



City of Port Moody

Bylaw No. 3492

A Bylaw to establish the 2025 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, 2024, No. 3492".

2. Repeal

2.1 City of Port Moody Fees Bylaw, 2023, No. 3435 and all amendments thereto are hereby repealed.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 hereto and forming part of this Bylaw.

4. Attachments and Schedules

4.1 The following schedule is attached to and forms part of this Bylaw:

- Schedule A – Fees.

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 12th day of November, 2024.

Read a second time this 12th day of November, 2024.

Read a third time this 12th day of November, 2024.

Adopted this 26th day of November, 2024.

A handwritten signature in blue ink, appearing to read "Meghan Lahti", written over a horizontal line.

M. Lahti
Mayor

A handwritten signature in blue ink, appearing to read "S. Lam", written over a horizontal line.

S. Lam
City Clerk

Schedule “A”

Contents

LEGISLATIVE SERVICES	4
BUSINESS LICENCE AND BYLAW ENFORCEMENT.....	5
COMMUNITY DEVELOPMENT	
PLUMBING PERMIT FEES.....	8
BUILDING PERMIT FEES	9
PLANNING FEES	12
SUSTAINABILITY	16
CULTURAL SERVICES	17
ENGINEERING.....	18
ENGINEERING FEES – PAY PARKING RATES AND TIMES.....	19
FINANCE AND TECHNOLOGY	20
FIRE-RESCUE	21
OPERATIONS	22
COMMUNITY SERVICES.....	30

Fees are subject to rounding and applicable taxes.

Legislative Services

Fee Name		\$
List of electors (First Copy free, Available only to Local Election Candidates)		34.39
Black and White Photocopies per page		0.49
Colour Photocopies per page		0.83
Electronic Media		Actual cost or minimum charge of \$24.31
Certified Copies per page		2.63
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		98.33
Each additional 15 minutes or portion thereof		25.52
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		23.50
Service Charge for Release of an Immobilized Vehicle		61.00
Business Licence Adjustments/Refunds Fee		33.00

Boat Removal		\$
Removal of abandoned boat (unauthorized and removed from city property)		At cost
Storage of boat (unauthorized and removed from city property)		At cost

Permits and Business Licences		\$
Vehicle Storage Permit		95.00
One-Day Business Licence		88.00
Sidewalk Use Permit		260.10
Sidewalk Use Permit Renewal		85.68
Businesses for Inter-municipal Program		175.00
Special Event Permit (Event on Private Property)		225.00
Food Truck (To operate in City designated spots)		675.00
Vehicle for hire		80.00 per vehicle

Exemption from Sound Level Bylaw		\$
Application for Temporary Exemption from Sound Level Bylaw		541.00

Nature of Business (Representative Examples)		\$
Secondary Suite or Detached Accessory Dwelling Unit		0.00
<i>A licence is required, but there is no charge for this licence.</i>		

Basic Licence Category		\$
· Home Occupation	150.00	
· Bed and Breakfast		
· Home Daycare of 10 children or less		
· Residential Rental Unit		
· Individual non-designated professions (i.e., barber, hairdresser, esthetician)		
· Boarding (Maximum of 2 Boarders)		

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	295.00	
· 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 232.26m ² (2,500ft ²)		
Service Supply Level II		\$
· Room Rental (11 to 30 rooms)	445.00	
· Retail/Commercial/Industrial from 232.35m ² to 464.5m ² (2,501 to 5,000ft ²)		
Service Supply Level III		\$
· Automobile Service Station Pumps	585.00	
· ATMs		
· Vending machines (more than 10 machines)		
· Room Rental (30 to 50 rooms)		
· Daycare Centre of 11 children or more		
· Retail/Commercial/Industrial from 464.61m ² to 929.03m ² (5,001 to 10,000ft ²)		
Service Supply Level IV		\$
· Financial Institutions		
· Room Rental (more than 50 rooms)		
· Fireworks		
· Marinas		
· Social Escort Service or Body Work Parlours		
· Retail/Commercial/Industrial over 929.03m ² (10,000ft ²)		

Fees are subject to rounding and applicable taxes.

Business Licence and Bylaw Enforcement

Dog Licences		\$
Dog under one year old (first time only)		20.40
Senior Discount for Spayed/Neutered Only		31.50
Dog Licence Fee – Male/Female (unneutered/unspayed)		82.00
*A discount will be allowed if paid on or before February 1 st of each year.		77.00
Dog Licence Fee – Male/Female (neutered/spayed)		53.00
*A discount will be allowed if paid on or before February 1 st of each year.		47.00
Dog Licence Fee – Aggressive		281.00
Dog Licence Fee – Vicious		584.00
Replacement of Lost Tag		17.50
Kennel Licence (for which a person shall be considered having same if said person possesses four or more dogs in lieu of individual Fees)		204.00
Impoundment Fees		\$
Licensed Dog Impoundment:		
First Impoundment		86.00
Second Impoundment		127.00
Third Impoundment		179.00
All subsequent Impoundments		339.00
Maintenance Cost per day or part thereof		18.36
Unlicensed Dog Impounded: (other than vicious dog)		
First Impoundment		151.00
Second Impoundment		174.00
Third Impoundment		291.00
All subsequent Impoundments		454.00
Maintenance Cost per day or part thereof		18.36
Aggressive Dog Impounded:		
First Impoundment		424.00
Second Impoundment		837.00
All subsequent Impoundments		1,683.00
Maintenance Cost per day or part thereof		37.00
Vicious Dog Impounded:		
First Impoundment		2,295.00
Second Impoundment		4,386.00
All subsequent Impoundments		8,976.00
Maintenance Cost per day or part thereof		69.00
Cat at Large Impounded:		
First and subsequent Impoundments – Unspayed/Unneutered Cat at Large		101.85
First and subsequent Impoundments – Spayed/Neutered Cat at Large		56.18
Maintenance Cost per day or part thereof		18.90
Impoundment of any domestic animal (not previously described)		86.10

Fees are subject to rounding and applicable taxes.

Community Development Plumbing Permit Fees

Fee Name	\$
Fixtures, roughed in each	35.00
Minimum	95.00
<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	95.00
Underground sewer lines – per 30m or part thereof	95.00
For each additional 30m or part thereof	40.00
Underground water lines over 2" diameter – per 30m or part thereof	95.00
For each additional 30m or part thereof	40.00
Underground water line installation 2" diameter or less – per 30m or part thereof	95.00
For each additional 30m or part thereof	40.00
Underground fire service lines – per 30m or part thereof	95.00
For each additional 30m or part thereof	40.00
Fire Sprinkler Heads – first 20 heads, per head	9.44
Minimum	95.00
Each additional head	3.32
Water line replacement in existing building – 2" diameter or less	95.00
For each additional 30m or part thereof	40.00
No Fixtures – for installation alterations or remodeling of soil, waste, or drainage piping where no fixtures are installed – for each 10 meters or piping installed, or portion thereof	95.00
Kitchen Extinguishing System (NFPA 96 1254.6) – Inspection and Permit	490.00
Swimming Pools – installation of swimming pool supply and drainage lines, including backflow preventer, sump, and sewer branch line	217.00
Minimum Plumbing Permit Fee	95.00
Backflow Prevention Assembly Test Report Fee	34.68
Re-inspection Fee	145.00

Fees are subject to rounding and applicable taxes.

