



# City of Port Moody

## **Bylaw No. 3435**

A Bylaw to establish the 2024 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, 2023, No. 3435”.

### **2. Repeal**

2.1 City of Port Moody Fees Bylaw, 2022, No. 3383 and all amendments thereto are hereby repealed.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 \_\_\_\_\_, 2023.

**Read a second time** this \_\_\_ day of \_\_\_\_\_, 2023.

**Read a third time** this \_\_\_ day of \_\_\_\_\_, 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. 3435 of the City of Port Moody.

---

S. Lam  
City Clerk

DRAFT

Schedule "A"

Contents

LEGISLATIVE SERVICES .....4

BUSINESS LICENCE AND BYLAW ENFORCEMENT

    PERMITS AND LICENCES .....5

    ANIMAL CONTROL .....7

COMMUNITY DEVELOPMENT

    PLUMBING PERMIT FEES .....8

    BUILDING PERMIT FEES .....9

    PLANNING FEES .....12

    SUSTAINABILITY .....16

CULTURAL SERVICES .....17

ENGINEERING .....18

FINANCE AND TECHNOLOGY .....19

FIRE-RESCUE .....20

OPERATIONS .....21

COMMUNITY SERVICES .....29

DRAFT

*Fees are subject to rounding and applicable taxes.*

## Legislative Services

Fee Name	\$
List of electors (First Copy free, Available only to Local Election Candidates)	32.75
Black and White Photocopies per page	0.47
Colour Photocopies per page	0.79
Electronic Media	Actual cost or minimum charge of \$23.15
Certified Copies per page	2.50
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	93.65
Each additional 15 minutes or portion thereof	23.85
Freedom of Information and Protection of Privacy – Requests for Information	
Fees payable for requests made under the <i>Freedom of Information and Protection of Privacy Act</i> shall be in accordance with Regulation 323/93 of the <i>Freedom of Information and Protection of Privacy Act</i> , 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.*

## Community Development Business Licence and Bylaw Enforcement

Fee Name	\$
Business Licence Computer Printouts	23.50
Service Charge for Release of an Immobilized Vehicle	59.00
Business Licence Adjustments/Refunds Fee	33.00

Boat Removal	\$
Removal of abandoned boat (unauthorized and removed from city property)	At cost
Storage of boat (unauthorized and removed from city property)	At cost

Permits and Business Licences	\$
Vehicle Storage Permit	95.00
One-Day Business Licence	88.00
Sidewalk Use Permit	255.00
Sidewalk Use Permit Renewal	84.00
Businesses for Inter-municipal Program	175.00
Special Event Permit (Event on Private Property)	225.00
Food Truck (To operate in City designated spots)	675.00
Vehicle for hire	80.00 per vehicle

Exemption from Sound Level Bylaw	\$
Application for Temporary Exemption from Sound Level Bylaw	530.00

Nature of Business (Representative Examples)	\$
Secondary Suite or Detached Accessory Dwelling Unit	0.00
<i>A licence is required, but there is no charge for this licence.</i>	

Basic Licence Category	\$
· Home Occupation	150.00
· Bed and Breakfast	
· Home Daycare of 10 children or less	
· Residential Rental 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.*

## Community Development Business Licence and Bylaw Enforcement

<b>Service Supply Level I</b>		<b>\$</b>
· Car Wash Detailing	295.00	
· 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 <sup>2</sup> (2,500ft <sup>2</sup> )		
· Smoking Club		
<b>Service Supply Level II</b>		<b>\$</b>
· Room Rental (11 to 30 rooms)	445.00	
· Retail/Commercial/Industrial from 232.35m <sup>2</sup> to 464.5m <sup>2</sup> (2,501 to 5,000ft <sup>2</sup> )		
<b>Service Supply Level III</b>		<b>\$</b>
· Automobile Service Station Pumps	585.00	
· ATMs		
· Vending machines (more than 10 machines)		
· Room Rental (30 to 50 rooms)		
· Daycare Centre of 11 children or more		
· Retail/Commercial/Industrial from 464.61m <sup>2</sup> to 929.03m <sup>2</sup> (5,001 to 10,000ft <sup>2</sup> )		
<b>Service Supply Level IV</b>		<b>\$</b>
· Licensed Liquor Primary	2,950.00	
· Financial Institutions		
· Room Rental (more than 50 rooms)		
· Fireworks		
· Marinas		
· Social Escort Service or Body Work Parlours		
· Retail/Commercial/Industrial over 929.03m <sup>2</sup> (10,000ft <sup>2</sup> )		

*Fees are subject to rounding and applicable taxes.*

## Community Development Business Licence and Bylaw Enforcement

<b>Dog Licences</b>		<b>\$</b>
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 1 <sup>st</sup> of each year.		75.00
Dog Licence Fee – Male/Female (neutered/spayed)		52.00
*A discount will be allowed if paid on or before February 1 <sup>st</sup> of each year.		46.00
Dog Licence Fee – Aggressive		275.00
Dog Licence Fee – Vicious		572.00
Replacement of Lost Tag		17.50
Kennel Licence (for which a person shall be considered having same if said person possesses four or more dogs in lieu of individual Fees)		200.00
<b>Impoundment Fees</b>		<b>\$</b>
<b>Licensed Dog Impoundment:</b>		
First Impoundment		84.00
Second Impoundment		124.00
Third Impoundment		175.00
All subsequent Impoundments		332.00
Maintenance Cost per day or part thereof		18.00
<b>Unlicensed Dog Impounded: (other than vicious dog)</b>		
First Impoundment		148.00
Second Impoundment		170.00
Third Impoundment		285.00
All subsequent Impoundments		445.00
Maintenance Cost per day or part thereof		18.00
<b>Aggressive Dog Impounded:</b>		
First Impoundment		415.00
Second Impoundment		820.00
All subsequent Impoundments		1,650.00
Maintenance Cost per day or part thereof		36.00
<b>Vicious Dog Impounded:</b>		
First Impoundment		2,250.00
Second Impoundment		4,300.00
All subsequent Impoundments		8,800.00
Maintenance Cost per day or part thereof		67.00
<b>Cat at Large Impounded:</b>		
First and subsequent Impoundments – Unspayed/Unneutered Cat at Large		97.00
First and subsequent Impoundments – Spayed/Neutered Cat at Large		53.50
Maintenance Cost per day or part thereof		18.00
Impoundment of any domestic animal (not previously described)		82.00

