

**CITY OF PRINCE GEORGE**  
**BYLAW NO. 9176, 2021**

**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 of the City of Prince George has deemed it desirable to amend the “City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004” for the purpose of implementing an interest payment system on late, Sewer, Water and Solid Waste utility payments as of January 1, 2022 and that certain text and tables be added and replaced by amending Schedule “A”, Section “A-6 - Development Services: Fees and Charges for Garbage Collection”, Section “A-9 - Development Services: Fees and Charges for Sanitary Sewer”, and Section “A-16 - Development Services: Fees and Charges for Water Rates and Regulation”;

**AND WHEREAS**, Council of the City of Prince George has deemed it desirable that certain text and tables be combined, added and replaced by amending Schedule “B”, Section “B-1 - Community Services: Fees and Charges for CN Centre”, Section “B-2 - Community Services: Fees and Charges for Community Arenas” and Schedule “C”, Section “C-2 - Public Safety and Civic Facilities: Fees and Charges for Parking and Traffic”;

**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-6(b) – Development Services: Fees and Charges for Garbage Collection,” be removed in its entirety and replaced with a new Schedule “A”, Section “A-6(b) – Development Services: Fees and Charges for Garbage Collection”, in the form attached to and forming part of this Bylaw as Appendix “A”;
  - 1.2 that the numbers “1.1.1” in Schedule “A”, Section “A-9(a) – Development Services: Fees and Charges for Sanitary Sewer”, be deleted and replaced with the numbers “1.1”;
  - 1.3 that the text “9. Intentionally deleted” in Schedule “A”, Section “A-9(b)(9) – Development Services: Fees and Charges for Sanitary Sewer,” be deleted and replaced with the following text:

**“9. PENALTY AND INTEREST ON LATE PAYMENTS** \*Effective January 1, 2022

In the event that payments received are less than the total amount currently due, the interest shall be applied in relation to that portion of the current charges unpaid in its entirety. The interest rate is established under Section 11(3) of the *Taxation (Rural Area) Act*. Interest will be calculated daily on outstanding payments;”

- 1.4 that the following new subsection “4” - “Penalty and Interest on Late Payments” be inserted into Schedule “A”, Section “A-16(b)(3) – Development Services: Fees and Charges for Water Rates and Regulation,” immediately following subsection “3” - “Billing Procedures:”

**“4. PENALTY AND INTEREST ON LATE PAYMENTS** \*Effective January 1, 2022

In the event that payments received are less than the total amount currently due, the interest shall be applied in relation to that portion of the current charges unpaid in its entirety. The interest rate is established under Section 11(3) of the *Taxation (Rural Area) Act*. Interest will be calculated daily on outstanding payments;”

- 1.5 That Schedule “B”, Section “B-1 – Community Services: Fees and Charges for CN Centre”, be deleted in its entirety and replaced with the following text:

“B-1 – Community Services - Fees and Charges for CN Centre  
Intentionally deleted and replaced by Schedule “B”, Section “B-2 – Community Services: Fees and Charges for CN Centre and Community Arenas”;”

- 1.6 that Schedule “B”, Section “B-2 – Community Services: Fees and Charges for Community Arenas”, be removed in its entirety and replaced with a new Schedule “B”, Section “B-2 – Community Services: Fees and Charges for CN Centre and Community Arenas”, in the form attached to and forming part of this Bylaw as Appendix “B”; and
- 1.7 That Schedule “C”, Section “C-2 – Public Safety and Civic Facilities: Fees and Charges for Parking and Traffic”, subsection “c” – “Off-Street Parking Facilities Fees - Monthly Parking Rate”, be amended by deleting the section of the table titled “Incidental Operating Fees”, and replacing it with the following table:

<b>“Incidental Operating Fees:</b> Purchase of Access Cards or other devices to use or otherwise gain access to the facilities. <sup>1</sup>	<b>\$20.00/each</b>
<sup>1</sup> Fee for lost, stolen or damaged access cards/devices.	
Fee for Administrative Changes to a User’s Account (such as, but not limited to, changing stalls within a facility)”	

2. 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 Comprehensive Fees and Charges Bylaw No. 7557, 2004, Amendment Bylaw No. 9176, 2021”.

**Bylaw No. 9176, 2021**

READ A FIRST TIME THIS DAY OF , 2021.

READ A SECOND TIME THIS DAY OF , 2021.

READ A THIRD TIME THIS DAY OF , 2021.

Third reading passed by a decision of Members of City Council present and eligible to vote.