Community Development Building Permit Fees

Building Permit Fees – based on value of construction			\$
<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		173.40
5,001-20,000			23.97
	plus base amount of		173.40
20,001-50,000			16.32
	plus base amount of		652.80
50,001-500,000			12.50
	plus base amount of		1,468.80
500,001 and over			11.22
	plus base amount of		7,716.30
Masonry Fireplace/Chimney (includes inspection)			118.32
Fee Reduction of 2.5% – Professional and Field Review reduction in cost of permit			
Building Moves			\$
Moving Building or Structure			350.00
Inspection Fee for examination of a building to be moved			200.00
Additional inspection Fee if inspection exceeds 2 hours			100.00
Temporary Building			285.00
Security Bond for Completion Exterior work			26,520.00
Security Bond for damage to City Property			12,240.00
Liability Insurance minimum coverage			5,100,000.00
Neighbourhood Feedback Process Fee			627.30
Waste Management Fee – Deconstruction			\$
Buildings and Structures Square Footage of Building(s)			Maximum Refund \$
0-1,000	2,205.00		1,600.00
1,001-5,000	7,665.00		6,800.00
5,001-20,000	11,025.00		10,000.00
Over 20,000	16,012.50		15,250.00
<i>*Replaces Demolition Permit Fees</i>			

Fees are subject to rounding and applicable taxes.

Community Development Building Permit Fees

Digital Archive		\$
Residential Alteration under \$5,000		33.66
Single- or two-family residential construction		68.34
0-500,000 construction value		97.92
500,001-1,000,000		130.56
1,000,001-3,000,000		204.00
3,000,001-5,000,000		270.30
5,000,001-10,000,000		561.00
10,000,001 and over		821.10

Plan Processing Fees		\$
Standard Projects		175.00
	With registered professional (-2.5%)	170.63
New single or semi-detached dwellings		663.00
	With registered professional (-2.5%)	646.43
Other than new single or semi-detached dwellings, a Fee equal to 50% of estimated permit Fee		
	Minimum	663.00
	Maximum	5,457.00
	With registered professional (-2.5%)	5,320.58
Plan processing Fee will be credited to Building Permit Fee at Building Permit issuance but is non-refundable if permit is not issued.		

Erosion and Sediment Control		\$
Erosion and Sediment Control permit		500.00
Reinspection Fee		150.00

Fees are subject to rounding and applicable taxes.

Community Development Building Permit Fees

Building Miscellaneous		\$
Building Permit Renewal Fee – based upon value of work to be completed where construction has started (minimum Fee)		266.00
Rechecking of Building Plans as a result of revisions to approved drawings by owner or owner's agent		164.00
Building/Plumbing Permit Adjustments/Refunds Fee		34.00
Review of Plans for Liquor Licence Occupant Load		105.00
Transfer of Permit Fee		90.00
Re-inspection Charge (more than two inspections were necessary)		300.00
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:		174.00
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		663.00
Property information research that could involve staff time in excess of 15 minutes:		
First Hour		93.65
Each additional 15 minutes or portion thereof		23.85
Extraordinary Inspection Charges		\$
Required permit inspections requested by applicant to be done after normal working hours		663.00
Special Safety Inspection		1,479.00
Review by Building and Fire Departments of Alternative Solutions from Registered Professionals		816.00
Bonding Section of Building Bylaw (Damage Deposits)		\$
Percent of Estimated Construction Cost		1.00%
Minimum		566.00
<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		81,600.00
Damage Bond for construction of new Single Detached Dwelling		8,400.00
Exchanging Forms of Payment – Letter of Credit or Bond		210.00
Address Changes (where possible)		735.00
Survey Certificate (copies)		25.00
Liquor Licence Application or Amendment – Staff Review Only		56.00
Liquor Licence Application or Amendment – Report to Council		150.00
Liquor Licence Application or Amendment with Public Consultation – Processing Fee		2,625.00

Fees are subject to rounding and applicable taxes.

Community Development Planning Fees

Sign Permits		\$
Minimum Permit Application Fee		114.00
Temporary Banner and Portable Signs		102.00
Signs Requiring Planning Review Only		183.00
Signs Requiring Building and Planning Review (i.e., Freestanding and Fascia signs)		285.00
Portable Freestanding Sign Permit		148.00
Portable Freestanding Sign Renewal Fee		34.00
Sign Recovery Fee		34.00
Minor Amendment to Development Permits for Signage		200.00
Community Development Services and Miscellaneous		\$
Board of Variance Application		620.00
Development Application Signs		At cost
Dock application review		1,250.00
Public Engagement Information Posting		
	up to 20 residential units	500.00
	plus 20-100 residential units	800.00
	100+ residential units, standalone commercial and mixed-use projects	1,100.00
	Major Development Applications (300+ residential units)	1,500.00
Property Information Requests		
Comfort letters related to zoning, building requirements, and other matters related to a building or a property use, including Fire Department records		750.00
	Land Title Searches	75.00
	Property Information Research – Under ½ hour	75.00
	For each additional hour	150.00
Site Alteration Permit – Base Fee		650.00
	Plus	0.63 per m ²
Staff Attendance at Developer Information Meetings – per meeting		300.00
Street Name Changes		700.00
Wireless Communication Facility Proposal Review		5,500.00
Pre-Application Review		\$
Pre-Application	Base Fee	2,500.00
	Plus	110.00/100m ² of gross site area (Up to a maximum of \$6,000.00 for Single Use Developments / a maximum of \$10,000.00 for Mixed-Use Developments)
OCP Amendment Applications		\$
OCP Amendment (when not applied for in connection with a Rezoning or Land Use Contract Amendment)	Base Fee	6,324.00
	Plus	112.20/100m ² of gross site area, and 25.50/100m ² total gross floor area
OCP Amendment (when applied for in connection with a Rezoning or Land Use Contract Amendment)	Base Fee	2,040.00
	Plus	112.20/100m ² of gross site area
Regional Growth Strategy Amendment		5,610.00

Fees are subject to rounding and applicable taxes.

