



City of Port Moody

Report/Recommendation to Council

Date: October 23, 2019
Submitted by: Finance and Technology Department – Financial Services Division
Subject: 2020 Fees Bylaw

Purpose

To present the proposed 2020 Fees Bylaw for consideration.

Recommended Resolution(s)

THAT City of Port Moody Fees Bylaw, 2019, No. 3213 be read a first time as recommended in the report dated October 23, 2019 from the Finance and Technology Department – Financial Services Division regarding 2020 Fees Bylaw.

THAT Bylaw No. 3213 be read a second time.

THAT Bylaw No. 3213 be read a third time.

Background

Draft City of Port Moody Fees Bylaw, 2019, No. 3213 (**Attachment 1**) has been prepared with input from all departments and is attached for Council's review. If adopted, Bylaw No. 3213 would repeal Bylaw No. 3172 and all subsequent amendments.

Discussion

Each department has reviewed their fees for reasonability and comparability against other municipalities. Some fees remained the same as 2019 rates, but in most cases, the fees were adjusted to reflect a 3% cost of living increase with rounding.

The following fees contained adjustments in exception to the statement above.

Business Licence and Bylaw Enforcement:

A new fee was created for a **Vehicle for hire** licence (**Attachment 1** page 5). Staff have identified the need to have a different fee structure for vehicles for hire such as taxis. The proposed fee of \$75 per vehicle permitted to operate in Port Moody under Provincial Licence is consistent with other municipalities in the region such as Coquitlam and Port Coquitlam.

Planning and Development:

A new fee was implemented for **Exchanging Forms of Payment – Letter of Credit or Bond** (**Attachment 1** page 12). On occasion, developers/builders will pay in one format (such as

cash) and then want to exchange that cash at a later date for a Letter of Credit or Bond. As this process incurs approximately four hours of staff time, a fee of \$200 should be implemented to recover the costs of this option.

A new fee was created for **Liquor Licence Application or Amendment, Staff Review (Attachment 1 page 13)**, in the amount of \$50 to recover costs as indicated in the City Review of Liquor Licence Applications.

A new fee was created for the **Digital Transfer of Documents or Plans (Attachment 1 page 13)**, in the amount of \$20 to recover cost for the new service to be able to provide digital copies of City records.

The fee for **Tree Replacement Security (Attachment 1 page 14)** was increased from \$300 to \$600 as the existing cost did not cover the cost of purchasing replacement trees or the staff time required to install the tree. This fee is also comparable to the same fees in neighbouring municipalities.

The **Pre-application Review Fee (Attachment 1 page 14)** was increased from \$540 to \$1,000 to better reflect staff time needed to review applications and new Council review component involved with these applications.

A new category was created in the Development Permit section, called Environmentally Sensitive Areas, **Hazardous Lands (1 single-family lot) (Attachment 1 page 15)**. This was an existing fee under Environmentally Sensitive Areas, but more detail was added for clarity.

A new fee was created for the **Legal Review of an Air Space Parcel Subdivision (Attachment 1 page 15)**. The fee is set at cost, and was required to recover the City's legal costs to review air space parcel subdivisions.

Sustainability:

New fees were created for **Electric vehicle charging (Attachment 1 page 17)** per the following resolution:

RC19/433

THAT the electric vehicle charging fees be incorporated in the 2020 Fees Bylaw as recommended in the report dated September 17, 2019 from the Planning and Development Department – Policy Planning Division regarding electric vehicle charging fees.

The fees are \$0.034 per minute for the first four hours of Level 2 electric vehicle charging, \$0.083 per minute over four hours, and \$0.0267 per minute of DC Fast electric vehicle charging.

Fire Rescue:

A new fee was created for **Retrieval of Routinely Available Information – Incident Reports and Investigation Reports**, \$100 and \$200 respectively (**Attachment 1 page 21**). The Legislative Services Division routinely provides Fire Incident and Investigation Reports as part of its *FIPPA* program. As this information is routinely made available, the City may choose to charge for these reports as a fee-for-service outside of the *FIPPA* fee schedule. This provides

the public with greater certainty in terms of the amounts charged. This practice and proposed fees are in line with other municipalities.

Operations:

Net Solid Waste charges are decreasing by 1.2% for 2020, resulting in a \$5 reduction for a residential property (**Attachment 1** page 25).

Two new fees were created for transparency and clarity in regards to potential sewer servicing agreements with neighbouring municipalities who are also members of the Greater Vancouver Sewerage & Drainage District. Categories were created for **Non-Port Moody Residential (with Sewer Agreement)** (**Attachment 1** page 26) and **Non-Port Moody Institutions with Metro Vancouver/City of Port Moody Service Agreements** (**Attachment 1** page 27). These rates have been calculated without Metro Vancouver components at 57.7% of Port Moody residential sewer charges.

At the October 15, 2019 Finance Committee meeting, the following resolution was carried:

FC19/078

THAT the 2020-2024 Utilities Five-Year Financial Plan be approved with revised Metro Vancouver charges incorporated once available as recommended in the report dated September 13, 2019 from the Finance and Technology Department – Financial Services Division regarding Draft 2020-2024 Utilities Financial Plan;

AND THAT the proposed 2020 fees for the Water, Sewer, and Solid Waste Utilities be included in the 2020 Fees Bylaw with revised Metro Vancouver charges incorporated once available.

On October 15, 2019, Metro Vancouver’s Board of Directors shared a proposed 2020 Budget and 2020-2023 Financial Plan; the budget was approved on November 1, 2019. Staff have incorporated revised Metro Vancouver charges into the Utility budgets. As a result, Water rates will increase by 7.07%, and Sewer rates will increase by 3.42% in 2020. This translates to an increase in the residential rate for Water from \$432 in 2019 to \$463 (originally proposed at \$469) in 2020. The residential rate for Sewer will increase from \$332 to \$343 (originally proposed at \$354).

Community Services:

Council approved the Community Services fees at the June 25, 2019 Regular Council meeting. This amendment, No. 3199, will be included as part of Bylaw No. 3213, as Bylaw No. 3172 is repealed (**Attachment 1**, page 30). Bylaw No. 3213 also includes a correction to the curling fees, the need for which was identified in fall 2019 (**Attachment 1**, page 37).

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 2021 (**Attachment 1**, page 43).

Other Options

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 2020 Draft Five-Year Financial Plan.

Communications and Civic Engagement Initiatives

A variety of stakeholders have been considered in determining the proposed fees, including all City Departments and the Parks and Recreation Commission. Once adopted, Bylaw No. 3213 will be posted on the City website and appropriate rates will be communicated in the City's Happening Guide and Utility Newsletter.

Council Strategic Plan Objectives

Exceptional Service is achieved through continuous review of existing fees and ensuring that the fees reflect the most current cost of delivering services.

Attachment:

1. Draft City of Port Moody Fees Bylaw, 2019, No. 3213.

Report Author

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Manager of Financial Planning

Report Approval Details

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| Document Title: | 2020 Fees Bylaw.docx |
| Attachments: | - Attachment 1 - Draft City of Port Moody Fees Bylaw, 2019, No. 3213.pdf |
| Final Approval Date: | Nov 5, 2019 |

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

André Boel
General Manager of Planning and Development

Jeff Moi
General Manager of Engineering and Operations

Lesley Douglas
General Manager of Environment and Parks

Ron Coulson
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General Manager of Community Services

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