*Fees are subject to rounding and applicable taxes.*

## Community Development Plumbing Permit Fees

Fee Name	\$
Fixtures, roughed in each	34.00
Minimum	93.00
<i>The rough-in Fee shall include the installation and inspection. When plumbing fixtures are being installed other than those authorized by the permit issued for the rough-in of the installation, the permit Fee for the fixture installation shall be the same as for rough-in installation.</i>	
Oil and grease interceptors – each	93.00
Underground sewer lines – per 30m or part thereof	93.00
For each additional 30m or part thereof	39.00
Underground water lines over 2” diameter – per 30m or part thereof	93.00
For each additional 30m or part thereof	39.00
Underground water line installation 2” diameter or less - per 30m or part thereof	93.00
For each additional 30m or part thereof	39.00
Underground fire service lines –per 30m or part thereof	93.00
For each additional 30m or part thereof	39.00
Fire Sprinkler Heads – first 20 heads, per head	9.25
Minimum	93.00
Each additional head	3.25
Water line replacement in existing building – 2” diameter or less	93.00
For each additional 30m or part thereof	39.00
No Fixtures – for installation alterations or remodeling of soil, waste, or drainage piping where no fixtures are installed – for each 10 meters or piping installed, or portion thereof	93.00
Kitchen Extinguishing System (NFPA 96 1254.6) – Inspection and Permit	480.00
Swimming Pools – installation of swimming pool supply and drainage lines, including backflow preventer, sump, and sewer branch line	212.00
Minimum Plumbing Permit Fee	93.00
Backflow Prevention Assembly Test Report Fee	34.00
Re-inspection Fee	142.00

*Fees are subject to rounding and applicable taxes.*



## Community Development Building Permit Fees

<b>Building Permit Fees – based on value of construction</b>			<b>\$</b>
<i>Building Permit Fees, except in the case of repairs to multi-family strata unit residential structures where latent water penetration has resulted in structural deterioration or damage where the applicable building permit Fees will be waived (per \$1,000 or part thereof of construction cost).</i>			
0-5,000	Minimum permit applies		170.00
5,001-20,000			23.50
	plus base amount of		170.00
20,001-50,000			16.00
	plus base amount of		640.00
50,001-500,000			12.25
	plus base amount of		1,440.00
500,001 and over			11.00
	plus base amount of		7,565.00
Masonry Fireplace/Chimney (includes inspection)			116.00
Fee Reduction of 2.5% – Professional and Field Review reduction in cost of permit			
<b>Building Moves</b>			<b>\$</b>
Moving Building or Structure			485.00
Inspection Fee for examination of a building to be moved			285.00
Additional inspection Fee if inspection exceeds 2 hours			108.00
Temporary Building			285.00
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.			12,000.00
A policy of commercial general liability insurance, in all-inclusive limits – (in a form satisfactory to the General Manager of Finance and Technology) to indemnify the City against all bodily injury and property damage, of any kind, howsoever caused by the moving of the building. The City of Port Moody must be named as an additional insured on said policy.			5,000,000.00
Neighbourhood Feedback Process Fee			615.00
<b>Waste Management Fee – Demolition</b>			<b>\$</b>
<b>Buildings and Structures Square Footage of Building(s)</b>	<b>\$</b>	<b>Maximum Refund \$</b>	
0-1,000	2,100.00	1,600.00	
1,001-5,000	7,300.00	6,800.00	
5,001-20,000	10,500.00	10,000.00	
Over 20,000	15,750.00	15,250.00	
<b>*Replaces Demolition Permit Fees</b>			

Fees are subject to rounding and applicable taxes.

## Community Development Building Permit Fees

<b>Digital Archive</b>		<b>\$</b>
Residential Alteration under \$5,000		33.00
Single- or two-family residential construction		67.00
0-500,000 construction value		96.00
500,001-1,000,000		128.00
1,000,001-3,000,000		200.00
3,000,001-5,000,000		265.00
5,000,001-10,000,000		550.00
10,000,001 and over		805.00

<b>Plan Processing Fees</b>		<b>\$</b>
Standard Projects		170.00
	With registered professional (-2.5%)	165.75
New single or semi-detached dwellings		650.00
	With registered professional (-2.5%)	633.75
Other than new single or semi-detached dwellings, a Fee equal to 50% of estimated permit Fee		
	Minimum	650.00
	Maximum	5,350.00
	With registered professional (-2.5%)	5,216.25
Plan processing Fee will be credited to Building Permit Fee at Building Permit issuance but is non-refundable if permit is not issued.		