Community Development Planning Fees

Rezoning, LUC Amendment Applications		\$
Residential Use	Base Fee	6,324.00
	Plus	112.20/unit
Commercial Use, Industrial Use, Institutional Use	Base Fee	6,324.00
	Plus	112.20/100m ² total gross floor area
Zoning Bylaw Text Amendment		6,324.00
Heritage Applications		\$
Heritage Revitalization Agreement <ul style="list-style-type: none"> Residential use Commercial Use, Industrial Use, Institutional Use 	Base Fee	7,344.00
	Plus	112.20/unit
		112.20/100m ² gross floor area
Heritage Alteration Permit	Council Authorized	4,590.00
	Staff Authorized	1,020.00
Heritage Revitalization Tax Exemption Applications	Heritage Register Properties	153.00
	Non-Heritage Register Properties	714.00
Public Hearing and Notification Fees (for applications requiring a Public Hearing or Council meeting notification)		\$
Public Hearing and Additional Public Hearing(s)	Each	1,530.00
Public Hearing notice mailing		At cost
Public Hearing Refund (where application bylaws do not proceed to a Public Hearing)		1,530.00
Development Variance Permit and Temporary Use Permit Notification	Base Fee	510.00
	Plus mailing	At Cost
Application Extension Requests		\$
Bylaw Third Reading Extension Request	Council Authorized	2,040.00
	Staff Authorized	510.00
Inactive Application Extension Request		510.00
Development Permits (DP)		\$
Development Permit – Form and Character, DPA1, DPA2, and DPA3	Base Fee	
	Council Authorized	5,100.00
	Staff Authorized	1,020.00
	Plus – Residential Use	112.20/unit
	Plus – Commercial, Industrial and Institutional Uses	112.20/100m ² total gross floor area
Development Permit – Environmentally Sensitive Areas (DPA4), Hazardous Lands (DPA5)	Council Authorized	5,100.00
	Staff Authorized	1,020.00
Development Permit DPA7 for Detached Accessory Dwelling Units (DADUs)	Staff Authorized	1,020.00
Development Permit Amendment	Major – Council Authorized	3,060.00
	Minor – Staff Authorized	1,020.00

Fees are subject to rounding and applicable taxes.

Community Development Planning Fees

Other Permits		\$
Development Variance Permit – Council authorized		4,080.00
Minor Development Variance Permit – Staff Authorized		1,020.00
Temporary Use Permit		5,100.00
Temporary Use Permit renewal		1,530.00

Development Applications Professional Review Services		\$
Architecture and Urban Design Review		
First Review up to 20 residential units		1,632.00
First Review 20-100 residential units		3,264.00
First Review 100+ residential units, standalone commercial and mixed-use projects		4,896.00
Subsequent Reviews		At cost
Major Development Applications (300+ Units).		At Cost
Building Energy and Sustainability Review		
First Review up to 20 residential units		1,632.00
First Review 20-100 residential units		3,264.00
First Review 100+ residential units, standalone commercial and mixed-use projects		4,896.00
Subsequent Reviews		At cost
Major Development Applications (300+ Units).		At Cost
Building Energy and Sustainability Review		
First Review up to 20 residential units		1,632.00
First Review 20-100 residential units		3,264.00
First Review 100+ residential units, standalone commercial and mixed-use projects		4,896.00
Subsequent Reviews		At cost
Major Development Applications (300+ Units).		At Cost
Accessibility and Inclusion Review		
First Review up to 20 residential units		1,632.00
First Review 20-100 residential units		3,264.00
First Review 100+ residential units, standalone commercial and mixed-use projects		4,896.00
Subsequent Reviews		At cost
Major Development Applications (300+ Units).		At Cost
Landscape Architecture Review		
First Review up to 20 residential units		1,632.00
First Review 20-100 residential units		3,264.00
First Review 100+ residential units, standalone commercial and mixed-use projects		4,896.00
Subsequent Reviews		At cost
Major Development Applications (300+ Units).		At Cost

Fees are subject to rounding and applicable taxes.

Community Development Planning Fees

Subdivision Applications		\$
Fee Simple Subdivision	Base Fee	4,080.00
	For each new lot	255.00
Bare Land Strata Subdivision	Base Fee	4,080.00
	For each new lot	255.00
Minor Subdivision (Lot Line Adjustment/Consolidation)		1,020.00
Air Space Parcel Subdivision	Base Fee	5,100.00
	For each new lot	255.00
Legal Review of Air Space Parcel Subdivision		At cost
Phased Strata Plan Approval		4,080.00
Non-Phased Strata Plan Review and/or Covenant Sign Off		510.00
Form P Approval/Amendment		1,020.00
Strata Title Conversion		4,080.00
Preliminary Layout Review Extension Request		510.00
Road Cancellation		4,080.00

Tree Removal Permits		\$
Tree Removal Permit (for single-family residential)		300.00
Tree Removal Permit (all categories other than single-family residential)		720.00
Tree Replacement Security (per tree)		740.00
Tree Removal Review		155.00
Re-inspection of tree protection fence		142.00
Re-inspection of replacement tree		142.00

Legal Agreements and Documents			\$
Development Agreement and Amendments	City Solicitor Fee		At cost
Restrictive Covenant Preparation or Amendment	City Solicitor Fee		At cost
Restrictive Covenant Discharge	Base Fee		500.00
	City Solicitor Fee		At Cost

Pre-Construction Review and Inspection 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 (Section 215A AND elsewhere in the city)	5% of estimated construction costs (at time of Servicing Agreement)	
On-Site Engineering Review Fee	2.5% of estimated on-site construction costs (at time of Servicing Agreement)	
Landscaping Review and Inspection Fee	4.4% of estimated off-site construction costs 2.2% of estimated on-site construction costs (at time of Building Permit)	
Environmental Compensation/Enhancement Review and Inspection Fee	4.4% of estimated off-site construction costs 2.2% of estimated on-site construction costs (at time of Development Permit)	

Business Licence Location Extension Fees		\$
Location Extension for businesses meeting criteria outlined in business licensing procedure		50.00

Fees are subject to rounding and applicable taxes.

Community Development

Sustainability

Electric Vehicle Charging Fees*			
EV Station	\$ per Minute		
DC Fast Charger	At All Times	Average usage level equal to or below 40%	0.210
		Average usage level above 40% and below 75%	0.240
		Average usage level equal to or above 75%	0.267
Old Orchard Hall	For the First 4 Hours	Average usage level equal to or below 30%	0.017
		Average usage level above 30% and below 75%	0.034
		Average usage level equal to or above 75%	0.050
	After 4 Hours		0.084
Kyle Centre	For the First 4 Hours	Average usage level equal to or below 40%	0.008
		Average usage level above 40% and below 75%	0.017
		Average usage level equal to or above 75%	0.034
	After 4 Hours		0.084
City Hall Dual	For the First 4 Hours	Fee set to match Kyle Centre rates**	
	After 4 Hours	0.084	
City Hall Single	For the First 4 Hours	Average usage level equal to or below 30%	0.017
		Average usage level above 30% and below 75%	0.034
		Average usage level equal to or above 75%	0.050
	After 4 Hours		0.084
Recreation Complex	For the First 4 Hours	Average usage level equal to or below 40%	0.017
		Average usage level above 40% and below 75%	0.034
		Average usage level equal to or above 75%	0.050
	After 4 Hours		0.084
Rocky Point Park	For the First 4 Hours	Average usage level equal to or below 40%	0.017
		Average usage level above 40% and below 75%	0.034
		Average usage level equal to or above 75%	0.050
	After 4 Hours		0.084

*Electric Vehicle Charging Fees are set based on average usage levels over the previous quarter at each charging station unless otherwise specified above. Average usage levels are calculated using the proportion of time that the EV Charging Station is occupied on a daily basis, averaged over one quarter and expressed as a percentage.

