



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

Tyson Ganske
Manager of Financial Planning

Report Approval Details

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
Fire Chief

Kate Zanon
General Manager of Community Services

Virgelene Rutherford
Acting General Manager of Corporate Services

Rosemary Lodge
Manager of Communications and Engagement

Paul Rockwood
General Manager of Finance and Technology

Tracey Takahashi
Deputy Corporate Officer

Tim Savoie
City Manager



City of Port Moody

Bylaw No. 3213

A Bylaw to establish the 2020 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, 2019, No. 3213”.

2. Repeal

2.1 City of Port Moody Fees Bylaw, 2018, No. 3172 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. Effective Date

4.1 This Bylaw shall take effect upon its adoption.

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 ____, 2019.

Read a second time this ___ day of ____, 2019.

Read a third time this ___ day of ____, 2019.

Adopted this ___ day of ____, 2019.

D. Shermer
Corporate Officer

Fees are subject to rounding and applicable taxes.

I hereby certify that the above is a true copy of Bylaw No. 3213 of the City of Port Moody.

Dorothy Shermer
Corporate Officer

Fees are subject to rounding and applicable taxes.

Schedule “A”

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Fees are subject to rounding and applicable taxes.

Legislative Services Fees

Fee Name		\$
List of electors (First Copy free, Available only to Local Election Candidates)		28.80
Black and White Photocopies per page		0.40
Colour Photocopies per page		0.70
Electronic Media		Actual cost or minimum charge of \$20.60
Certified Copies per page		2.20
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		82.40
Each additional 15 minutes or portion thereof		20.60
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.

Business Licence and Bylaw Enforcement

Fee Name	\$
Business Licence Computer Printouts	21.00
Service Charge for Release of an Immobilized Vehicle	52.00
Business Licence Adjustments/Refunds Fee	29.00

Permits and Business Licences	\$
Vehicle Storage Permit	83.00
One-Day Business Licence	81.00
Sidewalk Use Permit	233.00
Sidewalk Use Permit Renewal	74.00
Businesses for Inter-municipal Program	165.00
Special Event Permit	211.00
Food Truck	620.00
Vehicle for hire	75.00 per vehicle

Nature of Business (Representative Examples)	\$
Secondary Suite	0.00

A licence is required for secondary suites, but there is no charge for this Fee.

Basic Licence Category	\$
• Home Occupation	134.00
• Bed and Breakfast	
• Home Daycare of 10 children or less	
• Residential Rental Unit	
• Detached Accessory Dwelling 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.

Business Licence and Bylaw Enforcement

Service Supply Level I		\$
• Car Wash Detailing	268.00	
• 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 232.26 square metres (2,500 sq. ft.)		
• Smoking Club		
Service Supply Level II		\$
• Room Rental (11 to 30 rooms)	407.00	
• Retail/Commercial/Industrial from 232.35 square metres to 464.5 square metres (2,501 to 5,000 sq. ft.)		
Service Supply Level III		\$
• Automobile Service Station Pumps	534.00	
• ATMs		
• Vending machines (more than 10 machines)		
• Room Rental (30 to 50 rooms)		
• Daycare Centre of 11 children or more		
• Retail/Commercial/Industrial from 464.61 square metres to 929.03 square metres (5,001 to 10,000 sq. ft.)		
Service Supply Level IV		\$
• Licenced Liquor Primary	2,678.00	
• Financial Institutions		
• Room Rental (more than 50 rooms)		
• Fireworks		
• Marinas		
• Social Escort Service or Body Work Parlours		
• Retail/Commercial/Industrial over 929.03 square metres (10,000 sq. ft.)		

Fees are subject to rounding and applicable taxes.

Animal Control

Licences		\$
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)		78.00
*A discount will be allowed if paid on or before February 1 st of each year.		70.00
Dog Licence Fee – Male/Female (neutered/spayed)		50.00
*A discount will be allowed if paid on or before February 1 st of each year.		45.00
Dog Licence Fee – Aggressive		258.00
Dog Licence Fee – Vicious		530.00
Replacement of Lost Tag		16.00
Kennel Licence (for which a person shall be considered having same if said person possesses four or more dogs in lieu of individual Fees)		232.00
Impoundment Fees		\$
Licensed Dog Impoundment:		
First Impoundment		76.00
Second Impoundment		111.00
Third Impoundment		159.00
All subsequent Impoundments		301.00
Maintenance Cost per day or part thereof		16.00
Unlicensed Dog Impounded: (other than vicious dog)		
First Impoundment		132.00
Second Impoundment		153.00
Third Impoundment		253.00
All subsequent Impoundments		402.00
Maintenance Cost per day or part thereof		16.00
Aggressive Dog Impounded		
First Impoundment		370.00
Second Impoundment		745.00
All subsequent Impoundments		1,495.00
Maintenance Cost per day or part thereof		32.00
Vicious Dog Impounded:		
First Impoundment		2,010.00
Second Impoundment		3,930.00
All subsequent Impoundments		8,010.00
Maintenance Cost per day or part thereof		60.00
Cat at Large Impounded:		
First and subsequent Impoundments		88.00
Maintenance Cost per day or part thereof		16.00
Impoundment of any domestic animal (not previously described)		76.00
Pathological Waste Disposal		
Disposal of pathological waste, including the dead bodies of any domestic animals.		
	Minimum charge	12.50

Fees are subject to rounding and applicable taxes.

Sign Permits

Fee Name	\$
Minimum Permit Application Fee	98.00
Temporary Banner and Portable Signs	87.00
Signs Requiring Planning Review Only	159.00
Signs Requiring Building and Planning Review (i.e. Freestanding and Fascia signs)	243.00
Portable Freestanding Sign Permit	127.00
Portable Freestanding Sign Renewal Fee	29.00
Sign Recovery Fee	29.00
Minor Amendment to Development Permits for Signage	172.00

Fees are subject to rounding and applicable taxes.