<b>Erosion and Sediment Control</b>		<b>\$</b>
Erosion and Sediment Control permit		500.00
Reinspection Fee		150.00

*Fees are subject to rounding and applicable taxes.*

## Community Development Building Permit Fees

<b>Building Miscellaneous</b>	<b>\$</b>
Building Permit Renewal Fee – based upon value of work to be completed where construction has started (minimum Fee)	260.00
Rechecking of Building Plans as a result of revisions to approved drawings by owner or owner's agent	160.00
Building/Plumbing Permit Adjustments/Refunds Fee	33.00
Review of Plans for Liquor Licence Occupant Load	103.00
Transfer of Permit Fee	88.00
Re-inspection Charge (more than two inspections were necessary)	290.00
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:	170.00
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	650.00
Property information research that could involve staff time in excess of 15 minutes:	
First Hour	93.65
Each additional 15 minutes or portion thereof	23.85
<b>Extraordinary Inspection Charges</b>	<b>\$</b>
Required permit inspections requested by applicant to be done after normal working hours	650.00
Special Safety Inspection	1,450.00
Review by Building and Fire Departments of Alternative Solutions from Registered Professionals	800.00
<b>Bonding Section of Building Bylaw (Damage Deposits)</b>	<b>\$</b>
Percent of Estimated Construction Cost	1.00%
Minimum	555.00
<i>(Not required where estimated Construction Value does not exceed \$4,000.00)</i>	
<i>(Deposits for Building Moves are referenced under Building Permit Fees for moving buildings or structures.)</i>	
Maximum	80,000.00
Damage Bond for construction of new Single Detached Dwelling	8,000.00
Exchanging Forms of Payment – Letter of Credit or Bond	206.00
Address Changes (where possible)	720.00
Survey Certificate (copies)	25.00
Liquor Licence Application or Amendment – Staff Review Only	55.00
Liquor Licence Application or Amendment – Report to Council	146.00
Liquor Licence Application or Amendment with Public Consultation – Processing Fee	2,500.00

*Fees are subject to rounding and applicable taxes.*

## Community Development Planning Fees

<b>Sign Permits</b>		<b>\$</b>
Minimum Permit Application Fee		111.30
Temporary Banner and Portable Signs		99.75
Signs Requiring Planning Review Only		178.50
Signs Requiring Building and Planning Review (i.e., Freestanding and Fascia signs)		275.10
Portable Freestanding Sign Permit		144.90
Portable Freestanding Sign Renewal Fee		33.08
Sign Recovery Fee		33.08
Minor Amendment to Development Permits for Signage		195.30
<b>Community Development Services and Miscellaneous</b>		<b>\$</b>
Advisory Design Panel Meeting Fee (per meeting)		260.00
Board of Variance Application		620.00
Development Application Signs		At cost
Dock application review		1,250.00
Public Engagement Information Posting		
	up to 20 residential units	500.00
	plus 20-100 residential units	800.00
	100+ residential units, standalone commercial and mixed-use projects	1,100.00
	Major Development Applications (300+ residential units)	1,500.00
Property Information Requests		
Comfort letters related to zoning, building requirements, and other matters related to a building or a property use, including Fire Department records		750.00
	Land Title Searches	75.00
	Property Information Research - Under ½ hour	75.00
	For each additional hour	150.00
Site Alteration Permit – Base Fee		650.00
	Plus	0.63 per m <sup>2</sup>
Staff Attendance at Developer Information Meetings - per meeting		300.00
Street Name Changes		700.00
Wireless Communication Facility Proposal Review		5,500.00
<b>Pre-Application Review</b>		<b>\$</b>
Pre-Application	Base Fee	2,500.00
	Plus	110.00/100m <sup>2</sup> of gross site area (Up to a maximum of \$6,000.00 for Single Use Developments / a maximum of \$10,000.00 for Mixed-Use Developments).
<b>OCP Amendment Applications</b>		<b>\$</b>
OCP Amendment (when not applied for in connection with a Rezoning or Land Use Contract Amendment)	Base Fee	6,200.00
	Plus	110.00/100m <sup>2</sup> of gross site area, and 25.00/100 m <sup>2</sup> total gross floor area.
OCP Amendment (when applied for in connection with a Rezoning or Land Use Contract Amendment)	Base Fee	2,000.00
	Plus	110.00/100 m <sup>2</sup> of gross site area
Regional Growth Strategy Amendment		5,500.00

*Fees are subject to rounding and applicable taxes.*

## Community Development Planning Fees

<b>Rezoning, LUC Amendment Applications</b>		<b>\$</b>
Residential Use	Base Fee Plus	6,200.00 110.00/ unit
Commercial Use, Industrial Use, Institutional Use	Base Fee Plus	6,200.00 110.00/100 m <sup>2</sup> total gross floor area
Zoning Bylaw Text Amendment		6,200.00
<b>Heritage Applications</b>		<b>\$</b>
Heritage Revitalization Agreement <ul style="list-style-type: none"> <li>• Residential use</li> <li>• Commercial Use, Industrial Use, Institutional Use</li> </ul>	Base Fee Plus	7,200.00 110.00 / unit 110.00/100 m <sup>2</sup> gross floor area
Heritage Alteration Permit	Council Authorized Staff Authorized	4,500.00 1,000.00
Heritage Revitalization Tax Exemption Applications	Heritage Register Properties Non-Heritage Register Properties	150.00 700.00
<b>Public Hearing and Notification Fees (for applications requiring a Public Hearing or Council meeting notification)</b>		<b>\$</b>
Public Hearing and Additional Public Hearing(s)	Each	1,500.00
Public Hearing notice mailing		At cost
Public Hearing Refund (where application bylaws do not proceed to a Public Hearing)		1,500.00
Development Variance Permit and Temporary Use Permit Notification	Base Fee Plus mailing	500.00 At Cost
<b>Application Extension Requests</b>		<b>\$</b>
Bylaw Third Reading Extension Request	Council Authorized Staff Authorized	2,000.00 500.00
Inactive Application Extension Request		500.00
<b>Development Permits (DP)</b>		<b>\$</b>
Development Permit – Form and Character, DPA1, DPA2, and DPA3	Base Fee Council Authorized Staff Authorized  Plus - Residential Use  Plus - Commercial, Industrial and Institutional Uses	 5,000.00 1,000.00  110.00 / unit  110.00/100m <sup>2</sup> total gross floor area
Development Permit – Environmentally Sensitive Areas (DPA4), Hazardous Lands (DPA5)	Council Authorized Staff Authorized	5,000.00 1,000.00
Development Permit DPA7 for Detached Accessory Dwelling Units (DADUs)	Staff Authorized	1,000.00
Development Permit Amendment	Major - Council Authorized Minor - Staff Authorized	3,000.00 1,000.00

