City of Port Moody

Bylaw No. 3383

A Bylaw to establish the 2023 Fees charged by the City of Port Moody.

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, 2022, No. 3383”.

2. Repeal

2.1 City of Port Moody Fees Bylaw, 2021, No. 3327 and all amendments thereto are hereby repealed.

3. Application

3.1 The Fees to be charged for the provision of information and services shall be as set out in Schedule “A” attached to and forming part of this Bylaw.

4. Attachments and Schedules

4.1 The following schedule is attached to and forms part of this Bylaw:

- Schedule A – Fees.

5. Severability

5.1 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.

M. Lahti
Mayor

S. Lam
City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3383 of the City of Port Moody.

_____

S. Lam
City Clerk

Schedule "A"

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Fees are subject to rounding and applicable taxes.

Legislative Services Fees

Fee Name	$
List of electors (First Copy free, Available only to Local Election Candidates)	31.20
Black and White Photocopies per page	0.45
Colour Photocopies per page	0.75
Electronic Media	Actual cost or minimum charge of $22.05
Certified Copies per page	2.40
The search of City records for the purposes of insurance claims or court cases where it is determined by the Department Head that research could involve staff time in excess of 15 minutes:	
First Hour	89.20
Each additional 15 minutes or portion thereof	22.30
Freedom of Information and Protection of Privacy – Requests for Information	
Fees payable for requests made under the *Freedom of Information and Protection of Privacy Act* shall be in accordance with Regulation 323/93 of the *Freedom of Information and Protection of Privacy Act,* Schedule of Maximum Fees. These Fees are not subject to taxes.	Per B.C. Reg. 155/2012

Fees are subject to rounding and applicable taxes.

Business Licence and Bylaw Enforcement

Fee Name	$
Business Licence Computer Printouts	23.00
Service Charge for Release of an Immobilized Vehicle	58.00
Business Licence Adjustments/Refunds Fee	32.00

Permits and Business Licences	$
Vehicle Storage Permit	92.00
One-Day Business Licence	87.00
Sidewalk Use Permit	250.00
Sidewalk Use Permit Renewal	82.00
Businesses for Inter-municipal Program	165.00
Special Event Permit (Event on Private Property)	220.00
Food Truck (To operate in City designated spots)	675.00
Vehicle for hire	78.00 per vehicle

Nature of Business (Representative Examples)	$
Secondary Suite	0.00
A licence is required for secondary suites, but there is no charge for this licence.	
Basic Licence Category	**$**
· Home Occupation	144.00
· Bed and Breakfast	
· Home Daycare of 10 children or less	
· Residential Rental Unit	
· Detached Accessory Dwelling Unit	
· Individual non-designated professions (i.e., barber, hairdresser, esthetician)	
Government subsidized rental housing, including government owned or government managed rental housing, assisted living and similar rental housing is exempt from the business licence Fee requirement for residential rental properties.	

Fees are subject to rounding and applicable taxes.

Business Licence and Bylaw Enforcement

Service Supply Level I	**$**
· Car Wash Detailing	287.00
· Catering	
· Consulting/Contractor	
· Contractor in any one field (i.e., plumbing, heating, electrical, etc.)	
· Photography	
· Piano Tuning	
· Private Investigator or Patrol	
· Technical Services	
· Towing with Storage	
· Undertaker	
· Upholsterer	
· Mobile Services	
· Professional Practitioners	
· Pedlar or Agents	
· Vending Machines (up to 10 machines)	
· Room Rental (up to 10 rooms)	
· Retail/Commercial/Industrial up to 232.26m^2 (2,500ft^2)	
· Smoking Club	
Service Supply Level II	**$**
· Room Rental (11 to 30 rooms)	435.00
· Retail/Commercial/Industrial from 232.35m^2 to 464.5m^2 (2,501 to 5,000ft^2)	
Service Supply Level III	**$**
· Automobile Service Station Pumps	572.00
· ATMs	
· Vending machines (more than 10 machines)	
· Room Rental (30 to 50 rooms)	
· Daycare Centre of 11 children or more	
· Retail/Commercial/Industrial from 464.61$m^2$to 929.03m^2 (5,001 to 10,000ft^2)	
Service Supply Level IV	**$**
· Licensed Liquor Primary	2,870.00
· Financial Institutions	
· Room Rental (more than 50 rooms)	
· Fireworks	
· Marinas	
· Social Escort Service or Body Work Parlours	
· Retail/Commercial/Industrial over 929.03m^2 (10,000ft^2)	

Fees are subject to rounding and applicable taxes.

Animal Control

Licences	$
Dog under one year old (first time only)	20.00
Senior Discount for Spayed/Neutered Only	30.00
Dog Licence Fee – Male/Female (unneutered/unspayed)	80.00
*A discount will be allowed if paid on or before February 1st of each year.	74.00
Dog Licence Fee – Male/Female (neutered/spayed)	52.00
*A discount will be allowed if paid on or before February 1st of each year.	46.00
Dog Licence Fee – Aggressive	268.00
Dog Licence Fee – Vicious	560.00
Replacement of Lost Tag	17.00
Kennel Licence (for which a person shall be considered having same if said person possesses four or more dogs in lieu of individual Fees)	250.00
Impoundment Fees	**$**
Licensed Dog Impoundment:	
First Impoundment	82.00
Second Impoundment	120.00
Third Impoundment	170.00
All subsequent Impoundments	325.00
Maintenance Cost per day or part thereof	17.50
Unlicensed Dog Impounded: (other than vicious dog)	
First Impoundment	145.00
Second Impoundment	165.00
Third Impoundment	275.00
All subsequent Impoundments	435.00
Maintenance Cost per day or part thereof	17.50
Aggressive Dog Impounded:	
First Impoundment	400.00
Second Impoundment	800.00
All subsequent Impoundments	1,600.00
Maintenance Cost per day or part thereof	35.00
Vicious Dog Impounded:	
First Impoundment	2,200.00
Second Impoundment	4,200.00
All subsequent Impoundments	8,600.00
Maintenance Cost per day or part thereof	65.00
Cat at Large Impounded:	
First & subsequent Impoundments – Unspayed/Unneutered Cat at Large	95.00
First & subsequent Impoundments – Spayed/Neutered Cat at Large	52.00
Maintenance Cost per day or part thereof	17.50
Impoundment of any domestic animal (not previously described)	82.00
Pathological Waste Disposal	
Disposal of pathological waste, including the dead bodies of any domestic animals.	
Minimum charge	14.00

Fees are subject to rounding and applicable taxes.

Sign Permit Fees

Fee Name	$
Minimum Permit Application Fee	106.00
Temporary Banner and Portable Signs	95.00
Signs Requiring Planning Review Only	170.00
Signs Requiring Building and Planning Review (i.e., Freestanding and Fascia signs)	262.00
Portable Freestanding Sign Permit	138.00
Portable Freestanding Sign Renewal Fee	31.50
Sign Recovery Fee	31.50
Minor Amendment to Development Permits for Signage	186.00

Fees are subject to rounding and applicable taxes.