Plumbing Permit Fees

Fee Name	\$
Fixtures, roughed in each	31.00
Minimum	76.00
<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	76.00
Underground sewer lines – 30 metres or part thereof	76.00
For each additional 30 metres or part thereof (first two inspections only)	36.00
Underground water lines over 2" diameter – per 30 metres or part thereof	76.00
For each additional 30 metres or part thereof	36.00
New Water line installation or replacement to existing building or service – 2" diameter or less	76.00
For each additional 30 metres or part thereof	36.00
Underground fire service lines – first two inspections per 30 metres or part thereof	216.00
For each additional 30 metres or part thereof	36.00
Re-inspection Fee	116.00
Fire Sprinkler Heads – first 20 heads, per head	8.00
Minimum Fee	76.00
Each additional head	3.00
No Fixtures – for installation alterations or remodeling of soil, waste, or drainage piping where no fixtures are installed – for each 10 metres or piping installed, or portion thereof	76.00
Kitchen Extinguishing System (NFPA 96 1254.6) – Inspection and Permit	422.00
Swimming Pools – installation of swimming pool supply and drainage lines, including backflow preventer, sump, and sewer branch line	191.00
Minimum Plumbing Permit Fee	76.00
Backflow Prevention Assembly Test Report Fee	31.00

Fees are subject to rounding and applicable taxes.

Building Fees

Building Permit Fees		\$
<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	142.00
5,001-20,000		19.60
	plus base amount of	142.00
20,001-50,000		13.40
	plus base amount of	436.00
50,001-500,000		10.30
	plus base amount of	838.00
500,001 and over		9.30
	plus base amount of	5,473.00
Masonry Fireplace/Chimney (includes inspection)		99.00
Building Moves		\$
Moving Building or Structure		390.00
Inspection Fee for examination of a building to be moved		233.00
Additional inspection Fee if inspection exceeds 2 hours		87.00
Temporary Building		233.00
Prior to permit issuance for a building move within the City, the owner of 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.		25,000.00
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.		10,250.00
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		600.00

Fees are subject to rounding and applicable taxes.

Building Fees

Waste Management Fee – Demolition			\$
Buildings and Structures Square Footage of Building(s)	\$		Maximum Refund \$
0-2,000	1,145.00		845.00
2,001-5,000	2,280.00		1,980.00
5,000-20,000	5,700.00		5,400.00
Over 20,000	11,400.00		10,900.00
*Replaces Demolition Permit Fees			

Microfilming/Scanning		\$
Residential Alteration under \$5,000		30.00
Single- or two-family residential construction		60.00
<i>All other types of construction 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 microfilming Fees will be waived.</i>		
0-500,000 construction value		87.00
501,000-1,000,000		116.00
1,001,000-3,000,000		179.00
3,001,000-5,000,000		233.00
5,001,000-10,000,000		500.00
10,000,001 and over		730.00

Plan Processing Fees		\$
Building permits involving additions or alterations to existing buildings 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 plan processing Fees will be waived.		142.00
Building permit to construct new single- or two-family dwellings		554.00
Building Permit to construct other than single- or two-family dwelling, a Fee equal to 50% of estimated permit Fee		
	Minimum	554.00
	Maximum	4,540.00
<i>(Plan processing Fee will be credited to Building Permit Fee at Building Permit issuance, but is non-refundable if permit is not issued.)</i>		

Fees are subject to rounding and applicable taxes.

Building Fees

Building Miscellaneous		\$
Building Permit Renewal Fee – based upon value of work to be completed where construction has started (minimum Fee)		132.00
Rechecking of Building Plans as a result of revisions to approved drawings by owner or owner's agent		132.00
Fee Reduction – Professional and Field Review reduction in cost of permit		2.5%
Building/Plumbing Permit Adjustments/Refunds Fee		28.00
Review of Plans for Liquor Licence Occupant Load		92.00
Transfer of Permit Fee		74.00
Re-inspection Charge (more than two inspections were necessary)		238.00
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:		75% 142.00
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		530.00
Extraordinary Inspection Charges		\$
Required permit inspections requested by applicant to be done after normal working hours are billed at an hourly rate based on time actually spent in conducting such inspection and including traveling time, at inspection charge of: (based on time actually spent in conducting such inspection and including travel time)		minimum 155.00/hr
Special Safety Inspection		1,195.00
Review by Building and Fire Departments of Alternative Solutions from Registered Professionals		655.00
Bonding Section of Building and Plumbing Administration Bylaw		\$
(Damage Deposits)		
Percent of Estimated Construction Cost		1.00%
Minimum		500.00
<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		75,000.00
Damage Bond for construction of new Single Detached Dwelling		7,500.00
Exchanging Forms of Payment - Letter of Credit or Bond		200.00

Fees are subject to rounding and applicable taxes.

Considered at the Regular Council Meeting Held on November 12, 2019

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Planning and Development

Planning and Development Miscellaneous		\$
Printing of Heritage Register		49.00
Address Changes (where possible)		515.00
Comfort letters related to zoning, building requirements, and other matters related to building or property use, including Fire Department records		350.00
Contaminated Site Profile Reviews		89.00
Restrictive Covenant Preparations or Modification (exclusive of legal and survey costs)		At cost
Discharge processing of Restrictive covenants		319.00
Liquor Licence Application or Amendment – Staff Review Only		50.00
Liquor Licence Application or Amendment – Report to Council		129.00
Liquor Licence Application or Amendment – Processing Fee		2,250.00
Staff Attendance at Developer Information Meetings		237.00
Development Application Signs		At cost
Public Hearing Refund		1,030.00
Additional Public Hearing Fee		1,030.00
Street Name Changes (not on approved list)		433.00
Survey Certificate (copies)		26.00
Board of Variance Applications		500.00
Miscellaneous Bylaws or Documents per page		2.10
Land Title Searches		33.00
Digital Transfer of Documents or Plans		20.00
Scan Document Reproduction Fees (plans per text page)		7.20
Plans – first page (full size)		34.00
Subsequent pages		16.00
Building and Plumbing Code Bylaw		24.00
Business Licence Bylaw		32.00
Official Community Plan Bylaw		109.00
Sign Bylaw		21.00
Subdivision Servicing Bylaw		57.00
Zoning Bylaw		95.00
Architectural Review Fee, per review (for OCP, Zoning, Land Use Contract and form and character Development Permit, Heritage Alteration Permits)		\$100 per proposed residential unit up to a maximum of \$1,000
Landscape Review Fee, per review (for OCP, Zoning, Land Use Contract and form and character Development Permit, Heritage Alteration Permits)		\$100 per proposed residential unit up to a maximum of \$1,000
Scanning Fee – Rezoning, Land Use Contract Amendments, OCP Amendments, Development Permits, Temporary Use Permits (projects involving multiple applications will be charged only once)		200.00

Fees are subject to rounding and applicable taxes.