ADOPTED THIS DAY OF , 2021,  
BY A DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND  
ELIGIBLE TO VOTE.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**A-6(b)**

**1. BILLING PROCEDURES**

Bills shall be rendered twice yearly by the City except for commercial 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 last business day prior to 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.

During the first six months of the program, the container can be exchanged once free of charge. Subsequent exchange of containers is subject to the container exchange fee.

Non-receipt of the utility bill will not be recognized as a valid excuse for failure to pay the rates when due.

**2. PENALTY AND INTEREST ON LATE PAYMENTS \*Effective January 1, 2022**

In the event that payments received are less than the total amount currently due, the interest shall be applied in relation to that portion of the current charges unpaid in its entirety. The interest rate is established under Section 11(3) of the *Taxation (Rural Area) Act*. Interest will be calculated daily on outstanding payments.

Appendix “B” to  
Bylaw No. 9176, 2021

“B - 2”

**COMMUNITY SERVICES**

*Fees and Charges for CN Centre and Community Arenas*

EFFECTIVE: January 1, 2017

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**B-2(a)**

**CN Centre and Community Arenas Definitions, Terms and Conditions**

**EVENT AND ACTIVITY DEFINITIONS:**

**Recreation Activities**

Includes a variety of local participatory leisure pursuits such as hockey, figure skating and lacrosse where participation is the main purpose of the rental. These activities may be preempted. Includes regular season games and practices. The City reserves the right to adjust the Level of Service under extenuating circumstances such as a pandemic.

Level of Service – dressing room access for 30 minutes prior to, during and 30 minutes after a rental; one fifteen minute flood per 90 minutes of use or as deemed necessary by City of Prince George (hereinafter referred to as “CPG”) operations staff; in house sound system where available.

**Recreation Events – Secured Dates/Non Exclusive**

Includes recreation/sport competitions, tournaments and test days that do not require exclusive use of a facility. The events in this category will not be preempted after the contract is signed and deposit paid except for events in the CN Centre, Spruce Kings playoff games or special events. Rental rates include start to finish times including all flood times. Rental space includes the ice/dry floor arena, the dressing rooms; and access to the seating area. The user group may levy admission charges; however, the cost of administering the control of admission will be a responsibility of the user and shall be consistent with the City/ticket provider service agreement. Other groups may be booked into the arena prior to or after the non-exclusive event each day. Hourly rates are used for Recreational Activities and for Recreation Events – Secured Dates/Non Exclusive. Additional charges may be applied. The City reserves the right to adjust the Level of Service under extenuating circumstances such as a pandemic.

Level of Service – up to two operations staff, score clock, dressing room access for 30 minutes prior, during and after a rental; one 15 minute flood per 90 minutes of use; in-house sound system where available. The concourse may be set up for in-house furniture and fixtures as part of rental. All other equipment is available at external rental charges. Additional required services or spaces such as net pegging, cleaning, damage deposits, security, first aid, host services, electrical hook-ups, parking control and meeting rooms will be added as additional charges. No changes to existing venue advertising. Banners permitted with prior written approval.

### **Recreation Events – Secure Dates/Exclusive**

This category is designed for events that require exclusive use of a facility. This category is generally applicable to major tournaments, test days, provincial or national competitions, and any event that needs a higher level of service and requires exclusive use of the venue. It generally includes all public and meeting room spaces within a building. Once the contract is signed and a deposit made, the dates are secured and cannot be pre-empted. Daily rates apply. Additional charges may be applied. The City reserves the right to adjust the Level of Service under extenuating circumstances such as a pandemic.

Level of Service – Dependent on event demands. Additional equipment required will be charged an external equipment charge. Additional charges may be charged for event set-up and event service or cleaning above regular standards. Set up day and tear down at half-day rates. There may be a restriction in available set up and take down days. Advertising covering; ice preparation; ticket takers, security and spectator first aid (can include volunteers), electrical hook ups, traffic control charged additionally. All ticketing will be done through on site ticket service provider.

### **Trade Show**

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.

Events are primarily spectator focused such as concerts, circuses, and rodeos. Dates are secure once contract is signed and deposit paid. Tentative booking procedures apply.

Additional cleaning or set up charges may be applied. Additional equipment required will be charged as external equipment charges. Additional charges for event set-up and event service above regular standards. Set up day and tear down at half-day price. There may be a restriction in available set up and take down days. Event rates for promoters apply. All ticketing is done through on site ticket service provider.

