



City of Port Moody

Bylaw No. 3260

A Bylaw to amend City of Port Moody Fees Bylaw, 2019, No. 3213 to update Community Services Fees.

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, Amendment Bylaw No. 4, 2020, No. 3260”.

2. Amendments

- 2.1 City of Port Moody Fees Bylaw, 2019, No. 3213 is amended by replacing the Community Services section in Schedule A with the contents of Schedule A attached to and forming part of this Bylaw.

3. Attachments and Schedules

- 3.1 The following schedule is attached to and forms part of this Bylaw:
 - Schedule A – Community Services Fees.

4. Severability

- 4.1 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 8th day of September, 2020.

Read a second time this 8th day of September, 2020.

Read a third time this 8th day of September, 2020.

Adopted this ____ day of _____, 2020.

R. Vagramov
Mayor

D. Shermer
Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. 3260 of the City of Port Moody.

D. Shermer
Corporate Officer

Schedule A – Community Services Fees

Community Services

General
<p><u>Policy</u></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><u>Criteria for the Establishment of Fees and Charges</u></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">• 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. <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><u>Effective Dates</u></p> <p>The proposed rates are in effect January 1, 2021 to December 31, 2021 unless otherwise noted.</p>

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 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.

Community Services

Rental Facilities

Priority Use of Recreation Facilities

Local civic and non-profit community groups with five (5) 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, Pleasantside, 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.

Pleasantside 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; or
- 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.

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 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.

Community Services

ROOM RATES (hourly)							
		2021			2022		
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			30.00		
Art Show Multipurpose 2		10.00			10.00		
Lounge - NEW		17.00			17.00		
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		0.50			0.50		
Kyle Centre Whole		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 2021		Proposed Rate 2022	
	1-Hour	15-Hour 10:30am-1:30am	1-Hour	15-Hour 10:30am-1:30am
Community Rate	45.00	399.85	45.00	399.85
Private Rate	95.00	925.00	95.00	925.00
Commercial Rate	200.00	1,500.00	200.00	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. 				

Community Services

ARENA – ICE RENTALS		
PRIME TIME	Aug 1/20-Jul 31/21 Hourly Rate	Aug 1/21-Jul 31/22 Hourly Rate
Monday to Friday inclusive: 6:00pm-12:00am	304.65	304.65
Saturday and Sunday: 8:00am-2:00am	304.65	304.65
NON-PRIME TIME		
Monday to Friday inclusive: 12:00am-8:00am	193.40	193.40
Saturday and Sunday: 2:00am-8:00am	193.40	193.40
Monday to Friday inclusive: 8:00am-6:00pm	152.40	152.40
Local Schools	102.35	102.35
Non-profit Community (Minor Hockey/Figure Skating)	127.40	127.40
Junior B Hockey Club	155.45	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 1/20-Jul 31/21	Aug 1/21-Jul 31/22
Non-profit/Community (i.e. minor lacrosse and local schools) (hourly)	46.65	46.65
Jr. B/Intermediate Lacrosse (hourly)	50.05	50.05
Private/Commercial (i.e. men's ball hockey, men's lacrosse) (hourly)	99.40	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)	612.20	612.20
Non-profit Non-Port Moody Minor (hourly)	64.85	64.85
Private/Commercial Non-Sport (hourly)	104.70	104.70
Note: <ul style="list-style-type: none"> Tournament/Special Event Damage Deposit: \$250.00/day (max \$500.00 per event). 		

Community Services

ARENA ADMISSIONS		
SINGLE PUBLIC SKATE ADMISSIONS	Aug 1/20-Jul 31/21	Aug 1/21-Jul 31/22
Adults (18-59)	4.55	4.55
Children (12 and under)	2.30	2.30
Teens (13-17)	3.45	3.45
Seniors (60 and over)	3.45	3.45
*Family skate (each member)	2.55	2.55
Parent and Tot (1 child)	4.55	4.55
Drop-in Hockey	6.10	6.10
Skate Rentals	3.50	3.50
Skate Sharpening	5.35	5.35
Helmet Rentals	2.25	2.25
10 STRIP TICKETS	Aug 1/20-Jul 31/21	Aug 1/21-Jul 31/22
Adult Tickets	40.70	40.70
Children Tickets	18.35	18.35
Senior Tickets	31.25	31.25
Teen Tickets	31.25	31.25
Drop-in Hockey Tickets	53.70	53.70
Helmet Rental (10-punch pass)	17.70	17.70
Skate Rental (10-punch pass)	24.35	24.35

Community Services

CURLING ICE RENTALS – CURLING RINK		
	Aug 1/20- July 31/21	Aug 1/21- July 31/22
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 – Curling Clubs Only (per draw per sheet)	20.00	20.00