*Fees are subject to rounding and applicable taxes.*

## Community Development Planning Fees

<b>Other Permits</b>		<b>\$</b>
Development Variance Permit – Council authorized		4,000.00
Minor Development Variance Permit - Staff Authorized		1,000.00
Temporary Use Permit		5,000.00
Temporary Use Permit renewal		1,500.00

<b>Development Application Building Architecture and Landscape Architecture Review</b>		<b>\$</b>
Building Architecture Review	up to 20 residential units	1,600.00
	plus 20-100 residential units	3,200.00
	100+ residential units, standalone commercial and mixed-use projects	4,800.00
	Major Development Applications (300+ residential units)	At Cost
Landscape Architecture Review	up to 20 residential units	1,600.00
	plus 20-100 residential units	3,200.00
	100+ residential units, standalone commercial and mixed-use projects	4,800.00
	Major Development Applications (300+ residential units)	At Cost

<b>Subdivision Applications</b>		<b>\$</b>
Fee Simple Subdivision	Base Fee	4,000.00
	For each new lot	250.00
Bare Land Strata Subdivision	Base Fee	4,000.00
	For each new lot	250.00
Minor Subdivision (Lot Line Adjustment/Consolidation)		1,000.00
Air Space Parcel Subdivision	Base Fee	5,000.00
	For each new lot	250.00
Legal Review of Air Space Parcel Subdivision		At cost
Phased Strata Plan Approval		4,000.00
Non-Phased Strata Plan Review and/or Covenant Sign Off		500.00
Form P Approval/Amendment		1,000.00
Strata Title Conversion		4,000.00
Preliminary Layout Review Extension Request		500.00
Road Cancellation		4,000.00

<b>Tree Removal Permits</b>		<b>\$</b>
Tree Removal Permit (for single-family residential)		300.00
Tree Removal Permit (all categories other than single-family residential)		720.00
Tree Replacement Security (per tree)		740.00
Tree Removal Review		155.00
Re-inspection of tree protection fence		142.00
Re-inspection of replacement tree		142.00

*Fees are subject to rounding and applicable taxes.*

## Community Development Planning Fees

<b>Legal Agreements and Documents</b>		<b>\$</b>
Development Agreement and Amendments	City Solicitor Fee	At cost
Restrictive Covenant Preparation or Amendment	City Solicitor Fee	At cost
Restrictive Covenant Discharge	Base Fee	500.00
	City Solicitor Fee	At Cost
<b>Pre-Construction Review and Inspection Fees</b>		
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)		5% of estimated construction costs (at time of Servicing Agreement)
On-Site Engineering Review Fee		2.5% 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		4.4% of estimated off-site construction costs 2.2% of estimated on-site construction costs (at time of Development Permit)
<b>Business Licence Location Extension Fees</b>		<b>\$</b>
Location Extension for businesses meeting criteria outlined in business licensing procedure		50.00

*Fees are subject to rounding and applicable taxes.*

## Community Development 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

<b>Filming Permits</b>	<b>\$</b>
First 2 days of filming (non-refundable)	405.00
Per day after first 2 days (to a maximum of \$1,500)	155.00
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	205.00
Street Performer Licence	32.50

DRAFT

*Fees are subject to rounding and applicable taxes.*

## Engineering

Fee Name	\$
Multi-Family Parking Permit Fee	69.00
Highway Use Permit:	
Major Road Network	420.00 for the first week 165.00 per week thereafter Minimum charge 420.00
Local Road Network	255.00 for the first week 82.00 per week thereafter Minimum charge 255.00
Highway Use Permit – Commercial Bin on City Right-of-Way Fee, per week	420.00 (MRN) for the first week 165.00 (MRN) per week thereafter 108.00 (Local Road) per week
Highway Use Permit – Residential Bin on City Right-of-Way Fee, per Month	106.00
Road Closures	\$
Application	1,085.00
Right-of-Way Preparation, Modification, or Discharge Processing (exclusive of legal and survey costs)	1,390.00
Highway Encroachment Agreement Processing Fee	688.00
Highway Encroachment – Non-Removable Anchor Encumbrance Fee (subject to Engineering approval)	255.00/anchor
Newspaper Box – Annual Administration and maintenance Fee	182.00/application
Late payment after due date – 10% of annual administration Fee/newspaper box	60.00
Damage deposit	64.00/newspaper box
Charge for a newspaper box that is seized due to violations of the Bylaw	166.00/newspaper box
Storage Fee for a seized newspaper box	7.50/day/newspaper box
Traffic Volume/Speed Data Requests for Commercial Purposes	370.00
Traffic Signal Legal Requests – Intersection Sequencing Letter Fee, per letter	370.00
Traffic Signal Legal Requests – Intersection Timing Sheet, per sheet	93.00
Street Light Glare Site Visit	250.00
Street Light Glare Installation	500.00
Street Light Glare Removal	500.00

*Fees are subject to rounding and applicable taxes.*

## Finance and Technology

<b>Finance</b>		<b>\$</b>
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		15.00
Tax and Utility Adjustments/Refunds Fee		25.00
Apportionment Fee		30.00 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		95.00
Each additional 15 minutes or portion thereof		23.75
Other financial information where it is determined by the Department Head that research could involve staff time in excess of 15 minutes.		
First Hour		95.00
Each additional 15 minutes or portion thereof		23.75
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		95.00
Each additional 15 minutes or portion thereof		23.75
Statement of Financial Information		
	Black and White Photocopies per page	0.47
	Colour Photocopies per page	0.79
Agreement Administrative Fee		750.00
Agreement Administrative Fee for Agreement Renewals		
		375.00
<b>Information Services</b>		<b>\$</b>
11x17 – Colour Map (printed or PDF)		14.12
24x36 – Colour Map (printed or PDF)		33.08
36x48 – Colour Map (printed or PDF)		60.17
Utility Record Drawings: TIFF/PDF format		2.63
Utility Record Drawings: Full Set – Images and Index		58.80
Utility Record Drawings: Custom Utility Drawing Search		57.75/hr (15-minute increments)
Digital/GIS Data	15-minute increments	57.75/hr
Custom Mapping Product	15-minute increments	57.75/hr