**Electric Vehicle Charging Fees for the City Hall Dual EV Chargers are set to match the rates at the Kyle Centre EV Charger, which are determined based on usage levels of the Kyle Centre EV Charger over the previous quarter.

Fees are subject to rounding and applicable taxes.

Cultural Services

Filming Permits		\$
First 2 days of filming (non-refundable)		410.00
Per day after first 2 days (to a maximum of \$1,500)		160.00
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		35.00

Fees are subject to rounding and applicable taxes.

Engineering

Fee Name		\$
Multi-Family Parking Permit Fee		70.68
Highway Use Permit:		
Major Road Network	434.70 for the first week 170.78 per week thereafter Minimum charge 434.70	
Local Road Network	263.93 for the first week 84.87 per week thereafter Minimum charge 263.93	
Highway Use Permit – Commercial Bin on City Right-of-Way Fee, per week	434.70 (MRN) for the first week 170.78 (MRN) per week thereafter 434.70 (Local Road) per week	
Highway Use Permit – Residential Bin on City Right-of-Way Fee, per Month		335.34
Road Closures		\$
Application		1,139.25
Right-of-Way Preparation, Modification, or Discharge Processing (exclusive of legal and survey costs)		1,459.50
Highway Encroachment Agreement Processing Fee		722.40
Highway Encroachment – Non-Removable Anchor Encumbrance Fee (subject to Engineering approval)		267.75/anchor
Newspaper Box – Annual Administration and maintenance Fee		185.64/application
Late payment after due date – 10% of annual administration Fee/newspaper box		61.20
Damage deposit		67.20/newspaper box
Charge for a newspaper box that is seized due to violations of the Bylaw		174.30/newspaper box
Storage Fee for a seized newspaper box, per week		15.00/newspaper box
Traffic Volume/Speed Data Requests for Commercial Purposes		388.50
Traffic Signal Legal Requests – Intersection Sequencing Letter Fee, per letter		388.50
Traffic Signal Legal Requests – Intersection Timing Sheet, per sheet		97.65
Street Light Glare Site Visit		255.00
Street Light Glare Installation		510.00
Street Light Glare Removal		510.00

Fees are subject to rounding and applicable taxes.

Engineering

ENGINEERING FEES					
PAY PARKING RATES AND TIMES	Rocky Point Park	Esplanade Avenue	Murray Street	Suter Brook Village	Ungless Way
On-Season Hourly Rate (June to August)	\$2.50	\$2.50	\$2.50	\$2.25	\$2.25
Off-Season Hourly Rate (January to May, and September to December)	\$1.50	\$1.50	\$1.50	\$2.25	\$2.25
On-Season Pay Parking In Effect Hours	7am–11pm	7am–11pm	7am–11pm	7am–6pm	7am–6pm
Off-Season Pay Parking In Effect Hours	7am–7pm	7am–7pm	7am–7pm	7am–6pm	7am–6pm
Maximum Parking Duration	4 hours	4 hours	4 hours	2 hours	4 hours

Fees are subject to rounding and applicable taxes.

Finance and Technology

Finance		\$
Returned Item Fee		50.00
Interest on overdue accounts receivable invoices		1.5%/month
Re-bill Administration Fee		15%/billing
	Minimum charge	50.00
	Maximum charge	500.00
Mortgage Administration Fee – per folio		16.00
Tax and Utility Adjustments/Refunds Fee		25.00
Apportionment Fee		30.00 per folio
LTSA Tax Certificate (via API)		42.00
Tax Certificate (via City)		80.00
Realty Board Export Fee		275.00
Prior year copies of Tax of Utility notices		
	Black and White Photocopies per page	0.49
	Colour Photocopies per page	0.83
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		98.33
Each additional 15 minutes or portion thereof		25.52
Other financial information where it is determined by the Department Head that research could involve staff time in excess of 15 minutes.		
First Hour		98.33
Each additional 15 minutes or portion thereof		25.52
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		98.33
Each additional 15 minutes or portion thereof		25.52
Statement of Financial Information		
	Black and White Photocopies per page	0.49
	Colour Photocopies per page	0.83
Agreement Administrative Fee		765.00
Agreement Administrative Fee for Agreement Renewals		385.00
Information Services		\$
11x17 – Colour Map (printed or PDF)		14.12
24x36 – Colour Map (printed or PDF)		33.08
36x48 – Colour Map (printed or PDF)		60.17
Utility Record Drawings: TIFF/PDF format		2.63
Utility Record Drawings: Full Set – Images and Index		58.80
Utility Record Drawings: Custom Utility Drawing Search		57.75/hr (15-minute increments)
Digital/GIS Data	15-minute increments	57.75/hr
Custom Mapping Product	15-minute increments	57.75/hr

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		105.00
Third subsequent re-inspection		210.00
Fourth subsequent re-inspection		420.00
<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>		105.00
Failure to attend an inspection		210.00
Unauthorized Silencing or Resetting of a Fire Alarm System		210.00
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.		1,050.00
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.		210.00
Fire alarm system has sounded more than two false alarms within a 12-month period.		210.00
Costs Incurred for Stand-By for Cables, Mains, Lines, or Ancillary Equipment Beyond 1 Hour		\$
Wages for each firefighter or portion thereof		105.00/hr
Fire Vehicles per hour or portion thereof		577.50/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		105.00/hr
Fire Vehicles per hour or portion thereof		577.50/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		105.00/hr
Fire Vehicles per hour or portion thereof		577.50/hr
Fire Miscellaneous		\$
Review of Fire Safety Plans (which are required under the <i>BC Fire Code</i>)		105.00
Comfort letters related to Fire-Rescue Department Inspection Records		105.00
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		94.00
Each additional 15 minutes or portion thereof		24.00
Retrieval of Routinely Available Information – Incident Reports (per incident)		105.00
Retrieval of Routinely Available Information – Investigation Reports (per incident)		210.00
Mobile Food Truck Inspection		106.50

Fees are subject to rounding and applicable taxes.

