



# City of Port Moody

## Report/Recommendation to Council

Date: October 26, 2020  
Submitted by: Finance and Technology Department – Financial Services Division  
Subject: 2021 Fees Bylaw

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### Purpose

To present the proposed 2021 Fees Bylaw for Consideration.

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### Recommended Resolution(s)

**THAT City of Port Moody Fees Bylaw, 2020, No. 3278 be read a first, second, and third time as recommended in the report dated October 26, 2020 from the Finance and Technology Department – Financial Services Division regarding 2021 Fees Bylaw;**

**AND THAT, as allowed by section 12(a)(iii) of Ministerial Order M192, City of Port Moody Fees Bylaw, 2020, No. 3278 be now adopted.**

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### Background

The 2021 Fees Bylaw (**Attachment 1**) has been prepared with input from all departments. Attached for Council's review is proposed City of Port Moody Fees Bylaw, 2020, No. 3278 that would, if supported, repeal Bylaw No. 3213 and all subsequent amendments.

### Discussion

Each department has reviewed their fees for reasonability and comparability against other municipalities. Some fees remained unchanged from 2020; however, in many cases, the fees were adjusted to reflect a 2% inflationary increase (with rounding adjustments).

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

#### Planning and Development:

Additions to the OCP Amendment Application fees were added in the amount of \$90.00 per 100m<sup>2</sup> of gross site area in addition to the base fee (**Attachment 1** page 14). This addition was required to recover the additional costs involved as a factor of the overall site size.

A new fee was implemented for Regional Growth Strategy Amendments (**Attachment 1** page 14). As this process incurs a significant amount of staff time and resources estimated at \$4,500 per amendment, recovery is necessary. Costs are determined as follows:

- Liaise with Metro Vancouver staff: \$300

- Preparation of report to Council: \$1,000
- Preparation of presentations to Metro Vancouver committees and Board: \$1,000
- Delivery of presentations to Metro Vancouver committees and Boards: \$1,200
- Follow up report to Council (typically for bylaw adoption): \$600
- Updates to OCP document and GIS: \$400

The Off-Site Engineering Review and Inspection Fee was update to remove the fee related to the City's Section 286 Development Agreement area, as this agreement has been completed (closed-out) and was no longer required. The fee remains unchanged for other parts of the city and the 215A Agreement area.

#### Engineering:

Engineering has initiated the inclusion of Highway Use Permits on the City Webpage for Construction Updates. This takes an average of 15 - 30 minutes to prepare. To recover the cost, a \$30 dollar increase (above the CPI index) has been added to the first week of the Major and Local Road Networks Highway Use Permit fees (**Attachment 1** page 19).

The Highway Use Permit – “No Parking Sign” Rental fee was removed as the City does not store “No Parking Signs” that can be rented as part of the Highway Use permit process.

The Fee for Highway Use Permit – Bin on City Right-of-Way fee has been divided into commercial and residential rates. The cost of providing a bin on the street has historically been the same weekly charge for both commercial work and residential uses. It was found that for a property owner, this charge can be excessive if the bin is kept for extended periods of time. The new fees are Highway Use Permit – Commercial Bin on City Right-of-Way, fee of \$90 per week, and Highway Use Permit – Residential Bin on City Right-of-Way, fee of \$90 per Month (**Attachment 1** page 19).

A new fee was added for Traffic Volume/Speed Data Requests for Commercial Purposes. Staff frequently receive requests from consultants for traffic count and speed data. This data is used to supplement field data collected for Traffic Impact Assessment Reports. To recover the cost of providing this information, a flat fee of \$294 is proposed to cover staff time. This fee will not apply to requests associated to active safety concerns within Port Moody (**Attachment 1** page 19).

#### Operations:

Net Solid Waste charges are increasing by 2.00% for 2021, resulting in an \$8 increase for a residential property (**Attachment 1** page 25).

At the October 13, 2020 Finance Committee meeting, the following resolution was carried:

#### FC20/046

THAT the provisional 2021-2025 Utility Five-Year Financial Plan be approved with revised Metro Vancouver charges incorporated once available as recommended in the report dated October 5, 2020 from the Finance and Technology Department – Financial Services Division regarding Provisional 2021-2025 Utility Five-Year Financial Plan;

AND THAT the proposed 2021 fees for the Water, Sewer, and Solid Waste Utilities be included in the 2021 Fees Bylaw with revised Metro Vancouver charges incorporated once available.

On October 30, 2020, Metro Vancouver's Board of Directors approved their 2021 Budget. Staff have incorporated revised Metro Vancouver charges into the Utility budgets. As a result, Water rates will increase by 2.59%, and Sewer rates will increase by 4.66% in 2021. This translates to an increase in the residential rate for Water from \$463 in 2020 to \$475 (originally proposed at \$478) in 2021. The residential rate for Sewer will increase from \$343 to \$359 (originally proposed at \$351).

#### Community Services:

Council approved the Community Services fees at the October 13, 2020 Regular Council meeting. The amendments in Bylaw No. 3260, will be included as part of Bylaw No. 3278, as Bylaw No. 3213 is repealed (**Attachment 1**, page 30).

#### Cultural Services:

Rates for the Inlet Theatre are set two years in advance to accommodate client needs. The new rates provided in the Bylaw are those for 2022 (**Attachment 1**, page 18).

#### **Other Option(s)**

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 2021 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. 3278 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(s)**

1. Draft City of Port Moody Fees Bylaw, 2020, No. 3278

#### **Report Author**

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## Report Approval Details

Document Title:	City of Port Moody Fees Bylaw, 2020, No. 3278.docx
Attachments:	- Attachment 1 - Draft City of Port Moody Fees Bylaw, 2020, No. 3278.pdf
Final Approval Date:	Nov 17, 2020

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

Dorothy Shermer, Corporate Officer - Nov 9, 2020 - 3:56 PM

Rosemary Lodge, Manager of Communications and Engagement - Nov 10, 2020 - 12:14 PM

Kate Zanon, General Manager of Community Development - Nov 15, 2020 - 2:37 PM

Jeff Moi, General Manager of Engineering and Operations - Nov 15, 2020 - 3:11 PM

Ron Coulson, Fire Chief - Nov 16, 2020 - 7:56 AM

Ron Higo, General Manager, Community Services - Nov 16, 2020 - 8:03 AM

Angie Parnell, General Manager of People, Communications and Engagement - Nov 17, 2020 - 9:48 AM

Paul Rockwood, General Manager of Finance and Technology - Nov 17, 2020 - 10:19 AM

Tim Savoie, City Manager - Nov 17, 2020 - 11:53 AM