



City of Port Moody

Report/Recommendation to Council

Date: June 24, 2022

Submitted by: Finance and Technology Department – Financial Services Division

Subject: Amendment to Fees Bylaw, 2021, No. 3327

Purpose

A Bylaw to amend the Fees Bylaw per budget adjustments directed by Council as part of the 2022-2026 Five Year Financial Plan.

Recommended Resolution(s)

THAT City of Port Moody Fees Bylaw, 2021, No. 3327, Amendment Bylaw No. 5, 2022, No. 3369 be read a first, second, and third time as recommended in the report dated June 24, 2022 from the Finance and Technology Department – Financial Services Division.

Background

City of Port Moody Fees Bylaw, 2021, No. 3327, which set municipal fees for 2022, was prepared with input from all departments, and was adopted by Council on December 7, 2021.

As part of the 2022 Financial Plan deliberations, at the closed meeting on April 5, 2022 Council passed the following resolutions:

FC(C)22/008

THAT the budget be adjusted by approving budget adjustment #1.1 – Development Related Fees – Development, #1.2 – Development Related Fees – Building and Permits, and #1.3 – Development Related Fees – Engineering.

Discussion

The Fees Bylaw is prepared in the fall of each year to determine the Fees for the following year. Each department reviews their fees for reasonability, and typically fees are adjusted to reflect an inflationary increase.

In the fall of 2021, this inflationary increase was 2% in line with bank of Canada inflationary increases. However, unprecedented economic conditions within the Canadian economy have pushed inflation higher since the update last fall. Additionally, this work is becoming more detailed and time consuming and requires more staff resources. In response to inflating cost

Considered at the July 12, 2022 Council meeting

100

pressures required to provide these services, Council has directed staff to increase the fees on several Development, Building, Permit, and Engineering Fees.

Other Option(s)

Council may choose to receive this report for information.

Financial Implications

Amending the fees in the Fees Bylaw will align with the budgeted revenues in the Financial Plan Bylaw.

Communications and Civic Engagement Initiatives

Once approved, 2022 fee schedules will be updated to reflect the new 2022 fees and charges.

Council Strategic Plan Objectives

Exceptional Service is achieved through continuous review of existing fees and ensuring that the fees reflect the most current cost of delivering services.

Attachment(s)

1. Draft City of Port Moody Fees Bylaw, 2021, No. 3327, Amendment Bylaw No. 5, 2022, No. 3369

Report Author

Tyson Ganske, CPA, CGA
Manager of Financial Planning

Considered at the July 12, 2022 Council meeting

101

Report Approval Details

Document Title:	Amendment to Fees Bylaw, 2021, No. 3327.docx
Attachments:	- Attachment 1 - Draft City of Port Moody Fees Bylaw, 2021, No. 3327, Amendment Bylaw No. 5, 2022, No. 3369.pdf
Final Approval Date:	Jul 4, 2022

This report and all of its attachments were approved and signed as outlined below:

Paul Rockwood, General Manager of Finance and Technology - Jun 30, 2022 - 10:03 AM

Kate Zanon, General Manager of Community Development - Jun 30, 2022 - 1:23 PM

Rosemary Lodge, Manager of Communications and Engagement - Jul 1, 2022 - 8:51 AM

Tim Savoie, City Manager - Jul 4, 2022 - 8:56 AM



City of Port Moody

Bylaw No. 3369

A Bylaw to amend the Fees Bylaw per budget adjustments directed by Council as part of the 2022-2026 Five Year Financial Plan.

The Council of the City of Port Moody enacts as follows:

1. Citation

- 1.1 This Bylaw may be cited as “City of Port Moody Fees Bylaw, 2021, No. 3327, Amendment Bylaw No. 5, 2022, No. 3369”.

2. Amendments

- 2.1 City of Port Moody Fees Bylaw, 2021, No. 3327 is amended by replacing the Plumbing Fees, Building Fees, Planning and Development Fees, and Engineering Fees in Schedule “A” with the Plumbing Fees, Building Fees, Planning and Development Fees, and Engineering Fees in “Schedule A – Revised Fees” attached to and forming part of this Bylaw.