### **Sustaining Ice Users**

A not-for-profit organization (e.g. PG Minor Hockey, PG Ringette, Blizzards Speed Skating Club) or an Adult Recreation Group that is scheduled on a regular weekly basis.

### **Private Ice Users**

A group or individual that uses space on an occasional basis only.

### **RATE DEFINITIONS:**

#### **Standard Rate**

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. All conferences, conventions, and/or tradeshow events are charged the standard rate.

### **Discount Rate**

A discount rate is available to any Prince George based not-for-profit group, charitable organization or registered society with the primary purpose of community service where the local community is the beneficiary. Includes City of Prince George Departments and Committees of Council. Organizations are not eligible for this rate when hosting conferences, conventions and/or tradeshow.

**Non-Prime Time** - 8:00 am – 3:00 pm on weekdays from the first Monday in October – the first Monday after School District #57 Spring Break; on days that School District #57 is in session for elementary and/or secondary students only. This definition does not apply to any rentals for special events.

**Prime Time** – 6:00 am – 8:00 am; 3:00 pm – 12:30 am Monday to Friday and 6:00 am – 12:30 am Saturday and Sundays from the first Monday in October – the first Monday after School District #57 Spring Break.

### **Youth Discount Recreation Rental Rates**

A discount rate is available to any Prince George or Regional District of Fraser Fort George based not-for-profit group or registered society organizing leisure opportunities for individuals, when all participants are 18 years of age or younger. Youth Discount Recreation rates include all times from start to finish of booking including flood times. Youth may be scheduled up until 9:30 pm.

### **Adult Discount Recreation Rental Rates**

A discount rate is available to any Prince George or Regional District of Fraser Fort George based not-for-profit group or registered society organizing leisure opportunities for individuals 19 years of age and over, or any combination of individuals 19 years and over and 18 years of age and younger. Adults will be scheduled following youth not-for-profit users.

### **Non-Resident Rental Rates**

The individual, group, organization or business renting the facility that is based outside the Prince George City Boundaries and/or outside the Regional District of Fraser Fort George boundaries. Non-residents will be charged Standard Recreation Rates.

### **Event Rates - Promoter**

This applies to all Recreation Events – Secure Dates and Exclusive that a business, organization or agency produces, have ticketed admission and the proceeds generated are not 100% directed to a Prince George based registered charity under Canada Revenue Agency. These rates are the standard rate or 14% of gross ticket revenue, whichever is greater. The gross ticket revenue may have an upper limit set as approved by the Director of Community Services and Public Safety or their designate.

### **Event Rates - Negotiations**

The Director of Community Services and Public Safety or their 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.

### **Facility Fee**

This applies to all major special event rentals that a business or organization or agency produces, that have ticketed admission. A fee per ticket may be added to the service charge and is payable by the spectator.

### **Set up/ Take Down Rates**

Customer event setup and take down rates are 50% of the appropriate rental rate.

### **School District #57 Rental Rates**

School District #57 sponsored events will be charged staff labour and benefit costs or the applicable discount rate, whichever is less plus additional charges.

### **Statutory Holidays Rates**

Facilities are closed on all statutory holidays as defined in the collective agreement with CUPE Local 1048. Customers wishing to rent on a statutory holiday will be charged additional staff labour at the applicable overtime rate and benefits costs. Each booking must be a minimum of two hours.

### **Additional Staff Costs**

Additional charges, which are listed as actual staff costs, are calculated at the City of Prince George staff pay rate for the specific hours worked plus all employee benefits including accrual costs. Staff costs for planned overtime will be calculated at the applicable overtime rate plus employee benefits.

### **Spring/Summer Season**

Begins April 1<sup>st</sup> and ends August 31<sup>st</sup>.

### **Regular Season**

September 1<sup>st</sup> and ends March 31<sup>st</sup>.

### **Advertising**

Advertising opportunities are available in some of the community arenas to user groups. Price does not include design, production and installation of the graphic panels.

### **TERMS AND CONDITIONS:**

#### **Liability Insurance**

All user groups of City facilities are required to hold comprehensive general liability insurance for no less than \$5,000,000.00 inclusive with respect to bodily injury including death and property damage. The policy shall include an endorsement adding the City of Prince George as an additional named insured on the policy. Host Liquor Liability insurance is required for rentals where the licensee is holding a special occasion license. If no insurance is presented, the licensee may be denied access for facility.

