



City of Port Moody

Bylaw No. 3413

A Bylaw to amend the Fees Bylaw to update Community Services Fees for 2023 to 2024.

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, Amendment Bylaw No. 3, 2023, No. 3413 (Community Services Fees)”.

2. Amendments

- 2.1 City of Port Moody Fees Bylaw, 2022, No. 3383 is amended by replacing the Community Services Fees in Schedule “A” with the Community Services Fees in “Schedule A – Community Services 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 – Community Services 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 11th day of July, 2023.

Read a second time this 11th day of July, 2023.

Read a third time this 11th day of July, 2023.

Adopted this ___ day of _____, 2023.

M. Lahti
Mayor

S. Lam
City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3413 of the City of Port Moody.

S. Lam
City Clerk

Schedule A to Bylaw No. 3413**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, 2024, to December 31, 2025, unless otherwise noted.

Community Services

Recreation Programs
<p><u>Program Fees and Charges</u></p> <p>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.</p> <p>Subsidized program services may be provided to a specific population such as youth and seniors.</p>
<p><u>Access Pass and Fee Reduction for Programs</u></p> <p>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.</p>
<p><u>Provincial and National Ranked Athletes</u></p> <p>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.</p>
<p><u>Refund Policy</u></p> <p>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.</p>
<p><u>Withdrawal Fee</u></p> <p>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.</p>

Community Services

Rental Facilities
<p><u>Priority Use of Recreation Facilities</u></p> <p>Local civic and non-profit community groups with five (5) years of continuous operation in a given facility.</p> <p>Community Services Department sponsored and co-sponsored programs and events.</p> <p>Local civic and non-profit community activities.</p> <p>Local community activities of a commercial nature.</p> <p>Private individual, group, or commercial rentals.</p>
<p><u>Free Use of Parks and Recreation Facilities</u></p> <p>All programs and activities co-sponsored by the Community Services Department.</p> <p>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).</p> <p>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.</p> <p>Pleasantside Community Association's use of Old Orchard Hall and contents.</p> <p>Glenayre Community Association's use of Glenayre Centre and contents.</p>
<p><u>Community Rental Rate Policy</u></p> <p>Recognized Port Moody Community organizations will be eligible for the Community rental rates for the following purposes:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>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.</p>

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)							
		2024			2025		
LOCATION	Capacity	Community Groups	Private	Commercial	Community Groups	Private	Commercial
RECREATION COMPLEX							
Wellness Room	225-375	41.20	97.85	123.60	42.45	100.80	127.30
Multipurpose 2	50	17.50	35.00	51.50	18.05	36.05	53.05
Multipurpose 3	20	12.35	20.60	30.90	N/A	N/A	N/A
Party Room	40	29.90	35.00	N/A	30.75	36.05	N/A
Art Show Wellness Room		30.00			30.00		
Art Show Multipurpose 2		10.00			10.00		
Lounge		17.50			18.05		
KYLE CENTRE							
Activity Room	75-110	17.50	35.00	51.50	18.05	36.05	53.50
Clean Craft	25	12.35	20.60	30.90	12.75	21.20	31.85
Dance Room	125-220	22.65	51.50	82.40	23.35	53.05	84.85
Lounge	40	17.50	35.00	51.50	18.05	36.05	53.05
Rock and Gem Club Rate		.55			0.55		
Kyle Centre Whole		51.50	97.85	185.40	53.05	100.80	190.95
Rock and Gem Show				35.00			36.05
GLENAYRE CENTRE							
Meeting Room	100	20.60	39.15	51.50	21.20	40.30	53.05
HERITAGE MOUNTAIN COMMUNITY CENTRE							
Main Hall	80-100	20.60	39.15	51.50	21.20	40.30	53.05
Meeting Room	20	12.35	20.60	30.90	12.75	21.20	31.85
CIVIC CENTRE							
Brovold Room	25	18.05	36.05	51.50	18.55	37.15	53.05
Parklane Room	20	12.35	20.60	30.90	12.75	21.20	31.85
Parkview Room	25	18.05	36.05	51.50	18.55	37.15	53.05
Note:							
<ul style="list-style-type: none"> • 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	46.35	411.85	47.75	424.20
Private Rate	97.85	952.75	100.80	981.35
Commercial Rate	206.00	1545.00	212.20	1591.35
<ul style="list-style-type: none"> • Full refund for cancellations made in writing 60 days or more prior to the date of the rental. 				

Community Services

ARENA – ICE RENTALS		
PRIME TIME	Aug 1/23-Jul 31/24 Hourly Rate	Aug 1/24-Jul 31/25 Hourly Rate
Monday to Friday inclusive: 6:00pm-12:00am	313.80	323.20
Saturday and Sunday: 8:00am-2:00am	313.80	323.20
NON-PRIME TIME		
Monday to Friday inclusive: 12:00am-8:00am	199.20	205.20
Saturday and Sunday: 2:00am-8:00am	199.20	205.20
Monday to Friday inclusive: 8:00am-6:00pm	156.95	161.65
Local Schools	103.35	104.40
Non-profit Community (Minor Hockey/Figure Skating)	128.65	129.95
Non-profit Community Non-Prime Time (9:00am-3:30pm Mon to Fri September to June)	64.35	66.30
Junior B Hockey Club	157.00	158.55
Private Rental – Summer Ice	187.20	189.05
Note:		
<ul style="list-style-type: none"> Special Event Damage Deposit: \$250.00/day (max \$500.00 per event). 		