3. Attachments and Schedules

- 3.1 The following schedule is attached to and forms part of this Bylaw:
 - Schedule A – Revised Fees

4. Severability

- 4.1 If a portion of this Bylaw is found invalid by a court, it will be severed and the remainder of the Bylaw will remain in effect.

Read a first time this ___ day of _____, 2022.

Read a second time this ___ day of _____, 2022.

Read a third time this ___ day of _____, 2022.

Adopted this ___ day of _____, 2022.

Considered at the July 12, 2022 Council meeting

103

R. Vagramov
Mayor

T. Takahashi
Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. 3369 of the City of Port Moody.

T. Takahashi
Corporate Officer

Considered at the July 12, 2022 Council meeting

104

Schedule A – Revised Fees

Plumbing Permit Fees

Fee Name	\$
Fixtures, roughed in each	32.50
Minimum	87.50
<i>The rough-in Fee shall include the installation and inspection. When plumbing fixtures are being installed other than those authorized by the permit issued for the rough-in of the installation, the permit Fee for the fixture installation shall be the same as for rough-in installation.</i>	
Oil and grease interceptors – each	79.50
Underground sewer lines – 30m or part thereof	79.50
For each additional 30m or part thereof (first two inspections only)	37.50
Underground water lines over 2" diameter – per 30m or part thereof	79.50
For each additional 30m or part thereof	37.50
New Water line installation or replacement to existing building or service – 2" diameter or less	79.50
For each additional 30m or part thereof	37.50
Underground fire service lines – first two inspections per 30m or part thereof	224.00
For each additional 30m or part thereof	37.50
Re-inspection Fee	132.00
Fire Sprinkler Heads – first 20 heads, per head	8.50
Minimum Fee	87.50
Each additional head	3.00
No Fixtures – for installation alterations or remodeling of soil, waste, or drainage piping where no fixtures are installed – for each 10 metres or piping installed, or portion thereof	79.50
Kitchen Extinguishing System (NFPA 96 1254.6) – Inspection and Permit	440.00
Swimming Pools – installation of swimming pool supply and drainage lines, including backflow preventer, sump, and sewer branch line	199.00
Minimum Plumbing Permit Fee	87.50
Backflow Prevention Assembly Test Report Fee	32.50

Fees are subject to rounding and applicable taxes.

Considered at the July 12, 2022 Council meeting

105

Schedule A – Revised Fees

Building Fees

Building Permit Fees		\$
<i>Building Permit Fees, except in the case of repairs to multi-family strata unit residential structures where latent water penetration has resulted in structural deterioration or damage where the applicable building permit Fees will be waived (per \$1,000 or part thereof of construction cost).</i>		
0-5,000	Minimum permit applies	163.00
5,001-20,000		22.40
	plus base amount of	163.00
20,001-50,000		15.40
	plus base amount of	612.00
50,001-500,000		11.80
	plus base amount of	1,382.00
500,001 and over		10.70
	plus base amount of	7,267.00
Masonry Fireplace/Chimney (includes inspection)		113.00
Building Moves		\$
Moving Building or Structure		447.00
Inspection Fee for examination of a building to be moved		267.00
Additional inspection Fee if inspection exceeds 2 hours		100.00
Temporary Building		267.00
Prior to permit issuance for a building move within the City, the owner of the building shall deposit (in a form satisfactory to the General Manager of Finance and Technology) with the City the amount to ensure that the exterior of the building or part thereof will be completed within ninety (90) days of the permit issuance. Should the owner not complete the required work within the time frame set out, the Building Inspector shall notify the owner, in writing, of the deficiency directing the owner to remedy the non-compliance within thirty (30) days from the date of the notice. If the non-compliance is not remedied within the thirty (30) day period, the deposit shall be forfeited to the City.		25,000.00
Deposit with Building Official – cash bond (in a form satisfactory to the General Manager of Finance and Technology) to be drawn down by the City in the event that City property, of any kind, is damaged during the course of the building move. The amount drawn down will not be in excess of the actual cost to repair the damage.		11,000.00
A policy of commercial general liability insurance, in all-inclusive limits – (in a form satisfactory to the General Manager of Finance and Technology) to indemnify the City against all bodily injury and property damage, of any kind, howsoever caused by the moving of the building. The City of Port Moody must be named as an additional insured on said policy.		5,000,000.00
Neighbourhood Feedback Process Fee		600.00

Fees are subject to rounding and applicable taxes.

