charges Bylaw No. 7557, 2004”

as presented in the report dated August 8, 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 “B-6”.

PURPOSE:

The Standing Committee on Finance and Audit is requested to review and approve 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. The provision of park and recreation facilities supports Council’s priorities relating to equity and inclusion, as well as health and wellness.

POLICY/REGULATORY ANALYSIS:

The City of Prince George Sustainable Finance Guideline #4 and Section 194 of the *Community Charter* provide guidance for the development and application of user fees. This guidance identifies that goods or services such as the provision of park and recreation facilities, provide a significant public benefit and would generally be subsidized or free of user fees.

BACKGROUND:

The City of Prince 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. 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.

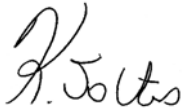
RESPECTFULLY SUBMITTED:



Dave Dyer, General Manager Engineering and Public Works

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

APPROVED:



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

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 2nd request, the 1st 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~~ 1st 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 st - Dec 31 st				
		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 st - Dec 31 st				
		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
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, & Jumps 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	\$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 st - Dec 31 st				
		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 st - Dec 31 st				
		2019	2020	2021	2022	2023
Elementary Schools (per hour)						
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
Barricade Installation	Actual cost
Bleacher Transportation	Actual cost — labour and portable crane (hiab)
Cardboard Waste Containers	Actual cost
Commercial Waste & Recycling Containers	Actual cost - plus 25% administration fee
Custodial Charges	Actual cost
Electrical Connect/Disconnect	Actual cost
Electrician Remaining On Site	Actual cost
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
Removal of Portable Toilet	Actual cost
Security Services	Actual cost - plus 25% administration fee
Snow Removal	Actual cost
SOCAN/Re:SOUND (Sound Tariffs)	Actual cost
Staffing Rates	Actual cost - as required
Statutory Holiday Rates	Actual cost
Traffic Control	Actual cost
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 st - Dec 31 st					
		2019	2020	2021	2022	2023
Field Lights (per hour)	Hourly	\$21.00	\$22.00	\$22.00	\$23.00	\$24.00
Bleacher Rental (pending availability)						
Per bleacher per event day		\$38.00				

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