Plumbing Permit Fees

Fee Name	$
Fixtures, roughed in each	33.00
Minimum	90.00
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.	
Oil and grease interceptors – each	82.00
Underground sewer lines – 30m or part thereof	82.00
For each additional 30m or part thereof (first two inspections only)	38.00
Underground water lines over 2” diameter – per 30m or part thereof	82.00
For each additional 30m or part thereof	38.00
New Water line installation or replacement to existing building or service – 2” diameter or less	82.00
For each additional 30m or part thereof	38.00
Underground fire service lines – first two inspections per 30m or part thereof	230.00
For each additional 30m or part thereof	39.00
Re-inspection Fee	138.00
Fire Sprinkler Heads – first 20 heads, per head	9.00
Minimum Fee	90.00
Each additional head	3.15
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	82.00
Kitchen Extinguishing System (NFPA 96 1254.6) – Inspection and Permit	460.00
Swimming Pools – installation of swimming pool supply and drainage lines, including backflow preventer, sump, and sewer branch line	205.00
Minimum Plumbing Permit Fee	92.00
Backflow Prevention Assembly Test Report Fee	33.00

Fees are subject to rounding and applicable taxes.

Building Fees

Building Permit Fees		**$**
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 $1,000 or part thereof of construction cost).		
0-5,000	Minimum permit applies	163.00
5,001-20,000		22.40
	plus base amount of	163.00
20,001-50,000		15.40
	plus base amount of	612.00
50,001-500,000		11.80
	plus base amount of	1,382.00
500,001 and over		10.70
	plus base amount of	7,267.00
Masonry Fireplace/Chimney (includes inspection)		113.00
Building Moves		**$**
Moving Building or Structure		470.00
Inspection Fee for examination of a building to be moved		275.00
Additional inspection Fee if inspection exceeds 2 hours		105.00
Temporary Building		275.00
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.		26,000.00
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.		11,500.00
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.

Building Fees

Waste Management Fee – Demolition		$
Buildings and Structures Square Footage of Building(s)	**$**	**Maximum Refund $**
0-1,000	2,000.00	500.00
1,001-5,000	7,000.00	6,500.00
5,001-20,000	10,000.00	9,500.00
Over 20,000	15,000.00	14,500.00
***Replaces Demolition Permit Fees**		

Digital Archive	$
Residential Alteration under $5,000	32.00
Single- or two-family residential construction	65.00
0-500,000 construction value	94.00
500,001-1,000,000	125.00
1,000,001-3,000,000	195.00
3,000,001-5,000,000	255.00
5,000,001-10,000,000	536.00
10,000,001 and over	783.00

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
(Plan processing Fee will be credited to Building Permit Fee at Building Permit issuance but is non-refundable if permit is not issued.)	

Fees are subject to rounding and applicable taxes.

Building Fees

Building Miscellaneous	**$**
Building Permit Renewal Fee – based upon value of work to be completed where construction has started (minimum Fee)	250.00
Rechecking of Building Plans as a result of revisions to approved drawings by owner or owner's agent	155.00
Fee Reduction – Professional and Field Review reduction in cost of permit	2.5%
Building/Plumbing Permit Adjustments/Refunds Fee	32.00
Review of Plans for Liquor Licence Occupant Load	100.00
Transfer of Permit Fee	86.00
Re-inspection Charge (more than two inspections were necessary)	280.00
Refund of Fees – applicants for building, building moving, demolition, or plumbing permits where permit is surrendered or cancelled, prior to any construction, may obtain a refund, less a plan processing Fee of:	165.00
Double Fee – any person who initiates any construction without first obtaining a permit, shall when subsequently taking out the required permit, pay double the Fees herein provided.	
Expedited Plan Review	635.00
Extraordinary Inspection Charges	**$**
Required permit inspections requested by applicant to be done after normal working hours	635.00
Special Safety Inspection	1,410.00
Review by Building and Fire Departments of Alternative Solutions from Registered Professionals	775.00
Bonding Section of Building Bylaw (Damage Deposits)	**$**
Percent of Estimated Construction Cost	1.00%
Minimum	540.00
(Not required where estimated Construction Value does not exceed $4,000.00) *(Deposits for Building Moves are referenced under Building Permit Fees for moving buildings or structures.)*	
Maximum	75,000.00
Damage Bond for construction of new Single Detached Dwelling	7,800.00
Exchanging Forms of Payment – Letter of Credit or Bond	200.00
Exemption from Sound Level Bylaw	**$**
Application for Temporary Exemption from Sound Level Bylaw	515.00

Fees are subject to rounding and applicable taxes.

Planning and Development

Planning and Development Miscellaneous	$
Printing of Heritage Register	60.00
Address Changes (where possible)	625.00
Comfort letters related to zoning, building requirements, and other matters related to building or property use, including Fire Department records	425.00
Contaminated Site Profile Reviews	107.00
Restrictive Covenant Preparations or Modification	Actual Cost
Discharge processing of Restrictive covenants	380.00
Liquor Licence Application or Amendment – Staff Review Only	54.00
Liquor Licence Application or Amendment – Report to Council	140.00
Liquor Licence Application or Amendment with Public Consultation – Processing Fee	2,400.00
Staff Attendance at Developer Information Meetings	285.00
Development Application Signs	At cost
Public Hearing Refund	1,178.00
Additional Public Hearing Fee	1,240.00
Street Name Changes (not on approved list)	510.00
Survey Certificate (copies)	31.50
Board of Variance Applications	600.00
Miscellaneous Bylaws or Documents per page	2.50
Land Title Searches	40.00
Digital Transfer of Documents or Plans	30.00
Scan Document Reproduction Fees (plans per text page)	8.60
Plans – first page (full size)	40.00
Subsequent pages	19.50
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
Digital Archive Fee – Rezoning, Land Use Contract Amendments, OCP Amendments, Development Permits, Temporary Use Permits, Subdivisions	240.00

Fees are subject to rounding and applicable taxes.

Planning and Development

Tree Removal Permits	**$**
Tree Removal Permit (for single-family residential)	255.00
Tree Removal Permit (all categories other than single-family residential)	685.00
Tree Replacement Security (per tree)	720.00
Tree Removal Review	135.00
Planning Miscellaneous	**$**
Temporary Use Permit	4,750.00
Site Alteration Permit	650.00
plus	0.63 per m^3
Wireless Communication Facility Proposal Review	5,500.00
Property Information Requests	
Under ½ hour	65.00
For every additional hour	130.00
Pre-application Review	1,144.00
Dock application review	1,224.00
Heritage Applications	**$**
Heritage Revitalization Agreement Base Fee	6,637.00
Plus	
Residential use	101.00/unit
Commercial Use, Industrial Use, Institutional Use	101.00/100m^2 Gross Floor Area
Heritage Alteration Permit	
Council Authorized	3,685.00
Staff Authorized	542.00
Heritage Revitalization Tax Exemption Applications	
Heritage Register Properties	127.00
Non-Heritage Register Properties	660.00
OCP Amendment Applications	**$**
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	101.00/100m² 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.

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	101.00/100 m² 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.

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 *(at time of Servicing Agreement)*
On-Site Engineering Review Fee	2.2% of estimated on-site construction costs *(at time of Servicing Agreement)*
Landscaping Review and Inspection Fee	4.4% of estimated off-site construction costs 2.2% of estimated on-site construction costs *(at time of Building Permit)*
Environmental Compensation/Enhancement Review and Inspection Fee	2.2% of estimated on-site construction costs *(at time of Development Permit)*
Environmental Compensation/Enhancement Review and Inspection Fee	4.4% of estimated off-site construction costs *(at time of Development Permit)*

Fees are subject to rounding and applicable taxes.