Operations

Fee Name		\$
Access Use Permit		70.04
Back Flow Assembly Use Fee		152.20
Back Flow Assembly Deposit		517.90
Fire Hydrant Deposit		777.43
Fire Hydrant Use Inspection Fee		271.33
Temporary Water and Sanitary Use for Construction or Irrigation		\$
Water Meter Deposit		Actual Cost
Water Meter Set Up and Rental		Actual Cost
Metered Construction Sites Utility Fee to equal the combined meter rates for Waterworks Metered Charges and Sewer Charges for Metered Users or the total of the flat rate for Unmetered Water Use and Unmetered Sanitary Use, whichever is greater.		
Unmetered Water Use Fee		
Single family dwellings, duplexes, and detached accessory dwellings		\$637/year
Industrial Commercial Institutional and Multifamily water service <25mm		\$1,585/year
Industrial Commercial Institutional and Multifamily water service 25-50mm		\$3,697/year
Industrial Commercial Institutional and Multifamily water service >50mm.		\$10,564/year
Unmetered Sanitary Use Fee		
Single family dwellings, duplexes, and detached accessory dwellings		\$606/year
Industrial Commercial Institutional and Multifamily water service <25mm		\$1,660/year
Industrial Commercial Institutional and Multifamily water service 25-50mm		\$3,874/year
Industrial Commercial Institutional and Multifamily water service >50mm		\$11,064/year
Drinking Water Conservation Plan		\$
Permit to water new lawn, landscaping, or lawns being treated for the European Chafer Beetle when Stage 1 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).		50.15
Optional Extension Fee (One extension – valid for a cumulative period of 42 days calculated from date of issuance of the first permit)		32.97

Fees are subject to rounding and applicable taxes.

Operations

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		76.68
Turning on or off water service:		
During normal City work hours	First Hour	127.18
	each hour thereafter	Actual Cost
During non-working hours	First Hour	
	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	127.18
	each hour thereafter	Actual Cost
During non-working hours	First Hour	377.06
	each hour thereafter	Actual Cost
Service Connection for Sanitary Sewer		\$
Sanitary building sewer connection		Actual Cost
Inspection Fee		76.68
Sanitary Sewer Service Inspection Chamber Locating Fee:		
During normal City work hours	First Hour	127.18
	each hour thereafter	Actual Cost
During non-working hours	First Hour	377.06
	each hour thereafter	Actual Cost
Service Connection for Storm Sewer		\$
Storm building sewer connection		Actual Cost
Inspection Fee		76.68
Storm Sewer Service Inspection Chamber Locating Fee:		
During normal City work hours	First Hour	127.18
	each hour thereafter	Actual Cost
During non-working hours	First Hour	377.06
	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 meter	Actual Cost
Remove curb and refinish per meter		Actual Cost
Install sidewalk crossing per meter		Actual Cost

Fees are subject to rounding and applicable taxes.

Operations

Street and Traffic		\$
New Sign and Post Installation		Actual Cost
New Sign Installation		Actual Cost
Concrete and Asphalt Administration Fee		195.80
Pavement Cut Restoration Fee		83.57 per m ²
	Minimum charge	309.09
Pavement Degradation Fee		12.23 per m ²
Recovery for the Collection and Storage of Unauthorized Signs		\$
Up to 1.5m ² in area		127.18
	per week thereafter	62.13
Greater than 1.5m ² in area		248.67
	per week thereafter	127.23

Fees are subject to rounding and applicable taxes.

Operations

Solid Waste Billing and Payment of Charges

- 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 March 31 or next business day.
- 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, and a 10% penalty will apply after the due date.
- 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.
- Upon issuance of a demolition permit, waste collection utility charges will be suspended at date of cart return and will be reinstated upon cart delivery.
- Institutional, Industrial and commercial garbage and green waste fees apply per cart.
- Removal of Solid Waste, other than referenced above, is charged at Actual Cost.
- A \$60 Administrative charge applies to increasing cart sizes.
- A \$60 Administrative charge applies to two or more cart exchanges in a calendar year.
- Reimbursement costs for cart replacements or repairs, plus \$60 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%.

2025 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	\$137	\$59	\$292	\$15
With 120L Garbage Cart and 2 x 240L Green Waste	\$137	\$59	\$438	\$15
With 240L Garbage Cart and 240L Green Waste	\$236	\$59	\$292	\$15
With 240L Garbage Cart and 2 x 240L Green Waste	\$236	\$59	\$438	\$15
Second Utility (double carts) with 2 x 120L Garbage Carts	\$274	\$118	\$584	\$30
Second Utility (double carts) with 1 x 120L and 1 x 240L Garbage Carts	\$373	\$118	\$584	\$30
Second Utility (double carts) with 2 x 240L Garbage Carts	\$472	\$118	\$584	\$30
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	\$137	\$59	\$147	\$15
Single or Multi-Family Dwelling Unit with 240L Garbage Cart	\$236	\$59	\$147	\$15
Multi-Family Centralized Residential	Garbage	Waste Management Fee	Green Waste	Glass
	Bi-Weekly	Weekly	Weekly	Monthly
Per Residential Dwelling Unit	\$137	\$37	\$59	\$8
Commercial (ICI) Charges	Garbage	Recycling	Green Waste	
	Weekly	Bi-Weekly	Weekly	
ICI Premises Centralized	\$205	\$230	\$292	
ICI Premises 240L Cart	\$357	\$230	\$292	
ICI Premises 360L Cart	n/a	\$342	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 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 March 31 or next business day.
- 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, and a 10% penalty will apply after the due date.
- c) 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.
- d) It is the responsibility of the property owner to check the accuracy of the services listed on the notice and notify the Finance Department of discrepancies. Adjustments will only be corrected within one calendar year.
- e) Temporary disconnections of the service in RS Zones, including construction and property vacancies, will continue to incur service charges.
- f) 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.
- g) 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

Vacant Lots, Single-Family Dwellings, and Duplexes – per unit	637.00
Townhouses, and Row houses – per unit	601.00
Apartments, and Condos – per unit	403.00
Detached Accessory Dwelling Units (i.e., Laneway house), and Suites (in private dwellings or commercial premises) – per unit	307.00
Not-For-Profit Rental housing owned and operated by community-based, non-profit societies (excluding local/provincial governments and regional districts)	307.00

Commercial

Offices and Stores – per business unit	686.00
Restaurants, Cafes, and Coffee Shops – per business unit	1,180.00
Service Stations and Garages – per business unit	1,180.00
Salon, Spa, Barbershop	686.00
Warehouses – per business unit	686.00

Institutional/Non-Profit Organizations

Churches and Public Halls	686.00
Non-Profit Organizations (excluding properties Assessed as Class 1)	686.00

Unclassified

Any users not provided for in the above classifications	683.00
---	--------

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)	294.00
---	--------

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 \$3.79 per 100ft³ for non-Metro Vancouver waste discharge permit holders
- The rate of \$1.75 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 and Drainage District Sewer use Bylaw No. 299, 2007 (as amended).