Considered at the Regular Council Meeting Held on November 12, 2019

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Planning and Development

Tree Removal Permits		\$
Tree Removal Permit (for single-family residential)		216.00
Tree Removal Permit		577.00
Tree Replacement Security (per tree)		600.00
Tree Removal Review		113.00
Planning Miscellaneous		\$
Temporary Use Permit		3,990.00
Site Alteration Permit		536.00 + 0.50 per m ³
Wireless Communication Facility Proposal Review		4,640.00
Property Information Requests		
	Under ½ hour	55.00
	For every additional hour	108.00
Pre-application Review		1,000.00
Heritage Applications		\$
Heritage Revitalization Agreement		5,800.00
Heritage Alteration Permit		
	Council Authorized	3,220.00
	Staff Authorized	474.00
Heritage Revitalization Tax Exemption Applications		
	Heritage Register Properties	108.00
	Non-Heritage Register Properties	556.00
OCP Amendment Applications		\$
OCP Amendment		5,090.00
OCP Amendment (when applied for in connection with a Rezoning or Land Use Contract Amendment)		1,570.00
Rezoning, LUC Amendment Applications		\$
Base Fee:		5,090.00
Plus:		
Residential Use		88.00/unit
Commercial Use, Industrial Use, Institutional Use		88.00/100m ² Gross Floor Area
Zoning Bylaw Text Amendment		5,090.00

Fees are subject to rounding and applicable taxes.

Planning and Development

Development Permit, Development Authorization Applications, North Shore Development Authorization, Development Variance Permit		\$
Minor Amendment to a Development Permit or Minor Development Permit		536.00
Development Permit Application Fee for Intensive Residential Development (RS1-S)		536.00
Development Permit – Environmentally Sensitive Areas, Hazardous Lands (1 single-family lot)		536.00
Development Permit – Environmentally Sensitive Areas, Hazardous Lands (more than 1 single-family residential lot)		4,190.00
Form and Character Development Permits:		\$
Base Fee:		4,190.00
Plus:		
Residential Use		88.00/unit
Commercial Use, Industrial Use, Institutional Use		88.00/100 m ² Gross Floor Area
Development Variance Permit		3,030.00
Subdivision Applications		\$
Fee Simple Subdivisions (Base Fee)		3,250.00
		plus 170.00 for each new lot
Bare Land Strata Subdivision (Base Fee)		3,250.00
		plus 170.00 for each new lot
Technical Subdivision (lot line adjustment/consolidation)		474.00
Air Space Parcel Subdivision (Base Fee)		3,250.00
		plus 170.00 for each new lot
Legal Review of Air Space Parcel Subdivision		At cost
Phased Strata Plan Approval		490.00
Non Phased Strata Plan City Covenant Sign Off		247.00
Form P Approval/Amendment		494.00
Strata Title Conversions		2,678.00
Preliminary Layout Review Extension Request		247.00

Fees are subject to rounding and applicable taxes.

Planning and Development

Development Review Fees	
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 (within Section 286 development areas)	3.5% of estimated construction costs <i>(at time of Servicing Agreement)</i>
Off-Site Engineering Review and Inspection Fee (Section 215A AND elsewhere in the City)	4% of estimated construction costs <i>(at time of Servicing Agreement)</i>
On-Site Engineering Review Fee	2% of estimated on-site construction costs <i>(at time of Servicing Agreement)</i>
Landscaping Review and Inspection Fee (Within 215A Area)	4% of estimated off-site construction costs 2% of estimated on-site construction costs <i>(at time of Building Permit)</i>
Landscaping Review and Inspection Fee (Outside 215A Area)	4% of estimated off-site construction costs 2% of estimated on-site construction costs <i>(at time of Building Permit)</i>
Environmental Compensation/Enhancement Review and Inspection Fee	2% of estimated on-site construction costs <i>(at time of Development Permit)</i>
Environmental Compensation/Enhancement Review and Inspection Fee	4% of estimated off-site construction costs <i>(at time of Development Permit)</i>

Fees are subject to rounding and applicable taxes.

Sustainability

Electric Vehicle Charging Fees		\$
Level 2 electric vehicle charging	First 4 hours	0.034 per minute
	Beyond 4 hours	0.084 per minute
DC Fast electric vehicle charging		0.267 per minute

Fees are subject to rounding and applicable taxes.

Cultural Services

Filming Permits		\$
First 2 days of filming (non-refundable)		360.00
Per day after first 2 days (to a maximum of \$1,500)		135.00
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		200.00
Street Performer Licence		25.00

Fees are subject to rounding and applicable taxes.

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Engineering Fees

Fee Name		\$
Multi-Family Parking Permit Fee		56.00
Highway Use Permit:		
Major Road Network		314.00 for the first week 134.00 per week thereafter Minimum charge 314.00
Local Road Network		180.00 for the first week 67.00 per week thereafter Minimum charge 180.00
Highway Use Permit – “No Parking Sign” Rental		
2 signs		46.00
Additional signs		16.00 per sign
Highway Use Permit – Bin on City Right-of-Way Fee, per week		88.00
Road Closures		\$
Application		886.00
Right-of-Way Preparation, Modification, or Discharge Processing (exclusive of legal and survey costs)		1,133.00
Highway Encroachment Agreement Processing Fee		541.00
Highway Encroachment – Non Removable Anchor Encumbrance Fee (subject to Engineering approval)		211.00/anchor
Newspaper Box – Annual Administration and maintenance Fee		144.00/application
Late payment after due date – 10% of annual administration Fee/newspaper box		47.00
Damage deposit		52.00/newspaper box
Charge for a newspaper box that is seized due to violations of the Bylaw		134.00/newspaper box
Storage Fee for a seized newspaper box		6.00/day/newspaper box
Traffic Signal Legal Requests – Intersection Sequencing Letter Fee, per letter		288.00
Traffic Signal Legal Requests – Intersection Timing Sheet, per sheet		72.00
Designated Anchorage Area Fee, per night		13.00

Fees are subject to rounding and applicable taxes.