#### **Damage / Cleaning Deposits**

A damage deposit not greater than \$2,500.00, payable prior to any event may be required upon signing of the applicable contract. This is also 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 City and charged to the user.

#### **Tentative Booking Procedures**

A maximum of three (3) tentative bookings per event 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 three (3) business days to confirm or cancel the booking.

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Confirmation will require a 25% non-refundable deposit of the space rental only. When a “second hold” obtains a space rental under this procedure, they will be required to pay a 25% non-refundable 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 and/or charge a processing fee on credit card payments. 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 (30) days, compounded monthly. (18% per annum)

### **Payment – Sustaining Ice Users:**

Full payment of facility rental is due thirty (30) days after final date of the current month. If a cancellation is received with less than sixteen (16) full days, a full rental charge will apply.

### **Payment - Private Rentals:**

Full payment of facility rental is due sixteen (16) days in advance. If a reservation is accepted less than sixteen (16) days prior to a rental for a rental and where the user does not rent ice on a weekly basis, full payment is required immediately and cheques may not be accepted. If a cancellation is received with less than sixteen (16) full days, a full rental charge will apply.

### **Payment - Recreation Events – Secured Dates/Non Exclusive**

A non-refundable deposit of 10% of the facility rental is due upon contract signing. Full payment of facility rental is due thirty (30) days after event completion date. If a reservation is accepted less than sixteen (16) days prior to a rental for a rental, full payment is required immediately and cheques may not be accepted.

Event Schedule must be confirmed sixteen (16) full days prior to the first reserved date. If a cancellation is received with less than five (5) full days’ notice a full rental charge will apply. Adjustments to tournaments can be made up to five (5) days prior to the tournament.

### **Payment – Recreation Events – Secure Dates/Exclusive**

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 minus 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.

### **Equipment**

Equipment assigned to each facility is included in the fee for each venue. Requirements for additional equipment such as, but not limited to, table, chairs, risers, staging, and audiovisual equipment will have an additional charge.

### **Tickets**

Any event selling advance sales of tickets will be required to use the exclusive box office services provided by the City’s box office contractor. Exemptions may occur where mutually agreed upon conditions between

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the City and the exclusive ticket provider e.g. PG Spruce Kings at RMCA, BCNE and Canadian Home Builders' Association of Northern BC at Exhibition Park.

**Licence Agreements**

All licence agreements must be signed, all conditions met and proper payment received in order to provide access to the CN Centre and Community Arenas.

**Concessions and Catering**

Any event requiring the provision of food will be required to use the exclusive services provided by the City's food and beverage contractor(s). Outside food and beverage is not permitted on these premises without prior written consent.

**B-2(b)**

Regular Season Hourly Rental Fees: 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

**B-2(c)**

Spring & Summer Hourly Rental Fees: 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	\$333.00	\$343.00	\$353.00	\$364.00
Adult Discount Recreation Ice	\$209.00	\$215.00	\$221.00	\$228.00
Youth Discount Recreation Ice	\$156.00	\$161.00	\$166.00	\$171.00
Standard- Dry Floor	\$185.00	\$191.00	\$197.00	\$203.00
Adult Discount Recreation Ice - Dry Floor	\$93.00	\$96.00	\$99.00	\$102.00
Youth Discount Recreation Ice - Dry Floor	\$63.00	\$65.00	\$67.00	\$69.00

**B-2(d)**

CN Centre: Recreation Events - Secure Dates/Exclusive Daily Rates	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020	2021	2022	2023
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

Kin 1, 2, 3, RMCA, Elksentre: Recreation Events - Secure Dates/Exclusive Daily Rates	Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
	2020	2021	2022	2023
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-2(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	\$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
Production office 209 sq. ft.	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
5th Dressing Room 378 sq. ft.	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	\$33.00	\$34.00	\$35.00

**B-2(f)**

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	\$391.00	\$403.00	\$415.00	\$428.00
	Discount Daily Rate	\$313.00	\$323.00	\$332.00	\$342.00
	Discount Evening Rate	\$313.00	\$323.00	\$332.00	\$342.00
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

**B-2(g)**

Exhibition Park Rates		Rates Effective Jan 1 <sup>st</sup> - Dec 31 <sup>st</sup>			
		2020	2021	2022	2023
Midways*		\$895.00	\$922.00	\$950.00	\$979.00
<b>Parking Lot* (Inner Paved, Outer Paved, Outer Gravel)</b>					
Hourly	Standard	\$54.00	\$56.00	\$58.00	\$60.00
	Discount	\$27.00	\$28.00	\$29.00	\$30.00
Half Day	Standard	\$178.00	\$183.00	\$188.00	\$194.00
	Discount	\$90.00	\$93.00	\$96.00	\$99.00
Daily	Standard	\$296.00	\$305.00	\$314.00	\$323.00
	Discount	\$148.00	\$152.00	\$157.00	\$162.00