The minimum quarterly charge for Sewer shall be \$379.00 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 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 March 31 or next business day.
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, and a 10% penalty will apply after the due date.
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)	It is the responsibility of the property owner to check the accuracy of the services listed on the notice and notify the Finance Department of discrepancies. Adjustments will only be corrected within one calendar year.
e)	Temporary disconnections of the service in RS Zones, including construction and property vacancies, will continue to incur service charges.
f)	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.
g)	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		
Vacant Lots, Single-Family Dwellings, and Duplexes – per unit		643.00
Townhouses, and Row houses – per unit		602.00
Apartments, and Condos – per unit		403.00
Detached Accessory Dwelling Units (i.e., Laneway house), and Suites (in private dwellings or commercial premises) – per unit		307.00
Not-For-Profit Rental housing owned and operated by community-based, non-profit societies (excluding local/provincial governments and regional districts)		307.00
Commercial		
Offices and Stores – per business unit		643.00
Restaurants, Cafes, and Coffee Shops – per business unit		1,380.00
Service Stations and Garages – per business unit		1,380.00
Salon, Spa, Barbershop		643.00
Warehouses – per business unit		637.00
Institutional/Non-Profit Organizations		
Churches and Public Halls		346.00
Non-Profit Organizations (excluding properties Assessed as Class 1)		346.00
Unclassified		
Any users not provided for in the above classifications		643.00

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 \$3.51 per 100ft³.

The minimum quarterly charge for Water shall be \$351.00 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, 2025, to December 31, 2026, 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 Withdrawal Fee Policy

A full refund will be provided when the withdrawal occurs one week or more before the start of the program or camp. 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.

For camps, swim lessons, private lessons, workshops and one-day programs/events, there will be no refund with less than one week's notice. Early Learners Playschool requires one-month notice, in writing, at the beginning of the month. September payment is non-refundable.

Fees are subject to rounding and applicable taxes.

Community Services

Facility Rentals

Rental Group Definitions

Community: A registered non-profit organization based in Port Moody whose majority membership is composed of Port Moody residents. This category also includes Port Moody Minor Community Sport Groups and Port Moody Adult Community Sport Groups. Non-profit organizations and sport groups based out of the Tri-Cities with Port Moody residents may be considered for the community rate at the discretion of the General Manager of Community Services.

Private: Any individual or organization which does not meet the requirements of a Community, Local School or Commercial group.

Commercial: Any individual, company or organization engaged in the pursuit of business for profit through the use of recreation facilities.

Local School: Includes all schools in School District 43 and any school located in Port Moody.

Priority Use of Recreation Facilities

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

Local civic and non-profit community groups with five (5) years of continuous operation in a given facility.

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 College Park, Glenayre, Klahanie, Pleasantside, and The Residents of Pleasantside, IOCO Community Association (TROPICA).

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 Services

Facility Rentals

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 Policy

A full refund for all facility rentals will be applied if requests are made in writing and received by the Community Services Department within the required notice period as listed for each facility. No refunds or credits will be applied after the notice period has passed.

Cancellations that are initiated by the Community Services Department, including those due to weather or other conditions that make the facility unsuitable for use will be subject to a full refund or credit.

Refund of Damage Deposits

Damage deposits will be returned to renters 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 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 \$60.00 for each hour, \$30.00 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 neighboring communities and private business.

Fees are subject to rounding and applicable taxes.

Community Services

ROOM RATES (Hourly)							
		2025			2026		
	Capacity	Community	Private	Commercial	Community	Private	Commercial
RECREATION COMPLEX							
Wellness Room	225	42.45	100.80	127.30	43.70	103.80	131.10
Multipurpose 2	50	18.05	36.05	53.05	18.60	37.15	54.65
Multipurpose 3	40	30.75	36.05	N/A	31.70	37.15	N/A
Art Show Wellness Room		30.00			30.90		
Art Show Multipurpose 2		10.00			10.30		
Lounge		18.05			18.60		
KYLE CENTRE							
Activity Room	75	18.05	36.05	53.50	18.60	37.15	54.65
Clean Craft	25	12.75	21.20	31.85	13.15	21.85	32.80
Dance Room	125	23.35	53.05	84.85	24.05	54.65	87.40
Lounge	40	18.05	36.05	53.05	18.60	37.15	54.65
Rock and Gem Club Rate		0.55			0.60		
Kyle Centre Whole		53.05	100.80	190.95	54.65	103.80	196.70
Rock and Gem Show				36.05			37.15
GLENAYRE CENTRE							
Meeting Room	100	21.20	40.30	53.05	21.85	41.50	54.65
HERITAGE MOUNTAIN COMMUNITY CENTRE							
Main Hall	80	21.20	40.30	53.05	21.85	41.50	54.65
Meeting Room	20	12.75	21.20	31.85	13.15	21.85	32.80
CIVIC CENTRE							
Brovold Room	25	18.55	37.15	53.05	19.10	38.25	54.65
Parklane Room	20	12.75	21.20	31.85	13.15	21.85	32.80
Parkview Room	25	18.55	37.15	53.05	19.10	38.25	54.65
Notes:							
<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 \$35.00/hour applies (minimum 4-hr shift if building is closed). Capacity is based on type of seating (boardroom or theatre style). Cancellations require 5 days' notice for a full refund. Cancellations for social functions require 7 days' notice for a full refund. 							

OLD ORCHARD HALL – Main Room and Kitchen (Capacity 125)						
	2024		2025		2026	
	Hourly	15-Hour	Hourly	15-Hour	Hourly	15-Hour
Community	46.35	411.85	47.75	424.20	49.20	436.90
Private	97.85	952.75	100.80	981.35	103.80	1010.80
Commercial	206.00	1545.00	212.20	1591.35	218.55	1639.10
Notes:						
<ul style="list-style-type: none"> 15-hour rentals are from 10:30am-1:30am. Cancellations require 60 days' notice for a full refund. 						

Fees are subject to rounding and applicable taxes.

Community Services

ARENA – ICE RENTALS (Hourly)			
	Aug. 1/24-Jul. 31/25	Aug. 1/25-Dec. 31/25	2026
Port Moody Minor Sport Group	129.95	129.95	129.95
Port Moody Minor Sport Group (Non-Prime Time)	66.30	67.00	68.35
Adult Sport Group/Private	323.20	326.45	333.00
Adult Sport Group/Private (Non-Prime Time)	161.65	163.30	166.60
Commercial	387.80	391.70	399.55
Local Schools	104.40	105.45	107.55
Jr B Hockey Club	158.55	160.15	163.35
Private Rental – Summer Ice	189.05	190.95	194.75
Notes: <ul style="list-style-type: none"> • Port Moody Minor Sport Group Non-Prime Time is Monday to Friday from 9:00am-3:30pm from September to June. • Adult Sport Group/Private Non-Prime Time is Monday to Friday from 6:00am-6:00pm. • Private rental summer ice rates are effective from August 1 to Labour Day. • Special Event Damage Deposit: \$250.00/day (max \$500.00 per event). • Cancellations require 5 days' notice for a full refund. 			