Financial Services

Fee Name	\$
Returned Item Fee	50.00
Interest on overdue accounts receivable invoices	1.5%/month
Re-bill Administration Fee	15%/billing
Minimum charge	43.00
Maximum charge	268.00
Mortgage Administration Fee – per folio	12.50
Tax and Utility Adjustments/Refunds Fee	25.00
Apportionment Fee	26.00 per folio
Tax Certificate Request	40.00
Realty Board Export Fee	225.00
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	82.40
Each additional 15 minutes or portion thereof	20.60
Other financial information where it is determined by the Department Head that research could involve staff time in excess of 15 minutes.	
First Hour	82.40
Each additional 15 minutes or portion thereof	20.60
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	82.40
Each additional 15 minutes or portion thereof	20.60
Statement of Financial Information	5.00
Encroachment Agreement Administrative Fee	650.00
Encroachment Agreement Administrative Fee for Agreement Renewals	325.00

Fees are subject to rounding and applicable taxes.

Fire-Rescue

Fire-Rescue Department	\$
Inspection Fees:	
Annual inspection Fee	Nil
First subsequent re-inspection	Nil
Second subsequent re-inspection	100.00
Third subsequent re-inspection	200.00
Fourth subsequent re-inspection	400.00
<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> (minimum of one hour)	100.00
Failure to attend an inspection	150.00
Unauthorized Silencing or Resetting of a Fire Alarm System	200.00
Fire Investigations	\$
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.	1,000.00
False Alarms	\$
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.	200.00
Fire alarm system has sounded more than two false alarms within a 12-month period.	200.00
Costs Incurred for Stand-By for Cables, Mains, Lines, or Ancillary Equipment Beyond 1 Hour	\$
Wages for each firefighter or portion thereof	100.00/hr
Fire Vehicles per hour or portion thereof	550.00/hr
Costs Incurred for Stand-By where no person has arrived to provide access or secure the premises within 45 minutes	\$
Wages for each firefighter or portion thereof	100.00/hr
Fire Vehicles per hour or portion thereof	550.00/hr
Damage to Fire-Rescue Apparatus	\$
Damage to Fire-Rescue apparatus as a result of non-compliance with this Bylaw or another Bylaw in the City	Actual Costs
Costs incurred for controlling and extinguishing fires where an individual is found to be responsible for such fire	\$
Wages per hour or portion thereof for each firefighter or person so employed	100.00/hr
Fire Vehicles per hour or portion thereof	550.00/hr
Fire Miscellaneous	\$
Review of Fire Safety Plans (which are required under the <i>BC Fire Code</i>)	100.00
Comfort letters related to Fire-Rescue Department Inspection Records	100.00
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	82.40
Each additional 15 minutes or portion thereof	20.60
Retrieval of Routinely Available Information – Incident Reports (per incident)	100.00
Retrieval of Routinely Available Information – Investigation Reports (per incident)	200.00

Fees are subject to rounding and applicable taxes.

Information Services

Fee Name	\$
11x17 – Colour Map (printed or PDF)	12.00
24x36 – Colour Map (printed or PDF)	27.00
36x48 – Colour Map (printed or PDF)	49.00
Legal Plans and Utility Record Drawings: TIFF/PDF format	2.10
Legal Plans and Utility Record Drawings: Full Set – Images and Index	48.00
Legal Plans and Utility Record Drawings: Custom Utility Drawing Search	48.00/hr (15-minute increments)
Digital/GIS Data	48.00/hr (15-minute increments)
Custom Mapping Product	48.00/hr (15-minute increments)

Fees are subject to rounding and applicable taxes.

Considered at the Regular Council Meeting Held on November 12, 2019

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Operations

Fee Name		\$
Access Use Permit		58.70
Back Flow Assembly Use Fee		124.00
Back Flow Assembly Deposit		422.00
Fire Hydrant Use Fees		\$
Fire Hydrant Deposit		633.00
Fire Hydrant Use Inspection Fee		221.00
Temporary Water Use for Construction or Irrigation		\$
Water Meter Deposit		633.00
Water Meter Set Up and Rental		113.00
Water Use Fee Current meter rate or flat rate of \$100.00 for first day and \$50.00 for each additional day, whichever is greater.		
Water Shortage Response Plan		\$
Permit to water new lawn or landscaping when Stage 1 or Stage 2 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).		42.20
Optional Extension Fee (One extension – valid for a cumulative period of 42 days calculated from date of issuance of the first permit)		27.80
Service Connection Fee for Water		\$
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		64.90
Turning on or off water service:		
During normal City work hours	First Hour	108.00
	each hour thereafter	Actual Cost
During non-working hours	First Hour	319.00
	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	108.00
	each hour thereafter	Actual Cost
During non-working hours	First Hour	319.00
	each hour thereafter	Actual Cost

Fees are subject to rounding and applicable taxes.

Operations

Service Connection for Sanitary Sewer		\$
Diameter of sanitary building sewer not exceeding 100mm		Actual Cost
Diameter of sanitary building sewer exceeding 100mm		Actual Cost
Inspection Fee		64.90
Sanitary Sewer Service Inspection Chamber Locating Fee:		
During normal City work hours	First Hour	108.00
	each hour thereafter	Actual Cost
During non-working hours	First Hour	319.00
	each hour thereafter	Actual Cost
Service Connection for Storm Sewer		\$
Diameter of storm building sewer not exceeding 100mm		Actual Cost
Diameter of storm building sewer exceeding 100mm but less than 150mm		Actual Cost
Inspection Fee		64.90
Storm Sewer Service Inspection Chamber Locating Fee:		
During normal City work hours	First Hour	108.00
	each hour thereafter	Actual Cost
During non-working hours	First Hour	319.00
	each hour thereafter	Actual Cost
Private Access Crossing		\$
Basic Permit and Inspection Fee		Actual Cost
Install culvert in ditch minimum 250mm diameter and 5m long		Actual Cost
	per metre	Actual Cost
Remove curb and refinish per metre		Actual Cost
Install sidewalk crossing per metre		Actual Cost
Street and Traffic		\$
New Sign and Post Installation		263.00
New Sign Installation		160.00
Concrete and Asphalt Administration Fee		160.00
Pavement Cut Restoration Fee		68.00 per m ²
	Minimum charge	211.00
Pavement Degradation Fee		10.50 per m ²
Light Shield Installation Request		252.00
Recovery for the Collection and Storage of Unauthorized Signs		\$
Up to 1.5m ² in area		108.00
	per week thereafter	52.50
Greater than 1.5m ² in area		211.00
	per week thereafter	108.00

Fees are subject to rounding and applicable taxes.