Sustainability

Electric Vehicle Charging Fees*			
EV Station			**$ per Minute**
DC Fast Charger	At All Times	Average usage level equal to or below 40%	0.210
		Average usage level above 40% and below 75%	0.240
		Average usage level equal to or above 75%	0.267
Old Orchard Hall	For the First 4 Hours	Average usage level equal to or below 30%	0.017
		Average usage level above 30% and below 75%	0.034
		Average usage level equal to or above 75%	0.050
	After 4 Hours		0.084
Kyle Centre	For the First 4 Hours	Average usage level equal to or below 40%	0.008
		Average usage level above 40% and below 75%	0.017
		Average usage level equal to or above 75%	0.034
	After 4 Hours		0.084
City Hall Dual	For the First 4 Hours	Fee set to match Kyle Centre rates**	
	After 4 Hours		0.084
City Hall Single	For the First 4 Hours	Average usage level equal to or below 30%	0.017
		Average usage level above 30% and below 75%	0.034
		Average usage level equal to or above 75%	0.050
	After 4 Hours		0.084
Recreation Complex	For the First 4 Hours	Average usage level equal to or below 40%	0.017
		Average usage level above 40% and below 75%	0.034
		Average usage level equal to or above 75%	0.050
	After 4 Hours		0.084
Rocky Point Park	For the First 4 Hours	Average usage level equal to or below 40%	0.017
		Average usage level above 40% and below 75%	0.034
		Average usage level equal to or above 75%	0.050
	After 4 Hours		0.084

*Electric Vehicle Charging Fees are set based on average usage levels over the previous quarter at each charging station unless otherwise specified above. Average usage levels are calculated using the proportion of time that the EV Charging Station is occupied on a daily basis, averaged over one quarter and expressed as a percentage.

**Electric Vehicle Charging Fees for the City Hall Dual EV Chargers are set to match the rates at the Kyle Centre EV Charger, which are determined based on usage levels of the Kyle Centre EV Charger over the previous quarter.

Fees are subject to rounding and applicable taxes.

Cultural Services

Filming Permits	$
First 2 days of filming (non-refundable)	393.00
Per day after first 2 days (to a maximum of $1,500)	150.00
Administration Fee for a permit to install cultural event signage	25.00
Refundable deposit for removal of a cultural event sign(s) – should it be required	200.00
Street Performer Licence	32.00

Fees are subject to rounding and applicable taxes.

Engineering Fees

Fee Name	$
Multi-Family Parking Permit Fee	65.90
Highway Use Permit:	
Major Road Network	404.80 for the first week 158.65 per week thereafter Minimum charge 404.80
Local Road Network	247.20 for the first week 72.10 per week thereafter Minimum charge 247.20
Highway Use Permit – Commercial Bin on City Right-of-Way Fee, per week	404.80 (MRN) for the fist week 157.65 (MRN) per week thereafter 104.05 (Local Road) per week
Highway Use Permit – Residential Bin on City Right-of-Way Fee, per Month	104.05
Road Closures	**$**
Application	1,044.50
Right-of-Way Preparation, Modification, or Discharge Processing (exclusive of legal and survey costs)	1,335.95
Highway Encroachment Agreement Processing Fee	662.35
Highway Encroachment – Non-Removable Anchor Encumbrance Fee (subject to Engineering approval)	248.25/anchor
Newspaper Box – Annual Administration and maintenance Fee	176.55/application
Late payment after due date – 10% of annual administration Fee/newspaper box	57.80
Damage deposit	61.80/newspaper box
Charge for a newspaper box that is seized due to violations of the Bylaw	158.65/newspaper box
Storage Fee for a seized newspaper box	7.50/day/newspaper box
Traffic Volume/Speed Data Requests for Commercial Purposes	353.10
Traffic Signal Legal Requests – Intersection Sequencing Letter Fee, per letter	353.10
Traffic Signal Legal Requests – Intersection Timing Sheet, per sheet	88.80

Fees are subject to rounding and applicable taxes.

Financial Services

Fee Name	$
Returned Item Fee	50.00
Interest on overdue accounts receivable invoices	1.5%/month
Re-bill Administration Fee	15%/billing
Minimum charge	50.00
Maximum charge	500.00
Mortgage Administration Fee – per folio	14.00
Tax and Utility Adjustments/Refunds Fee	25.00
Apportionment Fee	29.00 per folio
Tax Certificate Request	40.00
Realty Board Export Fee	250.00
Taxation information which involves the research of tax records for a period of more than the current or previous year for one property, or tax information research that could involve staff time in excess of 15 minutes.	
First Hour	89.20
Each additional 15 minutes or portion thereof	22.30
Other financial information where it is determined by the Department Head that research could involve staff time in excess of 15 minutes.	
First Hour	89.20
Each additional 15 minutes or portion thereof	22.30
The search of City records for the purposes of insurance claims or court cases where it is determined by the Department Head that research could involve staff time in excess of 15 minutes.	
First Hour	89.20
Each additional 15 minutes or portion thereof	22.30
Statement of Financial Information	
Black and White Photocopies per page	0.45
Colour Photocopies per page	0.75
Encroachment Agreement Administrative Fee	700.00
Encroachment Agreement Administrative Fee for Agreement Renewals	350.00

Fees are subject to rounding and applicable taxes.

Fire-Rescue

Fire-Rescue Department	**$**
Inspection Fees:	
Annual inspection Fee	Nil
First subsequent re-inspection	Nil
Second subsequent re-inspection	100.00
Third subsequent re-inspection	200.00
Fourth subsequent re-inspection	400.00
Each subsequent re-inspection from the fourth on shall cost an accumulative $100.00 for each re-inspection starting at $400.00.	
Inspections of buildings other than routine inspections required by the *Fire Services Act*	100.00
Failure to attend an inspection	200.00
Unauthorized Silencing or Resetting of a Fire Alarm System	200.00
Fire Investigations	**$**
Fire Investigations required under the *Fire Services Act* where injury to persons, or loss or damage to property, arose or resulted from a fire hazard.	1,000.00
False Alarms	**$**
False Alarm where the alarm system was activated during the installation, testing, servicing, maintenance, adjustment, alteration, repair, or replacement of the fire alarm system rather than for a fire, and the Fire-Rescue Department was not notified.	200.00
Fire alarm system has sounded more than two false alarms within a 12-month period.	200.00
Costs Incurred for Stand-By for Cables, Mains, Lines, or Ancillary Equipment Beyond 1 Hour	**$**
Wages for each firefighter or portion thereof	100.00/hr
Fire Vehicles per hour or portion thereof	550.00/hr
Costs Incurred for Stand-By where no person has arrived to provide access or secure the premises within 45 minutes	**$**
Wages for each firefighter or portion thereof	100.00/hr
Fire Vehicles per hour or portion thereof	550.00/hr
Damage to Fire-Rescue Apparatus	**$**
Damage to Fire-Rescue apparatus as a result of non-compliance with this Bylaw or another Bylaw in the City	Actual Costs
Costs incurred for controlling and extinguishing fires where an individual is found to be responsible for such fire	**$**
Wages per hour or portion thereof for each firefighter or person so employed	100.00/hr
Fire Vehicles per hour or portion thereof	550.00/hr
Fire Miscellaneous	**$**
Review of Fire Safety Plans (which are required under the *BC Fire Code*)	100.00
Comfort letters related to Fire-Rescue Department Inspection Records	100.00
The search of Fire-Rescue Department records for the purposes of insurance claims or court cases where it is determined by the department head that research could involve staff time in excess of 15 minutes.	
First Hour	89.20
Each additional 15 minutes or portion thereof	22.30
Retrieval of Routinely Available Information – Incident Reports (per incident)	100.00
Retrieval of Routinely Available Information – Investigation Reports (per incident)	200.00

Fees are subject to rounding and applicable taxes.