**\*plus additional charges**

**B-2(h)**

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)	\$5.00	\$5.00	\$5.25	\$5.25
Parking Control	actual cost			
Traffic Control	actual cost			
Entandem (SOCAN & Re: SOUND Tariff Fees)	actual cost			
Catering	actual cost			
Shaving 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.	\$22.00	\$23.00	\$24.00	\$25.00

**B-2(i)**

Program fees	Includes Tax	Includes Tax
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

**B-2(j)**

Commercial Merchandising Fees	
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-2(k)**

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			
White Board	No charge			
Wired Microphone	\$21.00	\$22.00	\$23.00	\$24.00
Easel/Podium	No charge			
Radio (each)	Deposit required			
Portable P.A. System with one corded microphone	\$111.00	\$114.00	\$117.00	\$121.00
External Rentals	Rental cost plus 25% admin fee			

**B-2(l)**

**CN Centre Ospika Sign**

Double sided backlit sign (45" X 67") on the Main CN Centre Sign, on Ospika Blvd. Cost does not include sign production, installation, or applicable taxes. \$8,500.00 per year.

**B-2(m)**

**Prince George CN Centre Suite Fees**

Suite Number	Total Base License Fee	Maintenance Fee	Total Fees
#1a	\$12,709.38	\$300	\$13,009.38 plus 10 Cougars Seasons Tickets
#1	As per CN Rail Naming Rights Agreement		
#2	\$13,876.56	\$300	\$14,176.56 plus 15 Cougars Seasons tickets

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#3	Cougar's 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	\$14,565.63 plus 10 Cougars Seasons tickets
#6	\$15,406.88	\$300	\$15,706.88 plus 14 Cougars Seasons tickets
#7	\$14,265.63	\$300	\$14,565.63 plus 10 Cougars Seasons tickets
#8	\$12,709.38	\$300	\$13,009.38 plus 10 Cougars Seasons tickets
#9	\$12,709.38	\$300	\$13,009.38 plus 10 Cougars Seasons tickets
#10	\$12,242.50	\$300	\$12,542.50 plus 16 Cougars Seasons tickets
#11	\$12,605.63	\$300	\$12,905.63 plus 18 Cougars Seasons tickets
#12	\$11,153.13	\$300	\$11,453.13 plus 10 Cougars Seasons tickets
#14	\$12,424.06	\$300	\$12,724.06 plus 17 Cougars Seasons tickets

***B-2(n) 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. All advertising signs shall be hung and removed by City of Prince George staff at actual cost and appropriate non-profit groups will be invoiced. 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 is responsible for submitting 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.

**Terms for Payment Remittance**

1. Not for profit (NFP) user group accounts will be managed on a monthly basis with invoicing occurring at the end of each month. Payment is required within 30 days of invoiced date.
2. A monthly payment installment plan may be arranged upon the approval of the City designate.
3. Accounts must be paid in full by August 31<sup>st</sup> otherwise advertising program participation privileges will be suspended.
4. External Agencies must submit payment upon application approval and prior to installation of advertisement.

**Minimum Advertising Rates**

The rates noted do not include tax and the cost for fabricating the signage, which are the responsibility of the advertiser/user group. The rates do not include sign installation at the facilities. Rates are based on 1 year terms. All signs must be made of ¼ inch chloroplast material. Advertising rates are subject to change as per the City’s Fees and Charges Bylaw B-2 CN Centre and Community Services.

**KIN 1 Arena:** has a 26m x 61m ice surface than can expand to 31m x 61m (international dimensions) with 1,000 bleacher seats with an 11m x 44m concession equipped with lounge seating.