*Fees are subject to rounding and applicable taxes.*

## Fire-Rescue

<b>Fire-Rescue Department</b>		<b>\$</b>
Inspection Fees:		
Annual inspection Fee		Nil
First subsequent re-inspection		Nil
Second subsequent re-inspection		105.00
Third subsequent re-inspection		210.00
Fourth subsequent re-inspection		420.00
<i>Each subsequent re-inspection from the fourth on shall cost an accumulative \$100.00 for each re-inspection starting at \$400.00.</i>		
Inspections of buildings other than routine inspections required by the <i>Fire Services Act</i>		105.00
Failure to attend an inspection		210.00
Unauthorized Silencing or Resetting of a Fire Alarm System		210.00
<b>Fire Investigations</b>		<b>\$</b>
Fire Investigations required under the <i>Fire Services Act</i> where injury to persons, or loss or damage to property, arose or resulted from a fire hazard.		1,050.00
<b>False Alarms</b>		<b>\$</b>
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.		210.00
Fire alarm system has sounded more than two false alarms within a 12-month period.		210.00
<b>Costs Incurred for Stand-By for Cables, Mains, Lines, or Ancillary Equipment Beyond 1 Hour</b>		<b>\$</b>
Wages for each firefighter or portion thereof		105.00/hr
Fire Vehicles per hour or portion thereof		577.50/hr
<b>Costs Incurred for Stand-By where no person has arrived to provide access or secure the premises within 45 minutes</b>		<b>\$</b>
Wages for each firefighter or portion thereof		105.00/hr
Fire Vehicles per hour or portion thereof		577.50/hr
<b>Damage to Fire-Rescue Apparatus</b>		<b>\$</b>
Damage to Fire-Rescue apparatus as a result of non-compliance with this Bylaw or another Bylaw in the City		Actual Costs
<b>Costs incurred for controlling and extinguishing fires where an individual is found to be responsible for such fire</b>		<b>\$</b>
Wages per hour or portion thereof for each firefighter or person so employed		105.00/hr
Fire Vehicles per hour or portion thereof		577.50/hr
<b>Fire Miscellaneous</b>		<b>\$</b>
Review of Fire Safety Plans (which are required under the <i>BC Fire Code</i> )		105.00
Comfort letters related to Fire-Rescue Department Inspection Records		105.00
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		94.00
Each additional 15 minutes or portion thereof		24.00
Retrieval of Routinely Available Information – Incident Reports (per incident)		105.00
Retrieval of Routinely Available Information – Investigation Reports (per incident)		210.00
Mobile Food Truck Inspection		106.50

*Fees are subject to rounding and applicable taxes.*

## Operations

Fee Name	\$
Access Use Permit	68.67
Back Flow Assembly Use Fee	144.95
Back Flow Assembly Deposit	493.24
<b>Fire Hydrant Deposit</b>	
Fire Hydrant Deposit	740.41
Fire Hydrant Use Inspection Fee	258.41
<b>Temporary Water and Sanitary Use for Construction or Irrigation</b>	
	<b>\$</b>
Water Meter Deposit	Actual Cost
Water Meter Set Up and Rental	Actual Cost
Metered Construction Sites Utility Fee to equal the combined meter rates for Waterworks Metered Charges and Sewer Charges for Metered Users or the total of the flat rate for Unmetered Water Use and Unmetered Sanitary Use, whichever is greater.	
<b>Unmetered Water Use Fee</b>	
Single family dwellings, duplexes and detached accessory dwellings	\$598/year
Industrial Commercial Institutional and Multifamily water service <25mm	\$1,488/year
Industrial Commercial Institutional and Multifamily water service 25-50mm	\$3,471/year
Industrial Commercial Institutional and Multifamily water service >50mm.	\$9,917/year
<b>Unmetered Sanitary Use Fee</b>	
Single family dwellings, duplexes and detached accessory dwellings	\$492/year
Industrial Commercial Institutional and Multifamily water service <25mm	\$1,348/year
Industrial Commercial Institutional and Multifamily water service 25-50mm	\$3,145/year
Industrial Commercial Institutional and Multifamily water service >50mm	\$8,986/year
<b>Drinking Water Conservation Plan</b>	
	<b>\$</b>
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).	47.46
Optional Extension Fee (One extension – valid for a cumulative period of 42 days calculated from date of issuance of the first permit)	31.40

*Fees are subject to rounding and applicable taxes.*

## Operations

<b>Service Connection Fee for Water</b>		<b>\$</b>
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		73.03
Turning on or off water service:		
During normal City work hours	First Hour	121.12
	each hour thereafter	Actual Cost
During non-working hours	First Hour	
	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	121.12
	each hour thereafter	Actual Cost
During non-working hours	First Hour	359.10
	each hour thereafter	Actual Cost
<b>Service Connection for Sanitary Sewer</b>		<b>\$</b>
Sanitary building sewer connection		Actual Cost
Inspection Fee		73.03
Sanitary Sewer Service Inspection Chamber Locating Fee:		
During normal City work hours	First Hour	121.12
	each hour thereafter	Actual Cost
During non-working hours	First Hour	359.10
	each hour thereafter	Actual Cost
<b>Service Connection for Storm Sewer</b>		<b>\$</b>
Storm building sewer connection		Actual Cost
Inspection Fee		73.03
Storm Sewer Service Inspection Chamber Locating Fee:		
During normal City work hours	First Hour	121.12
	each hour thereafter	Actual Cost
During non-working hours	First Hour	359.10
	each hour thereafter	Actual Cost
<b>Private Access Crossing</b>		<b>\$</b>
Basic Permit and Inspection Fee		Actual Cost
Install culvert in ditch minimum 250mm diameter and 5m long		Actual Cost
	per meter	Actual Cost
Remove curb and refinish per meter		Actual Cost
Install sidewalk crossing per meter		Actual Cost