Operations

Solid Waste Billing and Payment of Charges				
<ul style="list-style-type: none"> 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 the last business day of March. 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. 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, with one penalty of 10%. 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. For all Detached Accessory Dwelling Units, a separate utility Fee is applied for solid waste services. Institutional (schools) Fees apply per property only (not per cart). Removal of Solid Waste, other than referenced above, is charged at Actual Cost. A \$50 Administrative charge applies to increasing cart sizes. A \$50 Administrative charge applies to two or more cart exchanges in a calendar year. Reimbursement costs for cart replacements or repairs, plus \$50 administrative Fee, may apply to stolen or damaged carts. Cardboard Bin Rental for ICI use is charged at Actual Cost inclusively. Per single dwelling unit with one garbage cart, Fee for additional Green Cart is reduced by 50%. 				
2020 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	\$115	\$41	\$233	\$12
With 120L Garbage Cart and 2 x 240L Green Waste	\$115	\$41	\$350	\$12
With 240L Garbage Cart and 240L Green Waste	\$199	\$41	\$233	\$12
With 240L Garbage Cart and 2 x 240L Green Waste	\$199	\$41	\$350	\$12
Second Utility (double carts) with 2 x 120L Garbage Carts	\$230	\$82	\$466	\$24
Second Utility (double carts) with 1 x 120L & 1 x 240L Garbage Carts	\$314	\$82	\$466	\$24
Second Utility (double carts) with 2 x 240L Garbage Carts	\$398	\$82	\$466	\$24
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	\$115	\$41	\$116	\$12
Single- or Multi-Family Dwelling Unit with 240L Garbage Cart	\$199	\$41	\$116	\$12
Multi-Family Centralized Residential	Garbage	Waste Management Fee	Green Waste	Glass
	Bi-Weekly	Weekly	Weekly	Monthly
Per Residential Dwelling Unit	\$115	\$26	\$47	\$7
Commercial (ICI) Charges	Garbage	Recycling	Green Waste	
	Weekly	Weekly	Weekly	
ICI Premises Centralized	\$172	\$160	\$233	
ICI Premises 240L Cart	\$300	\$160	\$233	
ICI Premises 360L Cart	n/a	\$238	n/a	

Fees are subject to rounding and applicable taxes.

Operations

Sanitary Sewer Billing and Payment of Charges	
a)	The flat rate charges shall be billed annually, in advance, and shall be due and payable on the last day of February, or the next business day if this falls on a weekend/holiday. 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 the last business day of March.
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.
c)	Any user charges which remain unpaid on December 31 st shall be deemed to be taxes in arrears and shall promptly be so entered on the tax roll by the Collector.
d)	Upon application for a Building Permit to construct a single-family principal building upon a property and when such building use is subject to a flat rate charge, the applicant shall prepay the flat rate assessment for the remaining portion of the year, calculated from the first day of the third month following the date of the Building Permit application.
e)	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.
f)	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.

Sanitary Sewer Flat Rate Charges Annual Charge		\$
Residential		
Single-Family Dwellings		343.00
Apartments, Townhouses, and Row houses – per unit		343.00
Detached Accessory Dwelling Units (i.e. Laneway house) – per unit		343.00
Suites (in private dwellings or commercial premises) – per unit		343.00
Commercial		
Offices and Stores – per business unit		369.00
Restaurants, Cafes, and Coffee Shops – per business unit		633.00
Service Stations and Garages – per business unit		634.00
Private Clubs – per business unit		1,079.00
Salon, Spa, Barbershop		369.00
Warehouses – per business unit		369.00
Institutional		
Churches and Public Halls		369.00
Unclassified		
Any users not provided for in the above classifications		369.00
Non-Port Moody Residential (with Sewer Agreement)		
Per dwelling unit (Single-Family, Apartment, Townhouse, Row house, Detached Accessory Dwelling, or Suite in either private dwelling or commercial premises)		198.00

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 \$2.13 per 100ft³ for non-Metro Vancouver waste discharge permit holders
- The rate of \$1.23 per 100ft³ 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 & Drainage District Sewer use Bylaw No. 299, 2007 (as amended).

The minimum quarterly charge for Sewer shall be \$298.00 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

Waterworks Billing and Payment of Charges	
a)	The flat rate charges shall be billed annually, in advance, and shall be due and payable on the last day of February, or the next business day if this falls on a weekend/holiday. 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 the last business day of March.
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.
c)	Any user charges which remain unpaid on December 31 st shall be deemed to be taxes in arrears and shall promptly be so entered on the tax roll by the Collector.
d)	Upon application for a Building Permit to construct a single-family principal building upon a property and when such building use is subject to a flat rate charge, the applicant shall prepay the flat rate assessment for the remaining portion of the year, calculated from the first day of the third month following the date of the Building Permit application.
e)	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.
f)	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.

Waterworks Flat Rate Charges Annual Charge		\$
Residential		
Single-Family Dwellings		463.00
Apartments, Townhouses, and Rowhouses – per unit		463.00
Detached Accessory Dwelling Units (i.e. Laneway house) – per unit		463.00
Suites (in private dwellings or commercial premises) – per unit		463.00
Commercial		
Offices and Stores – per business unit		463.00
Restaurants, Cafes, and Coffee Shops – per business unit		996.00
Service Stations and Garages – per business unit		996.00
Private Clubs – per business unit		990.00
Salon, Spa, Barbershop		463.00
Warehouses – per business unit		463.00
Institutional		
Churches and Public Halls		249.00
Unclassified		
Any users not provided for in the above classifications		463.00

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 \$3.05 per 100ft³.

