

Memorandum

Date: September 11, 2022
Submitted by: Community Development Department – Policy Planning Division
Subject: Housekeeping Updates to the Fees Bylaw

At the July 26, 2022 Regular Meeting amendments to the Fees Bylaw were adopted to reflect Council direction to increase development related fees by 10%. It has recently come to the attention of staff that several formatting errors occurred in the amended bylaw which resulted in a series of fees being shifted, such that the fee description and the related fee were offset, and some updated text was lost. This error affected several sections in the bylaw which have now been corrected so that the fee description and fee value are appropriately aligned, and missing text has been re-inserted. The updates can be found in the amendment bylaw included in Attachment 1.

THAT City of Port Moody Fees Bylaw, 2021, No. 3327, Amendment Bylaw No. 6, 2022, No. 3377 be read a first, second, and third time as recommended in the memo dated September 11, 2022 from the Community Development Department – Policy Planning Division regarding Housekeeping Updates to the Fees Bylaw.

Attachment

1. Draft City of Port Moody Fees Bylaw, 2021, No. 3327, Amendment Bylaw No. 6, 2022, No. 3377.

Considered at the September 27 2022 Council meeting

75

Report Approval Details

Document Title:	Housekeeping Updates to the Fees Bylaw.docx
Attachments:	- Attachment 1 - Draft City of Port Moody Fees Bylaw, 2021, No. 3327, Amendment Bylaw No. 6, 2022, No. 3377.pdf
Final Approval Date:	Sep 14, 2022

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

Kate Zanon, General Manager of Community Development - Sep 12, 2022 - 2:06 PM

Rosemary Lodge, Manager of Communications and Engagement - Sep 14, 2022 - 8:52 AM

Paul Rockwood, General Manager of Finance and Technology - Sep 14, 2022 - 10:25 AM

Tim Savoie, City Manager - Sep 14, 2022 - 10:32 AM



City of Port Moody

Bylaw No. 3377

A Bylaw to amend the Fees Bylaw to update the Building Fees, Planning and Development Fees, and Engineering Fees.

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. 6, 2022, No. 3377”.

2. Amendments

- 2.1 City of Port Moody Fees Bylaw, 2021, No. 3327 is amended by replacing the Building Fees, Planning and Development Fees, and Engineering Fees in Schedule “A” with the 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 schedules are attached to and form 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 September 27 2022 Council meeting

77

Schedule A – Revised Fees

R. Vagramov
Mayor

T. Takahashi
Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. 3377 of the City of Port Moody.

T. Takahashi
Corporate Officer

Considered at the September 27 2022 Council meeting

78

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
500,001-1,000,000		120.00
1,000,001-3,000,000		187.00
3,000,001-5,000,000		243.00
5,000,001-10,000,000		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 September 27 2022 Council meeting

79

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:		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
(Not required where estimated Construction Value does not exceed \$4,000.00)		
(Deposits for Building Moves are referenced under Building Permit Fees for moving buildings or structures.)		
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 September 27 2022 Council meeting

80

Schedule A – Revised Fees

Planning and Development Fees

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 (exclusive of legal and survey costs)		At cost
Discharge processing of Restrictive covenants		365.00
Liquor Licence Application or Amendment – Staff Review Only		52.00
Liquor Licence Application or Amendment – Report to Council		135.00
Liquor Licence Application or Amendment with Public Consultation – Processing Fee		2,315.00
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
Residential Architectural Review Fee, per unit (for OCP, Zoning, Land Use Contract and form and character Development Permit, Heritage Alteration Permits)		114.00 Up to a maximum of 1,650
Other uses Architectural Review Fee, per building		1,650.00
Residential landscape Review Fee, per unit (for OCP, Zoning, Land Use Contract and form and character Development Permit, Heritage Alteration Permits)		114.00 Up to a maximum of 1,650
Other uses Landscape Review Fee, per landscape area		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 September 27 2022 Council meeting

81

Schedule A – Revised Fees

Planning and Development Fees

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 September 27 2022 Council meeting

82

Schedule A – Revised Fees

Planning and Development Fees

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		101.00/100 m 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		At cost
Phased Strata Plan Approval		561.00
Non-Phased Strata Plan City Covenant Sign Off		283.00
Form P Approval/Amendment		565.00
Strata Title Conversions		3,066.00
Preliminary Layout Review Extension Request		283.00

Fees are subject to rounding and applicable taxes.

Considered at the September 27 2022 Council meeting

83

Schedule A – Revised Fees

Planning and Development Fees

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	4.4% of estimated off-site construction costs 2.2% of estimated on-site construction costs <i>(at time of Building Permit)</i>
Environmental Compensation/Enhancement Review and Inspection Fee	2.2% of estimated on-site construction costs <i>(at time of Development Permit)</i>
Environmental Compensation/Enhancement Review and Inspection Fee	4.4% of estimated off-site construction costs <i>(at time of Development Permit)</i>

Fees are subject to rounding and applicable taxes.

Considered at the September 27 2022 Council meeting

84

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 393.00
Local Road Network		240.00 for the first week 70.00 per week thereafter Minimum charge 240.00
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		7.00/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.