ARENA and CURLING RINK – DRY FLOOR RENTALS		
ACTIVITIES	Aug 1/23-Jul 31/24	Aug 1/24-Jul 31/25
Non-profit/Community (hourly)	47.10	47.55
Jr. B/Intermediate Lacrosse (hourly)	50.05	51.05
Private/Commercial (i.e., men's ball hockey, men's lacrosse) (hourly)	102.40	105.45
Non-Sport (i.e. Convention, Trade shows) (daily)	Arena 1: 1,430.65 Arena 2: 1,636.65	Arena 1: 1,473.55 Arena 2: 1,685.75
Non-profit Non-Port Moody Minor (hourly)	65.50	66.15
Private/Commercial Non-Sport (hourly)	107.85	111.40
Note:		
<ul style="list-style-type: none"> Special Event Damage Deposit: \$250.00/day (max \$500.00 per event). 		

Community Services

ARENA ADMISSIONS		
SINGLE PUBLIC SKATE ADMISSIONS	Aug 1/23-Jul 31/24	Aug 1/24-Jul 31/25
*Family skate (each member)	2.60	2.70
Parent and Tot (1 child)	4.65	4.85
Drop-in Hockey	6.20	6.45
Skate Rentals	3.50	3.55
Skate Sharpening	5.45	5.65
Helmet Rentals	2.30	2.30
10 STRIP TICKETS	Aug 1/23-Jul 31/24	Aug 1/24-Jul 31/25
Helmet Rental (10-punch pass)	17.70	17.70
Skate Rental (10-punch pass)	24.35	24.60

CURLING ICE RENTALS – CURLING RINK			
	Aug 1/22- July 31/23	Aug 1/23- July 31/24	Aug 1/24- July 31/25
League Rate 6:00pm-12:00 Midnight (per sheet, hourly)	44.00	44.90	46.23
Seniors, Juniors, and Schools prior to 6:00pm (per sheet, hourly)	21.00	21.40	22.05
Private Rate (per 2 hours)	150.00	154.50	159.15
Bonspiel – Curling Clubs Only (per draw per sheet)	50.00	50.00	51.50
Practice fee (per sheet, hourly)	2.00	2.05	2.10

SPRING/SUMMER ICE RENTALS – CURLING RINK		
1-HR RENTAL	Aug 1/23- July 31/24	Aug 1/24- July 31/25
Figure Skating Club – Spring Ice	100.00	103.00
Private Rental – Spring Ice	186.45	192.05
School Rental – Spring Ice	76.75	79.05

Community Services

ARTIFICIAL TURF FIELDS		
	Sept 1/23-Aug 31/24	Sept 1/24-Aug 31/25
Hourly Rate	Seasonal Use	Seasonal Use
Port Moody Adult Sports Group	42.70	44.00
Port Moody Minor Community Groups	17.30	17.80
Non-Port Moody Minor Sports group	17.45	20.05
Private (includes non-Port Moody adult)	51.50	53.05
Commercial	61.80	63.65
Skill Development Rate	25.50	25.75
Trasolini Practice Turf – Port Moody Minor Community Groups	3.20	3.30
Trasolini Practice Turf – Private Rate	25.25	26.25
Trasolini Practice Turf – Commercial Rate	31.20	31.80

Note:

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

NORTH SHORE DIAMOND – LIGHT FEES (per hr) includes field rental Fee		
	Sept 1/23-Aug 31/24	Sept 1/24-Aug 31/25
Hourly Rate	Seasonal Use	Seasonal Use
Fall and Winter – Adult Sports Groups (primarily soccer for the period Sept-March) From 5:00pm	16.75	17.25
Spring and Summer – Adult Sports Groups (primarily softball) From 8:00pm	16.75	17.25
Tournaments and Special Events – Adults	16.75	17.25
Port Moody Minor Sports Groups	2.30	2.35
Non-Port Moody Minor Sports Groups	3.20	3.30

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 1/23-Aug 31/24	Sept 1/24-Aug 31/25
Port Moody Minor Sports Groups	1.15	1.20
Non-Port Moody Minor Sports Groups	1.60	1.65
Port Moody Adult Sports Groups	2.80	2.90
Non-Port Moody Adult Sports Groups	3.90	4.00
Skill Development Rate	11.50	11.85
Private Rate	17.20	17.70
Commercial Rate	22.90	23.60

Community Services

CONCESSION AREA BOOKINGS (Heritage Woods and Aspenwood Fields only)		
	Aug 1/23-July 31/24	Aug 1/24-July 31/25
Rate per event	92.40	95.15
Note: <ul style="list-style-type: none"> • Damage Deposit of \$250.00 is required. 		