The minimum quarterly charge for Water shall be \$427.00 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.

Fees are subject to rounding and applicable taxes.

Community Services

General

Policy

The City of Port Moody charges Fees for services provided by the Community Services Department. Fees are charged for recreation programs, use of City fields, and rental of facilities.

Fees may be changed without notice and shall be reviewed on a yearly basis and/or on an “as required” basis.

Criteria for the Establishment of Fees and Charges

The Fees and charges for each recreation service may be based on one or more of the following:

- staff costs;
- materials, supplies, and equipment costs;
- direct maintenance and repair costs;
- cost recovery ratios established for the facilities;
- comparable charge rates for similar services offered by commercial outlets and other municipal organizations;
- status of the user or group of users as to their residence requirements; and/or
- financial ability of the user or group of users to pay for leisure services.

Within the constraints of the established Fees and charges, the Community Services Department may adjust those Fees and charges relating to general recreation programs in order to reflect the increases or reductions in the cost of such services as they occur.

Effective Dates

The proposed rates are in effect January 1, 2020 to December 31, 2020 unless otherwise noted.

Fees are subject to rounding and applicable taxes.

Community Services

Recreation Programs

Program Fees and Charges

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.

Subsidized program services may be provided to a specific population such as youth and seniors.

Access Pass and Fee Reduction for Programs

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.

Provincial and National Ranked Athletes

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.

Refund Policy

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. Refunds for programs paid by cash or debit will be issued in the form of a cheque mailed out to the participant once the refund request has been processed.

Withdrawal Fee

A withdrawal Fee of \$10.00 will be charged to anyone who withdraws from a program less than 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.

Fees are subject to rounding and applicable taxes.

Community Services

Rental Facilities

Priority Use of Recreation Facilities

Local civic and non-profit community groups with five years of continuous operation in a given facility.

Community Services Department sponsored and co-sponsored programs and events.

Local civic and non-profit community activities.

Local community activities of a commercial nature.

Private individual, group, or commercial rentals.

Free Use of Parks and Recreation Facilities

All programs and activities co-sponsored by the Community Services Department.

All regular, general, or executive meetings of the recognized Port Moody Community Associations being: Glenayre, Pleasantide, Moody Centre, Heritage Mountain Community Association, Heritage Mountain Chinese Community Association, and College Park.

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.

Pleasantide Community Association's use of Old Orchard Hall and contents.

Glenayre Community Association's use of Glenayre Centre and contents.

Community Rental Rate Policy

Recognized Port Moody Community organizations will be eligible for the Community rental rates for the following purposes:

- Fundraising events to assist the development of the organization within the community.
- Fundraising events to be used for charitable purposes.
- Meetings and social functions.

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.

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.

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 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 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 by mail 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 arena, field tournaments, and 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 \$44.00 for each hour, \$22.00 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)							
		2020			2021		
LOCATION	Capacity	Community Groups	Private	Commercial	Community Groups	Private	Commercial
RECREATION COMPLEX							
Wellness Room	225-375	40.00	95.00	120.00	40.00	95.00	120.00
Multipurpose 2	50	17.00	34.00	50.00	17.00	34.00	50.00
Multipurpose 3	20	12.00	20.00	30.00	12.00	20.00	30.00
Party Room	40	29.00	34.00	N/A	29.00	34.00	N/A
Art Show Wellness Room					30.00		
Art Show Multipurpose 2					10.00		
KYLE CENTRE							
Activity Room	75-110	17.00	34.00	50.00	17.00	34.00	50.00
Clean Craft	25	12.00	20.00	30.00	12.00	20.00	30.00
Dance Room	125-220	22.00	50.00	80.00	22.00	50.00	80.00
Lounge	40	17.00	34.00	50.00	17.00	34.00	50.00
Rock and Gem Club Rate		0.45			0.50		
Kyle Centre Whole – NEW		50.00	95.00	180.00	50.00	95.00	180.00
Rock and Gem Show		N/A	N/A	35.00	N/A	N/A	35.00
GLENAYRE CENTRE							
Meeting Room	100	20.00	38.00	50.00	20.00	38.00	50.00
HERITAGE MOUNTAIN COMMUNITY CENTRE							
Main Hall	80-100	20.00	38.00	50.00	20.00	38.00	50.00
Meeting Room	20	12.00	20.00	30.00	12.00	20.00	30.00
CIVIC CENTRE							
Brovold Room	25	17.50	35.00	50.00	17.50	35.00	50.00
Parklane Room	20	12.00	20.00	30.00	12.00	20.00	30.00
Parkview Room	25	17.50	35.00	50.00	17.50	35.00	50.00
Note:							
<ul style="list-style-type: none"> Meetings are a minimum 2-hour booking. Socials are a minimum 4-hour booking. If a meeting or activity occurs after regular office hours, then an extra staffing Fee of \$30.00/hr applies (minimum 4-hr shift if building is closed). Capacity is based on type of seating (boardroom or theatre style). Full refund for cancellations made in writing five (5) business days or more prior to the date of the rental. 							

OLD ORCHARD HALL – Main Room and Kitchen (Capacity 125)						
	Rate 2020			Proposed Rate 2021		
	2-Hour	4-Hour	15-Hour 10:30am-1:30am	1-Hour	4-Hour	15-Hour 10:30am-1:30am
Community Rate	89.60	315.50	399.85	45.00	160.00	399.85
Private Rate	182.65	562.20	925.00	95.00	370.00	925.00
Commercial Rate	242.20	709.40	1,256.05	200.00	785.00	1,500.00
<ul style="list-style-type: none"> Full refund for cancellations made in writing five (5) business days or more prior to the date of the rental. 						

Fees are subject to rounding and applicable taxes.

Community Services

ARENA – ICE RENTALS		
PRIME TIME	Aug 1/19-Jul 31/20 Hourly Rate	Aug 1/20-Jul 31/21 Hourly Rate
Monday to Friday inclusive: 6:00pm-12:00am	301.65	304.65
Saturday and Sunday: 8:00am-2:00am	301.65	304.65
NON-PRIME TIME		
Monday to Friday inclusive: 12:00am-8:00am	191.50	193.40
Saturday and Sunday: 2:00am-8:00am	191.50	193.40
Monday to Friday inclusive: 8:00am-6:00pm	150.90	152.40
Local Schools	101.35	102.35
Non-profit Community (Minor Hockey/Figure Skating)	126.15	127.40
Junior B Hockey Club	153.90	155.45
Private Rental – Summer Ice	181.75	181.75
Note:		
<ul style="list-style-type: none"> Tournament/Special Event Damage Deposit: \$250.00/day (max \$500.00 per event). 		