Considered at the July 12, 2022 Council meeting

106

Schedule A – Revised Fees

Building Fees

Waste Management Fee – Demolition			\$
Buildings and Structures Square Footage of Building(s)		\$	Maximum Refund \$
0-1,000		1,190.00	890.00
1,001-5,000		4,000.00	3,650.00
5,001-20,000		7,000.00	6,600.00
Over 20,000		11,860.00	11,260.00
*Replaces Demolition Permit Fees			

Digital Archive		\$
Residential Alteration under \$5,000		31.60
Single- or two-family residential construction		62.20
<i>All other types of construction except in the case of repairs to multi-family strata unit residential structures where latent water penetration has resulted in structural deterioration or damage where the applicable microfilming Fees will be waived.</i>		
0-500,000 construction value		90.80
501,000-1,000,000		120.00
1,001,000-3,000,000		187.00
3,001,000-5,000,000		243.00
5,001,000-10,000,000		520.00
10,000,001 and over		760.00

Plan Processing Fees		\$
Building permits involving additions or alterations to existing buildings except in the case of repairs to multi-family strata unit residential structures where latent water penetration has resulted in structural deterioration or damage where the applicable plan processing Fees will be waived.		163.00
With registered professional (-2.5%)		159.00
Building permit to construct new single- or two-family dwellings		634.00
With registered professional (-2.5%)		618.00
Building Permit to construct other than single- or two-family dwelling, a Fee equal to 50% of estimated permit Fee		
Minimum		634.00
Maximum		5,196.00
With registered professional (-2.5%)		5,066.00
<i>(Plan processing Fee will be credited to Building Permit Fee at Building Permit issuance but is non-refundable if permit is not issued.)</i>		

Fees are subject to rounding and applicable taxes.

Considered at the July 12, 2022 Council meeting

107

Schedule A – Revised Fees

Building Fees

Building Miscellaneous		\$
Building Permit Renewal Fee – based upon value of work to be completed where construction has started (minimum Fee)		152.00
Rechecking of Building Plans as a result of revisions to approved drawings by owner or owner's agent		152.00
Fee Reduction – Professional and Field Review reduction in cost of permit		2.5%
Building/Plumbing Permit Adjustments/Refunds Fee		30.50
Review of Plans for Liquor Licence Occupant Load		96.00
Transfer of Permit Fee		85.30
Re-inspection Charge (more than two inspections were necessary)		273.00
Refund of Fees – applicants for building, building moving, demolition, or plumbing permits where permit is surrendered or cancelled, prior to any construction, may obtain a refund, less a plan processing Fee of:		75% 163.00
Double Fee – any person who initiates any construction without first obtaining a permit, shall when subsequently taking out the required permit, pay double the Fees herein provided.		
Expedited Plan Review		605.00
Extraordinary Inspection Charges		\$
Required permit inspections requested by applicant to be done after normal working hours are billed at an hourly rate based on time actually spent in conducting such inspection and including traveling time, at inspection charge of: (based on time actually spent in conducting such inspection and including travel time)		minimum 177.00/hr
Special Safety Inspection		1,367.00
Review by Building and Fire Departments of Alternative Solutions from Registered Professionals		748.00
Bonding Section of Building Bylaw (Damage Deposits)		\$
Percent of Estimated Construction Cost		1.00%
Minimum		520.00
<i>(Not required where estimated Construction Value does not exceed \$4,000.00)</i>		
<i>(Deposits for Building Moves are referenced under Building Permit Fees for moving buildings or structures.)</i>		
Maximum		75,000.00
Damage Bond for construction of new Single Detached Dwelling		7,650.00
Exchanging Forms of Payment – Letter of Credit or Bond		200.00
Exemption from Sound Level Bylaw		\$
Application for Temporary Exemption from Sound Level Bylaw		500.00

Fees are subject to rounding and applicable taxes.

