



City of Port Moody

Report/Recommendation to Council

Date: April 28, 2026
Submitted by: Engineering and Operations Department – Infrastructure Engineering Services Division
Subject: Fees Bylaw Amendment – Highway Use Permits and Pay Parking – Three Readings of Bylaw No. 3543

Purpose

To seek Council approval for an amendment to City of Port Moody Fees Bylaw, 2025, No. 3524 to increase fees for highway use permits on arterial and MRN streets and to update pay parking rates as approved by Council on March 31, 2026.

Recommended Resolution(s)

THAT City of Port Moody Fees Bylaw, 2025, No. 3524, Amendment Bylaw No. 2, 2026, No. 3543 be read a first, second, and third time as recommended in the report dated April 28, 2026, from the Engineering and Operations Department – Infrastructure Engineering Services Division regarding Fees Bylaw Amendment – Highway Use Permits and Pay Parking – Three Readings of Bylaw No. 3543.

Background

Fees Bylaw No. 3524 was adopted by Council on November 25, 2025. Council approved the 2026 provisional budget on January 20, 2026, which included an increase in Highway Use Permit (HUP) revenues via increased fees. This proposed amendment to the Fees Bylaw (**Attachment 1**) will enable this fee increase with a goal of discouraging long duration HUPs.

Additionally, at the March 31, 2026, Strategic Priorities Committee meeting, Council received a report on proposed pay parking program updates (**Attachment 2**) and approved an update to pay parking rates. These updates have been included in the draft amendment bylaw.

Discussion

Highway Use Permit Fee Update

City of Port Moody Street Traffic and Public Places Bylaw, 1981, No. 1528 authorizes the General Manager of Engineering and Operations (City Engineer) to grant permission for persons to occupy portions of the City's road and sidewalk network, and boulevard space, to allow for construction, events, and other non-political initiatives. This permission is enacted through City Highway Use Permits (HUPs), which require applicants to outline the purpose of

their application; provide supporting designs, studies, and traffic control plans; provide proof of insurance; and pay fees and security deposits as appropriate.

In recent years, with increased development construction activity, the Engineering and Operations Department has updated HUP procedures to enhance regulation of traffic interruptions, particularly on Major Road Network (MRN) streets. The application process has also been modernized with online application forms and electronic payments via the City’s website. Often, multiple HUPs can be applied for or are underway on the same corridor, which requires coordination, scheduling, and monitoring by the City to try to mitigate or manage impacts to the travelling public and the movement of goods and services. This increased management and coordination of permits is commensurate with an increase in staffing effort.

Highway Use Permit fees are split into multiple categories. In order to better fund program costs and help encourage shorter duration or reduced number of HUPs, the following focused adjustments are proposed:

HUP Fee Category	Existing Fee	Proposed Fee
Major Road Network (MRN)	\$447.74 for the first week \$175.90 per week thereafter Minimum charge \$447.74	\$447.74 for the first week \$447.74 per week thereafter Minimum charge \$447.74
Local Road Network (LRN)	\$271.84 for the first week \$87.42 per week thereafter Minimum charge \$271.84	\$271.84 for the first week \$135.92 per week thereafter Minimum charge \$271.84
Commercial Bin on City Right-of Way, per week, MRN	\$447.74 for the first week \$175.90 per week thereafter	\$447.74 for the first week \$447.74 per week thereafter Minimum charge \$447.74
Commercial Bin on City Right-of Way, per week, LRN	\$447.74 for per week	no change
Residential Bin on City Right-of Way, per month	\$345.40	\$106.00
One day move-in/move-out moving truck permit	n/a	\$85.00

Per the above, fee increases are focused on additional weeks for MRN and LRN permits. The first week of charges remain unchanged to minimize impact to shorter term permits, which can include events, move-ins/outs, building maintenance, and other smaller projects. The fees for subsequent weeks are increased to provide less of a discount for longer permits – in recent years, some development projects have requested HUPs for a full year or more – this change would seek to encourage applicants to minimize the period that they impact City streets.

An additional fee category is added for one day move-in/move-out moving truck permits, these requests often involve reserving several on-street parking spaces for a moving truck and fees for weekly permits, particularly on MRN roads can be prohibitive. Similarly, the residential bin monthly permit has been reduced to reflect that most bins are located on boulevards or in street parking areas directly adjacent to the benefitting residential property.

Pay Parking Fee Update

As outlined in **Attachment 2**, the proposed pay parking rate and on/off-season amendments were developed based on data collected and feedback received from users and nearby businesses through the first year of the pay parking program. The goal of the changes is to support parking availability and turnover with an 85% occupancy target.

Other Option(s)

1. THAT the report dated April 28, 2026, from the Engineering and Operations Department – Infrastructure Engineering Services Division regarding Fees Bylaw Amendment – Highway Use Permits and Pay Parking – Three Readings of Bylaw No. 3543 be received for information.
2. THAT Council direct staff to report back on other options for Highway Use Permit fees.

Financial Implications

Based on the volume of HUPs issued in recent years, it is anticipated that this adjustment will generate an increased amount of revenue, targeted at \$50,000 in the 2026 provisional budget. Changes to the pay parking rates are anticipated to result in similar revenues to 2025.

Communications and Public Engagement Initiatives

There are no communications or public engagement initiatives associated with the recommendations in this report.

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; and
- Strategic Goal 3.2 – Provide safe, efficient, and accessible transportation options.

Attachment(s)

1. Draft City of Port Moody Fees Bylaw, 2025, No. 3524, Amendment Bylaw No. 2, 2026, No. 3543.
2. Report considered at the March 31, 2026, Strategic Priorities Committee meeting – Pay Parking Update.

Report Author

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Report Approval Details

Document Title:	Fees Bylaw Amendment – Highway Use Permits and Pay Parking – Three Readings of Bylaw No. 3543.docx
Attachments:	- Attachment 1 - Draft City of Port Moody Fees Bylaw, 2025, No. 3524, Amendment Bylaw No. 2, 2026, No. 3543.pdf - Attachment 2 - Report considered at the March 31, 2026, Strategic Priorities Committee meeting - Pay Parking Update.pdf
Final Approval Date:	Apr 15, 2026

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

Paul Rockwood, General Manager of Finance and Technology - Apr 14, 2026

Anna Mathewson, City Manager - Apr 15, 2026