*Fees are subject to rounding and applicable taxes.*

## Operations

<b>Street and Traffic</b>		<b>\$</b>
New Sign and Post Installation		Actual Cost
New Sign Installation		Actual Cost
Concrete and Asphalt Administration Fee		186.48
Pavement Cut Restoration Fee		79.59 per m <sup>2</sup>
	Minimum charge	294.37
Pavement Degradation Fee		12.23 per m <sup>2</sup>
<b>Recovery for the Collection and Storage of Unauthorized Signs</b>		<b>\$</b>
Up to 1.5m <sup>2</sup> in area		121.12
	per week thereafter	59.17
Greater than 1.5m <sup>2</sup> in area		236.83
	per week thereafter	121.17

*Fees are subject to rounding and applicable taxes.*

## Operations

Solid Waste Billing and Payment of Charges				
<ul style="list-style-type: none"> <li>• 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 on March 31 or next business day.</li> <li>• Any user charges which remain unpaid on December 31<sup>st</sup> shall be deemed to be taxes in arrears and shall promptly be so entered on the tax roll by the Collector.</li> <li>• 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, and a 10% penalty will apply after the due date.</li> <li>• 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.</li> <li>• For all Detached Accessory Dwelling Units, a separate utility fee is applied for solid waste services.</li> <li>• 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.</li> <li>• Institutional, Industrial and commercial garbage and green waste fees apply per cart.</li> <li>• Removal of Solid Waste, other than referenced above, is charged at Actual Cost.</li> <li>• A \$60 Administrative charge applies to increasing cart sizes.</li> <li>• A \$60 Administrative charge applies to two or more cart exchanges in a calendar year.</li> <li>• Reimbursement costs for cart replacements or repairs, plus \$60 administrative fee, may apply to stolen or damaged carts.</li> <li>• Cardboard Bin Rental for ICI use is charged at actual cost inclusively.</li> <li>• Per single dwelling unit with one garbage cart, fee for additional Green Cart is reduced by 50%.</li> </ul>				
2024 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	\$129	\$53	\$277	\$13
With 120L Garbage Cart and 2 x 240L Green Waste	\$129	\$53	\$416	\$13
With 240L Garbage Cart and 240L Green Waste	\$222	\$53	\$277	\$13
With 240L Garbage Cart and 2 x 240L Green Waste	\$222	\$53	\$416	\$13
Second Utility (double carts) with 2 x 120L Garbage Carts	\$258	\$106	\$554	\$26
Second Utility (double carts) with 1 x 120L and 1 x 240L Garbage Carts	\$351	\$106	\$554	\$26
Second Utility (double carts) with 2 x 240L Garbage Carts	\$444	\$106	\$554	\$26
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	\$129	\$53	\$139	\$13
Single or Multi-Family Dwelling Unit with 240L Garbage Cart	\$222	\$53	\$139	\$13
Multi-Family Centralized Residential	Garbage	Waste Management Fee	Green Waste	Glass
	Bi-Weekly	Weekly	Weekly	Monthly
Per Residential Dwelling Unit	\$129	\$33	\$56	\$7
Commercial (ICI) Charges	Garbage	Recycling	Green Waste	
	Weekly	Bi-Weekly	Weekly	
ICI Premises Centralized	\$192	\$206	\$277	
ICI Premises 240L Cart	\$335	\$206	\$277	
ICI Premises 360L Cart	n/a	\$307	n/a	

*Fees are subject to rounding and applicable taxes.*



## Operations

<b>Sanitary Sewer Billing and Payment of Charges</b>
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 on March 31 or next business day.
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, and a 10% penalty will apply after the due date.
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.

<b>Sanitary Sewer Flat Rate Charges Annual Charge</b>	<b>\$</b>
<b>Residential</b>	
Vacant Lots, Single-Family Dwellings, and Duplexes – per unit	492.00
Townhouses, and Row houses – per unit	464.00
Apartments, and Condos – per unit	311.00
Detached Accessory Dwelling Units (i.e., Laneway house), and Suites (in private dwellings or commercial premises) – per unit	237.00
Not-For-Profit Rental housing owned and operated by community-based, non-profit societies (excluding local/provincial governments and regional districts)	237.00
<b>Commercial</b>	
Offices and Stores – per business unit	530.00
Restaurants, Cafes, and Coffee Shops – per business unit	911.00
Service Stations and Garages – per business unit	911.00
Salon, Spa, Barbershop	530.00
Warehouses – per business unit	530.00
<b>Institutional/Non-Profit Organizations</b>	
Churches and Public Halls	530.00
Non-Profit Organizations (excluding properties Assessed as Class 1)	530.00
<b>Unclassified</b>	
Any users not provided for in the above classifications	530.00
<b>Non-Port Moody Residential (with Sewer Agreement)</b>	
Per dwelling unit (Single-Family, Apartment, Townhouse, Row house, Detached Accessory Dwelling, or Suite in either private dwelling or commercial premises)	289.00

*Fees are subject to rounding and applicable taxes.*

## Operations

### 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 \$2.93 per 100ft<sup>3</sup> for non-Metro Vancouver waste discharge permit holders
- The rate of \$1.77 per 100ft<sup>3</sup> 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 and Drainage District Sewer use Bylaw No. 299, 2007 (as amended).

The minimum quarterly charge for Sewer shall be \$322.00 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.

*Fees are subject to rounding and applicable taxes.*

## Operations

<b>Waterworks Billing and Payment of Charges</b>
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 on March 31 or next business day.
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, and a 10% penalty will apply after the due date.
c) Any user charges which remain unpaid on December 31 <sup>st</sup> 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.