Considered at the July 12, 2022 Council meeting

108

Schedule A – Revised Fees

Planning and Development

Planning and Development Miscellaneous		\$
Printing of Heritage Register		56.10
Address Changes (where possible)		590.00
Comfort letters related to zoning, building requirements, and other matters related to building or property use, including Fire Department records		400.00
Contaminated Site Profile Reviews		102.00
Restrictive Covenant Preparations or Modification		at cost
Discharge processing of Restrictive covenants		365.00
Liquor Licence Application or Amendment – Staff Review Only		57.20
Liquor Licence Application or Amendment – Report to Council		149.00
Liquor Licence Application or Amendment with Public Consultation – Processing Fee		2,547.00
Staff Attendance at Developer Information Meetings		272.00
Development Application Signs		at cost
Public Hearing Refund		1,178.00
Additional Public Hearing Fee		1,178.00
Street Name Changes (not on approved list)		495.00
Survey Certificate (copies)		30.80
Board of Variance Applications		572.00
Miscellaneous Bylaws or Documents per page		2.40
Land Title Searches		38.50
Digital Transfer of Documents or Plans		28.60
Scan Document Reproduction Fees (plans per text page)		8.30
Plans – first page (full size)		39.30
Subsequent pages		18.50
Architectural Review Fee, per review (for OCP, Zoning, Land Use Contract and form and character Development Permit, Heritage Alteration Permits)		114.00
maximum		1,650.00
Landscape Review Fee, per review (for OCP, Zoning, Land Use Contract and form and character Development Permit, Heritage Alteration Permits)		114.00
maximum		1,650.00
Scanning Fee – Rezoning, Land Use Contract Amendments, OCP Amendments, Development Permits, Temporary Use Permits, Subdivisions		229.00

Fees are subject to rounding and applicable taxes.

Considered at the July 12, 2022 Council meeting

109

Schedule A – Revised Fees

Planning and Development

Tree Removal Permits		\$
Tree Removal Permit (for single-family residential)		246.00
Tree Removal Permit (all categories other than single-family residential)		661.00
Tree Replacement Security (per tree)		686.00
Tree Removal Review		129.00
Planning Miscellaneous		\$
Temporary Use Permit		4,565.00
Site Alteration Permit		614.00
	plus	0.60 per m ³
Wireless Communication Facility Proposal Review		5,311.00
Property Information Requests		-
	Under ½ hour	63.00
	For every additional hour	125.00
Pre-application Review		1,144.00
Heritage Applications		\$
Heritage Revitalization Agreement		6,637.00
Heritage Alteration Permit		
	Council Authorized	3,685.00
	Staff Authorized	542.00
Heritage Revitalization Tax Exemption Applications		
	Heritage Register Properties	123.00
	Non-Heritage Register Properties	636.00
OCP Amendment Applications		\$
OCP Amendment	Base Fee	5,826.00
	Plus	101.00/100m ² of gross site area
OCP Amendment (when applied for in connection with a Rezoning or Land Use Contract Amendment)	Base Fee	1,760.00
	Plus	101.00/100m ² of gross site area
Regional Growth Strategy Amendment		5,049.00
Extension Fee (if bylaw defeated at first or second reading, and waiting period waived)		50% of the full application fee
Rezoning, LUC Amendment Applications		\$
	Base Fee	5,826.00
	Plus	
Residential Use		101.00/unit
Commercial Use, Industrial Use, Institutional Use		101.00/100m ² Gross Floor Area
Zoning Bylaw Text Amendment		5,826.00
Extension Fee (if bylaw defeated at first or second reading, and waiting period waived)		50% of the full application fee

Fees are subject to rounding and applicable taxes.