ARENA and CURLING RINK – DRY FLOOR RENTALS (Hourly)		
	Aug. 1/24-Dec. 31/25	2026
Port Moody Minor Sport Group	47.55	47.55
Non-Port Moody Minor Sport Group	66.15	68.15
Adult Sport Group/Private	105.45	108.65
Commercial	133.70	137.70
Local Schools	47.55	48.95
Jr B/Intermediate Lacrosse	51.05	52.60
Convention or Special Event (daily rate per arena)	1685.75	1736.65
Notes: <ul style="list-style-type: none"> • Special Event Damage Deposit: \$250.00/day (max \$500.00 per event). • Daily rate is based on a booking from 8:00am-10:00pm. Additional hours outside of this timeframe are subject to the regular hourly rate. • Cancellations require 5 days' notice for a full refund. 		

Fees are subject to rounding and applicable taxes.

Community Services

ARENA ADMISSIONS		
	Aug. 1/24-Jul. 31/25	Aug. 1/25-Dec. 31/25
Single Public Skate Admission	Per the Recreation Admissions Table	
Skate Rentals	3.55	3.65
Skate Sharpening	5.65	5.80
Helmet Rentals	2.30	2.40
10 STRIP TICKETS		
Helmet Rental (10-punch pass)	17.70	18.20
Skate Rental (10-punch pass)	24.60	25.30

CURLING ICE RENTALS – CURLING RINK (Hourly per sheet or per draw per sheet as noted)			
	Aug. 1/24-Jul. 31/25	Aug. 1/25 – Dec. 31/25	2026
Community Prime-Time (hourly per sheet)	46.23	46.70	47.60
Community Non-Prime Time (hourly per sheet)	22.05	22.30	22.75
Private (per 2 hours per sheet)	159.15	160.75	163.95
Bonspiel – Curling Clubs Only (per draw per sheet)	51.50	52.00	53.05
Practice fee (hourly per sheet)	2.10	2.15	2.20
Notes: <ul style="list-style-type: none"> • Prime-Time is Monday to Friday from 6:00pm-12:00am and Saturday/Sunday from 8:00am-10:00pm • Non-Prime Time is Monday to Friday from 6:00am-6:00pm. • Cancellations require 5 days' notice for a full refund. • Bonspiels require additional rental of the lounge for the duration of the event. • Practice fee rates apply to the Curling Club and are available at timeslots determined by the Recreation Division. 			

SPRING/SUMMER ICE RENTALS – CURLING RINK (Hourly)		
	Aug. 1/24-Dec. 31/25	2026
Port Moody Minor Sport Group	103.00	106.15
Private/Commercial	192.05	197.80
Local Schools	79.05	81.45
Note: <ul style="list-style-type: none"> • Cancellations require 5 days' notice for a full refund. 		

Fees are subject to rounding and applicable taxes.

Community Services

ARTIFICIAL TURF FIELDS (Hourly)			
	Sep. 1/24- Aug. 31/25	Sep. 1/25- Dec. 31/25	2026
Port Moody Minor Sport Group	17.80	18.00	18.35
Non-Port Moody Minor Sport group	20.05	20.25	20.65
Port Moody Adult Sport Group	44.00	44.45	45.35
Non-Port Moody Adult Sport Group/Private	53.05	53.60	54.70
Commercial	63.65	64.30	65.60
Skill Development Rate	25.75	26.00	26.50
TRASOLINI PRACTICE TURF / INLET FIELD BATTING CAGES (Hourly)			
Port Moody Minor/Adult Sport Group	3.30	3.35	3.40
Private	26.25	26.50	27.05
Commercial	31.80	32.10	32.75
Notes:			
<ul style="list-style-type: none"> Minor Sports rates apply Monday to Friday from 8:00am-8:00pm and Saturday/Sunday from 8:00am-6:00pm. Adult rental rates apply outside of this timeframe. Cancellations require 5 days' notice for a full refund. 			

NORTH SHORE GRASS (Hourly – includes rental fee and lights)			
	Sep. 1/24- Aug. 31/25	Sep. 1/25- Dec. 31/25	2026
Port Moody Minor Sport Group	2.35	2.40	2.45
Non-Port Moody Minor Sport Group	3.30	3.35	3.40
Adult Sport Group	17.25	17.40	17.75
Private	26.50	26.75	27.30
Commercial	34.50	34.85	35.55
Tournaments and Special Events – Adults	17.25	17.40	17.75
Notes:			
<ul style="list-style-type: none"> Grass and All-Weather field rates as noted in the table below apply before 5:00pm from September to March and before 8:00pm from April to August. Special events Damage Deposit: \$250.00. Cancellations require 5 days' notice for a full refund. 			

GRASS AND ALL-WEATHER FIELD BOOKINGS – NO LIGHTS (Hourly)			
	Sep. 1/24- Aug. 31/25	Sep. 1/25- Dec. 31/25	2026
Port Moody Minor Sports Groups	1.20	1.20	1.25
Non-Port Moody Minor Sports Groups	1.65	1.65	1.70
Port Moody Adult Sports Groups	2.90	2.90	3.00
Non-Port Moody Adult Sports Groups	4.00	4.05	4.15
Skill Development Rate	11.85	12.00	12.25
Private Rate	17.70	17.90	18.25
Commercial Rate	23.60	23.85	24.30
Notes:			
<ul style="list-style-type: none"> Rates apply to grass and all-weather fields at the following parks: Aspenwood, Glenayre, Heritage Mountain, Ioco, Mountain Meadows, North Shore, Wayne Norton, and Westhill. Cancellations require 7 days' notice for a full refund. 			

Fees are subject to rounding and applicable taxes.

Community Services

CONCESSION AREA BOOKINGS (Heritage Woods and Aspenwood Fields only)			
	Aug. 1/24- Aug. 31/25	Aug. 1/25- Dec. 31/25	2026
Rate per event	95.15	96.10	98.00
Notes: <ul style="list-style-type: none"> • Damage Deposit of \$250.00 is required. • Cancellations require 5 days' notice for a full refund. 			

NORTH SHORE HIGH SCHOOL RUNNING TRACK RENTALS		
Rate per Hour	Aug. 1/24- Jul. 31/25	Aug. 1/25- Dec. 31/25
Track and Special Events (including turf field)	17.80	18.35
Port Moody Minor Sports Groups (per lane)	0.55	0.55
Schools	No charge	No charge
Note: <ul style="list-style-type: none"> • Cancellations require 5 days' notice for a full refund. 		

COMMERCIAL BOOT CAMP FIELD BOOKINGS		
	2024	2025
Rate per class	31.30	32.25
Note: <ul style="list-style-type: none"> • Cancellations require 5 days' notice for a full refund. 		