SPRING/SUMMER ICE RENTALS – CURLING RINK		
1-HR RENTAL	Aug 1/20- July 31/21	Aug 1/21- July 31/22
Figure Skating Club – Spring Ice	98.00	98.00
Private Rental – Spring Ice	182.75	182.75
School Rental – Spring Ice	75.25	75.25

Community Services

ARTIFICIAL TURF FIELDS		
	Aug 1/20-July 31/21	Aug 1/21-July 31/22
Hourly Rate	Seasonal Use	Seasonal Use
Port Moody Adult Sports Group	41.45	41.45
Port Moody Minor Community Groups	17.15	17.15
Non-Port Moody Minor Sports group	19.25	19.25
Private (includes non-Port Moody adult)	50.00	50.00
Commercial	60.00	60.00
Skill Development Rate	25.25	25.25
Trasolini Practice Turf – Port Moody Minor Community Groups	3.10	3.10
Trasolini Practice Turf – Private Rate	25.25	25.25
Trasolini Practice Turf – Commercial Rate	31.20	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 1/20-July 31/21	Aug 1/21-July 31/22
Hourly Rate	Seasonal Use	Seasonal Use
Fall and Winter – Adult Sports Groups (primarily soccer for the period Sept-March) From 5:00pm	16.25	16.25
Spring and Summer – Adult Sports Groups (primarily softball) From 8:00pm	16.25	16.25
Tournaments and Special Events – Adults	16.25	16.25
Port Moody Minor Sports Groups	2.25	2.25
Non-Port Moody Minor Sports Groups	3.15	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 1/20-July 31/21	Aug 1/21-July 31/22
Port Moody Minor Sports Groups	1.10	1.10
Non-Port Moody Minor Sports Groups	1.55	1.55
Port Moody Adult Sports Groups	2.70	2.70
Non-Port Moody Adult Sports Groups	3.80	3.80
Skill Development Rate	11.15	11.15
Private Rate	16.70	16.70
Commercial Rate	22.25	22.25

Community Services

CONCESSION AREA BOOKINGS (Heritage Woods and Aspenwood Fields only)		
	Aug 1/20-July 31/21	Aug 1/21-July 31/22
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 1/20-July 31/21	Aug 1/21-July 31/22
Track and Special Events	36.55	36.55
Port Moody Minor Sports Groups and Schools	No charge	No charge

COMMERCIAL BOOT CAMP FIELD BOOKINGS	
	2021
Rate per class	28.90

ROCKY POINT BOAT LAUNCH	
LAUNCHING FEES	2021
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
Boat Launch Reservation Cost Recovery Fee – Port Moody Resident	10.00
Boat Launch Reservation Cost Recovery Fee – Non-Port Moody Resident	25.00
Designated Anchorage Area Fee (per night)	12.50

PCT PERFORMANCE STAGE		
	2021	2022
2-hour booking	150.00	150.00
Note: <ul style="list-style-type: none"> Damage Deposit of \$250.00 is required. 		

QUEENS STREET PLAZA	
	2021
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	
	2021
Port Moody Tennis Club	\$3.00 per hour, per court

Community Services

AQUATICS – ADMISSION CHARGES	
PLEASURE SWIM ADMISSIONS	2021
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	2021
Private (plus staff)	134.00
School Board/Community Groups (plus staff)	55.15
Swim Club	11.75

SUMMER PASS	
	2021
Children/Youth	20.00

RECREATION COMPLEX GYM FLOOR		
SPORTS ACTIVITIES	2021	
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)	2021	
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

Community Services

MULTISPORT BOX	
SPORTS ACTIVITIES: 1-hr rental	2021
Port Moody Minor Community Groups	12.20
Non-Port Moody minor sports groups	14.30
Port Moody Adult sports groups	18.40
Non-Port Moody Adult sports groups (NEW)	20.20
Private	30.60
Commercial	35.70

FITNESS ADMISSIONS – Kyle Centre	
DROP-IN	2021
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

Community Services

FITNESS ADMISSIONS – Recreation Complex	
DROP-IN	2021
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>	

Community Services

INLET THEATRE AND CIVIC CENTRE GALLERIA RENTAL RATES (includes one technician)				
Types of Rates	2021		2022	
	Sun-Thurs	Fri-Sat	Sun-Thurs	Fri-Sat
Port Moody Community – per hour	103.00	103.00	103.00	103.00
Non-Port Moody Non-Profit – per hour	138.00	138.00	138.00	148.00
Cultural Performance – per hour	103.00	103.00	103.00	103.00
Commercial and Private – per hour	192.00	192.00	192.00	204.00
Commercial and Private 10 or more hours – per hour	158.00	158.00	158.00	168.00
Dark Day – per day	110.00	110.00	110.00	N/A
Rehearsal – per hour	79.00	79.00	79.00	79.00
Additional Technician – per hour	47.00	47.00	47.00	47.00
Front of House – per hour	28.00	28.00	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.				