Information Services

Fee Name	$
11x17 – Colour Map (printed or PDF)	13.45
24x36 – Colour Map (printed or PDF)	31.50
36x48 – Colour Map (printed or PDF)	57.30
Utility Record Drawings: TIFF/PDF format	2.50
Utility Record Drawings: Full Set – Images and Index	56.00
Utility Record Drawings: Custom Utility Drawing Search	55.00/hr (15-minute increments)
Digital/GIS Data	55.00/hr (15-minute increments)
Custom Mapping Product	55.00/hr (15-minute increments)

Fees are subject to rounding and applicable taxes.

Operations

Fee Name	$
Access Use Permit	65.40
Back Flow Assembly Use Fee	138.05
Back Flow Assembly Deposit	469.75
Fire Hydrant Use Fees	**$**
Fire Hydrant Deposit	705.15
Fire Hydrant Use Inspection Fee	246.10
Temporary Water Use for Construction or Irrigation	**$**
Water Meter Deposit	705.15
Water Meter Set Up and Rental	125.20
Water Use Fee Current meter rate or flat rate of $100.00 for first day and $50.00 for each additional day, whichever is greater.	
Drinking Water Conservation Plan	**$**
Permit to water new lawn, landscaping, or lawns being treated for the European Chafer Beetle when Stage 1 Restrictions are in force, at the premise described in the permit, during the currency of the permit (valid for 21 days from date of issuance).	45.20
Optional Extension Fee (One extension – valid for a cumulative period of 42 days calculated from date of issuance of the first permit)	29.90
Service Connection Fee for Water	**$**
20mm Single Water Service (no meter)	Actual Cost
20mm Multiple Water Service (no meter) within a subdivision or development under one permit	Actual Cost
2-9 services	Actual Cost
10-29 services	Actual Cost
30 services or more	Actual Cost
Multiple services made to an existing main, pavement restoration costs will be added to the maximum per service	Actual Cost
Inspection Fee	69.55
Turning on or off water service:	
During normal City work hours First Hour	115.35
each hour thereafter	Actual Cost
During non-working hours First Hour	342.00
each hour thereafter	Actual Cost
Permanent disconnection of water service shall be subject to a charge equal to the actual cost of such disconnection as determined by the General Manager of Engineering and Operations.	Actual Cost
Water Service Connection (curb stop) Locating Fee	
During normal City work hours First Hour	115.35
each hour thereafter	Actual Cost
During non-working hours First Hour	342.00
each hour thereafter	Actual Cost

Fees are subject to rounding and applicable taxes.

Operations

Service Connection for Sanitary Sewer		**$**
Sanitary building sewer connection		Actual Cost
Inspection Fee		69.55
Sanitary Sewer Service Inspection Chamber Locating Fee:		
During normal City work hours	First Hour	115.35
	each hour thereafter	Actual Cost
During non-working hours	First Hour	342.00
	each hour thereafter	Actual Cost
Service Connection for Storm Sewer		**$**
Storm building sewer connection		Actual Cost
Inspection Fee		69.55
Storm Sewer Service Inspection Chamber Locating Fee:		
During normal City work hours	First Hour	115.35
	each hour thereafter	Actual Cost
During non-working hours	First Hour	342.00
	each hour thereafter	Actual Cost
Private Access Crossing		**$**
Basic Permit and Inspection Fee		Actual Cost
Install culvert in ditch minimum 250mm diameter and 5m long		Actual Cost
	per metre	Actual Cost
Remove curb and refinish per metre		Actual Cost
Install sidewalk crossing per metre		Actual Cost
Street and Traffic		**$**
New Sign and Post Installation		Actual Cost
New Sign Installation		Actual Cost
Concrete and Asphalt Administration Fee		177.60
Pavement Cut Restoration Fee		75.80 per m^2
	Minimum charge	280.35
Pavement Degradation Fee		11.65 per m^2
Light Shield Installation Request		280.35
Recovery for the Collection and Storage of Unauthorized Signs		**$**
Up to 1.5m^2 in area		115.35
	per week thereafter	56.35
Greater than 1.5m^2 in area		225.55
	per week thereafter	115.40

Fees are subject to rounding and applicable taxes.

Operations

Solid Waste Billing and Payment of Charges

- The flat rate charges shall be billed annually, in advance, and shall be due and payable on the last business day of February. A 5% penalty will be applied on all outstanding balances remaining after this due date, with a second 5% penalty to be applied to all outstanding balances after the last business day of March.
- Any user charges which remain unpaid on December 31st shall be deemed to be taxes in arrears and shall promptly be so entered on the tax roll by the Collector.
- All utility charges will be levied for the current calendar year. If service charges are modified throughout the year, the charges will be adjusted on a prorated basis, with one penalty of 10%.
- Where greater than allowable limits for solid waste services are required at a property, a second full utility Fee for doubled carts shall be applied at the written request of the homeowner.
- For all Detached Accessory Dwelling Units, a separate utility Fee is applied for solid waste services.
- Upon issuance of a demolition permit, waste collection utility charges will be suspended at date of cart return and will be reinstated upon cart delivery.
- Institutional (schools) Fees apply per property only (not per cart).
- Industrial and Commercial Garbage and Green Waste Fees apply per cart.
- Removal of Solid Waste, other than referenced above, is charged at Actual Cost.
- A $50 Administrative charge applies to increasing cart sizes.
- A $50 Administrative charge applies to two or more cart exchanges in a calendar year.
- Reimbursement costs for cart replacements or repairs, plus $50 administrative Fee, may apply to stolen or damaged carts.
- Cardboard Bin Rental for ICI use is charged at Actual Cost inclusively.
- Per single dwelling unit with one garbage cart, Fee for additional Green Cart is reduced by 50%.

2023 Solid Waste Annual Collection Fees

Single Family Dwelling Unit / Two Family Dwelling Unit (per side)	**Garbage**	**Waste Management Fee**	**Green Waste**	**Glass**
	Bi-Weekly	**Bi-Weekly**	**Weekly**	**Monthly**
With 120L Garbage Cart and 240L Green Waste	$119	$49	$258	$14
With 120L Garbage Cart and 2 x 240L Green Waste	$119	$49	$387	$14
With 240L Garbage Cart and 240L Green Waste	$206	$49	$258	$14
With 240L Garbage Cart and 2 x 240L Green Waste	$206	$49	$387	$14
Second Utility (double carts) with 2 x 120L Garbage Carts	$238	$98	$516	$28
Second Utility (double carts) with 1 x 120L and 1 x 240L Garbage Carts	$325	$98	$516	$28
Second Utility (double carts) with 2 x 240L Garbage Carts	$412	$98	$516	$28
Multi-Family Curbside Residential / Detached Accessory Dwelling Unit	**Garbage**	**Waste Management Fee**	**Green Waste**	**Glass**
	Bi-Weekly	**Bi-Weekly**	**Weekly**	**Monthly**
Single- or Multi-Family Dwelling Unit with 120L Garbage Cart	$119	$49	$129	$14
Single- or Multi-Family Dwelling Unit with 240L Garbage Cart	$206	$49	$129	$14
Multi-Family Centralized Residential	**Garbage**	**Waste Management Fee**	**Green Waste**	**Glass**
	Bi-Weekly	**Weekly**	**Weekly**	**Monthly**
Per Residential Dwelling Unit	$119	$31	$52	$8
Commercial (ICI) Charges	**Garbage**	**Recycling**	**Green Waste**	
	Weekly	**Weekly**	**Weekly**	
ICI Premises Centralized	$178	$192	$258	
ICI Premises 240L Cart	$310	$192	$258	
ICI Premises 360L Cart	n/a	$286	n/a	

Fees are subject to rounding and applicable taxes.