NORTH SHORE HIGH SCHOOL RUNNING TRACK RENTALS		
Rate per Hour	Aug 1/23-July 31/24	Aug 1/24-July 31/25
Track and Special Events (including turf field)	17.30	17.80
Port Moody Minor Sports Groups (per lane)	.55	0.55
Schools	No charge	No charge

COMMERCIAL BOOT CAMP FIELD BOOKINGS		
	2023	2024
Rate per class	30.40	31.30

ROCKY POINT BOAT LAUNCH		
LAUNCHING FEES	2023	2024
Commercial – Annual	539.30	TBD
Port Moody Resident – Annual	177.75	TBD
Non-resident – Annual	311.80	TBD
Service Charge for replacement passes	25.05	TBD
Daily Pass	25.00	TBD
Designated Anchorage Area Fee (per night)	15.00	TBD

PCT PERFORMANCE STAGE		
	2023	2024
2-hour booking	150.00	159.15

QUEENS STREET PLAZA		
	2023	2024
6-hour booking		
Commercial	250.00	257.50
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	500.00	500.00
Note: <ul style="list-style-type: none"> • Damage Deposit of \$250.00 is required for all bookings. 		

TOWN CENTRE TENNIS COURTS		
	2023	2024
Port Moody Tennis Club	\$3.00 per hour, per court	\$3.10 per hour, per court

Community Services

POOLS		
POOL RENTALS PER HOUR	2023	2024
Private (plus staff)	138.00	142.15
School Board/Community Groups (plus staff)	55.15	55.15
Swim Club	12.10	12.45

PASSES		
	2023	2024
Children/Youth Summer Pass	20.00	25.00
Drop-In Sports 11 Swipe Pass	60.00	64.20

RECREATION COMPLEX GYM FLOOR				
SPORTS ACTIVITIES		2023	2024	
1-hr rental	Half Gym	Full Gym	Half Gym	Full Gym
Non-profit and Community	40.25	66.95	41.45	68.95
Private	81.65	137.45	84.10	141.55
Commercial	123.10	207.05	126.80	213.25

PICNIC SHELTERS				
WEEKDAYS (Monday to Friday)		2023	2024	
10:00am to 2:30pm OR 3:30pm to 8:00pm	Rocky Point	Old Orchard	Rocky Point	Old Orchard
1-50 people	Side A or B: 80.50	80.50	Side A or B: 82.90	82.90
51-125	Entire Shelter: 160.85	160.85	Entire Shelter: 165.70	165.70
126+	Entire Shelter: 291.95	N/A	Entire Shelter: 300.70	N/A
WEEKENDS (Saturday/Sunday)				
1-50 people	Side A or B: 86.15	86.15	Side A or B: 88.70	88.70
51-125	Entire Shelter: 172.25	172.25	Entire Shelter: 177.40	177.40
126+	Entire Shelter: 312.70	N/A	Entire Shelter: 322.00	N/A

MULTISPORT BOX		
SPORTS ACTIVITIES: 1-hr rental	2023	2024
Port Moody Minor Community Groups	12.55	12.95
Non-Port Moody minor sports groups	14.75	15.20
Port Moody Adult sports groups	18.95	19.50
Non-Port Moody Adult sports groups	20.80	21.40
Private	31.50	32.45
Commercial	36.75	37.85

Community Services

RECREATION ADMISSIONS		
DROP-IN	2023	Sept. 2023
Adults (19-59)	5.45	5.85
Child (12 and under)	2.00	2.25
Teens (13-18)	1.90	2.15
Students (19-25 with valid fulltime student ID)	4.25	4.55
Seniors (60 -84)	4.25	4.55
Super Senior (85 and over)	3.35	3.35
Family (per person)*	3.35	3.60
11-VISIT SWIPE CARD		
Adults	54.90	58.75
Child	20.00	22.50
Teens	19.05	21.40
Students/Seniors	41.60	44.50
Super Senior	33.65	33.65
1-MONTH		
Adults	41.40	44.30
Teens	23.00	24.60
Students/Seniors	31.20	33.40
Super Senior	27.65	27.65
Family (per person)*	27.65	29.60
3-MONTH		
Adults	113.75	121.70
Teens	63.00	67.40
Students/Seniors	84.75	90.70
Super Senior	75.85	75.85
Family (per person)*	75.85	81.15
6-MONTH		
Adults	203.35	217.60
Teens	113.00	120.90
Students/Seniors	153.40	164.15
Super Senior	135.75	135.75
Family (per person)*	135.75	145.25
1-YEAR		
Adults	364.75	390.30
Teens	202.00	216.15
Students/Seniors	279.25	298.80
Super Senior	242.90	242.90
Family (per person)*	242.90	259.90
*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.		