ROCKY POINT BOAT LAUNCH		
LAUNCHING FEES	2024	2025
Commercial – Annual	850.00	900.00
Port Moody Resident – Annual	285.00	300.00
Non-resident – Annual	500.00	500.00
Service Charge for replacement passes	26.00	26.80
Daily Pass	40.00	45.00
Designated Anchorage Area Fee (per night)	15.75	16.25

Fees are subject to rounding and applicable taxes.

Community Services

PCT PERFORMANCE STAGE		
	2024	2025
2-hour booking	159.15	163.90
Note:		
<ul style="list-style-type: none"> Cancellations require 5 days' notice for a full refund. 		

QUEENS STREET PLAZA		
	2024	2025
6-hour booking		
Commercial	257.50	265.20
Moody Centre Business Association (booking managed by Moody Centre Business Association with no staff support)	No Fee	No Fee
Non-Profit Organization	No Fee	No Fee
Longer than 6 hour booking Commercial Rate	500.00	500.00
Notes:		
<ul style="list-style-type: none"> Damage Deposit of \$250.00 is required for all bookings. Cancellations require 5 days' notice for a full refund. 		

OUTDOOR POOLS (Hourly)		
	2024	2025
Swim Club	12.45	12.80
Community/Local Schools (plus staff)	55.15	56.80
Private (plus staff)	142.15	146.40
Note:		
<ul style="list-style-type: none"> Cancellations require 5 days' notice for a full refund. 		

OUTDOOR POOL PUBLIC SWIMMING ADMISSIONS		
	2024	2025
All Ages (Flat rate inclusive of applicable taxes)	2.00	2.00

PASSES		
	2024	2025
Children/Youth Summer Pass	25.00	25.00
Drop-In Sports 11-visit Swipe Pass	64.20	66.15

RECREATION COMPLEX GYM FLOOR				
SPORTS ACTIVITIES	2024		2025	
1-hr rental	Half Gym	Full Gym	Half Gym	Full Gym
Community	41.45	68.95	42.70	71.00
Private	84.10	141.55	86.60	145.80
Commercial	126.80	213.25	130.60	219.65
Notes:				
<ul style="list-style-type: none"> Cancellations require 5 days' notice for a full refund. 				

Fees are subject to rounding and applicable taxes.

Community Services

PICNIC SHELTERS				
	2024		2025	
	Rocky Point	Old Orchard	Rocky Point	Old Orchard
WEEKDAYS (Monday to Friday)				
1-50 people	Side A or B: 82.90	82.90	Side A or B: 85.40	85.40
51-125	Entire Shelter: 165.70	165.70	Entire Shelter: 170.70	170.70
126+	Entire Shelter: 300.70	N/A	Entire Shelter: 309.70	N/A
WEEKENDS (Saturday/Sunday)				
1-50 people	Side A or B: 88.70	88.70	Side A or B: 91.40	91.40
51-125	Entire Shelter: 177.40	177.40	Entire Shelter: 182.70	182.70
126+	Entire Shelter: 322.00	N/A	Entire Shelter: 331.70	N/A
Notes: <ul style="list-style-type: none"> Weekday rentals are available Monday to Friday from 10:30am-2:30pm and 3:30pm-8:00pm Cancellations require 14 days' notice for a full refund. 				

MULTISPORT BOX		
SPORTS ACTIVITIES: 1-hr rental	2024	2025
Port Moody Minor Sport Group	12.95	13.35
Non-Port Moody Minor Sport Group	15.20	15.65
Port Moody Adult Sport Group	19.50	20.10
Non-Port Moody Adult Sport Group	21.40	22.05
Private	32.45	33.40
Commercial	37.85	39.00
Note: <ul style="list-style-type: none"> Cancellations require 5 days' notice for a full refund. 		

TOWN CENTRE TENNIS COURTS (Hourly per court)		
	2024	2025
Port Moody Tennis Club	3.10	3.20
Note: <ul style="list-style-type: none"> Cancellations require 5 days' notice for a full refund. 		

Fees are subject to rounding and applicable taxes.

Community Services

RECREATION ADMISSIONS		
DROP-IN	Sep. 1/23-Dec. 31/24	2025
Adults (19-59)	5.85	6.05
Child (12 and under)	2.25	2.30
Teens (13-18)	2.15	2.20
Students (19-25 with valid fulltime student ID)	4.55	4.70
Seniors (60-84)	4.55	4.70
Super Senior (85 and over)	3.35	3.45
Family (per person)*	3.60	3.70
11-VISIT SWIPE CARD		
Adults	58.75	60.50
Child	22.50	23.20
Teens	21.40	22.05
Students/Seniors	44.50	45.85
Super Senior	33.65	34.65
1-MONTH		
Adults	44.30	45.60
Teens	24.60	25.35
Students/Seniors	33.40	34.40
Super Senior	27.65	28.50
Family (per person)*	29.60	30.50
3-MONTH		
Adults	121.70	125.35
Teens	67.40	69.40
Students/Seniors	90.70	93.40
Super Senior	75.85	78.15
Family (per person)*	81.15	83.60
6-MONTH		
Adults	217.60	224.15
Teens	120.90	124.50
Students/Seniors	164.15	169.10
Super Senior	135.75	139.80
Family (per person)*	145.25	149.60
1-YEAR		
Adults	390.30	402.00
Teens	216.15	222.65
Students/Seniors	298.80	307.75
Super Senior	242.90	250.20
Family (per person)*	259.90	267.70
Notes:		
<ul style="list-style-type: none"> Recreation admissions and passes include access to weight room; drop-in fitness classes; walking/running track; steam room and whirlpool; public skating and public swimming. 11-Visit Swipe Cards have a two (2) year expiry from the date of purchase. A family is defined as 1 or 2 adults and children in the same household 0-18 years old. At least one adult and one child must purchase a pass for the family rate to apply. 		

Fees are subject to rounding and applicable taxes.

Community Services

INLET THEATRE AND CIVIC CENTRE GALLERIA RENTAL RATES (includes one technician)				
Types of Rates	2025		2026	
	Sun-Thurs	Fri-Sat	Sun-Thurs	Fri-Sat
Port Moody Community – per hour	114.00	114.00	116.00	116.00
Non-Port Moody Non-Profit – per hour	155.00	166.00	160.00	172.00
Cultural Performance – per hour	114.00	114.00	116.00	116.00
Commercial and Private – per hour	221.00	235.00	225.00	240.00
Commercial and Private 10 or more hours – per hour	181.00	193.00	190.00	200.00
Dark Day – per day	127.50	N/A	130.00	N/A
Rehearsal – per hour	87.00	87.00	90.00	90.00
Additional Technician – per hour	55.00	55.00	57.00	57.00
Front of House – per hour	35.00	35.00	37.00	37.00
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 on 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 beverages (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.