Considered at the July 12, 2022 Council meeting

110

Schedule A – Revised Fees

Planning and Development

Development Permit, Development Variance Permit		\$
Minor Amendment to a Development Permit or Minor Development Permit		614.00
Development Permit Application Fee for Intensive Residential Development		614.00/residential building
Development Permit – Environmentally Sensitive Areas, Hazardous Lands (more than 1 single-family residential lot)		4,795.00
Form and Character Development Permits:		\$
Base Fee:		4,795.00
Plus:		
Residential Use		101.00/unit
Commercial Use, Industrial Use, Institutional Use		101.00/100m ² Gross Floor Area
Development Variance Permit		3,468.00
Minor Development Permit Application Fee for Intensive Residential Development (RS1-S)		611.00
Subdivision Applications		\$
Fee Simple Subdivisions (Base Fee)		3,719.00
	For each new lot	200.00
Bare Land Strata Subdivision (Base Fee)		3,719.00
	For each new lot	200.00
Minor Subdivision (Lot Line Adjustment/Consolidation)		542.00
Air Space Parcel Subdivision (Base Fee)		3,719.00
	For each new lot	200.00
Legal Review of Air Space Parcel Subdivision		561.00
Phased Strata Plan Approval		283.00
Non Phased Strata Plan City Covenant Sign Off		565.00
Form P Approval/Amendment		3,066.00
Strata Title Conversions		283.00
Preliminary Layout Review Extension Request		3,719.00

Fees are subject to rounding and applicable taxes.

Considered at the July 12, 2022 Council meeting

111

Schedule A – Revised Fees

Planning and Development

Pre-Construction Review and Inspection Fees	
Prior to construction, for Development Permit, Development Variance Permit, Development Authorization, Subdivision, or Building Permit applications as applicable, the following Fees are payable:	
Off-Site Engineering Review and Inspection Fee (Section 215A AND elsewhere in the City)	4.4% of estimated construction costs <i>(at time of Servicing Agreement)</i>
On-Site Engineering Review Fee	2.2% of estimated on-site construction costs <i>(at time of Servicing Agreement)</i>
Landscaping Review and Inspection Fee	4% of estimated off-site construction costs 2% of estimated on-site construction costs <i>(at time of Building Permit)</i>
Environmental Compensation/Enhancement Review and Inspection Fee	2% of estimated on-site construction costs <i>(at time of Development Permit)</i>
Environmental Compensation/Enhancement Review and Inspection Fee	4% of estimated off-site construction costs <i>(at time of Development Permit)</i>

Fees are subject to rounding and applicable taxes.

Considered at the July 12, 2022 Council meeting

112

Schedule A – Revised Fees

Engineering Fees

Fee Name		\$
Multi-Family Parking Permit Fee		64.00
Highway Use Permit:		
Major Road Network		393.00 for the first week 154.00 per week thereafter Minimum charge 357.00
Local Road Network		240.00 for the first week 77.00 per week thereafter Minimum charge 218.00
Highway Use Permit – Commercial Bin on City Right-of-Way Fee, per week		393.00 (MRN) for the first week 154.00 (MRN) per week thereafter 101.00 (Local Road) per week
Highway Use Permit – Residential Bin on City Right-of-Way Fee, per Month		101.00
Road Closures		\$
Application		1,014.00
Right-of-Way Preparation, Modification, or Discharge Processing (exclusive of legal and survey costs)		1,297.00
Highway Encroachment Agreement Processing Fee		619.00
Highway Encroachment – Non-Removable Anchor Encumbrance Fee (subject to Engineering approval)		241.00/anchor
Newspaper Box – Annual Administration and maintenance Fee		165.00/application
Late payment after due date – 10% of annual administration Fee/newspaper box		54.00
Damage deposit		60.00/newspaper box
Charge for a newspaper box that is seized due to violations of the Bylaw		154.00/newspaper box
Storage Fee for a seized newspaper box		7/day/newspaper box
Traffic Volume/Speed Data Requests for Commercial Purposes		330.00
Traffic Signal Legal Requests – Intersection Sequencing Letter Fee, per letter		330.00
Traffic Signal Legal Requests – Intersection Timing Sheet, per sheet		83.00

Fees are subject to rounding and applicable taxes.