Advertisement Type	Annual Cost	20% Remittance on New Sales	25% Remittance on Renewals
Feature Wall Backlit Sign	\$5,000.00	\$1,000.00	\$1,250.00
Ice Logo (some restrictions apply)	\$3,000.00	\$ 600.00	\$ 750.00
Backlit Scoreboard Wall	\$4,000.00	\$ 800.00	\$1,000.00
Rink Board (3’x8’ signs)	\$2,000.00	\$ 400.00	\$ 500.00

**KIN 2 Arena:** has a 26m x 61 ice surface with 150 bleacher seats.

Advertisement Type	Annual Cost	20% Remittance on New Sales	25% Remittance on Renewals
Wall Board 4’x8’ signs	\$ 800.00	\$ 160.00	\$ 200.00
Wall Board 3’x8’ signs	\$1,500.00	\$ 300.00	\$ 375.00
Backlit Score Clock Sign	\$3,000.00	\$ 600.00	\$ 750.00
Rink Board (3’x8’ signs)	\$1,500.00	\$ 300.00	\$ 375.00

**KIN 3 Arena:** has a 26m x 61m ice surface with 150 bleacher seats.

Advertisement Type	Annual Cost	20% Remittance on New Sales	25% Remittance on Renewals
Wall Board 4’x8’ signs by score clock	\$ 800.00	\$ 160.00	\$ 200.00
Wall Board 3’x8’ signs by players box	\$1,500.00	\$ 300.00	\$ 375.00
Backlit Score Clock Sign	\$3,000.00	\$ 600.00	\$ 750.00

*\*Kin 3 has No Lexan on Rink Board spaces available.*

**ELKSENTRE Arena**

Advertisement Type	Annual Cost	20% Remittance on New Sales	25% Remittance on Renewals
Wall Board 4'x8' signs by score clock	\$ 500.00	\$ 100.00	\$ 125.00

*\*Elksentre has No Lexan on Rink Board spaces available.*

**ZAMBONI ADVERTISING (decals)**

Advertisement Type	Annual Cost	20% Remittance on New Sales	25% Remittance on Renewals
1 space front:46" wide x20" high	\$ 500.00	\$ 100.00	\$ 125.00
2 space front:40" wide x24" high	\$ 500.00	\$ 100.00	\$ 125.00

**ICE RESURFACING MACHINE KIN ARENAS (2 IN TOTAL)**

Advertisement Type	Annual Cost	20% Remittance on New Sales	25% Remittance on Renewals
1 space front:46" wide x20" high	\$ 350.00	\$ 70.00	\$ 87.50
2 space front:40" wide x24" high	\$ 350.00	\$ 70.00	\$ 87.50

**ICE RESURFACING MACHINE ELKSENTRE**

Advertisement Type	Annual Cost	20% Remittance on New Sales	25% Remittance on Renewals
1 space front:46" wide x20" high	\$ 200.00	\$ 40.00	\$ 50.00
2 space front:40" wide x24" high	\$ 200.00	\$ 40.00	\$ 50.00

**Private use of the Arenas**

Community Use Space	
<b>Elksentre – Northern BC Skating Club</b> a) Coaches Room (162 sq ft) b) Locker Room (91 sq ft) c) Sound Booth (66 sq. ft)	No charge No charge No charge
<b>Kin Arenas – Northern BC Skating Club</b> a) Chain lockup under Kin 1 bleachers	No charge
<b>Kin Arenas – Prince George Minor Hockey</b> a) Office (525 sq. ft.) b) Chain lockup under Kin 1 bleachers c) Storage - 2 rooms in Kin 3 hallway (72 sq. ft. each)	No charge No charge No charge
<b>Kin Arenas – Prince George Figure Skating Club</b> a) Pro Room (80 sq. ft.) b) Music Room (185 sq. ft.) c) Chain lockup under Kin 1 bleachers	No charge No charge No charge

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<p><b><u>Kin Arenas – Sledge Hockey</u></b>  a) Chain lockup under Kin 1 bleachers</p>	No charge
<p><b><u>Kin Arenas – Minor Lacrosse</u></b>  a) Chain lockup under Kin 1 bleachers</p>	No charge
<p><b><u>Kin Arenas – Senior Lacrosse</u></b>  a) Chain lockup under Kin 1 bleachers</p>	No charge
<p><b><u>Kin Arenas – Speed Skating</u></b>  a) Two chain lockups under Kin 1 bleachers</p>	No charge
<p><b><u>Kin Arenas – School District #57</u></b>  Chain lockup under Kin 1 bleachers  Storage under Kin 1 stairs</p>	No charge No charge
<p><b><u>Kin Arenas - Cariboo Cougars</u></b>  Dressing Room Kin 3  Coach’s Room Kin 3</p>	No charge No charge
<p><b><u>Kin Arenas – Northern Capital</u></b>  Storage Kin 1 hallway</p>	No charge
<p><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.)</p>	No charge No charge