



City of Port Moody

Report/Recommendation to Council

Date: November 14, 2023
Submitted by: Finance and Technology Department – Financial Services Division
Subject: 2024 Fees Bylaw

Purpose

To present the proposed 2024 Fees Bylaw for consideration.

Recommended Resolution(s)

THAT the City of Port Moody Fees Bylaw, 2023, No. 3435 be read a first, second, and third time as recommended in the report dated November 14, 2023, from the Finance and Technology Department – Financial Services Division regarding 2024 Fees Bylaw.

Background

This Draft City of Port Moody Fees Bylaw, 2023, No. 3435 (**Attachment 1**) has been prepared with input from all departments and is attached for Council’s review. If adopted, Bylaw No. 3435 would repeal Bylaw No. 3383 and all subsequent amendments.

Discussion

Each department has reviewed their fees for reasonability and comparability against other municipalities. Most fees were adjusted to reflect a 5% inflationary increase. Some Community Development fees remained the same as 2023 as a detailed assessment of costs was conducted in the summer of 2023.

Nine new fees were established for 2024.

Community Development:

A new subsection for Boat Removal was created and two new fees were added (**Attachment 1**, page 5):

Removal of abandoned boat (unauthorized and removed from city property) – At Cost

The boat removal fee is aimed at the removal of abandoned boats, or unattended / distressed vessels (i.e. taking on water) at Rocky Point Park boat launch, or within the DAA. Prompt removal and storage is necessary to prevent navigational challenges or hazards, spills, or collection of unsightly chattels. The removal would be “at cost” (cost recovery) as the City would work directly with an independent towing and/or recovery contractor to ensure boats are safely removed. Fees charged by the towing contractor

would vary based on location, size, and condition of the boat, plus complexity of removal and/or recovery.

Storage of boat (unauthorized and removed from city property) – At Cost

Boat storage fee is aimed at the storage of boats removed from the Rocky Point Park boat launch, or within the DAA. Storage is generally done off-site, at a safe, secure, and insured location. Boats are retained until such time as they are claimed by their owner or disposed of after a predetermined amount of time. The storage would be “at cost” (cost recovery) as the City would work directly with an independent towing and/or storage contractor to ensure boats are safely stored. Fees charged by the storage contractor would vary based on size, and condition of the boat.

A new fee was added for Property information research that could involve staff time in excess of 15 minutes (**Attachment 1**, page 11). This charge was needed to cover the staff time for researching historical property information for Realtors. Often this can take over fifteen minutes with follow up requests. This fee is not intended for property owners but for agents working for profit. This is the same fee amount charge by Legislative Services for consistency.

In the Tree Removal Permitting section, two new fees were added (**Attachment 1**, page 14):

Re-Inspection of Tree Protection Fence - \$142

Trees protected under the tree protection bylaw at development and building permit sites require tree protection fencing. The city arborist will inspect the fencing, confirming that it has been installed per the requirements of the bylaw. The fees associated with the initial inspection are collected in the tree permit fee. When deficiencies are identified, contractors are required to correct them and schedule a follow-up inspection. A re-inspection fee will be applied to any follow-up tree fencing inspection beyond the initial inspection. The cost of \$142 is based on two hours of staff time plus administration.

Re-inspection of Replacement Tree - \$142

The City holds securities for replacement trees planted under the tree protection bylaw. A percentage of securities is released after inspections are conducted and it is confirmed that the tree is performing and planted correctly i.e., species size matches the tree replacement plan. The City conducts three inspections over 2 years before all securities are returned to the applicant. Fees for these inspections are collected with the tree permit fees. When trees do not survive or the planting is not following the approved tree replacement plan, the applicant is required to correct the deficiencies and schedule a follow-up inspection. In these cases, a one-time re-inspection fee will be applied for the additional site visits.

Engineering:

Three new fees were added relating to Street Light Glare Shields (**Attachment 1**, page 18):

- Street Light Glare Site Visit - \$250
- Street Light Glare Installation - \$500
- Street Light Glare Removal - \$500

Street lights are installed to provide the appropriate lighting levels and coverage to maintain clear visual comprehension of the surroundings while promoting a safe environment for all

road users. On occasion the City receives requests for street light glare shields to be installed on City-owned street lights due to the light on residential properties. Current costs associated with these requests are funded through the operating budget the proposed fee aims to recover the costs for the implementation of the Corporate Policy for Street Lighting Glare Shields as approved in the Council report dated September 12, 2023.