ARENA and CURLING RINK – DRY FLOOR RENTALS		
ACTIVITIES	Aug 1/19-Jul 31/20	Aug 1/20-Jul 31/21
Non-profit/Community (i.e. minor lacrosse and local schools) (hourly)	46.20	46.65
Jr. B/Intermediate Lacrosse (hourly)	49.55	50.05
Private/Commercial (i.e. men's ball hockey, men's lacrosse) (hourly)	98.40	99.40
Non-Sport (i.e. Convention, Trade shows) (daily)	Arena 1: 1,389.00 Arena 2: 1,589.00	Arena 1: 1,389.00 Arena 2: 1,589.00
Non-profit Community Sports (based on 16 hr/day)	594.35	612.20
Non-profit Community (hourly)	54.60	To be removed
Non-profit Non-Port Moody Minor (hourly)	64.20	64.85
Private/Commercial Sports (based on 16 hr/day)	1,433.60	To be removed
Private/Commercial Non-Sport (hourly)	103.65	104.70
Note:		
<ul style="list-style-type: none"> Tournament and Special Event Damage Deposit: \$250.00/day (max \$500.00 per event). 		

Fees are subject to rounding and applicable taxes.

Community Services

ARENA ADMISSIONS		
SINGLE PUBLIC SKATE ADMISSIONS	Aug 1/19-Jul 31/20	Aug 1/20-Jul 31/21
Adults (18-59)	4.49	4.55
Children (12 and under)	2.27	2.30
Teens (13-17)	3.43	3.45
Seniors (60 and over)	3.43	3.45
*Family skate (each member)	2.53	2.55
Parent and Tot (1 child)	4.49	4.55
Drop-in Hockey	6.03	6.10
Skate Rentals	3.50	3.50
Skate Sharpening	5.35	5.35
Helmet Rentals	2.25	2.25
10 STRIP TICKETS	Aug 1/19-Jul 31/20	Aug 1/20-Jul 31/21
Adult Tickets	40.30	40.70
Children Tickets	18.18	18.35
Senior Tickets	30.96	31.25
Teen Tickets	30.96	31.25
Drop-in Hockey Tickets	53.18	53.70
Helmet Rental (10-punch pass)	17.70	17.70
Skate Rental (10-punch pass)	24.35	24.35

Fees are subject to rounding and applicable taxes.

Community Services

CURLING ICE RENTALS – CURLING RINK		
	Aug 1/19- July 31/20	Aug 1/20- July 31/21
League Rate 6:00pm-12:00 Midnight (per sheet, hourly)	35.50	35.50
Seniors, Juniors, and Schools prior to 6:00pm (per sheet, hourly)	16.50	16.50
Private Rate (per 2 hours)	100.00	100.00
Bonspiel Half Day (per booking)	365.00	365.00
Bonspiel 1 Day (per booking)	500.00	500.00
Bonspiel 2 Day (per booking)	900.00	900.00
Bonspiel 3 Day (per booking)	1,200.00	1,200.00

SPRING/SUMMER ICE RENTALS – CURLING RINK		
1-HR RENTAL	Aug 1/19- July 31/20	Aug 1/20- July 31/21
Figure Skating Club – Spring Ice	94.20	98.00
Private Rental – Spring Ice	175.65	182.75
School Rental – Spring Ice	73.75	75.25

Fees are subject to rounding and applicable taxes.

Community Services

ARTIFICIAL TURF FIELDS		
	Aug 1/19-July 31/20	Aug 1/20-July 31/21
Hourly Rate	Seasonal Use	Seasonal Use
Port Moody Adult Sports Group	40.65	41.45
Port Moody Minor Community Groups	16.80	17.15
Non-Port Moody Minor Sports group	18.85	19.25
Private (includes non-Port Moody adult)		50.00
Commercial		60.00
Skill Development Rate	25.00	25.25
Trasolini Practice Turf – Port Moody Minor Community Groups	3.05	3.10
Trasolini Practice Turf – Private Rate	25.25	25.25
Trasolini Practice Turf – Commercial Rate	30.60	31.20

Note:

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

INLET PARK and NORTH SHORE DIAMOND – LIGHT FEES (per hr) includes field rental Fee		
	Aug 1/19-July 31/20	Aug 1/20-July 31/21
Hourly Rate	Seasonal Use	Seasonal Use
Fall and Winter – Adult Sports Groups (primarily soccer for the period Sept-March) From 5:00pm	15.95	16.25
Spring and Summer – Adult Sports Groups (primarily softball) From 8:00pm	15.95	16.25
Tournaments and Special Events – Adults	15.95	16.25
Port Moody Minor Sports Groups	0.95	2.25
Non Port Moody Minor Sports Groups	1.40	3.15

Note:

- Grass and All Weather field rates apply outside of these hours.
- For Tournaments, a Damage Deposit of \$250.00 is required.

GRASS and ALL WEATHER FIELD BOOKINGS No LIGHTS (per hr)		
Fee Per Hour	Aug 1/19-July 31/20	Aug 1/20-July 31/21
Port Moody Minor Sports Groups	0.90	1.10
Non-Port Moody Minor Sports Groups	1.35	1.55
Port Moody Adult Sports Groups	2.50	2.70
Non-Port Moody Adult Sports Groups	3.60	3.80
Skill Development Rate	10.70	11.15
Private Rate	16.05	16.70
Commercial Rate	21.40	22.25

Fees are subject to rounding and applicable taxes.

Community Services

CONCESSION AREA BOOKINGS (Heritage Woods and Aspenwood Fields only)		
	Aug 1/19-July 31/20	Aug 1/20-July 31/21
Rate per event	91.50	91.50
Note:		
<ul style="list-style-type: none"> Damage Deposit of \$250.00 is required. 		