Operations

Sanitary Sewer Billing and Payment of Charges
a) The flat rate charges shall be billed annually, in advance, and shall be due and payable on the last business day of February. A 5% penalty will be applied on all outstanding balances remaining after this due date, with a second 5% penalty to be applied to all outstanding balances after the last business day of March.
b) All utility charges will be levied for the current calendar year. If service charges are modified throughout the year, the charges will be adjusted on a prorated basis.
c) Any user charges which remain unpaid on December 31st shall be deemed to be taxes in arrears and shall promptly be so entered on the tax roll by the Collector.
d) It is the responsibility of the property owner to check the accuracy of the services listed on the notice, and notify the Finance Department of discrepancies. Adjustments will only be corrected within one calendar year.
e) Temporary disconnections of the service in RS Zones, including construction and property vacancies, will continue to incur service charges.
f) Upon application for a Building Permit to construct a multi-family dwelling or detached accessory dwelling unit upon a property and when such building use is subject to a flat rate charge, the application of charges will not commence until an occupancy permit is issued for the unit, and charges will be prorated for the remainder of the year at this time.
g) Any Industrial, Commercial, or Institutional user (ICI) whose charges are based on metered consumption shall be billed quarterly, or on such billing schedule as may be determined by the General Manager of Finance and Technology from time to time. Metered charges shall be due and payable fifteen (15) working days from the invoice date. A 10% penalty will be applied to any current billings outstanding after the due date.

Sanitary Sewer Flat Rate Charges Annual Charge	$
Residential	
Vacant Lots, Single-Family Dwellings, and Duplexes – per unit	438.00
Townhouses, and Row houses – per unit	413.00
Apartments, and Condos – per unit	277.00
Detached Accessory Dwelling Units (i.e., Laneway house), and Suites (in private dwellings or commercial premises) – per unit	211.00
Not-For-Profit Rental housing owned and operated by community-based, non-profit societies (excluding local/provincial governments and regional districts)	211.00
Commercial	
Offices and Stores – per business unit	472.00
Restaurants, Cafes, and Coffee Shops – per business unit	811.00
Service Stations and Garages – per business unit	811.00
Salon, Spa, Barbershop	472.00
Warehouses – per business unit	472.00
Institutional/Non-Profit Organizations	
Churches and Public Halls	472.00
Non-Profit Organizations (excluding properties Assessed as Class 1)	472.00
Unclassified	
Any users not provided for in the above classifications	472.00
Non-Port Moody Residential (with Sewer Agreement)	
Per dwelling unit (Single-Family, Apartment, Townhouse, Row house, Detached Accessory Dwelling, or Suite in either private dwelling or commercial premises)	257.00

Fees are subject to rounding and applicable taxes.

Sewer Charges for Metered Users
Sewage volumes shall be determined as follows: a) For metered ICI users whose sewage output is metered, volume shall be based on meter readings. b) For metered users whose sewage output is not metered, volume shall be deemed to be 80% of the volume of water consumed each billing period, as determined by water meter readings. c) In cases deemed appropriate by the General Manager of Engineering and Operations, alternate calculations to determine the sewage volume may be used in place of the above. Charges for sewage volume produced shall be levied at: • The rate of $2.61 per 100ft^3 for non-Metro Vancouver waste discharge permit holders • The rate of $1.53 per 100ft^3 for Non-Port Moody Institutions with Metro Vancouver/City of Port Moody Sewer Agreements • The rate for Metro Vancouver waste discharge permit holders shall be determined annually and calculated in March based on the prior year total sewerage flow as provided by Metro Vancouver. Metro Vancouver waste discharge permit holders are defined as valid holders of a waste discharge permit granted under the provisions of the Greater Vancouver Sewerage & Drainage District Sewer use Bylaw No. 299, 2007 (as amended). The minimum quarterly charge for Sewer shall be $339.00 per water meter, excluding fire lines. In cases deemed appropriate by the General Manager of Engineering and Operations, any user that is assessed by BC Assessment as an “Industrial User” and who is connected to the Municipal water system shall pay a minimum quarterly Fee; that Fee shall be calculated as 60% of the previous calendar year’s consumption from the same quarter.

Operations

Waterworks Billing and Payment of Charges
a) The flat rate charges shall be billed annually, in advance, and shall be due and payable on the last business day of February. A 5% penalty will be applied on all outstanding balances remaining after this due date, with a second 5% penalty to be applied to all outstanding balances after the last business day of March b) All utility charges will be levied for the current calendar year. If service charges are modified throughout the year, the charges will be adjusted on a prorated basis. c) Any user charges which remain unpaid on December 31st shall be deemed to be taxes in arrears and shall promptly be so entered on the tax roll by the Collector. d) It is the responsibility of the property owner to check the accuracy of the services listed on the notice, and notify the Finance Department of discrepancies. Adjustments will only be corrected within one calendar year. e) Temporary disconnections of the service in RS Zones, including construction and property vacancies, will continue to incur service charges. f) Upon application for a Building Permit to construct a multi-family dwelling or detached accessory dwelling unit upon a property and when such building use is subject to a flat rate charge, the application of charges will not commence until an occupancy permit is issued for the unit, and charges will be prorated for the remainder of the year at this time. g) Any Industrial, Commercial, or Institutional user (ICI) whose charges are based on metered consumption shall be billed quarterly, or on such billing schedule as may be determined by the General Manager of Finance and Technology from time to time. Metered charges shall be due and payable fifteen (15) working days from the invoice date. A 10% penalty will be applied to any current billings outstanding after the due date.

Waterworks Flat Rate Charges Annual Charge	$
Residential	
Vacant Lots, Single-Family Dwellings, and Duplexes – per unit	603.00
Townhouses, and Row houses – per unit	565.00
Apartments, and Condos – per unit	378.00
Detached Accessory Dwelling Units (i.e., Laneway house), and Suites (in private dwellings or commercial premises) – per unit	288.00
Not-For-Profit Rental housing owned and operated by community-based, non-profit societies (excluding local/provincial governments and regional districts)	288.00
Commercial	
Offices and Stores – per business unit	603.00
Restaurants, Cafes, and Coffee Shops – per business unit	1,294.00
Service Stations and Garages – per business unit	1,294.00
Salon, Spa, Barbershop	603.00
Warehouses – per business unit	603.00
Institutional/Non-Profit Organizations	
Churches and Public Halls	325.00
Non-Profit Organizations (excluding properties Assessed as Class 1)	325.00
Unclassified	
Any users not provided for in the above classifications	603.00

Fees are subject to rounding and applicable taxes.