The Engineering Off-Site Review and Inspection, and On-Site Engineering Review Fees were updated for 2024. The fees, as a percentage of estimated construction costs, were increased from 4.4% to 5.0% and 2.2% to 2.5% respectively. These fees are intended to recover the cost of staff working on the engineering components of active development applications in accordance with City of Port Moody Subdivision and Development Servicing Bylaw, 2010, No. 2831. This year, staff evaluated staffing costs related to these applications and confirmed that the three-year average for engineering fees collected under the current rates do not recover the City costs. The proposed rate change will balance the costs and fees to ensure development continues to pay for the necessary staffing to support the active development projects.

Fire:

A new fee was created for Food Truck Inspections (**Attachment 1**, page 20). The proposed fee for food truck inspections aims to promote the participation of food truck operators in the annual free inspection day that is jointly organized by Port Moody Fire Rescue and other fire safety agencies. This event provides a convenient and consistent way to ensure that food trucks meet the required standards and regulations. Food trucks that miss the free inspection day may cause difficulties for the fire department, such as requesting inspections on short notice, failing to show up or canceling appointments, or seeking different opinions from different inspectors. The fee would discourage such practices and align Port Moody with other municipalities that have similar fees in place.

Operations:

Net Solid Waste charges are increasing by 7.27% for 2024, resulting in a \$32 increase for a single-family residential property (**Attachment 1**, page 24).

On October 27, 2023, Metro Vancouver's Board of Directors approved the 2024-2028 Financial Plan. Staff have incorporated Metro Vancouver charges into the Utility budgets. As a result, Water rates will decrease by 0.83%, and Sewer rates will increase by 12.33% in 2024. This translates to a decrease in the residential rate for Water from \$603 in 2023 to \$598 in 2024. The residential rate for Sewer will increase from \$438 to \$492.

Community Services:

Council approved the Community Services fees at the July 25, 2023, Regular Council meeting. This amendment, No. 3413, will be included as part of Bylaw No. 3435, as Bylaw No. 3383 is repealed (**Attachment 1**, page 29-40).

Cultural Services:

Rates for the Inlet Theatre are set two years in advance to accommodate clients' needs. The new rates provided in the Bylaw are those for 2025 (**Attachment 1**, page 40).

Other Option(s)

THAT staff report back with additional information as directed by Council.

Financial Implications

Each department will be incorporating revenues from the approved fees into the Five-Year Financial Plan.

Communications and Civic Engagement Initiatives

All City Departments have been considered in determining the proposed fees. Once adopted, Bylaw No. 3435 will be posted on the City website and updated fees and charges referenced in all instances where the Bylaw applies.

Council Strategic Plan Goals

The recommendations in this report align with the following Council Strategic Plan Goal(s):

- Strategic Goal 1.1 – Prioritize core services
- Strategic Goal 1.2 – Ensure financial sustainability

Attachment(s)

1. Draft City of Port Moody Fees Bylaw, 2023, No. 3435

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Report Approval Details

Document Title:	2024 Fees Bylaw.docx
Attachments:	- Attachment 1 - Draft City of Port Moody Fees Bylaw, 2023, No. 3435.pdf
Final Approval Date:	Nov 6, 2023

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

Lindsay Todd, Manager of Communications and Engagement - Oct 25, 2023 - 9:07 AM

Robyn MacLeod, Manager of Building, Bylaw, and Licensing, for Kate Zanon, General Manager of Community Development - Oct 26, 2023 - 1:01 PM

Jeff Moi, General Manager of Engineering and Operations - Oct 26, 2023 - 5:20 PM

Darcey O'Riordan, Fire Chief - Oct 28, 2023 - 5:34 PM

Anna Mathewson, General Manager of Community Services - Oct 29, 2023 - 7:29 PM

Angie Parnell, General Manager of Corporate Services - Oct 29, 2023 - 9:58 PM

Paul Rockwood, General Manager of Finance and Technology - Oct 31, 2023 - 11:37 AM

Stephanie Lam, City Clerk and Manager of Legislative Services - Oct 31, 2023 - 4:16 PM

Tim Savoie, City Manager - Nov 6, 2023 - 10:05 AM