<b>Waterworks Flat Rate Charges Annual Charge</b>	<b>\$</b>
<b>Residential</b>	
Vacant Lots, Single-Family Dwellings, and Duplexes – per unit	598.00
Townhouses, and Row houses – per unit	560.00
Apartments, and Condos – per unit	375.00
Detached Accessory Dwelling Units (i.e., Laneway house), and Suites (in private dwellings or commercial premises) – per unit	285.00
Not-For-Profit Rental housing owned and operated by community-based, non-profit societies (excluding local/provincial governments and regional districts)	285.00
<b>Commercial</b>	
Offices and Stores – per business unit	598.00
Restaurants, Cafes, and Coffee Shops – per business unit	1,283.00
Service Stations and Garages – per business unit	1,283.00
Salon, Spa, Barbershop	598.00
Warehouses – per business unit	598.00
<b>Institutional/Non-Profit Organizations</b>	
Churches and Public Halls	322.00
Non-Profit Organizations (excluding properties Assessed as Class 1)	322.00
<b>Unclassified</b>	
Any users not provided for in the above classifications	598.00

*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 \$3.26 per 100ft<sup>3</sup>.

The minimum quarterly charge for Water shall be \$359.00 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.

DRAFT

*Fees are subject to rounding and applicable taxes.*

# Community Services

<b>General</b>
<p><b><u>Policy</u></b></p> <p>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.</p> <p>Fees may be changed without notice and shall be reviewed on a yearly basis and/or on an “as required” basis.</p>
<p><b><u>Criteria for the Establishment of Fees and Charges</u></b></p> <p>The Fees and charges for each recreation service may be based on one or more of the following:</p> <ul style="list-style-type: none"> <li>• staff costs;</li> <li>• materials, supplies, and equipment costs;</li> <li>• direct maintenance and repair costs;</li> <li>• cost recovery ratios established for the facilities;</li> <li>• comparable charge rates for similar services offered by commercial outlets and other municipal organizations;</li> <li>• status of the user or group of users as to their residence requirements; and/or</li> <li>• financial ability of the user or group of users to pay for leisure services.</li> </ul> <p>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.</p>
<p><b><u>Effective Dates</u></b></p> <p>The proposed rates are in effect January 1, 2024, to December 31, 2025, unless otherwise noted.</p>

*Fees are subject to rounding and applicable taxes.*

## Community Services

Recreation Programs
<p><b><u>Program Fees and Charges</u></b></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><b><u>Access Pass and Fee Reduction for Programs</u></b></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><b><u>Provincial and National Ranked Athletes</u></b></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><b><u>Refund Policy</u></b></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><b><u>Withdrawal Fee</u></b></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>

*Fees are subject to rounding and applicable taxes.*

## Community Services

<b>Rental Facilities</b>
<p><b><u>Priority Use of Recreation Facilities</u></b></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><b><u>Free Use of Parks and Recreation Facilities</u></b></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><b><u>Community Rental Rate Policy</u></b></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"> <li>• fundraising events to assist the development of the organization within the community;</li> <li>• fundraising events to be used for charitable purposes; or</li> <li>• meetings and social functions.</li> </ul> <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>

*Fees are subject to rounding and applicable taxes.*

## 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.

*Fees are subject to rounding and applicable taxes.*



## Community Services

ROOM RATES (hourly)							
LOCATION	Capacity	2024			2025		
		Community Groups	Private	Commercial	Community Groups	Private	Commercial
<b>RECREATION COMPLEX</b>							
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		
<b>KYLE CENTRE</b>							
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
<b>GLENAYRE CENTRE</b>							
Meeting Room	100	20.60	39.15	51.50	21.20	40.30	53.05
<b>HERITAGE MOUNTAIN COMMUNITY CENTRE</b>							
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
<b>CIVIC CENTRE</b>							
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"> <li>Meetings are a minimum 2-hour booking.</li> <li>Socials are a minimum 4-hour booking.</li> <li>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).</li> <li>Capacity is based on type of seating (boardroom or theatre style).</li> <li>Full refund for cancellations made in writing five (5) business days or more prior to the date of the rental.</li> </ul>							

<b>OLD ORCHARD HALL – Main Room and Kitchen (Capacity 125)</b>				
	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"> <li>Full refund for cancellations made in writing 60 days or more prior to the date of the rental.</li> </ul>				

Fees are subject to rounding and applicable taxes.

## Community Services

<b>ARENA – ICE RENTALS</b>		
<b>PRIME TIME</b>	<b>Aug 1/23-Jul 31/24 Hourly Rate</b>	<b>Aug 1/24-Jul 31/25 Hourly Rate</b>
Monday to Friday inclusive: 6:00pm-12:00am	313.80	323.20
Saturday and Sunday: 8:00am-2:00am	313.80	323.20
<b>NON-PRIME TIME</b>		
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"> <li>Special Event Damage Deposit: \$250.00/day (max \$500.00 per event).</li> </ul>		

<b>ARENA and CURLING RINK – DRY FLOOR RENTALS</b>		
<b>ACTIVITIES</b>	<b>Aug 1/23-Jul 31/24</b>	<b>Aug 1/24-Jul 31/25</b>
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"> <li>Special Event Damage Deposit: \$250.00/day (max \$500.00 per event).</li> </ul>		

*Fees are subject to rounding and applicable taxes.*

## Community Services

<b>ARENA ADMISSIONS</b>		
<b>SINGLE PUBLIC SKATE ADMISSIONS</b>	<b>Aug 1/23-Jul 31/24</b>	<b>Aug 1/24-Jul 31/25</b>
*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
<b>10 STRIP TICKETS</b>	<b>Aug 1/23-Jul 31/24</b>	<b>Aug 1/24-Jul 31/25</b>
Helmet Rental (10-punch pass)	17.70	17.70
Skate Rental (10-punch pass)	24.35	24.60

<b>CURLING ICE RENTALS – CURLING RINK</b>			
	<b>Aug 1/22- July 31/23</b>	<b>Aug 1/23- July 31/24</b>	<b>Aug 1/24- July 31/25</b>
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

<b>SPRING/SUMMER ICE RENTALS – CURLING RINK</b>		
<b>1-HR RENTAL</b>	<b>Aug 1/23- July 31/24</b>	<b>Aug 1/24- July 31/25</b>
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

*Fees are subject to rounding and applicable taxes.*

## Community Services

<b>ARTIFICIAL TURF FIELDS</b>		
	<b>Sept 1/23-Aug 31/24</b>	<b>Sept 1/24-Aug 31/25</b>
<b>Hourly Rate</b>	<b>Seasonal Use</b>	<b>Seasonal Use</b>
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.