Operations

Waterworks Metered Charges
For metered users whose water consumption is metered, volume shall be based on meter readings. Charges for water volume consumed shall be levied at the rate of $3.29 per 100ft^3. The minimum quarterly charge for Water shall be $428.00 per water meter. In cases deemed appropriate by the General Manager of Engineering and Operations, any user that is assessed by BC Assessment as an “Industrial User” and who is connected to the Municipal water system shall pay a minimum quarterly Fee; that Fee shall be calculated as 60% of the previous calendar year’s consumption from the same quarter.

Community Services

General

Policy

The City of Port Moody charges Fees for services provided by the Community Services Department. Fees are charged for recreation programs, use of City fields, and rental of facilities.

Fees may be changed without notice and shall be reviewed on a yearly basis and/or on an "as required" basis.

Criteria for the Establishment of Fees and Charges

The Fees and charges for each recreation service may be based on one or more of the following:

- staff costs;
- materials, supplies, and equipment costs;
- direct maintenance and repair costs;
- cost recovery ratios established for the facilities;
- comparable charge rates for similar services offered by commercial outlets and other municipal organizations;
- status of the user or group of users as to their residence requirements; and/or
- financial ability of the user or group of users to pay for leisure services.

Within the constraints of the established fees and charges, the Community Services Department may adjust those fees and charges relating to general recreation programs in order to reflect the increases or reductions in the cost of such services as they occur.

Effective Dates

The proposed rates are in effect January 1, 2023 to December 31, 2023 unless otherwise noted.

Community Services

Recreation Programs
Program Fees and Charges Fees and charges for all recreation programs are established on the basis that the fees from a minimum number of program participants will offset the direct costs of the program. Direct costs include: instructor, program supplies, program equipment, bus rental, refreshments, etc. Subsidized program services may be provided to a specific population such as youth and seniors.
Access Pass and Fee Reduction for Programs A fee subsidy is available to Port Moody residents for admissions and programs provided that the participant meets the criteria for proof of residency and proof of financial need. A 50% reduction in the advertised cost of the program or admission is available in accordance with the Leisure Access Policy. In exceptional circumstances, a greater subsidy may be provided at the discretion of the General Manager of Community Services.
Provincial and National Ranked Athletes Carded athletes will be granted free access to the Recreation Complex's weight room. In exchange, these athletes may be requested to act as ambassadors for the City of Port Moody in promoting physical activity and health.
Refund Policy No refund or credit will be issued on withdrawal of a program after the second session. Refunds will only be issued if a participant is unable to take a program they have registered for due to illness, class cancellation, or other extenuating circumstances.
Withdrawal Fee A withdrawal fee of $10.00 will be charged to anyone who withdraws from a program less than eight (8) days before the start of a program. This fee will be charged until the end of the second class. No refunds are granted after the end of the second class. This fee has been implemented to keep more registration spots open and deter individuals from registering for more programs than they intend to use.

Community Services

Rental Facilities
Priority Use of Recreation Facilities Local civic and non-profit community groups with five (5) years of continuous operation in a given facility. Community Services Department sponsored and co-sponsored programs and events. Local civic and non-profit community activities. Local community activities of a commercial nature. Private individual, group, or commercial rentals.
Free Use of Parks and Recreation Facilities All programs and activities co-sponsored by the Community Services Department. All regular, general, or executive meetings of the recognized Port Moody Community Associations being: College Park, Glenayre, Klahanie, Pleasantside, and The Residents of Pleasantside, IOCO Community Association (TROPICA). For annual general meetings or executive board meetings (to a maximum of one meeting per month) of Port Moody groups or organizations whose purpose in meeting is to provide leisure opportunities for a large segment of the community. Decisions on groups to be charged are made individually by the General Manager of Community Services or his or her designate. Pleasantside Community Association's use of Old Orchard Hall and contents. Glenayre Community Association's use of Glenayre Centre and contents.
Community Rental Rate Policy Recognized Port Moody Community organizations will be eligible for the Community rental rates for the following purposes: • fundraising events to assist the development of the organization within the community; • fundraising events to be used for charitable purposes; or • meetings and social functions. For the purposes of this rental policy, a “Recognized Port Moody Community Organization” is defined as a non-profit group or organization whose majority membership is composed of Port Moody residents. Decisions on the eligibility of Tri-Cities based non-profit organizations for Community rental rates will be made by the General Manager of Community Services.

Community Services

Waiver of Rental Fees

Rental fee waiver applications will only be received from non-profit Port Moody groups or organizations whose membership consists of a majority of Port Moody residents.

Groups will be limited to one (1) rental fee waiver per calendar year to a maximum value of $367.00.

The fee waiver is applicable to the facility rental fee only and does not include any other event related expenses such as staffing costs, liability insurance, and SOCAN Fees.

All requests for fee waivers must be received by the Community Services Department a minimum of one (1) month in advance of the event. Confirmation of the facility booking, group roster, and the most current financial statement of the organization are to accompany the rental fee waiver application.

The General Manager of Community Services will review all applications for eligibility and approve those that meet the established criteria.

Damage Deposit

A refundable damage deposit bond is required for all social functions and tournaments booked at any Community Services Department facility. Damage deposits must be paid by any group receiving fee waivers.

Refund of Damage Deposits

Damage deposits will be returned to renters as soon as possible after the event, subject to any possible deductions noted below.

Damage deposit for all social functions is $500.00. Exception: New Year's Eve is $600.00. Damage deposit for special events is $250.00/day to a maximum of $500.00/event.

Charges for staff overtime resulting from failure of an event to end on time will be charged against the damage deposit at the rate of $60.00 for each hour, $30.00 for each 1/2 hour or portion thereof.

Charges for lost or damaged equipment or damage to the facility, assessed at replacement or repair cost, will be deducted from the damage deposit. Assessment of damages will be made by maintenance staff.

Market Value Rate

In extenuating circumstances where the "non-prime time" rental rate may not be competitive with market rates, the General Manager of Community Services may approve a special one-time rate based upon the current market value of the rental at that time. Current market value will be deemed to have considered rates charged by neighbouring communities and private business.

Community Services

ROOM RATES *(hourly)*							
		2023			2024		
LOCATION	Capacity	Community Groups	Private	Commercial	Community Groups	Private	Commercial
RECREATION COMPLEX							
Wellness Room	225-375	40.00	95.00	120.00	41.20	97.85	123.60
Multipurpose 2	50	17.00	34.00	50.00	17.50	35.00	51.50
Multipurpose 3	20	12.00	20.00	30.00	12.35	20.60	30.90
Party Room	40	29.00	34.00	N/A	29.90	35.00	N/A
Art Show Wellness Room		30.00			30.00		
Art Show Multipurpose 2		10.00			10.00		
Lounge - NEW		17.00			17.50		
KYLE CENTRE							
Activity Room	75-110	17.00	34.00	50.00	17.50	35.00	51.50
Clean Craft	25	12.00	20.00	30.00	12.35	20.60	30.90
Dance Room	125-220	22.00	50.00	80.00	22.65	51.50	82.40
Lounge	40	17.00	34.00	50.00	17.50	35.00	51.50
Rock and Gem Club Rate		0.50			0.55		
Kyle Centre Whole		50.00	95.00	180.00	51.50	97.85	185.40
Rock and Gem Show				35.00			35.00
GLENAYRE CENTRE							
Meeting Room	100	20.00	38.00	50.00	20.60	39.15	51.50
HERITAGE MOUNTAIN COMMUNITY CENTRE							
Main Hall	80-100	20.00	38.00	50.00	20.60	39.15	51.50
Meeting Room	20	12.00	20.00	30.00	12.35	20.60	30.90
CIVIC CENTRE							
Brovold Room	25	17.50	35.00	50.00	18.05	36.05	51.50
Parklane Room	20	12.00	20.00	30.00	12.35	20.60	30.90
Parkview Room	25	17.50	35.00	50.00	18.05	36.05	51.50

Note:

- Meetings are a minimum 2-hour booking.
- Socials are a minimum 4-hour booking.
- If a meeting or activity occurs after regular office hours, then an extra staffing Fee of $30.00/hr applies (minimum 4-hr shift if building is closed).
- Capacity is based on type of seating (boardroom or theatre style).
- Full refund for cancellations made in writing five (5) business days or more prior to the date of the rental.