NORTH SHORE HIGH SCHOOL RUNNING TRACK RENTALS		
Rate per day or portion thereof	Aug 1/19-July 31/20	Aug 1/20-July 31/21
Track and Special Events	36.55	36.55
Port Moody Minor Sports Groups and Schools	No charge	No charge

COMMERCIAL BOOT CAMP FIELD BOOKINGS	
	2020
Rate per class	28.90

ROCKY POINT BOAT LAUNCH LAUNCHING FEES	
	2020
Commercial – Annual	513.35
Port Moody Resident – Annual	169.15
Non-resident – Annual	296.75
Service Charge for replacement passes	23.80
Daily Pass	21.10
Designated Anchorage Area Fee (per night)	12.50

PCT PERFORMANCE STAGE		
	2020	2021
2-hour booking	121.60	150.00
Note:		
<ul style="list-style-type: none"> Damage Deposit of \$250.00 is required. 		

QUEENS STREET PLAZA	
	2020
6-hour booking	
Commercial	250.00
Moody Centre Business Association (booking managed by Moody Centre Business Association with no staff support)	No Fee
Non-Profit Organization	No Fee
Note:	
<ul style="list-style-type: none"> Damage Deposit of \$250.00 is required for all bookings. 	

TOWN CENTRE TENNIS COURTS	
	2020
Port Moody Tennis Club	\$3.00 per hour, per court

Fees are subject to rounding and applicable taxes.

Community Services

AQUATICS – ADMISSION CHARGES		
PLEASURE SWIM ADMISSIONS		2020
Adults (18-59)		4.35
Children (12 and under)		2.70
Teens (13-17)		3.35
Seniors (60 and over)		3.35
Family Rate (per person)		2.85
10 STRIP TICKETS		
Adults		28.15
Children		18.10
Teens		20.10
Seniors		20.10
SEASON'S PASSES		
(Season's pass based upon 2.5 visits per week for 8 weeks at regular rate)		
Adults		53.15
Seniors		40.20
POOL RENTALS PER HOUR		2020
Private (plus staff)		134.00
School Board/Community Groups (plus staff)		55.15
Swim Club		11.75
SUMMER PASS		
		2020
Children/Youth		20.00
RECREATION COMPLEX GYM FLOOR		
SPORTS ACTIVITIES		2020
1-hr rental	Half Gym	Full Gym
Non-profit and Community	39.85	66.30
Private	80.85	136.10
Commercial	121.90	205.00
PICNIC SHELTERS		
WEEKDAYS (Monday to Friday)		2020
10:00am to 2:30pm OR 3:30pm to 8:00pm	Rocky Point	Old Orchard
1-50 people	Side A or B: 79.70	79.70
51-125	Entire Shelter: 159.25	159.25
126+	Entire Shelter: 289.05	N/A
WEEKENDS (Saturday/Sunday)		
1-50 people	Side A or B: 83.65	83.65
51-125	Entire Shelter: 167.25	167.25
126+	Entire Shelter: 303.60	N/A

Fees are subject to rounding and applicable taxes.

Community Services

MULTISPORT BOX	
SPORTS ACTIVITIES: 1-hr rental	2020
Port Moody Minor Community Groups	12.20
Non Port Moody minor sport groups	14.30
Port Moody Adult sport groups	18.40
Non Port Moody Adult sports groups (NEW)	20.20
Private	30.60
Commercial	35.70

FITNESS ADMISSIONS – Kyle Centre	
DROP-IN	2020
Adults (18-59)	4.60
Teens (13-17)	3.50
Students (18-25 with valid full-time student ID)	3.50
Seniors (60 and over)	3.50
1-MONTH AND/OR 10-VISIT SWIPE CARD	
Adults	40.45
Teens	29.75
Students	29.75
Seniors	29.75
3-MONTH	
Adults	93.15
Teens	76.50
Students	76.50
Seniors	76.50

Fees are subject to rounding and applicable taxes.

Community Services

FITNESS ADMISSIONS – Recreation Complex	
DROP-IN	2020
Adults (18-59)	5.35
Teens (13-17)	4.15
Students (18-25 with valid fulltime student ID)	4.15
Seniors (60 and over)	4.15
Family (per person)*	3.30
11-VISIT SWIPE CARD	
Adults	53.80
Teens	40.80
Students	40.80
Seniors	40.80
1-MONTH	
Adults	40.60
Teens	30.60
Students	30.60
Seniors	30.60
Family (per person)*	27.10
3-MONTH	
Adults	111.50
Teens	83.10
Students	83.10
Seniors	83.10
Family (per person)*	74.35
6-MONTH	
Adults	199.35
Teens	150.40
Students	150.40
Seniors	150.40
Family (per person)*	133.10
1-YEAR	
Adults	357.60
Teens	273.75
Students	273.75
Seniors	273.75
Family (per person)*	238.15
<p>*A family would be defined as 1 or 2 adults and children in the same household 13-18 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

INLET THEATRE AND CIVIC CENTRE GALLERIA RENTAL RATES (includes one technician)				
Types of Rates	2020		2021	
	Sun-Thurs	Fri-Sat	Sun-Thurs	Fri-Sat
Port Moody Community – per hour	101.00	101.00	103.00	103.00
Non-Port Moody Non-Profit – per hour	135.00	145.00	138.00	148.00
Cultural Performance – per hour	101.00	101.00	103.00	103.00
Commercial and Private – per hour	188.00	200.00	192.00	204.00
Commercial and Private 10 or more hours – per hour	155.00	165.00	158.00	168.00
Dark Day – per day	110.00	N/A	110.00	N/A
Rehearsal – per hour	77.00	77.00	79.00	79.00
Additional Technician – per hour	42.00	42.00	47.00	47.00
Front of House – per hour	27.00	27.00	28.00	28.00
DEFINITIONS				
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	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. OR 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. OR Port Moody arts related school presenting a recital.			
Commercial and Private	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.			
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">• Most bookings require two technicians.• 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.• 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.• 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.• Damage deposit for all other events is \$250.00/day up to a maximum of \$750.00.• Appropriate insurance Fees apply for all renters, additional insurance for host liquor liability and social events.• See booking and terms and conditions packages for full set of rules.				

Fees are subject to rounding and applicable taxes.