<b>NORTH SHORE DIAMOND – LIGHT FEES (per hr) includes field rental Fee</b>		
	<b>Sept 1/23-Aug 31/24</b>	<b>Sept 1/24-Aug 31/25</b>
<b>Hourly Rate</b>	<b>Seasonal Use</b>	<b>Seasonal Use</b>
<b>Fall and Winter</b> – Adult Sports Groups (primarily soccer for the period Sept-March) From 5:00pm	16.75	17.25
<b>Spring and Summer</b> – 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.

<b>GRASS and ALL WEATHER FIELD BOOKINGS No LIGHTS (per hr)</b>		
<b>Fee Per Hour</b>	<b>Sept 1/23-Aug 31/24</b>	<b>Sept 1/24-Aug 31/25</b>
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

*Fees are subject to rounding and applicable taxes.*

## Community Services

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

<b>NORTH SHORE HIGH SCHOOL RUNNING TRACK RENTALS</b>		
<b>Rate per Hour</b>	<b>Aug 1/23-July 31/24</b>	<b>Aug 1/24-July 31/25</b>
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

<b>COMMERCIAL BOOT CAMP FIELD BOOKINGS</b>		
	<b>2023</b>	<b>2024</b>
Rate per class	30.40	31.30

<b>ROCKY POINT BOAT LAUNCH LAUNCHING FEES</b>		
	<b>2023</b>	<b>2024</b>
Commercial – Annual	539.30	850.00
Port Moody Resident – Annual	177.75	285.00
Non-resident – Annual	311.80	500.00
Service Charge for replacement passes	25.05	26.00
Daily Pass	25.00	40.00
Designated Anchorage Area Fee (per night)	15.00	15.75

<b>PCT PERFORMANCE STAGE</b>		
	<b>2023</b>	<b>2024</b>
2-hour booking	150.00	159.15

<b>QUEENS STREET PLAZA</b>		
	<b>2023</b>	<b>2024</b>
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"> <li>• Damage Deposit of \$250.00 is required for all bookings.</li> </ul>		

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

*Fees are subject to rounding and applicable taxes.*

## Community Services

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

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

<b>RECREATION COMPLEX GYM FLOOR</b>				
<b>SPORTS ACTIVITIES</b>		<b>2023</b>	<b>2024</b>	
<b>1-hr rental</b>	<b>Half Gym</b>	<b>Full Gym</b>	<b>Half Gym</b>	<b>Full Gym</b>
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

<b>PICNIC SHELTERS</b>				
<b>WEEKDAYS (Monday to Friday)</b>		<b>2023</b>	<b>2024</b>	
<b>10:00am to 2:30pm OR 3:30pm to 8:00pm</b>	<b>Rocky Point</b>	<b>Old Orchard</b>	<b>Rocky Point</b>	<b>Old Orchard</b>
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
<b>WEEKENDS (Saturday/Sunday)</b>				
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

<b>MULTISPORT BOX</b>		
<b>SPORTS ACTIVITIES: 1-hr rental</b>	<b>2023</b>	<b>2024</b>
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

*Fees are subject to rounding and applicable taxes.*

## Community Services

<b>RECREATION ADMISSIONS</b>		
<b>DROP-IN</b>	<b>2023</b>	<b>Sept. 2023</b>
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
<b>11-VISIT SWIPE CARD</b>		
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
<b>1-MONTH</b>		
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
<b>3-MONTH</b>		
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
<b>6-MONTH</b>		
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
<b>1-YEAR</b>		
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
<p>*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.</p>		

*Fees are subject to rounding and applicable taxes.*

## Community Services

<b>INLET THEATRE AND CIVIC CENTRE GALLERIA RENTAL RATES (includes one technician)</b>				
<b>Types of Rates</b>	<b>2024</b>		<b>2025</b>	
	Sun-Thurs	Fri-Sat	Sun-Thurs	Fri-Sat
Port Moody Community – per hour	110.00	110.00	114.00	114.00
Non-Port Moody Non-Profit – per hour	149.00	159.00	155.00	166.00
Cultural Performance – per hour	110.00	110.00	114.00	114.00
Commercial and Private – per hour	210.00	223.00	221.00	235.00
Commercial and Private 10 or more hours – per hour	172.00	183.00	181.00	193.00
Dark Day – per day	121.00	N/A	127.50	N/A
Rehearsal – per hour	84.00	84.00	87.00	87.00
Additional Technician – per hour	52.00	52.00	55.00	55.00
Front of House – per hour	33.00	33.00	35.00	35.00
<b>DEFINITIONS</b>				
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	<p>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.</p> <p>OR</p> <p>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.</p> <p>OR</p> <p>Port Moody arts related school presenting a recital.</p>			
Commercial and Private	<p>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.</p>			
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:	<ul style="list-style-type: none"> <li>• Most bookings require two technicians.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Damage deposit for all other events is \$250.00/day up to a maximum of \$750.00.</li> <li>• Appropriate insurance Fees apply for all renters, additional insurance for host liquor liability and social events.</li> <li>• See booking and terms and conditions packages for full set of rules.</li> </ul>			

*Fees are subject to rounding and applicable taxes.*