OLD ORCHARD HALL – Main Room and Kitchen (Capacity 125)				
	Rate 2023		Proposed Rate 2024	
	1-Hour	15-Hour 10:30am-1:30am	1-Hour	15-Hour 10:30am-1:30am
Community Rate	45.00	399.85	46.35	411.85
Private Rate	95.00	925.00	97.85	952.75
Commercial Rate	200.00	1,500.00	206.00	1,545.00

- Full refund for cancellations made in writing 60 days or more prior to the date of the rental.

Fees are subject to rounding and applicable taxes.

Community Services

ARENA – ICE RENTALS		
PRIME TIME	**Aug 1/22-Jul 31/23 Hourly Rate**	**Aug 1/23-Jul 31/24 Hourly Rate**
Monday to Friday inclusive: 6:00pm-12:00am	304.65	313.80
Saturday and Sunday: 8:00am-2:00am	304.65	313.80
NON-PRIME TIME		
Monday to Friday inclusive: 12:00am-8:00am	193.40	199.20
Saturday and Sunday: 2:00am-8:00am	193.40	199.20
Monday to Friday inclusive: 8:00am-6:00pm	152.40	156.95
Local Schools	102.35	103.35
Non-profit Community (Minor Hockey/Figure Skating)	127.40	128.65
Non-profit Community Non-Prime Time (9:00am-3:30pm Mon to Fri September to June)	63.70	64.35
Junior B Hockey Club	155.45	157.00
Private Rental – Summer Ice	181.75	187.20
Note: • Special Event Damage Deposit: $250.00/day (max $500.00 per event).		

ARENA and CURLING RINK – DRY FLOOR RENTALS		
ACTIVITIES	**Aug 1/22-Jul 31/23**	**Aug 1/23-Jul 31/24**
Non-profit/Community (i.e., minor lacrosse and local schools) (hourly)	46.65	47.10
Jr. B/Intermediate Lacrosse (hourly)	50.05	50.55
Private/Commercial (i.e., men's ball hockey, men's lacrosse) (hourly)	99.40	102.40
Non-Sport (i.e. Convention, Trade shows) (daily)	Arena 1: 1,389.00 Arena 2: 1,589.00	Arena 1: 1,430.65 Arena 2: 1,636.65
Non-profit Community Sports (based on 16 hr/day)	612.20	
Non-profit Non-Port Moody Minor (hourly)	64.85	65.50
Private/Commercial Non-Sport (hourly)	104.70	107.85
Note: • Special Event Damage Deposit: $250.00/day (max $500.00 per event).		

Fees are subject to rounding and applicable taxes.

Community Services

ARENA ADMISSIONS		
SINGLE PUBLIC SKATE ADMISSIONS	**Aug 1/22-Jul 31/23**	**Aug 1/23-Jul 31/24**
*Family skate (each member)	2.55	2.60
Parent and Tot (1 child)	4.55	4.65
Drop-in Hockey	6.10	6.20
Skate Rentals	3.50	3.50
Skate Sharpening	5.35	5.45
Helmet Rentals	2.25	2.25
10 STRIP TICKETS	**Aug 1/21-Jul 31/22**	**Aug 1/23-Jul 31/24**
Drop-in Hockey Tickets	53.70	
Helmet Rental (10-punch pass)	17.70	17.70
Skate Rental (10-punch pass)	24.35	24.35

CURLING ICE RENTALS – CURLING RINK			
	Aug 1/21-July 31/22	**Aug 1/22-July 31/23**	**Aug 1/23-July 31/24**
League Rate 6:00pm-12:00 Midnight (per sheet, hourly)	35.50	44.00	44.88
Seniors, Juniors, and Schools prior to 6:00pm (per sheet, hourly)	16.50	21.00	21.42
Private Rate (per 2 hours)	100.00	150.00	154.50
Bonspiel – Curling Clubs Only (per draw per sheet)	20.00	50.00	51.50
Practice fee (per sheet, hourly)	2.00	2.00	2.05

SPRING/SUMMER ICE RENTALS – CURLING RINK		
1-HR RENTAL	**Aug 1/22-July 31/23**	**Aug 1/23-July 31/24**
Figure Skating Club – Spring Ice	98.00	100.00
Private Rental – Spring Ice	182.75	186.45
School Rental – Spring Ice	75.25	76.75

Fees are subject to rounding and applicable taxes.

Community Services

ARTIFICIAL TURF FIELDS		
	Sept 1/22-Aug 31/23	Sept 1/23-Aug 31/24
Hourly Rate	**Seasonal Use**	**Seasonal Use**
Port Moody Adult Sports Group	41.45	42.70
Port Moody Minor Community Groups	17.15	17.30
Non-Port Moody Minor Sports group	19.25	19.45
Private (includes non-Port Moody adult)	50.00	51.50
Commercial	60.00	61.80
Skill Development Rate	25.25	25.50
Trasolini Practice Turf – Port Moody Minor Community Groups	3.10	3.20
Trasolini Practice Turf – Private Rate	25.25	25.50
Trasolini Practice Turf – Commercial Rate	31.20	31.50

Note:
- Minor Sports rates apply Mon-Fri 8:00am-8:00pm and Sat and Sun 8:00am-6:00pm, otherwise adult rental rates apply.

INLET PARK and NORTH SHORE DIAMOND – LIGHT FEES (per hr) includes field rental Fee		
	Sept 1/22-Aug 31/23	Sept 1/23-Aug 31/24
Hourly Rate	**Seasonal Use**	**Seasonal Use**
Fall and Winter – Adult Sports Groups (primarily soccer for the period Sept-March) From 5:00pm	16.25	16.75
Spring and Summer – Adult Sports Groups (primarily softball) From 8:00pm	16.25	16.75
Tournaments and Special Events – Adults	16.25	16.75
Port Moody Minor Sports Groups	2.25	2.30
Non-Port Moody Minor Sports Groups	3.15	3.20
Note: • Grass and All-Weather field rates apply outside of these hours. • Special events Damage Deposit: $250.00.		

GRASS and ALL-WEATHER FIELD BOOKINGS No LIGHTS (per hr)		
Fee Per Hour	**Sept 1/22-Aug 31/23**	**Sept 1/23-Aug 31/24**
Port Moody Minor Sports Groups	1.10	1.15
Non-Port Moody Minor Sports Groups	1.55	1.60
Port Moody Adult Sports Groups	2.70	2.80
Non-Port Moody Adult Sports Groups	3.80	3.90
Skill Development Rate	11.15	11.50
Private Rate	16.70	17.20
Commercial Rate	22.25	22.90

Fees are subject to rounding and applicable taxes.

Community Services

CONCESSION AREA BOOKINGS (Heritage Woods and Aspenwood Fields only)		
	Aug 1/22-July 31/23	**Aug 1/23-July 31/24**
Rate per event	91.50	92.40
Note: • Damage Deposit of $250.00 is required.		

NORTH SHORE HIGH SCHOOL RUNNING TRACK RENTALS		
Rate per Hour	**Aug 1/22-July 31/23**	**Aug 1/23-July 31/24**
Track and Special Events (including turf field)	36.55	17.30
Port Moody Minor Sports Groups **NEW** (per lane)		0.55
Schools	No charge	No charge

COMMERCIAL BOOT CAMP FIELD BOOKINGS	
	2023
Rate per hour	30.40

ROCKY POINT BOAT LAUNCH	
LAUNCHING FEES	**2023**
Commercial – Annual	539.30
Port Moody Resident – Annual	177.75
Non-resident – Annual	311.80
Service Charge for replacement passes	25.05
Daily Pass	25.00
Designated Anchorage Area Fee (per night)	15.00

PCT PERFORMANCE STAGE		
	2023	**2024**
2-hour booking	150.00	154.50

QUEENS STREET PLAZA	
	2023
6-hour booking	
Commercial	250.00
Moody Centre Business Association (booking managed by Moody Centre Business Association with no staff support)	No Fee
Non-Profit Organization	No Fee
Longer than 6 hour booking Commercial Rate **NEW**	500.00
Note: • Damage Deposit of $250.00 is required for all bookings.	

TOWN CENTRE TENNIS COURTS	
	2023
Port Moody Tennis Club	$3.00 per hour, per court

Fees are subject to rounding and applicable taxes.

Community Services

AQUATICS	
POOL RENTALS PER HOUR	**2023**
Private (plus staff)	138.00
School Board/Community Groups (plus staff)	55.15
Swim Club	12.10

SUMMER PASSES	
	2023
Children/Youth Summer Pass	20.00
Drop-In Sports 11 Swipe Pass **NEW**	60.00

RECREATION COMPLEX GYM FLOOR		
SPORTS ACTIVITIES	**2023**	
1-hr rental	**Half Gym**	**Full Gym**
Non-profit and Community	40.25	66.95
Private	81.65	137.45
Commercial	123.10	207.05

PICNIC SHELTERS		
WEEKDAYS (Monday to Friday)	**2023**	
10:00am to 2:30pm OR 3:30pm to 8:00pm	**Rocky Point**	**Old Orchard**
1-50 people	Side A or B: 80.50	80.50
51-125	Entire Shelter: 160.85	160.85
126+	Entire Shelter: 291.95	N/A
WEEKENDS (Saturday/Sunday)		
1-50 people	Side A or B: 86.15	86.15
51-125	Entire Shelter: 172.25	172.25
126+	Entire Shelter: 312.70	N/A

MULTISPORT BOX	
SPORTS ACTIVITIES: 1-hr rental	**2023**
Port Moody Minor Community Groups	12.55
Non-Port Moody minor sports groups	14.75
Port Moody Adult sports groups	18.95
Non-Port Moody Adult sports groups (NEW)	20.80
Private	31.50
Commercial	36.75

Fees are subject to rounding and applicable taxes.

Community Services

RECREATION ADMISSIONS	
DROP-IN	**2023**
Adults (18-59)	5.45
Child (12 and under)	2.00
Teens (13-17)	1.90
Students (18-25 with valid fulltime student ID)	4.25
Seniors (60 -84)	4.25
Super Senior (85 and over)	3.35
Family (per person)*	3.35
11-VISIT SWIPE CARD	
Adults	54.90
Child	20.00
Teens/Students/Seniors	19.05
Super Senior (85 and over)	41.60
1-MONTH	
Adults	41.40
Teens/Students/Seniors	23.00
Super Senior (85 and over)	31.20
Family (per person)*	27.65
3-MONTH	
Adults	113.75
Teens	63.00
Students/Seniors	84.75
Super Senior	75.85
Family (per person)*	75.85
6-MONTH	
Adults	203.35
Teens	113.00
Students/Seniors	153.40
Super Senior	135.75
Family (per person)*	135.75
1-YEAR	
Adults	364.75
Teens	202.00
Students/Seniors	279.25
Super Senior	242.90
Family (per person)*	242.90
*A family would be defined as 1 or 2 adults and children in the same household 0-18 years old. At least one adult and one child must purchase the pass for the family rate to apply. The family would have access to the same opportunities as other membership holders – access to weight room, drop-in fitness classes including aerobics, spinning, and yoga; walking/running track; steam room; and whirlpool. The age restrictions on the weight room, fitness classes, steam room, and whirlpool would still apply.	

Fees are subject to rounding and applicable taxes.

INLET THEATRE AND CIVIC CENTRE GALLERIA RENTAL RATES (includes one technician)				
Types of Rates	**2023**		**2024**	
	Sun-Thurs	Fri-Sat	Sun-Thurs	Fri-Sat
Port Moody Community – per hour	107.00	107.00	110.00	110.00
Non-Port Moody Non-Profit – per hour	143.00	153.00	149.00	159.00
Cultural Performance – per hour	107.00	107.00	110.00	110.00
Commercial and Private – per hour	200.00	212.00	210.00	223.00
Commercial and Private 10 or more hours – per hour	164.00	174.00	172.00	183.00
Dark Day – per day	117.00	N/A	121.00	N/A
Rehearsal – per hour	82.00	82.00	84.00	84.00
Additional Technician – per hour	49.00	49.00	52.00	52.00
Front of House – per hour	32.00	32.00	33.00	33.00

DEFINITIONS	
Port Moody Community	A recognized Port Moody non-profit group/organization whose membership is composed of greater than 50% of Port Moody residents.
Non-Port Moody Non-profit	A registered non-profit group that does not meet the guidelines for the Port Moody Community Rate.
Cultural Performance	An event that meets the following criteria: Primary purpose is an artistic performance; Advertised to the general public of Port Moody; Tickets for sale to residents within Port Moody; and Target audience is Port Moody residents. OR If the event is in a foreign language, it must meet the following criteria: Primary purpose is an artistic performance; Additional advertising in English to the general public of Port Moody; Tickets for sale to residents within Port Moody; and Targeted audience is inclusive of all Port Moody residents. OR Port Moody arts related school presenting a recital.
Commercial and Private	An event that benefits a specific individual(s) or organization. An event that is not open or advertised to the general public of Port Moody.
Dark Day	A day in which the theatre is occupied by a group with a set or other arrangement which does not allow other rentals to occur.
Rehearsal	This time is reserved for groups with multiple day performances only and is not available during show days. No audience is permitted during rehearsal times.

Note:

- Most bookings require two technicians.
- Overtime in effect after 10 hours. Overtime is the regular rate plus the rate of an additional technician (see rate above) per hour per staff member.
- The Theatre/Galleria rental rates apply to bookings where only the exterior area in front of City Hall is desired. Access to the Theatre/Galleria is included in the rental.
- Damage deposit for private social functions and events that serve large amounts of food and beverage (i.e., beer, wine, and food tastings): $500.00.
- Damage deposit for all other events is $250.00/day up to a maximum of $750.00.
- Appropriate insurance Fees apply for all renters, additional insurance for host liquor liability and social events.
- See booking and terms and conditions packages for full set of rules.

Fees are subject to rounding and applicable taxes.